

# Academic & Trades Application Prince George Campus Housing

## IT IS IMPORTANT TO READ THE ENTIRE CONTENTS OF THIS DOCUMENT

This application process is separate from all other CNC application processes

1. **Submit your Application by email** as a PDF document to [residence@cnc.bc.ca](mailto:residence@cnc.bc.ca) (photos not accepted). You will receive an auto-response with important information. If you do not have email access, contact us directly for alternative application options.
2. **Form must be complete.** These first three boxes and the Terms and Conditions boxes below **MUST** be checked to indicate you've read and understand each point. If these boxes are not checked, your application will not be processed.
3. **If this Application is being completed or submitted on your behalf,** we assume that you have given full consent. Your signature indicates that you understand the entire contents of this form and accountability of the application process.

## Fees and Room Preference

1. Have you previously *applied* to live in CNC campus housing?  
 Yes  No
2. Have you previously *lived* in CNC campus housing?  
 Yes - **STOP!** Complete the **Return Application**. This form will not be processed

Standard and Accessible Rooms (select your preference)	Trades Weekly	1 Semester	Intersession	Academic Year	Full Year
<input type="checkbox"/> Academic Standard Private room   shared washroom 60 total		\$2000	\$1500	\$4250	\$6250
<input type="checkbox"/> Trades Standard weekly charge for Programs 2-14 wks Private room   shared washroom 16 total	\$125	\$2000	\$1500	\$4250	\$6250
<input type="checkbox"/> Accessible for mobility limitations Large private room   shared washroom   main level 4 total		\$2080	\$1560	\$4420	\$6500
<b>Large and Private rooms available to second year students only and/or students with approved documented reason</b>					
<input type="checkbox"/> Large Private room   shared washroom   second level 4 total	\$130	\$2080	\$1560	\$4420	\$6500
<input type="checkbox"/> Private Large private room   private washroom 8 total	\$135	\$2160	\$1620	\$4590	\$6750
<b>Payable in Full or in the following Instalments</b>	<b>1 instalment</b>		<b>2 instalments</b>		
<b>\$250 Security Deposit</b> held for duration of occupancy   applicable to cleaning, damage repair, and/or unpaid Housing fees					
<b>\$20 Nightly Rate</b> applicable for early arrivals and late stays		<b>Weekly Rate</b> applicable between semesters and for extensions			

Note length of terms in weeks: Trades Weekly 1-14 | 1 semester 15-16 | Intersession 12 | Academic Yr 34 | Full Yr 50

## Terms and Conditions of Application | Room Assignment and Cancellation Process

1. This form will be processed and the application date valid only if **1)** all sections are complete, **2)** payment details have been provided, and **3)** \$25 nonrefundable fee has successfully transacted. Housing does not contact Applicants re: unapproved transactions.
2. Rooms assignments occur in: Jun-Jul for Sept intake | Oct-Nov for Jan intake | Feb-Mar for May intake | or as vacancy permits  
We recommend emailing your Application 6-9 months in advance or as soon as you apply to your CNC program
3. Applications are considered late if submitted within **1)** 90 days of an academic program, **2)** 30 days of a trades program  
Late applications may be transferred to an extended application list and fee may not be charged until reasonable position attained
4. Processing is on a first received basis by date, as vacancy permits, and as per the room assignment timelines
5. \$250 Security Deposit processed only upon room offer and acceptance. Not refundable if canceled within 45 days of check in  
Also not refundable if you **1)** no show, **2)** fail to check in, **3)** or fail to provide cancellation directly to Housing office
6. If you choose to cancel your application, you must do so directly through the Housing office via email or telephone **immediately upon no longer requiring a room** or a non-cancellation fee will apply
7. I, \_\_\_\_\_ have read, understand and agree to this application and the [Community Standards Handbook](#):
  - Smoking of any substance inside rooms and shared spaces or in non-designated areas is **prohibited**
  - Open alcohol is **prohibited** in all shared spaces, including outdoors, and inside rooms where minors reside
  - I oblige to the financial commitment for the entire duration of my requested consecutive dates of stay
  - Living on campus involves some loss of privacy, requiring flexibility and consideration of others
  - Room cleaning services are not provided; I will adhere to weekly room and washroom cleaning and hygiene at all times
8.  **YES!** Keep my application on file until this date if no rooms are available at this time     Dd    | mm    | yyyy

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<b>OFFICE USE ONLY</b>	Date Received  dd  mm  yyy	Canceled  dd  mm  yyy			
	Room Offered  dd  mm  yyy	NOTES			
	Room Accepted  dd  mm  yyy	\$25		\$250	

## Personal Information with exception of CNC Student ID number, if not yet assigned

Date (today)  dd  mm  yyy	Student ID	Birth Date  dd  mm  yyy	
First Name	Address		
Other Names	City/Town   Province/State		
Last Name	Country	Postal/ZIP	
Cell Phone	Other Phone	Personal email MANDATORY	Agent   Sponsor email, MANDATORY if applicable
I identify as: <input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Other	I have a shared washroom preference: <input type="checkbox"/> No, whatever works <input type="checkbox"/> Yes <input type="checkbox"/> Male <input type="checkbox"/> Female	<input type="checkbox"/> Yes, I request to share my washroom with: Firstname Lastname	

## Program Information | Consecutive Housing Dates

Provide only dates for which you will be living on campus **consecutively**. If you will be leaving campus between semesters (e.g. *on campus Sept-Apr, leaving May-Aug, returning Sept*), complete the **Academic & Trades Return Application**, found on the [CNC Housing website](#).

### Academic | Consecutive Semester Dates

Preferred move in date	dd  mm  yyy
Last day on campus	dd  mm  yyy
Return date <i>if applicable</i>	dd  mm  yyy
I will be attending Program _____	<input type="checkbox"/> 1-2 Classes <input type="checkbox"/> 3+ Classes

### Trades | Consecutive Program Dates

Preferred move in date	dd  mm  yyy
Last day on campus	dd  mm  yyy
Return date <i>if applicable</i>	dd  mm  yyy
I will be attending Program _____	<input type="checkbox"/> Part Time <input type="checkbox"/> Full Time

## Payment Information

By providing the following information, you are expressing consent to process both the \$25 nonrefundable fee and the \$250 security deposit as per the Terms and Conditions. **We do not have e-transfer capability at time. Visa-Debit and MasterCard-Debit NOT ACCEPTED.**

1. CREDIT <input type="checkbox"/> Visa <input type="checkbox"/> MasterCard	Name on Credit Card
Card Number	Expiry mm  yy   Authorizing Signature <i>typed signature accepted</i>
2. <input type="checkbox"/> CNC Account Date of Request	3. <input type="checkbox"/> CHEQUE Cheque #
	4. <input type="checkbox"/> MONEY ORDER Money Order #

\$25 and \$250 must be separate orders

*In making this application, I have read or have had someone read to me, the contents of this application in its entirety, and agree to the terms, conditions, and processes described within, and that all of the information I have provided is correct. I acknowledge and agree to abide by the Community Standards, License Agreement, and other supplemental guidelines as amended or posted, and if unable to do so, will make alternate living arrangements. I understand that I must be a full time registered student upon checking in to campus housing.*

Your Full Signature <i>typed signature accepted</i>	Additional Notes	Date of Signing  dd  mm  yyy
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This information is collected for the purpose of securing accommodations at CNC. Your privacy is protected under the Freedom of Information and Privacy Act, limiting how your information may be used or disclosed. If you have questions about the collection and use of your information, please contact the Freedom of Information Coordinator, College of New Caledonia, at 250 561 5828.