

# Academic & Trades Application Prince George Campus Housing MAIN BUILDING



<b>OFFICE USE ONLY</b>	Date Received  dd  mm  yyyy	Cancelled  dd  mm  yyyy	Reason:
	Room Assigned  dd  mm  yyyy	\$50	NOTES
	Room Accepted  dd  mm  yyyy		

## PERSONAL INFORMATION | With exception of CNC Student ID number, if not yet assigned

Date (today)  dd  mm  yyyy	Student ID	Birth Date  dd  mm  yyyy	
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

## DEMOGRAPHIC INFORMATION | Mandatory Information

1) I identify as:  Male  Female  Other \_\_\_\_\_

2) I have a shared washroom preference:  Male  Female  Other \_\_\_\_\_

3) Are you a first-year student?  Yes  No

4) Please indicate if you are a domestic or international student:  Domestic  International

5) Please check any of the following that apply:  Indigenous  Metis  Inuit

6) Are you a former youth in care?  Yes  No

7) Are you a student with physical accessibility needs?  Yes  No

## HOUSING DATES | If last consecutive day surpasses regular Academic Term dates, an extension form is required.

Provide only consecutive dates that you will be living on campus. If you leave campus between terms, you must complete the Academic & Trades Return Application to book your return.

<b>ACADEMIC</b>	
Program start date	dd  mm  yyyy
Preferred move in date	dd  mm  yyyy
Last day on campus	dd  mm  yyyy
Program _____	
Students are required to be registered fulltime.	

<b>TRADES</b>	
Program start date	dd  mm  yyyy
Preferred move in date	dd  mm  yyyy
Last day on campus	dd  mm  yyyy
Trade _____	

## PAYMENT INFORMATION | \$50 Non-Refundable Application Fee

**Your application will not be processed until payment is provided. If this area is left blank, your application will not be processed.**

By checking this box, you agree to have a \$50 non-refundable application fee charged to your CNC Connect account. Fees will be administered shortly after the application has been received and placed in order of submission date and priority parameters. The non-refundable fee is applicable even if the application is cancelled within 24 hours of submission.

*In submitting this application, I have read or have had my agent read to me, the contents of this application in its entirety, and agree to the terms, conditions, and processes described within, and confirm that all of the information I have provided is correct.*

	dd  mm  yyyy
<b>Your Full Signature</b>   Typed Signature Accepted	<b>Additional Notes</b>
	<b>Date of Signing</b>

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

This application process is separate from all other CNC application processes. Before completing this application, you are required to read the Community Standards Handbook. Proceed only once you have done so. Applications should be returned in PDF format.

- 1) 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 three boxes are not checked, your application will not be processed.**
- 2) Students are required to read the Community Standards handbook** before submitting an application. Students are expected to 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.
- 3) Your application must be filled out and submitted by YOU - the applicant - not by a parent/guardian, partner/spouse, or sponsor,** with the exception of when there is a language barrier and an agent is acting on your behalf. Your signature indicates that you understand the entire contents of this form and linked documents, accountability of the application process, and have given full consent.

## FEES AND ROOM PREFERENCE | Room selection defaults to Standard when preferred selection is unavailable

	Length of terms:			Student Life Fee	Security Deposit	← In Consecutive Weeks
	1-14	15-16	34			
<b>Available to First Time Applicants:</b>	<b>Weekly</b>	<b>1 Term</b>	<b>2 Terms</b>			
<input type="checkbox"/> Academic Standard Private Room   Shared Washroom 60 total	\$141	\$2250	\$4782	\$30	\$250	**Extensions are charged weekly only, Sunday-Saturday: • For continuity of occupancy past Regular Academic Term dates, in cases of extended programs.
<input type="checkbox"/> Trades Standard Private Room   Shared Washroom 16 total	\$141	\$2250	\$4782	\$30	\$250	
<input type="checkbox"/> Accessible (for mobility limitations) Large Private Room   Shared Washroom   Main Level 4 total	\$146	\$2340	\$4972	\$30	\$250	
<input type="checkbox"/> Large Large Private room   Shared washroom   Second Level 4 total	\$146	\$2340	\$4972	\$30	\$250	
<b>Available to Community Advisors:</b>	\$152	\$2430	\$5164	\$30	\$250	
<input type="checkbox"/> Private Large Private Room   Private washroom 8 total	<b>1 instalment</b>	<b>2 instalments</b>	<b>Mandatory Fees</b>			

**1) Have you lived on campus within the past 6 months?** If Yes - **STOP!** Complete the [Academic & Trades Return Form](#) instead (see Community Standards handbook for priority guidelines).

**2) Choose your preference (exact placement not guaranteed):**  Social (Semi-Quiet)  Academic (Quiet)

**3) If you have a person with whom you would like to share an adjoining room, please provide their full name:** \_\_\_\_\_

## TERMS AND CONDITIONS | Room Assignment & Cancellation Policies

- This form will be processed with a valid submission date only if: 1) All sections are completed, 2) Payment of \$50 application fee is successfully transacted, and 3) Application is submitted within application opening/deadlines dates.
- All applications are subject to availability per term and room assignments are not guaranteed.
- Application processing is on a first received basis per priority preference (see Community Standards handbook), as vacancy permits. Room assignments are offered via email and subject to a deadline for response.
- Rooms assignments occur in: Jun-Jul for Sept intake | Oct-Nov for Jan intake | Feb-Mar for May intake | or as vacancy permits (mid-semester Trades programs).
- A \$250 Security Deposit will be due immediately upon acceptance of a room offer; details provided in room assignment email. Not refundable if canceled within 25 days of check in, or if you 1) no show, 2) fail to check in, 3) fail to provide cancellation directly to the Campus Housing office via email immediately upon no longer requiring a room.
- Housing fees will be due prior to arrival; students are required to pay a minimum of one term in order to secure their room and complete their check in.
- Applications submitted after deadlines will be transferred to an extended application waitlist.

*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 CNC Freedom of Information Coordinator at 250-561-5828*