

Application Process/Deadlines – 2019 – 2020 School Year

It is important to know that applying for student housing is separate from the general program application process at the College; however it is a requirement of the Student Housing application that you be a student – defined as follows: “refers to an individual who is accepted as a full time student into a program being offered by the College or its post secondary partners and who is in good standing at the North West College”.

The application form lists areas of preference, unit type, roommate etc., please fill in the application form according to your interest and we will try to accommodate your request. Student housing however is in high demand and you may be assigned a unit or roommate that isn't in line with your lifestyle preference identified. **All applicants for student housing are required to complete the income declaration section of the Residence Application.**

Use the checklist below to ensure that your application is complete and can be processed by the Residence Office.

- Application for Residence is complete
- Tenant Income Verification is complete listing **ALL** members of the household (*your family members that will be living in the unit with you*) and indicating **ALL** sources of income with the **exception** of Universal Child Care Benefits, GST, and the Child Tax Benefit.

Verification of income is required and will be accepted in the form of:

- Income Tax return for current year-2018 Tax Year **(This is usually the best and easiest option)**
- Funding letter from your Band Office
- Provincial Training Allowance letter
- Student Loan documentation

- Letter of Acceptance **OR** proof of registration into your program of study.

All approved applicants for student housing are required to sign a Residence Agreement. The College encourages potential residents to read the Agreement and related Residence Handbook as soon as possible and ask any questions they have regarding policies and operations of North West College's Student Housing.

Room assignments will be provided upon signing of Residence Agreement and payment of security deposit informing students about their unit and room numbers as well as roommates if applicable.



**North West
College**

Application for Student Housing

Meadow Lake Campus

PRIVACY POLICY – The personal information on this form is collected and protected under the provisions of the Freedom of Information and Protection of Privacy Act. This personal information is used to determine and verify your eligibility for Housing, for uses consistent with this purpose, and will not be shared with any party outside the College and the Saskatchewan Housing Corporation without your written permission, unless permitted or required or law.

APPLICANT INFORMATION – Completed by ALL applicants

Last Name		First Name		Initial	E-mail Address
Permanent Mailing Address			City/Town		Province
Postal Code	Phone Number:			Gender	Date of Birth / /
	Alternative Number:			<input type="checkbox"/> Male	D/M/Y
				<input type="checkbox"/> Female	SK Health #
Length of residency at above:	If less than 1 year at above, give previous address:			Previously lived in NWC ML Student Housing?	
				<input type="checkbox"/> YES <input type="checkbox"/> NO If YES, Year:	

ACCOMMODATION REQUEST – Completed by ALL applicants

Dates Required for Housing:		Accommodation Preference: Mark 1 st , 2 nd , 3 rd choices			
From:	To:	<input type="checkbox"/> SINGLE Occupancy		<input type="checkbox"/> FAMILY Occupancy	
Program of Study:		___ 1 Bedroom (\$700/mo)		___ 2 Bedroom (\$750/mo)	
Program Duration:		___ 2 Bedroom (\$550/mo)		___ 3 Bedroom (\$975/mo)	
Academic Year:		___ 3 Bedroom (\$475/mo)		** Placement in preferred unit is not guaranteed.	
		___ 4 Bedroom (\$450/mo)			

SINGLE APPLICANTS – Completed by SINGLE Occupancy applicants

Do you smoke cannabis? <input type="checkbox"/> YES <input type="checkbox"/> NO <i>Please Note: College property is smoke-free, including housing units & individual rooms.</i>	Alcohol Use <input type="checkbox"/> Non-drinker <input type="checkbox"/> Occasional (1-2 per wk) <input type="checkbox"/> Moderate (1-2 per day) <input type="checkbox"/> Regularly (3+ per day) <i>Please Note: We have a ZERO tolerance policy on alcohol use at the Residence.</i>	Sleep Habits <input type="checkbox"/> Early Bird <input type="checkbox"/> Night Owl <input type="checkbox"/> Average	Cleanliness <input type="checkbox"/> Extremely Neat <input type="checkbox"/> Tidy <input type="checkbox"/> Untidy <input type="checkbox"/> Messy	Atmosphere Living Space Study Space <input type="checkbox"/> Social <input type="checkbox"/> Social <input type="checkbox"/> Studious <input type="checkbox"/> Studious <input type="checkbox"/> Mixed <input type="checkbox"/> Mixed	Parking Needed? <input type="checkbox"/> YES <input type="checkbox"/> NO Make: _____ Colour: _____ License #: _____
Environmental Sensitivities or Disabilities <input type="checkbox"/> YES <input type="checkbox"/> NO If Yes, a doctor's note is required.	Roommate Preference <input type="checkbox"/> Same Program <input type="checkbox"/> Different Program <input type="checkbox"/> Same Sex <input type="checkbox"/> Doesn't Matter Name: _____	Health Problems or Concerns <input type="checkbox"/> YES <input type="checkbox"/> NO If Yes, please describe: _____ _____ _____			

ALL APPLICANTS ARE REQUIRED TO COMPLETE ATTACHED INCOME DECLARATION/CONSENT FORM

APPLICANT DECLARATION – Completed by ALL applicants – PLEASE READ CAREFULLY

I certify that the information above is true, complete, and correct. I understand this application establishes my priority for assignment to housing if and/or when I am accepted in accordance with the established procedures. If accepted into Residence, I agree to comply with the policies, rules & regulations outlined in the Residence agreement and detailed in the Student Handbook. Upon receipt of a Residence Agreement, I understand that a security deposit for the lesser of \$500 or one month's rent is required by the deadline stated on the Residence Agreement to reserve my place.	Payment Options: <input type="checkbox"/> Cash (do not mail) <input type="checkbox"/> Interac (in person) <input type="checkbox"/> Credit Card <input type="checkbox"/> Cheque
Signed _____	Date _____ D/M/Y

For OFFICE Use Only: Application # _____
Date Received: _____ Offered _____ Deadline _____
Comments: _____



TENANT INCOME DECLARATION/CONSENT

Owner/Landlord: North West College

Address of Building:

415 7th Avenue West Meadow Lake S9X 0A3
Street City/Town Postal Code

Saskatchewan Housing Corporation (SHC) and Canada Mortgage and Housing Corporation (CMHC) fund programs to provide financial assistance to landlords to develop rental properties occupied by low and moderate income households. In order to determine eligibility for assistance, landlords are required to provide information about their tenant's income and number of persons living in the unit. Each household is asked to complete the following declaration verifying their household income. All information provided is kept strictly confidential.

Apt/Unit# Number of Bedrooms in Unit?

Client Type: Senior Family Single

Is Anyone in Your Household: First Nation Aboriginal Metis

Is this household in receipt of the Saskatchewan Rental Housing Supplement? Yes No

Use the Income Calculation worksheet to obtain Gross Annual Income.

List all Members of the Household (including dependents):

Table with 5 columns: Name, Gender, Date of Birth (d/m/y), Source of Income, Gross Annual Income. Includes a Total Household Income row at the bottom.

SIGN BACK OF PAGE

DECLARATION/CONSENT

I/We hereby certify and declare that the income stated is my/our total combined annual gross household income from all sources of all non-dependent persons residing in the unit.

I/We hereby grant permission/consent to the disclosure and use of any information provided by me/us in this application to SHC to disclose and use any information provided by me/us for the purpose of determining the landlord's adherence to the operating agreement.

I/We hereby grant permission/consent to the disclosure and use of any information provided by me/us in this application to SHC and/or CMHC for the purpose of conducting program evaluations.

I/We hereby grant permission/consent to the disclosure and use of any information provided by me/us in this application to SHC and/or CMHC for audit purposes.

I/We hereby certify and declare that all the information contained in this declaration is true and complete in every respect.

Tenant Signature

Date

Tenant Signature

Date