ACCOMMODATION APPLICATION

All Applications are to be sent to:

<mark>studentaccommodations@ucn.ca</mark>

Only pdf format will be accepted

Pictures of documents will not be processed

Accommodation Type – Choose one

⬤ UCN Family Housing - Thompson

⬤ UCN Apartments – Thompson

⬤ UCN Family Housing – The Pas

⬤ The Carroll Hall (Dorms) – The Pas

Applicants are responsible for checking their application status. Please ensure you provide accurate contact information.

*Applications must be completed in full and must be accompanied with supporting documents and proof of payment of the application fee before being processed.

Part A General Information

Contact Information

Last Name	First Name	Middle Name

Address: Street or P.O. Box No. (Current Home and Mailing Address)

City	Postal Code	Telephone

Email

Student Information

Student Type ⬤ New ⬤ Returning   Gender ⬤ Male ⬤ Female ⬤ Another Gender Identity ⬤ NA

Student ID	Age

Program	Program Length or Level

Anticipated Arrival Date	Departure Date

Vehicle Information

Do you own a vehicle? ⬤ Yes ⬤ No

Plate	Colour	Make	Model

→UCN Housing and Apartments please only fill out Part B

→The Carroll Hall Dorms please only fill out Part C

→ Signature and Payment Information Part D

Part B UCN Housing and Apartment Applicants Only

Housing Options: Choose One

UCN Family Housing

Location	○ Thompson	○ The pas
Number of Bedrooms	○ 3 Bedrooms	○ 4 Bedrooms

Apartments – *Thompson Only (11 and 21 Copper)*

Number of Bedrooms	○ 1 Bedroom	○ 2 Bedrooms

Criteria for UCN Housing/Apartment Application

1. Must be a registered, full-time (9 credits or 60%) university/college level UCN program.
2. Must have a family with dependents aged 17 and under and who remain under the age of 17 for the duration of the applicant's tenancy.
3. Proof of full-time UCN student status. Conditional acceptance letters and those on a wait list are not accepted. Example: Acceptance Letter, Returning Student Form, or Letter from Enrolment Services
4. Income information is required for everyone over the age of 18 on the agreement. Example: Sponsorship Letter, Student Loans, Income Assistance, Pension, or 3 Pay Stubs, etc.)
5. Must have paid the application fee.

What is considered a family?
A family is the student, partner and dependent children under the age of 18. Proof of permanent guardianship may be required.

Family members who will reside in the apartment/housing:

Name	Age	Gender	Relationship to Applicant	Income status Working, School, No income

Health Information

Health Insurance No.	
Medications	
Allergies	
Health History	□ Asthma □ Epilepsy □ Diabetic □ Heart Condition □ Other: _____

Emergency Contact

EC Last Name	EC First Name	EC Relationship
EC Work Phone Number	EC Home Phone Number	EC Cell Number

Payment Information

How will you be paying for the dorms?

- ⬤ Myself
- ⬤ Sponsor Direct Billed
- ⬤ Other   Specify Payment_____

Carroll Hall Information

1.	*Application*	Applications and 1st payments are due a minimum of one week before your check in date. It is the student's responsibility to check bed availability in advance. ==Beds are not guaranteed if your application and or payments are late.==	*Initial*

Duration	Per-Week $ 117.97 X 4 in advance	Residence Life Fee	1st payment (required to reserve bed)
Full-Term (8 weeks or more)	$471.88	$69.50	**$578.13**
Short-Term (8 weeks or less)	$471.88	$34.71	**$543.34**

Signatures and Payment Information Part D – All Applicants

Applicant Signature: _____   **Date :** _____

Rent Payment Options

*If you are making a <u>first time</u> payment in order to reserve a bed or paying for a housing application fee then please e-mail proof of payment to housing@ucn.ca.E-mail attachments must be in **pdf. format** as <u>pictures will not be accepted</u>. You may also fax inyour application and payment receipt to 204-627-8668 - The Pas or 204-677- 6416 - Thompson.*

*Family Housing/Apartment Application Fee **$36.75***
*Carroll Hall Dorm Application Fee **$36.75***

By Phone The Pas: **204-627-8544** - **Thompson: 204-677-6456**
MasterCard or Visa only (note visa/debit are not accepted)

On-line Banking
Add "University College of North" as a "Payee"
Under Nickname: indicate what you are paying for
The account number is your **Student I.D**
Save your confirmation number and *e-mail a pdf. copy to housing@ucn.ca*

On-Line
Students can pay fees online with VISA/MASTERCARD.
Online payments can be made with VISA or MasterCard
by logging into your SOAR account.
You will find the payment section by following these links:
●*"Students" tab*
● *payment and statement*
● *my account balance*
 When you are in my account balances you can select
 "make a payment" and follow the steps.
e-mail a pdf. copy to housing@ucn.ca

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