University College of the North

Housing Application

Applications are to be sent to:

studentaccommodations@ucn.ca

Flin Flon applications to be sent to:

FFhousing@ucn.ca

**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
- ◯ Flin Flon Residence (Dorms) - Flin Flon

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 Caroll Hall and Flin Flon 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 ofthe 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

Part C - The Carroll Hall and Flin Flon - Dorm Applicants only

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 and Flin Flon Residence 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***

Carroll Hall			
Duration	**Per-Week $ 120.32 X 4 in advance**	**Residence Life Fee**	**1st payment (required to reserve bed)**
Full-Term (8 weeks or more)	$481.28	$71.00	**$552.28**
Short-Term (8 weeks or less)	$481.28	$36.00	**$517.28**

Flin Flon Residence Information			
Duration	**Per night**	**Per week**	**Residence Life Fee**
Full-Term (8 weeks or more)	$50	$250	$71.00
Short-Term (8 weeks or less)	$50	$350	$36.00
Advance payment required is dependent on training/program length - on-site plug in parking available - Parking $20 per week / $60 per month			

Signatures and Payment Information Part D – All Applicants

Applicant Signature:_____ **Date :**_____

Rent Payment Options

If you are making a first time 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 pictures will not be accepted. You may also fax in your application and payment receipt to 204-627-8668 - The Pas or 204-677- 6416 - Thompson.

Flin Flon Residence
If you are making a first-time payment in order to reserve a bed or paying for a housing application fee, please email proof of payment to FFhousing@ucn.ca.

*Family Housing/Apartment Application Fee - **$37.00***
*Carroll Hall Dorm Application Fee - **$37.00***
*Flin Flon Residence Application Fee - **$37.00***

By Phone
The Pas: 204-627-8568
Thompson: 204-677-6456
Flin Flon: 204-687-7038
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

a. If applying for residence in Flin Flon, e-mail a pdf copy to Ffhousing@ucn.ca
b. Otherwise 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*

In Person
Payments can be made in person during regular business hours at the UCN Northern Manitoba Mining Academy at 4 Hart Avenue, Flin Flon, MB. Phone 204-687-7038 or email Ffhousing@ucn.ca with any questions.