



# ACCOMMODATION APPLICATION

Choose One

All Applications are to be sent to:

[studentaccommodations@ucn.ca](mailto:studentaccommodations@ucn.ca)

*\*Only pdf format will be accepted*

*Pictures of documents will not be processed*

- 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 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. The application fee is \$36.75***

## Part A - General Information

Name \_\_\_\_\_

Student ID \_\_\_\_\_ Last \_\_\_\_\_ First \_\_\_\_\_ Middle \_\_\_\_\_  
Gender M \_\_\_ F \_\_\_ Age \_\_\_\_\_

Address \_\_\_\_\_

Street or P.O. Box No. (Current Home and mailing address) \_\_\_\_\_ email address \_\_\_\_\_

City/Town/Community \_\_\_\_\_ Postal Code \_\_\_\_\_ Telephone \_\_\_\_\_

*Please make sure your contact numbers are accurate and in service.*

Program \_\_\_\_\_ Course Length or Level \_\_\_\_\_

I'm a new student  I'm a returning student - Year or Level \_\_\_\_\_

Anticipated Arrival Date: \_\_\_\_\_ Departure Date: \_\_\_\_\_

Do you own a vehicle? \_\_\_\_\_ Plate # \_\_\_\_\_ Color \_\_\_\_\_ Model \_\_\_\_\_ Make \_\_\_\_\_

**Housing Options: Choose One**

**UCN Family Housing**     Thompson     3 Bedrooms     4 Bedrooms

The Pas     3 Bedrooms     4 Bedrooms

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

Furnished     1 Bedroom     2 Bedrooms

Unfurnished     1 Bedroom     2 Bedrooms

**Criteria for UCN Housing**

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, Letter of Intent, or Letter from Enrollment 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.

**What is considered a family?**

A family is the student, partner and dependent children under the age of 18. Proof of permanent guardianship is required.

**Family members who will reside in the **apartment/housing**:**

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

**The Carroll Hall - Dorm Applicants Only**

*Incomplete applications will not be processed. Beds are not guaranteed without a completed application and proof of payment. Authorizations to Invoice from sponsors must be approved a head of time with finance before arrival/check-in.*

***Health Information***

Health Insurance No.	
Medications	
Allergies	
Health History	Asthma <input type="checkbox"/> Epilepsy <input type="checkbox"/> Diabetic <input type="checkbox"/> Heart Condition <input type="checkbox"/> Other (explain below) <input type="checkbox"/> Other:

<b>Emergency Contact</b>			
	<i>Last</i>	<i>First</i>	<i>Relationship</i>
<i>Home No.</i>	<i>Work No.</i>	<i>Cell No.</i>	

### Payment Information

How will you be paying for the dorms?	Myself <input type="checkbox"/>	Sponsor <input type="checkbox"/>	Other <input type="checkbox"/> (specify)
If you are sponsored, will they be paying UCN directly?	Yes <input type="checkbox"/>	No, on my own <input type="checkbox"/>	
<i>*If your sponsor is paying for your rent directly an authorization to invoice form must follow the application.</i>			

### Application Carroll Hall Agreement *(Dorm applicants only)*

1.	<b>Application</b>	Applications and 1 <sup>st</sup> 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. <b>Beds are not guaranteed if your application and or payments are late.</b>
2	<b>Checking-In</b>	Check in packages are available for pick up with ID at the security desk. Check in time start on Saturdays after 5:00 pm the weekend before your classes begin. Please call the office to ensure that a room has been booked.

Duration	Application Fee	Per-Week \$ 112.35 X 4 in advance	Residence Life Fee	1 <sup>st</sup> payment (required to reserve bed)
Full-Term (8 weeks or more)	\$31.50	\$449.40	\$66.20	\$547.10
Short-Term (8 weeks or less)	\$31.50	\$449.40	\$33.05	\$513.95

*\*If any spaces are left not completed then your application will not be processed and your bed will not be reserved. It is the responsibility of the students to ensure all information is accurate and submitted on time.*

## **Signatures and Payment Information – 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 a copy of your payment to [studentaccommodations@ucn.ca](mailto:studentaccommodations@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 confirmation to 204-627-8668 The Pas or 204-677- 6416 Thompson.

**By Phone The Pas: 204-627-8518 - Thompson: 204-677-6456**

*MasterCard or Visa only (note visa/debit are not accepted)*

### **On-line Banking**

Add University College of the 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 [studentaccommodations@ucn.ca](mailto:studentaccommodations@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 balances*

When you are in my account balances you can select "make a payment" and follow the steps.

*e-mail a pdf. copy to [studentaccommodations@ucn.ca](mailto:studentaccommodations@ucn.ca)*