

# Application for Student Accommodation

**PLEASE READ THE GUIDELINES ON THE REVERSE OF THIS FORM BEFORE YOU COMPLETE THIS APPLICATION.**

Campus <input type="checkbox"/> Lac La Biche <input type="checkbox"/> St. Paul <input type="checkbox"/> Boyle	<b>Program Applied For:</b> _____
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TYPE OF ACCOMMODATION REQUIRED		Required for: <input type="checkbox"/> Fall <input type="checkbox"/> Winter <input type="checkbox"/> Spring	
FAMILY HOUSING		SINGLE STUDENT	
<input type="checkbox"/> 2 bedroom townhouse <input type="checkbox"/> 3 bedroom townhouse <input type="checkbox"/> 2 bedroom suite – St. Paul	<input type="checkbox"/> Residence Hall – double occupancy <input type="checkbox"/> Townhouse – single occupancy <input type="checkbox"/> Residence Hall – couples/or mom’s n’ tot	<input type="checkbox"/> Boyle – single occupancy <input type="checkbox"/> St. Paul – single occupancy <input type="checkbox"/> St. Paul – double occupancy	

**APPLICANT INFORMATION – TO BE COMPLETED BY ALL APPLICANTS**

Last Name	First Name	Initial	day	Birthdate month	year	Age
Permanent Mailing Address (Street, Apt. or Box Number)				Student ID (if known)		<input type="checkbox"/> Male <input type="checkbox"/> Female
City / Town	Province	Postal Code	Telephone Number (    )    (    )		Cell Phone Number (    )    (    )	
<b>E-mail Address:</b> _____			How long have you lived at this address? _____			
Marital Status : <input type="checkbox"/> Single <input type="checkbox"/> Married/Common law    Dependents: <input type="checkbox"/> Yes <input type="checkbox"/> No						
Have you previously lived at Portage College in Student Housing? <input type="checkbox"/> No <input type="checkbox"/> Yes    If yes, state year _____, and type of accommodation <input type="checkbox"/> Single Housing <input type="checkbox"/> Family housing						
<b>Family Accommodation Applicants: Estimated previous year’s income \$</b> _____						
All Family applicants MUST provide a written tenancy or character reference including a detailed residency history for the last 3 years.    Verified: <input type="checkbox"/>						
Studies will be financed through: <input type="checkbox"/> Students Finance Board <input type="checkbox"/> Band <input type="checkbox"/> Private <input type="checkbox"/> Other _____						

**DEPENDANT INFORMATION - TO BE COMPLETED FOR APPLICATIONS FOR FAMILY HOUSING**

Spouse's Last Name	First Name	Initial	Number of dependants _____			
Is your spouse attending Portage College? <input type="checkbox"/> No <input type="checkbox"/> Yes    If yes, his/her    Student ID# _____ Program _____			Name	Relationship	Age	
			_____	_____	_____	
			_____	_____	_____	
			_____	_____	_____	
(Important: declare those who will be living with you at Portage College)						

**APPLICANT DECLARATION - TO BE COMPLETED BY ALL APPLICANTS - READ CAREFULLY.**

**I certify that the information provided by me is true and that no relevant information has been withheld. I understand that any or all of this information may be verified in order to process my application for housing services. I also agree that I will abide by all College rules and regulations if I am accepted into Student Housing.**

Signature \_\_\_\_\_ Date of Application \_\_\_\_\_

**Upon confirmation of acceptance to Housing a security deposit will be required to guarantee your accommodation.**

**FOR HOUSING OFFICE USE ONLY - VERIFICATION**

<input type="checkbox"/> Full-time <input type="checkbox"/> Accepted <input type="checkbox"/> Part time    Other _____ <input type="checkbox"/> Financial arrangements in order	Program Registered In	Date Received	Verified by
		Program Start	
<input type="checkbox"/> Daycare arrangements in order <input type="checkbox"/> Letter sent <input type="checkbox"/> Reference		<b>Decision</b> <input type="checkbox"/> Accepted for housing <input type="checkbox"/> Not Accepted for Housing	
		Date of Decision	Verified

## GENERAL INFORMATION

We are collecting your personal information under the authority of the College's Act (RSA 2000, Chapter C-19), which mandates the provision of programs and services provided by post-secondary educational institutions. We ask this information to determine your eligibility for housing services. If you have any questions about the collection of this information, you may contact Student Housing at 780- 623-5573.

## STUDENT HOUSING GENERAL GUIDELINES

- Before you fill out this application form, please read the following information on some basic rules and regulations affecting students who choose to access housing services. It is important to consider possible lifestyle changes while you are living as a student in a college housing environment. These basic housing rules are enforced on a strict basis. Your signature on this form indicates that you understand your responsibilities as a patron of Portage College Student Housing Services.
  - All student housing is smoke free.
  - Firearms are not permitted on the premises.
  - Pets are not allowed.
  - Rates include furniture, appliances, all utilities, cable and parking. Telephone hook-ups/long distance charges are your responsibility.
  - A cancellation fee of \$50.00 will be deducted from your security deposit, if you fail to provide Student Housing with at least two weeks' notice that you will not be moving into Student Housing.
- You will be required to sign an Occupancy Contract, which outlines your responsibilities and provides you with detailed housing rules and regulations.
  - On-campus family housing is available for full time students who have lived 75 kms from the town of Lac La Biche for more than three years immediately prior to date of application as verified in residency history. There is no kilometer restriction for single students.
  - All family applications must include a landlord reference with their application. If you have no previous rental history, arrange to provide a personal character reference from a respected community leader, agency representative, or employer. Family applications will NOT be processed without this information, and it is the responsibility of the applicant to provide the documentation to Housing Administration.
  - Previous history in student housing will also be considered.

Send this application form to the following mailing address or FAX: 780-623-5725 or EMAIL: [Housing-Staff@PortageCollege.ca](mailto:Housing-Staff@PortageCollege.ca)

### Housing Office

Portage College  
Box 417  
Lac La Biche, Alberta T0A 2C0

If you have any questions regarding housing services, please contact our office at 780-623-5573.

## Student Housing Rates - 2017/2018

Lac La Biche Campus			St. Paul Campus		
Family	Monthly Rent	Security Deposit	Family	Monthly Rent	Security Deposit
2 bedroom townhouse	\$895.00	\$800.00	2 bedroom apartment	\$855.00	\$800.00
3 bedroom townhouse	\$980.00	\$800.00	<small>*rate also applies to non-shared single student</small>		
4 bedroom townhouse	\$1020.00	\$800.00			
Single Student	Monthly Rent	Security Deposit	Single Student	Monthly Rent	Security Deposit
Residence - double occupancy	\$370.00	\$400.00	Residence – double occupancy	\$370.00	\$400.00
Residence - single occupancy	\$515.00	\$400.00	Residence – single occupancy	\$515.00	\$400.00
Townhouse	\$515.00	\$400.00			
<b>Single Students please note:</b> A \$181 meal card is automatically charged per month at the Lac La Biche campus and is non-refundable. Students should plan to budget an additional \$225 per month for food.					
Daily Rate – All locations			Boyle Campus		
Max. charged is monthly rate	Daily Rent		Single Student	Monthly Rent	Security Deposit
Residence - double occupancy	\$41.00			\$515.00	\$200.00
Residence - single occupancy	\$47.00				
Townhouse - single occupancy	\$47.00				
Boyle – single occupancy	\$53.00				

Rent and meal card fee is due on the first day of each month.

Sub semester payment: Stays of less than 16 weeks will be billed as a package, with full payment expected upon check in.

### Other Circumstances

Family Shared with Single: Student pays single in townhouse rate/\$400 security deposit with meal plan exempt, and family pays balance of rent plus \$100 extra impact/\$400 security deposit. Two Families Shared: \$100 extra impact – rent shared – separate student accounts – security deposit is \$400 each. Couples pay single rate with a \$400 security deposit and are meal plan exempt.

**Prices are subject to change**