



APPLYING FOR UCN HOUSING

INFORMATION ON HOW TO APPLY

About the UCN Family Units

UCN has 24 family units located at both The Pas campus and Thompson Campus. Seven units are 4 bedrooms and seventeen 3 bedrooms. Washer, dryer, fridge and stove are included in the units.

What are the costs?

Rent is based on a percentage of your monthly income. Parking is added to your base rent to give you a total for your monthly rent.

Is there a damage deposit?

Yes there is. A 3 bedroom is \$455.00 and a 4 bedroom is \$507.50

Application fee-\$30.00 + GST

***IMPORANT Prices may change without notice. Please call for current rates.**

Do I qualify?

Students must be a full time student attending a UCN university/college accredited program .Applicants also must have a family with dependents aged 17 and under who remain under the age of 17 for the duration of the applicant's tenancy.

How do I apply?

Applications are available on our website at www.ucn.ca Please look under the student life tab and click on residence. Applications are also available at reception in Thompson. Applications for The Pas Campus are available at the Residence Office.

We give priority to:

Number of years you will be attending UCN.

Students from outside the community

Family size and level of need

Number and ages of students

Students registered in a college/university level accredited UCN program

What documents will be required?

Income Documents Required

- Proof of income for **ALL** tenants over the age of 18. (E.I. Sponsorship, Income Assistance, 3 Pay stubs, etc.)
- Sponsorship letters must have an amount indicated to show living allowance.
- Tenants who are employed must provide 3 pay stubs.

Other Documents required (these must accompany the application)

- Applicant's UCN acceptance letter

Who can live in the home?

Immediate family only can live in the unit which consists of a spouse and dependent children.

What is considered a family?

A family consists of a student, spouse (may or may not be applicable), and dependent children under the age of 18 (required). **UCN apartments are for immediate family only.** Other children are considered if the applicant is a permanent guardian of that child. Single parents are welcome to apply.

What do I need to do first?

Step 1.

Submit the application to the housing office along with your acceptance letter and income information. Please email applications to : studentaccommodations@ucn.ca If faxing application to Thompson: [204-677-6416](tel:204-677-6416) or. For The Pas applications: fax: [204-627-8668](tel:204-627-8668)

Step 2.

Collect the required documents and submit them as you submitted your application.

Step 3.

Please call to check your status and ensure that your application is current and that no further information is required. **Due to the number of applications, applications are good for 6 months.** You must reapply after that time.

What will prevent me getting a unit?

- Incomplete applications
- If there are supporting documents missing
- If the contact information provided is not accurate. **Please ensure your provided phone numbers are in service, correct and current.**
- If you don't have any dependants under the age of 18
- If you are not a full time student

Check off List

- Completed Application
- Income Information for everyone over 18
- Acceptance Letter
- Application Fee receipt attached

****Incomplete applications will not be processed****

Whom do I contact for further information?

The Pas- Please contact the Coordinator of Student Accommodations, Natalie Tavener at 204-627-8518 or ntavener@ucn.ca.

Thompson- Please contact Manager of Student Accommodations, Laurie Williamson at 204-677-0694 or lwilliamson@ucn.ca.