



Residence Application

The Pas Campus

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The Carroll Residence University College of the North 7th Street and Charlebois, PO Box 3000 The Pas, MB, R9A 1M7 Phone: 204-627-8518 Fax 204-627-8668 e-mail: thepasresidence@ucn.ca Toll Free: 1-866-627-8500	

***Everything must be filled in. Incomplete applications will not be processed. Beds are not guaranteed without a completed application and proof of payment.**

Personal Information

Name:			
<i>Last</i>		<i>First</i>	
<i>Middle</i>			
Student ID #		Birth Date	Gender M <input type="checkbox"/> F <input type="checkbox"/>
<i>Month/Day/Year</i>			
Address			
<i>Street or PO Box No.</i>		<i>Current Home Mailing Address</i>	
<i>Town/City</i>		<i>Postal Code</i>	<i>E-mail</i>
Phone			
<i>Home No.</i>		<i>Contact No.</i>	<i>Cell No.</i>
<ul style="list-style-type: none"> • Licence Plate Number(s) 			
Have you lived in residence before? NO <input type="checkbox"/> YES <input type="checkbox"/> Year: _____			

Health

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

Occupancy Information

Arrival Date:		Departure Date:	
Program Name:			
Name of Preferred Roommate			
The Pas	Double occupancy available only.		

Payment Information

How will you be paying for residence?	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"/>	
*If your sponsor is paying for your rent directly an authorization to invoice form must follow the application.			

Application Residence Agreement

1.	Application	Applications and 1 st 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
2.	Checking-In	The residence office is not open 24/7 therefore it is the student's responsibility to know office hours and contact residence staff if your checking in date has changed. The residence office is closed on holidays and may be closed during the day due to breaks and out of the office business. If you arrive when the office is closed please check the time on the door for staff return time and you are welcome to wait in the lounge area. THE PAS APPRENTICESHIP STUDENTS- Please call the office in advance for current check in times. Failure to do so and you may not be admitted on time.	Initial
3.	Policies and Regulations	I agree to abide by the conditions, regulations and policies outlined in the University College of the North Residence Guide and University College of the North Academic Calendar, and to those that may be added during the academic year, as well as those stated below. Upon signing, I hereby agree to abide by the rules and regulations of University College of the North and the residence regulations and policies, including those in force and those enacted or modified during the term.	Initial
4.	Residence Fees	I agree to pay my residence fees every four weeks in advance. Rent is payable on a Friday-to-Friday basis every four weeks. I understand that if payment is not made by the required dates, or suitable arrangements are not made with the Residence Staff, expulsion may be the result. I acknowledge that I'm responsible to track my own rent and pay the cashier at the main office on time every four weeks.	Initial
5.	Damages	I agree to reimburse University College of the North for any damages incurred either by my guests or myself.	Initial
6.	Room Condition	I assume responsibility for my room and its furnishings. I agree to maintain my room at a clean and sanitary level and I also agree to leave my room in the same condition as it was when I moved in. I understand that additional charges may be levied if I do not leave my room in an acceptable condition.	Initial
7.	Check-Out	Residence students are expected to vacate residence on the day the course(s) ends. Check out time is 11:00a.m. Consideration will be given to students requiring public transportation to their home community.	Initial
8.	Residence Guide	Applicants are expected to become familiar with residence policy as per the University College of the North Residence Guide upon assuming occupancy. I understand that it is my responsibility to read the residence guide, call the residence office to inquire about check- in times and to ensure a room has been booked. The residence guide can be found on our website at www.ucn.ca and is located under future student and residence.	Initial

9.	Personal Information Release	I do hereby consent to The University College of the North to release my personal information for the purposes of discipline, eviction, rent/finance, personal issues, medical concerns, and or any other matters.	Initial
10.	Parking	I agree and acknowledge that parking is extra and a parking pass is required to park in the plug in areas. I also agree and acknowledge that UCN is not responsible for any parking tickets I may receive. UCN has no control over parking tickets.	Initial
11.	Fob Agreement	Upon signing I agree and understand that the door "Fob" contains my personal information and is not to be lent out to anyone. I also agree to report to the residence office if my fob is lost, broken or stolen so it can be cancelled. I understand that replacement key costs will be automatically charged to my account which I agree to pay.	Initial
12.	Immediate Evictions	I understand that any acts of violence, verbal abuse, harassment, discrimination, or any other act that threatens the health and safety of a staff member or student will result in an immediate eviction from the residence.	Initial
13.	"0" Tolerance	Alcohol and drugs are not permitted on site and will result in an immediate eviction. *Please refer to guide for other acts of discipline	Initial
14.	Discipline	Please see residence guide.	Initial

I have read the residence guide I agree to the above terms and conditions.

Applicant Name (please print)

Applicant Signature

Date:

Privacy

Personal information collected on this form will be utilized by University College of the North for Residence purposes. It is collected under the general authority of the Colleges and Consequential Amendments Act, and in conformity with the Manitoba Freedom of Information and Protection of Privacy Act.

Your personal information is protected under the Freedom of Information and Protection of Privacy Act. If you have any questions about the collection and use of this information, please contact the FIPPA Coordinator, Box 3000, University College of the North, The Pas, MB, R9A 1M7, (204) 627 8500.

Fees 2017/2018 ***1st payments are required to hold a bed.**

Duration	Application Fee	Per-Week \$ X 4 in advance	Residence Life Fee	1 st payment (required to reserve bed)
Full-Term (8 weeks or more)	\$30.00	\$106.95	\$63.00	\$520.80
Short-Term (8 weeks or less)	\$30.00	\$106.95	\$31.50	\$489.30

Payment

To pay by MasterCard or Visa, please call our cashier at 204-627-8568 The Pas / 204-677-6456 Thompson. To book a room, please complete the front and back of this form and return it with a post-dated cheque or money order to cover four weeks rent and all residence fees.

I called the cashier on: _____ and paid \$ _____

**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.*