

> RESIDENCE INTENT TO APPLY FORM

RESIDENCE APPLICATION:

We accept intent forms for Fall no sooner than November 1st (11 months prior).

Current residents have opportunity to reapply for the following year before new applicants are offered rooms. A separate Returning Students form will be sent out in February.

You must have a student ID number and be accepted into a program at Lethbridge College before we will process the application fee to apply for Residence. You may be asked to reapply if that is not the case.

Visit our webpage for information on housing types that are offered. Opportunity to select the type of room you prefer will be given on the online questionnaire.

Following the submission of the Lethbridge College Residence Intent Form:

- Student status will be checked to ensure you are accepted into a program at Lethbridge College
- \$50 application fee will be processed. Credit card information will be shredded
- Student will be sent an email with a link to their Lethbridge College email within 5 business days, to complete an online questionnaire
 - When the online questionnaire is completed, an email with instructions on how to pay the deposit will be sent
 - \$550 deposit must be paid to qualify for the room selection process and contract
- Starting March 1st, students who meet the requirements above will be able to select their room, or be placed on the waitlist until a room is available
- A link for the conditional offer for Residence will be emailed and must be signed to confirm your commitment
- Rent is payable per term
 - Fall term rent due or deferment form completed: August 1st
 - Winter term rent due or deferment form completed: December 1st
 - A deferment for rent due dates can be requested for those waiting for student loans or other funding at a later date
 - If an offer is made within the month prior to the start of the term, rent or deferment contract is due upon confirmation

RESIDENCE CANCELLATION POLICY:

If you have signed a contract, you can cancel prior to July 1st with no penalty.

If you cancel your room contract after July 1st, a \$550 penalty will be charged.

If you cancel your room contract after you have received keys and before your signed contract end date, an \$1100 penalty will be charged.

There are no penalties applied if you remained on a waitlist and were not offered a room contract. The \$550 deposit will be refunded to you. We require a written request to be removed from the waitlist.

Programs that end early or for those leaving due to practicum placement will not be charged a penalty for leaving early. Students will be required to fill out early cancellation form and return it to the office.

OTHER INFORMATION:

All correspondence between Lethbridge College Residence Life and the student will be conducted through the student's Lethbridge College email address. Please ensure that you check your Lethbridge College email address regularly.

A digital copy of the Residence Information Handbook can be found on our website: lethbridgecollege.ca/student-experience/housing. The Residence Information Handbook is part of your contract and may be reviewed in the meantime.

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I REQUIRE RESIDENCE FOR: ☐ Fall and Winter Terms (2024-2025) ☐ Fall Term Only (2024) ☐ Winter Term Only (2025)

(Winter only Applications open Sept. 1)

I AM AN INTERNATIONAL STUDENT: ☐ Yes ☐ No

IDENTIFICATION INFORMATION:

Last Name: First Name: Preferred Name:

Birthday (YY/MM/DD): / / Lethbridge College Student ID# (required): s.....

Personal Email Address:

****PLEASE NOTE: Lethbridge College email will be used for all correspondence after this initial use****

Under 18 Parent/Guardian Email Address:

Personal Cell Phone Number: (.....) - Alternate Phone Number: (.....) -

SIGNATURE OF APPLICANT: DATE:

FOR OFFICE USE ONLY

Ellucian: ☐ MS ☐ OFI ☐ OFC Date:

Residence Life Staff:

ADD ID1 entered: FL WN ☐ NEW ☐ RTG

Date Processed:

Payment Processed: n/a Questionnaire email sent: ☐

NOTES:

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\$50 APPLICATION FEE (NON-REFUNDABLE):

Credit card information will be shredded following payment or payable in person.

☐ Cash (in-person) ☐ Debit (in-person) ☐ Cheque (payable to Lethbridge College) ☐ Visa/MasterCard

Credit Card Number: Expiry Date:

Name (as it appears on card):

Cardholder Signature: CVV:

The personal information collected on this form is collected under the authority of subsection 33(c) of Alberta's Freedom of Information and Protection of Privacy Act for the purpose of ensuring the safety of residents and their guests and to ensure compliance with residence contracts and College policies. It may be used and disclosed to other College departments and employees for this purpose or for a use consistent with this purpose. If you have a question about the collection, use, disclosure or protection of the personal information being collected on this form, please contact Lethbridge College's Manager of Institutional Compliance by phoning (403) 320-3202 ext. 5703, emailing privacy@lethbridgecollege.ca, or writing to 3000 College Dr S, Lethbridge, Alberta T1K 1L6 c/o Manager of Institutional Compliance.