



Lethbridge College Residence Intent to Apply Form

Lethbridge College Residence Life
Phone: 403.329.7218 • Fax: 403.327.9062
3010 College Drive South • Lethbridge, AB T1K 8A2
res.life@lethbridgecollege.ca

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.

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.

Visit our webpage for information on housing types that are offered. Opportunity to select the type 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
- \$30 application fee will be processed. *Credit card information will be shredded*
- Student will be sent 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 met 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 1
 - Winter term rent due or deferment form completed: December 1
 - 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 offer after you have received keys and before your signed contract end date, a \$550 penalty will be charged, plus the equivalent of one month rent.

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.

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 Guide can be found on our website: <http://www.lethbridgecollege.ca/student-experience/housing>. The Residence Information Guide is part of your contract and may be reviewed in the meantime.



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The personal information on this form is collected and protected under the authority of the Post-secondary Learning Act of Alberta and the Alberta Freedom of Information and Protection of Privacy (FOIP) Act. This personal information is used to determine and verify your eligibility for Residence accommodation and for uses consistent with this purpose. If your application is accepted, this personal information will be used to operate and administer the services provided by Residence Life and for uses consistent with this purpose. This personal information is protected by the provisions of the Freedom of Information and Protection of Privacy Act. Questions can be directed to the Manager, Residence Life, 3010 College Dr. S., Lethbridge, AB T1K 8A2, 403-382-6912.

I REQUIRE RESIDENCE FOR: Fall & Winter terms 2019 -20 Fall only term 2019 Winter only term 2020

IDENTIFICATION INFORMATION: Print clearly

Last Name: _____ First Name: _____ Preferred Name: _____

Birthdate (YY/MM/DD): _____ / _____ / _____ Lethbridge College student ID: s _____
Required

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:

ADD ID1 entered: NEW RTN Residence Life Staff: _____

Date Received: _____

Notes:

\$30 APPLICATION FEE (NON-REFUNDABLE): Credit card information will be shredded following payment or payable in person.

- Cash Debit Cheque (Made payable to Lethbridge College)
- Visa/ Master Card

Credit Card Number: _____ Expiry Date: _____

Name of Cardholder: _____ Signature of Cardholder: _____