

> RESIDENCE APPRENTICE APPLICATION

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.

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 a conformation email regarding their spot in Residence.
- We will finalize details one month prior to your program start date. The Residence Coordinator will reach out to confirm your room choice , ask for payment and to sign the contract.
- A conditional offer for Residence will be emailed and must be signed to confirm your commitment.
- Rent is payable in advance of receiving your keys.
 - Within the week prior to the start of the term.
- Move-in occurs the Sunday prior to your term start date.

RESIDENCE CANCELLATION POLICY:

If you cancel your room contract, a \$350 penalty will be charged.

There are no penalties applied if you remained on a waitlist and were not offered a room contract.

The \$350 deposit will be refunded to you.

We require a written request to be removed from the waitlist.

APPRENTICE ROOM OPTIONS:

A single room within a shared Cullen Two-Bedroom suite

A single self-contained unit in Kodiak House -Barrier Free

Go to our webpage to view floor plans and find other information about Residence.

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: 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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I REQUIRE RESIDENCE FOR: ☐ 8 weeks ☐ 12 weeks

APPRENTICE ROOM OPTION REQUEST: ☐ Kodiak House - Barrier Free ☐ Cullen - Two Bedroom Suite ☐ No Preference

STARTING DATE (YY/MM/DD): / / ENDING DATE (YY/MM/DD): / /

IDENTIFICATION INFORMATION (PLEASE PRINT CLEARLY):

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: (.....) -

Program: Year in program:

SIGNATURE OF APPLICANT: DATE:

FOR OFFICE USE ONLY

Ellucian: ☐ MS ☐ OFI ☐ OFC Date:

Residence Life Staff:

ADD ID1 entered: ☐ FL1 ☐ FL2 ☐ WN1 ☐ WN2 ☐ SP Apprentice

Date Received:

Payment Processed: ☐ Confirmation email sent: ☐

NOTES:

\$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

Name (as it appears on card):

Credit Card Number: Expiry Date:

Cardholder Signature: CVV:

The personal information requested on this form is collected under the authority of the Freedom of Information and Protection of Privacy Act (Alberta), section 33(c) and is protected by Part 2 of that Act. Your information will be used for administrative purposes associated with processing and managing your request for residence placement and uses consistent with this purpose. Information provided may be disclosed within Lethbridge College or to external agencies as necessary to fulfill the purpose of collection, facilitate the delivery of college programs/services and to meet legislative requirements. Please direct questions about the collection, use, disclosure or protection of the personal information being collected on this form to the 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.