



APPLICATION FOR ADMISSION TO RESIDENCE

**NOTE: \$25.00 NON-REFUNDABLE APPLICATION FEE
(CHEQUE/MONEY ORDER) MUST ACCOMPANY THIS APPLICATION**

Surname: _____ First Name: _____

Student #: _____ Date of Birth: _____

Home Address: _____
Street Address

_____ Town Province Postal Code

Home Telephone Number // Cell Phone Number

Are you a returning student? _____ Yes _____ No _____ Male _____ Female

Name of preferred roommate: _____

Year/Make/Model of Vehicle: _____ Licence #: _____

Program accepted for: _____ Start Date: _____

Which residence are you applying for?

BSG _____ **Burin** _____ **HVGB** _____ **HVGB** _____
Double Room Double / Single Room Double / Single Room Family

SEMESTER: Fall/Winter/Spring _____ Winter Only _____
Intersession _____ Block-Training _____ Weeks

PLEASE NOTE: THE COLLEGE RESIDENCE IS SMOKE FREE!

Upon acceptance into Residence, students must pay a **\$50.00 non-refundable** Residence Confirmation Fee. If you are accepted to Residence, two weeks room and board must be paid in advance.

In case of emergency please contact: Name: _____ Relationship: _____

Address: _____ Phone Number: _____

Medical Conditions/Allergies to be considered: _____

I hereby declare that I have completed this application accurately and to the best of my knowledge and belief.

College of the North Atlantic is an educational body of the Government of Newfoundland and Labrador, and is therefore subject to the Access to Information and Protection of Privacy Act, 2015 (ATIPPA). Student Services is collecting your personal information to process this residence application. It will only be used for this purpose. Personal information you provide may be disclosed to security, admissions and finance staff. This personal information is collected under the authority of the College Act 1996 (SNL1995, Chapter C-22.1). Collected personal information will be stored in accordance with our normal network and information security measures. For further information about the collection and use of this information please contact the Associate Vice-President of Student Services at 709-643-7835. For more information about the ATIPPA please visit www.cna.nl.ca/about/atippa.asp.

I have read and understand the Privacy Statement above and consent to the collection and use of this personal information.

Applicant Signature

Date

Signature of Parent/Guardian
(if applicant is under 18)

Please mail completed application form (including the \$25 application fee) to one of the addresses noted below. Applications will not be accepted until six (6) months prior to the program start date. When checking out of residence, keys must be returned to the Security Office and proper check out procedures followed.

Bay St. George Campus Residence
432 Massachusetts Dr., P.O. Box 5400
Stephenville, NL
A2N 2Z6

Donahue House
105 Main St. Box 370
Burin Bay Arm, NL
A0E 1G0

Grand River Hall
Box 1720-Stn. B
Happy Valley-Goose Bay, NL
A0P 1E0

Residence Agreement

The following principles describe the rights of the individual within the Residence:

- Every individual within the Residence has a right to consideration and respect for their feelings and personal needs while at the same time respecting the same rights of every other person within the Residence.
- Every individual within the Residence has the right to live in an environment where their personal possessions and communal space are respected by every other individual.

Students staying in our Residence must agree to and abide by the following:

1. The student shall obey all the rules of the college as approved and from time to time amended.
2. The student shall pay to the college the required sum of money for meals and accommodations, to be paid at least two weeks in advance. If at any time the fees are not fully paid as per regulations, the college reserves the right to ask the student to vacate their room immediately.
3. Students must be enrolled in an approved course(s) of instruction at the college. Should the student enrolment be cancelled by the college for any reason, the student will be requested to vacate their room within twenty-four (24) hours.
4. The student will be responsible to assume the cost of repairs, cleaning or damage to the rented room due to accidents or wilful misconduct by his/herself or any party permitted to enter the residence by the student.
5. Students will allow access to the rented accommodation by authorized employees of the college when necessary.
6. Damage that occurs in common areas is the responsibility of the floor occupants on which the damage occur. The cost of the repair and a possible fine may be levied equally against the floor members, if the person(s) are not identified.

All matters pertaining to discipline and this agreement shall be dealt with by the Residence Manager and/or the Department Head of Student Services, according to college policy.

Students must be enrolled in a program at the campus for which the application is submitted.

I hereby sign below to indicate I have read the above-noted principles and guidelines and hereby agree to follow same.

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I have read and understand the Privacy Statement above and consent to the collection and use of this personal information.

Applicant Name

Date

Please indicate which residence you have applied for admission to:

Bay St. George Campus Residence
432 Massachusetts Dr., P.O. Box 5400
Stephenville, NL
A2N 2Z6
Tel: 709-643-7764
Fax: 709-643-5407

Donahue House
105 Main St. Box 370
Burin Bay Arm, NL
A0E 1G0
Tel: 709-891-5618
Fax: 709-891-2256

Grand River Hall
Box 1720, Stn. B
Happy Valley-Goose Bay, NL
A0P 1E0
Tel: 709-896-6300
Fax: 709-896-3733