

Dear NWCC student:

Are you considering studying at NWCC? Our residences are convenient, offer excellent value, and provide an alcohol and smoke free environment conducive to learning.

**Applications will be processed on a first come first served basis once a Non-refundable application fee of \$25.00 is paid. Space is limited at the Smithers Campus.**

Once we receive your application, we will either offer you a space in residence or the option to be placed on a waitlist for a space as soon it becomes available. Upon acceptance to Residence a \$200 Damage Deposit is required. Once the damage deposit has been paid your room assignment will be confirmed by email.

**Rent is paid in advance for the full term and is non-refundable. If you find alternative accommodations, your rent will not be refunded.** Your Residence application fee, damage deposit and rent for the full term must be paid before you are able to check in.

Check in to the dorms must be during regular office hours. Housing access depends on completing an intake process with the Student Engagement office, and having your picture taken and a Student ID card created. As your student ID is also your key for accessing the dorms, this set up can only take place Monday through Friday during office hours.

If you are arriving outside of College office hours, or before the Residence is available, it is your responsibility to make arrangements for your accommodation until your scheduled move in date and time.

**Application fee and damage deposit:**

Payment of the application fee, damage deposit and rent can be made by calling the local campus Registration Office at 1-877-277-2288. We accept Visa, MasterCard and American Express. Please note that Visa debit is not accepted.

**Residence Rates Smithers Campus:**

Single room availability only:	
Monthly	Term Price
\$500.00 per month	\$2000.00 per Term

**The residence has 20 single occupancy beds with TV's in each room, shared commercial kitchen, dining hall, recreational lounge area, washer and dryer facility and semi-private washrooms.**

**Residents are not allowed to bring their own fridge or cooking appliances. For example: hotplates, slow cookers, toasters, burger makers etc.** All students living in residence are responsible for the cleaning, of their room and in the kitchen area as the kitchen is a shared space. You must provide your own bedding, towels, and cooking utensils.

It is the responsibility of the resident to understand and abide by all residence information, policies and procedure. This information is available on the NWCC website at:

<http://www.nwcc.bc.ca/services/services-facilities/residence-information>

*Please complete all information before submitting*

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First and Middle Names (Legal)	Last Name
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Address

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City ( )	Province	Postal Code
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Telephone Number (please provide a Canadian cell phone number if possible)

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Email (please print clearly)	Birth date (yyyy/mm/dd)
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Please have a valid email address. This is how you will be notified of your acceptance into residence

NWCC Student I.D. #: \_\_\_\_\_

- Male
- Female

Program start date: \_\_\_\_\_ (mm/dd/yy) \***Residence Ready May 1 2018**  
Program end date: \_\_\_\_\_ (mm/dd/yy)  
\*Please note, NWCC provided accommodations will be available as of May 1, 2018. If you will be arriving earlier, you will need to stay in a hotel at your own cost.

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Emergency Contact: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Relationship to Emergency Contact: \_\_\_\_\_

**Applicant Declaration:**

In making this application, I confirm that I have read and agreed to the terms and conditions of this application, and that all the information on this application is correct. I also acknowledge that occupancy in the NWCC Residence requires compliance with the policies and regulation as publishes in the NWCC Residence Handbook, and of which may be amended by NWCC at any time with appropriate posted notice.

Applicant Signature:

\_\_\_\_\_ Date \_\_\_\_\_

Please return application to: Northwest Community College, Student Engagement Office,  
email: [residence@nwcc.bc.ca](mailto:residence@nwcc.bc.ca)

*Protection of Privacy: I understand that this information, along with subsequent information placed in my file, will be used for the purposes of the Residence Agreement and other purposes consistent with the mandate of the institution under the Colleges and Institutes Act. The use of this information will be in compliance with the NC Freedom of Information Privacy Act (1992)*