



Dear Applicant:

Congratulations and welcome to Student Housing. We are very excited that you have chosen ATI, ECPI, CIV or MCI as your education choice.

Please read this Housing Packet very carefully. Please take your time reviewing and noting the Housing Terms and Conditions Forms of the packet. We require all rules and regulations be followed to ensure a safe environment that is conducive to studying and achieving your goals.

**Included in this packet**

Financial Requirements information sheet

- Student Information Sheet/Application
- Housing Availability Form
- Housing Lease Agreement
- Housing Policy/Terms and Conditions Form
- Criminal History/Sex Offender Record Release Form
- Noise Policy

**Please read all forms very carefully**, sign where indicated then mail the completed package to the school with all fees enclosed. We will process and forward your copies. Note all applicants under the age of 18 must have their parent or guardian sign the housing forms.

**The application and deposit's are due six (6) weeks prior to your move-in.**

If you have any questions, please contact the Student Services Department at 1-800-468-1093.

Sincerely,

Kirk Mangham  
Housing Administrator

Effective as of October 1, 2008

## FINANCIAL REQUIREMENTS

### Refund Policy

Refund requests must be submitted in writing 34 (thirty four) days prior to the start of class for refund of any paid Fee or Rent to Student Housing.

TYPE OF CHARGE	AMOUNT OF CHARGE	DATE DUE
Acquisition Fee	\$200.00	Will be covered in your Financial Plan
Reconditioning fee	\$500.00	Will be covered in your Financial Plan
<b>Rent Down Payment</b>	<b>\$300.00</b>	<b>Due with Application</b>
Rent per Semester	<b>\$1620.00</b>	Contact your Financial Aid officer

### STUDENT HOUSING FEES OVERVIEW

Student housing is designed to accommodate four (4) students of the same sex per two bedroom apartment.

#### BEFORE YOU MOVE IN

- The **\$300.00 rent down payment** is due with the **Housing Application**.  
The remaining cost will automatically be incorporated into your financial plan through the Financial Aid office. *Failure to meet the deadlines on deposit and rent will result in a delay of your Housing assignment.*

Your financial plan must be approved by the office of Financial Aid before you will be assigned Housing.

#### ONCE YOU MOVE IN

- **The semester rental payment includes a utilities allowance of \$100.00, per month/per apartment;** you may be required to pay additional cost if you exceed this allowance. If the apartment utility costs exceed the monthly allocation, the excess costs will be divided equally to those students in the apartment.
- **Normal wear and tear of the apartment and furniture is expected.** Any additional damages to the apartment, apartment grounds, or the furniture will be charged directly to the student. Payment of damages are due immediately, if damage charges are not settled it could result in eviction from Student Housing and/or financial hold or termination of classes. Examples of such additional charges may be: holes in walls/doors inside the apartment, broken furniture, damage to shrubs, or landscape of the apartment grounds. If the apartment is vacated in such a manner as to require a special cleaning crew to remove excess trash and garbage and extensive cleaning, those charges will also be passed on to the student.
- If a student is either academically dropped from a course of instruction or voluntarily withdraws themselves, then they must vacate Student Housing within 24 hours unless it is approved by the office of Student Housing.

# *Application for Student Housing*

Name: \_\_\_\_\_ SS#: \_\_\_\_\_

Telephone: \_\_\_\_\_ Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Email Address: \_\_\_\_\_  
\_\_\_\_\_

School Attending: \_\_\_\_\_ Program of Study: \_\_\_\_\_

Class Start Date: \_\_\_\_\_

Please respond to the following Questions:

Your Age: \_\_\_\_\_

Male: \_\_\_\_\_ Female: \_\_\_\_\_

Do you have transportation? Yes \_\_\_\_\_ No \_\_\_\_\_

Do you have any special needs? Yes \_\_\_\_\_ No \_\_\_\_\_ if yes, please explain:

\_\_\_\_\_  
\_\_\_\_\_

Do you have a friend that will be attending that you would prefer to share an apartment? Yes: \_\_\_\_ No: \_\_\_\_  
if yes, please list name of friend/s: \_\_\_\_\_

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- \_\_\_\_\_ (Student) hereby applies for housing assistance facilities. The student understands The Student Housing office will assist students and act as an intermediary with area housing facilities. The following will become effective depending upon student's enrollment and housing availability.
  - The student understands that he/she will be required to sign the Student Housing Agreement and Housing Policy Terms and Agreement Form. The student further understands that participation in housing may be terminated if the terms and conditions of the agreement are not met.
  - The student will be required to pay the 1<sup>st</sup> semester rent down payment in the amount of **\$300.00**
  - If Financial Aid for housing expenses are not approved/completed, the student will be required to make the semester payment for rent and applicable fee's upfront unless approved otherwise.
  - Students are responsible for their own living expenses (i.e. Rent, transportation, food and personal items).
  - Students are responsible for transportation to and from school. Personal transportation is highly recommended.

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- Students are responsible for notifying Student Services of any concerns and issues that may arise during their period of enrollment. If requested, these notices will be in confidence.
- Students will be assigned apartments and be required to change apartments to maintain efficient use of the housing facilities as determined by Student Services.
- The student by signing below authorizes Student Housing to notify his/her parent/guardian of any attendance, academic, or housing concerns that may arise while enrolled at ATI, ECPI, CIV or MCI and hereby acknowledges receipt of a copy of this application.
- By signing below, I hereby authorize ECPI Colleges Inc. to conduct a Criminal History and Sex Offender Record Request.
- I understand that Student Housing is not responsible for providing formal supervision to students while residing in the apartments.
- I understand that if I am required to change apartments, graduate, drop/suspended from school or any other activity that requires the student to move or to leave the assigned property that the date given by Student Housing to vacate is non-negotiable. Unauthorized occupants will be charged at \$100.00 per day until they turn the keys in for the assigned apartment.
- I understand I am required to turn in my keys (door and mailbox) to either the school or to the management office at the assigned apartment complex, failure to do so will require a lock change at a cost of \$75.00.

**If applicant is under 18 years of age, parent or legal guardian must sign this form.**

**Applicant Signature:** \_\_\_\_\_

**Please Print:** \_\_\_\_\_

**Parent/Guardian Signature:** \_\_\_\_\_  
**(If applicable)**

## *Student Housing Policy*

ATI, ECPI, CIV and MCI offers student housing to full-time out of town students. This housing is not mandatory and is offered only as a convenience to those students from outside of the Tidewater area. To maintain safe comfortable housing for those students the following policies must be maintained.

- 1) I will keep all stereos, radios, televisions, car/truck/suv stereos, and engine noise down to a considerate level while in the apartment complex and parking area. If the Housing Coordinator is contacted by the Apartment Management for a noise violation, I realize that the entire apartment will be put under **Noise Probation**. I also understand that continued noise problems may result in dismissal from Student Housing. **If the apartment management deems that the student must be removed from the apartment complex the student will be removed within 24 hours.**
- 2) **I understand overnight guests are not allowed in my apartment.**
- 3) I will not allow parties in my apartment.
- 4) I understand that I will not change apartments without the approval of the Housing Coordinator.
- 5) I agree to authorize Student Housing to make inspections of my housing facility without advance notice.
- 6) I understand the consumption of alcohol, the use or possession of illegal drugs, weapons or any negative involvement with law enforcement can result in immediate eviction from housing. I further agree not to smoke in the apartment. Smoking is permitted on the apartment balcony.
  - a) Students found not complying with the housing policy will be subject to a meeting before a Student Honor board for determination of consequences of failure to follow housing policies. **Immediate** eviction is a possibility if regulations are not followed.
  - b) The Housing Administrator in association along with the Education Director may also determine the severity of the incident and resulting penalty.
- 7) **I understand it is my responsibility to take care of the apartment and its furnishings** and to be responsible for any damages done to the apartment property. It is also my responsibility to have RENTERS insurance. I will also request maintenance as needed from the rental office. I acknowledge that if the assigned apartment is not properly clean and/or damages occur that Student Housing will have the authority to hire a contractor at the tenant's expense to repair the property. I understand that the cost of any repairs to the apartment that is judged negligent or intentional damage will be due immediately, failure to pay for the repairs will result in removal from student housing.
- 8) I acknowledge that it is my responsibility to inform my guests where they may park. Cars parked in unauthorized areas will be towed at the owner's expense.
- 9) I understand that **NO PETS** of any kind are allowed in Student Housing.
- 10) I understand that **Key** duplication is not permitted. Keys are to be returned to the Housing Coordinator upon vacating the apartment. I acknowledge that if keys are not returned within a reasonable time, I will be charged **\$75.00** for lock change.
- 11) I understand that I will be required to move out of my apartment on my graduation date from school. **I also understand should I leave school for any reason I will be required to vacate housing immediately.** The return of the apartment key will determine the amount of rental charge. Unauthorized additional days will be billed at \$100.00 per day.
- 12) I understand that if any of my roommates are violating any of the policies stated above and I have not formally complained to the Housing Coordinator, I will be considered an accessory to the violation and subject to equal or leasers reprimands which may result in eviction from Student Housing. All sources of information will be held in strict confidence.
- 13) I understand that Student Housing is not responsible for providing supervision to the student while residing in the apartments. Student Housing for ATI, ECPI, MCI or CIV is only to be a facilitator of the financial disbursements to said leasers.

**The office of Student Housing retains the right to make determination concerning special circumstances that may arise during a student's stay in ATI, ECPI, MCI or CIV secured housing.**

**By signing this document I agree to all terms stated in the Housing Policy and I also realize that any violation may result in eviction of Student Housing.**

**If applicant is under the age of 18 a Parent/Legal guardian must also sign this form.**

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent's/ Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# HOUSING INFORMATION

Enclosed is all the necessary information concerning your student housing. Depending on the type of housing facility you are provided, the following may apply:

## APARTMENT

1. It is the joint responsibility of the students sharing an apartment to clean and maintain the residence.
2. **Bring** utensils, pots and pans, dishes and glassware; Household supplies--light bulbs, cleaning supplies, toilet paper, etc.; Linens for a single bed, pillows and coverlets, shower curtain, bath mat and towels. The bedrooms will have **two (2) single beds, one nightstand in each bedroom, and either one dresser or 2 chests of drawers.**
3. **No pets of any kind are allowed.**
4. Suggestions: You may like to bring to housing, Stereos (headphones are appreciated), televisions, vacuum cleaner, microwave, clock radios personal computers.
5. The living room is furnished with a **couch and chair and tables.** A **dinette set with four (4) chairs** will be provided. All furniture is rented; any damage cost will be passed on to the appropriate students.
6. Washer/dryer is provided in each apartment.
7. We **do not** provide telephone or cable TV service. Once you receive your housing address, contact the apartment complex, they can provide you with the correct **Telephone Company** and **Cable Company** information. Most students bring cell phones rather than installing a permanent telephone in the apartment.
8. Depending on the apartment complex you may be required to get a parking sticker. All students are required to check in at the complex office and sign community rules and regulations.

# HOUSING AGREEMENT

Student Housing for ATI, ECPI, CIV or MCI is acting as intermediary for those students who desire housing assistance through their college. As intermediary, Student Housing will enforce rules on housing, collect rent monies, and pass on rental increases to students as required. Student Housing is not responsible for providing supervision to the students while in the apartments. Student Housing is only to be a facilitator of the financial disbursements to said lessors. Student Housing's role as housing intermediary is primarily a convenience to both the student and the apartment facilities.

For value received the undersigned jointly and severally promise to pay Student Housing for ATI, ECPI, CIV or MCI the semester housing charge of \$ **1620.00 per semester** starting on the day of move in. I will personally make these payments to the college I am attending. This charge does not include linens, or kitchen utensils for which I am responsible. I also understand that failure to make timely payments may result in the termination of my housing accommodations. In addition, I understand that there is a **\$25 late charge fee** if rent is not paid on time. Outstanding balances will be charged at annual percentage rate of 12 percent.

**I understand that I am responsible for any damages to the apartment and its contents in excess of normal use. I will be billed for any unusual damages to the apartment or furnishings.** Payment of damages are due immediately, if damage charges are not settled it could result in eviction from Student Housing and/or financial hold or termination of classes.

ECPI Colleges, Inc. has the right to terminate this agreement upon providing the student with advance notice. ECPI Colleges, Inc. may not be held responsible for any untimely housing termination initiated by landlords, or the non-payment of housing charges.

Student may terminate this housing agreement by submitting written notice to Advanced Technology Institute at least 34 days prior to vacating.

There must be 34 days notice (must be given on a workday excluding holidays) given to the school and the landlord prior vacating. Students must vacate their housing facility prior to the beginning of the subsequent semester after 34 days notice is given. A student not giving 34 days vacating notice may be charged the full semester's rent when terminating their housing prior to their lease expiration. Housing charges resulting from termination prior to lease expiration will be charged for the full semester rental agreement.

I hereby acknowledge receipt of a copy of this agreement

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Student Signature/Date

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Parent or Guardian/Date



# NOISE POLICY

***PLEASE note the quiet times for all students residing in Student Housing.***

Quiet time begins at 10:00 p.m. and **continues through** 9:00 a.m. the next day.

Friday and Saturday nights - all noise should be at a minimum beginning at 10:00 p.m. per the apartment complex rules and regulations.

If there are any complaints by the apartment complex or your neighbors, the entire apartment will be put on probation. When and if you move to another apartment, the noise probation will follow you until you leave Student Housing. Please refer to the Housing Policy Terms and Conditions forms for a complete reference to the Noise Policy.

**Please keep this in mind while you are here; your roommates' and neighbors have the right to live in a clean, secure and peaceful environment. Do not violate their rights.**

Sign below to indicate that you have read and understand the Noise Policy.

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Student Signature

Date

Student Copy

Housing Office Copy

**CRIMINAL HISTORY RECORD REQUEST**  
**AUTHORIZATION FOR RELEASE OF INFORMATION**

PLEASE PRINT CLEARLY

LAST NAME \_\_\_\_\_ FIRST NAME \_\_\_\_\_ MIDDLE NAME \_\_\_\_\_

CURRENT ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

PLACE OF BIRTH (CITY OR COUNTY) \_\_\_\_\_

DATE OF BIRTH \_\_\_\_\_ SEX \_\_\_\_\_

SOCIAL SECURITY NUMBER \_\_\_\_\_ MAIDEN NAME \_\_\_\_\_

Affidavit for Release of Information

I hereby give my consent and authorize ECPI Colleges, Inc. to obtain a criminal background record check and report the results of such search to the individual designated to receive information. I understand that prior to being admitted to the student housing program and during the course of participation in the program; ECPI Colleges, Inc. may obtain a criminal background check. Any felony convictions or pending charges/probation will result in the termination of this application for student housing.

\_\_\_\_\_  
Signature of Housing Applicant

\_\_\_\_\_  
Date