Residence Life Apartments
2013-2014 Application Checklist

A Partnership with Cascade Meadows Apartments

Whatcom COMMUNITY COLLEGE

Dear Prospective Resident,

Thank you for your interest in the Residence Life Apartments. As the apartments have a tendency to fill quickly, applicants are encouraged to submit their applications as soon as possible. Please note that in order for your application to be considered complete, we must receive the following:

- ❒ Completed application
- ❒ $50.00 application processing fee (non-refundable)
- ❒ A photocopy of government-issued photo ID (passport)

The processing fee is payable to Whatcom Community College by personal check, money order, or credit card. Payments can be sent in using the Credit Card Authorization Form (see attached form) or made in person at the Cashier's Window in the Laidlaw Building.

If there are no vacancies your completed application will be put on the waitlist and called once a vacancy has opened. When there is availability your application will be processed. If you are eligible, you will receive an acceptance letter and we will require the following:

- ❒ Schedule a Move-In Time/ Date
- ❒ Obtain a WCC Orca Card (photo student ID card)
- ❒ Provide a copy of Personal Property Insurance
- ❒ Current Class Schedule
- ❒ Attend Mandatory Orientation
- ❒ Provide a copy of Health Insurance

Please take time to read through all of the material provided and complete the application packet in full. Please send the completed application and additional required materials to:

Whatcom Community College
Attn: Residence Life
237 West Kellogg Road
Bellingham, WA 98226

If you have any questions, please don't hesitate to call 360.383.3008 between the hours of 9am and 4pm, Monday through Friday or email at nbaker@whatcom.ctc.edu.

Thank you,

Nicole Baker
Associate Director of Residence Life
Whatcom Community College

Keep this checklist for your reference

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2013/2014 Lease and Cost Information

Once you have arrived at Whatcom Community College, you will be asked to sign a lease for the rental of the Cascade Meadows apartment in which you will be living. Leases are signed on a quarterly or annual basis. Residents signing annual lease agreements are provided with a discounted rent option*. A security deposit of $250 is due at time of move in and will be refunded if there is no damage to the property above normal wear and tear and no funds owed.

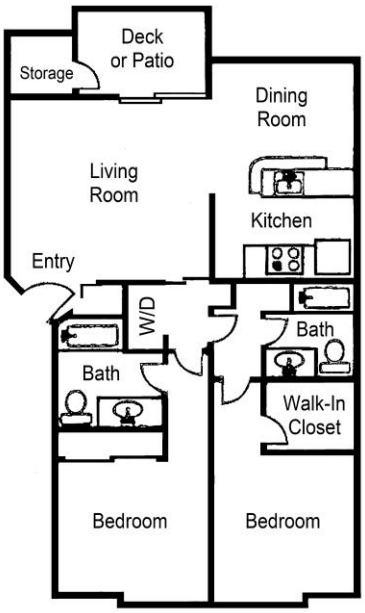
Costs per unit type are as follows:

Unit Type	Monthly Cost	*Annual Cost (12-month lease) discount applied to final month's rent
Private Bedroom, Private Bath	$525/month	$6,000/year ($300 savings)
Private Bedroom, Shared Bath	$475/month	$5,425/year ($275 savings)

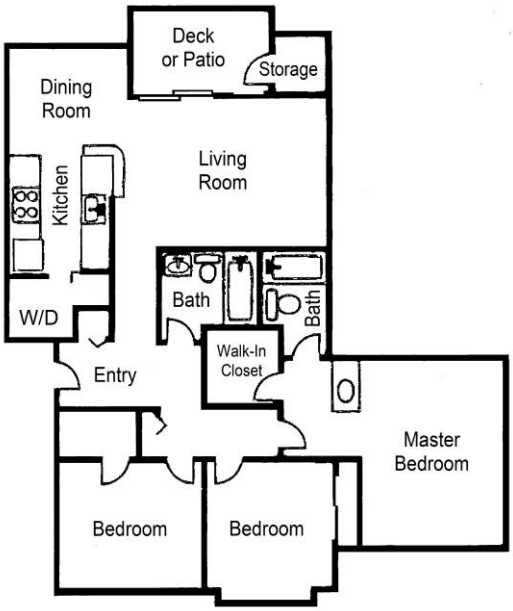
Apartment Information

These are two apartment unit types available through Whatcom Community College's Residence Life apartments.

2-bedroom, 2-bath
Approximately 1,051 sq. ft.



3-bedroom, 2-bath
Approximately 1,196 sq. ft.



Each apartment consists of shared living area, kitchen, dining room, bedrooms, bathrooms, and private deck with extra storage. Apartments are furnished with all major appliances, including a stove/oven, microwave, refrigerator/freezer, dishwasher and disposal. In addition, full laundry facilities are included in each unit type.

Common area furniture includes a sofa, chair, kitchen table and four chairs, and a multi-use bookcase. Bedroom furniture includes a bed frame with mattress, a desk with cabinet and chair, dresser, and a closet and mirror.

Waiting List Policies and Procedures

Due to heavy demand for Cascade Meadows accommodations, we may be full at the time you choose to apply. Should this occur, the following policies and procedures apply for those who wish to be placed on the waiting list.

Students must submit a complete application. This includes the application form itself as well as the Roommate Preference Form and the $50.00 processing fee. Placement on the waiting list will be by date and time of receipt. In the case of emailed applications, the date and time of transmission will be recorded.

Space assignments will be awarded on a first-come, first-served basis.

Residence Life Application Priority Deadlines

Summer 2013 Quarter – May 20th, 2013
Fall 2013 Quarter – August 14th, 2013
Winter 2014 Quarter – November 27th, 2013
Spring 2014 Quarter – February 25th, 2014

If you have any questions regarding the Whatcom Community College's waiting list policy for Residence Life apartments, please don't hesitate to call our office at 360.383.3008.

Application for Residence Life Apartments

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Please complete the following application for a Residence Life apartment. A $50.00 non-refundable processing fee must be paid at the time of application. **Please Print Clearly**.

1) Applicant Information:

Last Name:	First Name:	M.I.
Sex: Female Male	WCC Student ID# (if available):	Date of Birth:
Email:	Phone Number:	
Photo ID Required (government issued). Please indicate type of identification and ID number in the space below. Examples are: Passport or Driver's License. Please attach a CLEAR copy of your photo ID to this application.		
ID: Passport or Driver License	ID Number:	Issuing Country/State:
Please indicate when you plan to move in: ❒Summer 2013 ❒Fall 2013 ❒Winter 2014 ❒Spring 2014		
Applicant Home Mailing Address:		
City:	State/Province & Postal Code:	Country:
Do you have any health concerns we should be aware of?		
In the event that a resident is determined to be a missing student in accordance with the procedures set forth in the RL Handbook, the RL staff will contact the person(s) listed below. The RL reserves the right to contact the parent(s) of the student, regardless of the student's age or whether the parent(s) is listed as an emergency contact.		
Emergency Contact Name & Relationship:		
Emergency Phone:	Email:	
Emergency Contact Name & Relationship:		
Emergency Phone:	Email:	

2) Apartment Unit Preferences (please note <u>all</u> you would accept check applicable boxes below):

Please be aware that Housing Services will do its best to accommodate your room request, but cannot guarantee preferences.

❒ Private bedroom, Private bath	$525/month
❒ Private bedroom, Shared bath	$475/month
❒ Bedding Package (optional package includes: Pillow, Bedding, Towels) $80	

3) Contract Term Options:

❒ Academic Quarter Contract	❒ 9-Month Contract	❒ 12-Month Contract

Student Apartment Preferences

WCC Residence Life

Whatcom COMMUNITY COLLEGE

Student Name: _____

Preferred Move-in Date: _____

Roommate Information

List Names of Preferred Roommates (Last Name, First Name):

1)

2)

Personal Habits

1) Do you smoke? ❒ Frequently ❒ Sometimes ❒ Seldom ❒ Never

   (The apartments are non-smoking facilities. You may smoke outside in designated areas.)

2) Do you drink alcohol? ❒ Frequently ❒ Seldom ❒ Never

   (Students must comply with Washington State law; students and/or guests must be 21 years of age to consume alcohol.)

3) I am a: ❒ Morning Person *(early to rise, early to bed)* ❒ Night Person *(late to rise, late to bed)* ❒ Varies

4) I keep my house/apartment: ❒ Very Neat ❒ Mostly Neat ❒ Comfortable ❒ Mostly Messy

5) I like to have friends visit my apartment: ❒ Yes, all the time ❒ Yes, once in a while ❒ No

6) I am comfortable with overnight guests/visitors: ❒ Yes ❒ No

7) I attend religious services: ❒ Frequently ❒ Sometimes ❒ Seldom ❒ Never

8) I am comfortable with sharing my belongings: ❒ Yes ❒ If it is an emergency ❒ Never

Study Habits

❒ I prefer to study at home OR ❒ I prefer to study at the library or on campus.

❒ I study mostly in the morning OR ❒ I study mostly in the afternoon or evening.

What do you like to do on your free time?

What other preferences or concerns do you have?

Credit Card Authorization Form

WCC Residence Life

Whatcom COMMUNITY COLLEGE

I, _____, authorize Whatcom Community College to charge my
(Please Print Name)

credit card for the Student Housing application processing fee.

Amount for Processing Fee:	**$50.00**
Credit Cart Type (i.e. Visa, Mastercard, etc.):	
Credit Card Number:	
Card CV2 Number:	
Credit Card Expiration Date:	
Billing Address:	
City, State/Province, Country, and Postal Code:	
Name on Credit Card – As Appears on Card:	
Cardholder Signature:	

Mail or Email Credit Card Authorization to:

Whatcom Community College
Attn: Residence Life
237 West Kellogg Road
Bellingham, WA 98226
Phone: 360.383.3008
Email: nbaker@whatcom.ctc.edu

Agreement and Signature

WCC Residence Life

Whatcom COMMUNITY COLLEGE

Authorization for Release of Information

This application must be signed before it can be processed by WCC Residence Life. Applicant acknowledges that false or omitted information herein may constitute grounds for rejection of this application, termination of right of occupancy, and/or forfeiture of fees or deposits and may constitute a criminal offense under the laws of this State.

Applicant(s) represents that all of the above information and statements on the application for rental are true and complete, and hereby authorizes an investigative consumer report including, but not limited to, residential history (rental or mortgage), employment history, criminal history records, court records, and credit records. Information is used for the sole purpose of the applicant's tenancy evaluation.

This application is preliminary only and does not obligate Whatcom Community College to execute a lease or deliver possession of the proposed premises. No oral agreements have been made.

Printed Name of Applicant/Student:	
Applicant/Student Signature:	Date:

Acknowledgement of Policies

I understand that the Whatcom Community College Residence Life Handbook is available in print at the Residence Life office or electronically at:
http://www.whatcom.ctc.edu/degrees-and-programs/international-programs/future-students/housing-information/
I have read and agree to abide by all policies within the handbook.

Printed Name of Applicant/Student:	
Applicant/Student Signature:	Date: