



Dear CMTN Guest:

Thank-you for your application to stay with us at the Wii Gyemsga Siwilaaksit Hoteling Suite. We are proud to offer state-of-the-art accommodations and amenities to the Northwest region.

Our Hoteling Suite is convenient, offers excellent value, and provides an alcohol- and smoke-free environment. Rates are posted on the CMTN website (<https://www.coastmountaincollege.ca/student-services/accommodation/housing/rooms>). A \$50 deposit is required with your application.

Once we receive your application, we will either offer you a space in the Hoteling Suite for the dates requested or place you on a waitlist.

Payments

For payment we accept:

- Visa, MasterCard, and American Express. Please note that Visa debit is not accepted.
- Online Banking if you have a Canadian bank account (Scotia, RBC, BMO, TD, CIBC)
 - **Online Banking**
 - Select "Pay Bills"
 - Select "Set up a payment"
 - Enter the payee. Add Coast Mountain College as the payee.
 - Amount \$ _.

Your payment must be received before you can check-in. **Check-in hours are Monday to Friday, 8:30 am to 4:00 pm.** Notify the Student Housing Coordinator (250-635-6511) if you will be arriving after 4:00 pm on the scheduled arrival date. If you do not arrive by 4:00 pm and do not notify the Student Housing Coordinator, your reservation will be cancelled.

Cancellations must be made in writing to residence@coastmountaincollege.ca, in person, or by phone at least 48 hours before arrival for a full refund. Cancellations made within less than 48 hours will be refunded less the \$50 deposit.

CMTN may assess an additional \$50 charge for last-minute changes in accommodation requested less than 48 hours in advance of the scheduled arrival.

One night's advanced notice in writing to the Student Housing Coordinator is required if you wish to move out before your originally scheduled departure date. This will result in prorating the amount charged.

You will be asked to vacate the suite, at the discretion of the Student Housing Coordinator or CMTN Campus Security, if there are Hoteling Suite Policy and Procedure violations (e.g., smoking, pets, alcohol consumption).

The Student Housing Coordinator reserves the right to cancel your reservation after the first night if you do not arrive as scheduled or make contact. The initial \$50 deposit is non-refundable.

Housing Building Layout and Services

The Hoteling Suites are located on the main floor of the three-storey student housing building (Wii Gyemsga Siwilaawksat; the place where students are comfortable).

The main floor has a shared kitchen that is supplied with fridges, stoves, and microwaves. Personal use of any cooking appliances (e.g., hotplates, slow cookers, burger makers) is not allowed in the room.

If you use the kitchen, you are responsible for cleaning up after yourself. Cleaning must be completed at the time of cooking.

For additional information, please visit our website or click on the link below:

<https://www.coastmountaincollege.ca/student-services/accommodation/housing>

Please also see:

- *Hoteling Suite Policy*
- *Hoteling Suite Procedure*

Anjo Colago Student Housing Coordinator

T: 250.635-6511 Ext 5309

Toll Free:1.877.277.2288

residence@coastmountaincollege.ca

Hoteling Application Terrace Campus

Please complete all information before submitting and print clearly

Personal Information		
First Name (Legal name)		Last Name
Permanent Address		Birth date: (mm/dd/yyyy)
City/Town	Province	Postal Code
Cell phone	email (please print clearly)	
Requested Arrival Date (mm/dd/yyyy)	Requested Departure Date (mm/dd/yyyy)	I identify as: Male Female Other
Student You Are Supporting		
First Name		Last Name
Relationship to you		Phone Number

Notification of your acceptance into the Hoteling Suite is by email, make sure to provide a valid email address

Applicant Declaration:

In making this application, I confirm that I have read and agreed to the terms and conditions on this application and that all information on this application is correct. I also acknowledge that occupancy in the CMTN Housing requires compliance with the policies and regulations as published in the CMTN Housing Handbook, and on the CMTN website, which CMTN may amend at any time with appropriate posted notice.

Applicant Signature: _____ Date: _____
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