



Application for Housing: Terrace Campus

PLEASE REVIEW THE WHOLE APPLICATION BEFORE SUBMISSION

About Wii Gyemsiga Siwilaawksat

Our on-campus Student Housing, Wii Gyemsiga Siwilaawksat (“where learners are content or comfortable”) is our students’ home away from home while taking courses at Coast Mountain College.

Wii Gyemsiga Siwilaawksat has three floors, each with two wings. Every wing includes a shared kitchen equipped with two fridges, two stoves, and a microwave. Common-use amenities include a laundry room, maker space, cultural space, bike storage, project rooms, and lounge areas. Free Wi-Fi is accessible throughout the building.

Application Process

1. Fill out this application form and send to the Housing Office through the following methods:
 - a. Email to: housing@coastmountaincollege.ca
 - b. Mail to the Housing Office at the address listed below:
Housing Office
5331 McConnell Ave.
Terrace, BC
V8G 4X2
 - c. Deliver in-person to the Housing Office located in Rm. #250 in Wii Gyemsiga Siwilaawksat.
2. You will receive a confirmation email stating that we received your application. Kindly allow a minimum of seven business days for application processing. Please do not submit multiple applications.
3. Your application will be reviewed based on the Housing eligibility and priority criteria. Depending on your application and when you apply, you may receive a Housing Acceptance Letter, a Housing Application Update, or a Denial Letter.
4. Students who meet all eligibility criteria but cannot be offered a room will be placed on the waitlist until a space becomes available.
5. Once confirmed into Housing, the following payment is required:
 - a. Processing fee: **\$50**
 - b. Damage deposit (refundable upon check-out, less any costs incurred for damage or cleaning): **\$350**
 - c. First month’s Housing fees (rate depends on your room assignment): **\$675 or \$875**
 - d. Food and Beverage Card for the whole term (**\$700**), or pro-rated amount if you are in a shorter program.
6. Check-in to Housing on the date listed in your Housing Agreement. You must complete the intake process with Housing Staff during regular business hours (Monday to Friday from 8:00 a.m. to 4:30 p.m.). If you are arriving outside of business hours, or on dates when Housing Staff are unavailable, please make alternative temporary accommodation arrangements.



Application for Housing: Terrace Campus

Please complete all information before submitting, and print clearly. Housing acceptance notifications will be sent by email, so please make sure to enter a valid email address.

Personal information		
Last name:	Legal first name:	Preferred first name:
Gender: ☐ Male ☐ Female ☐ Prefer to self-describe _____ ☐ Other/prefer not to say		
Student ID number:	Phone number:	
Email:		
Preferred method of contact: ☐ Phone ☐ Email		Date of birth:
Mailing address:	City/Province:	Postal code:

Program information	
Name of course or program:	Year of study:
Start date (dd/mm/yyyy):	End date:
My courses are*: ☐ Full-time ☐ Part-time ☐ In-person ☐ Online ☐ Unsure	

** Note: Eligibility for Housing is contingent on maintaining full-time enrolment status. Priority will be given to students who are enrolled in face-to-face programming.*

When would you like to live in Housing? ☐ Fall term only: Beginning September and ending December ☐ Winter term only: Beginning January and ending April ☐ Fall and Winter terms: Beginning September and ending April ☐ Other: Start date (dd/mm/yyyy): _____ End date (dd/mm/yyyy): _____

Housing Suite Preference

Please check the box beside one of the options below. Please note that while we will try and accommodate your preference(s), we cannot guarantee that you will be placed accordingly.

☐	Quad suite: Private bedroom with twin bed, desk, wardrobe, and under-bed storage; shared kitchenette, bathroom, shower, and living area with three other suite mates. \$675.00 per month.
☐	Triple suite: Private bedroom with twin bed, desk, wardrobe, and under-bed storage; shared kitchenette, bathroom, shower, and living area with two other suite mates. \$675.00 per month.
☐	Single suite: Private bedroom, kitchenette, bathroom, shower, and living area. \$875.00 per month.
☐	Wheelchair accessible suite: Private bedroom, kitchenette, bathroom, shower, and living area. Reserved for students who require accessible housing. \$675.00 per month.



As per section 20.00 in our [Housing Policy](#) and section 6.30 in our [Housing Procedure](#), priority for one-bedroom units will be given to students with verified accommodation needs related to exceptionalities, medical requirements, or other protected grounds under applicable human rights legislation. As the number of one-bedroom units is limited, an accommodation request does not guarantee a one-bedroom suite. If you have an accommodation request, please provide details below. The College does not require disclosure of diagnosis information where it is not relevant to determining appropriate accommodation; however, documentation may be required.

Accommodation request

Room Assignment

Please indicate below if you have a roommate request (optional). We will make reasonable efforts to place students who would like to share a suite together; however, roommate requests are not guaranteed and are subject to Housing Availability. All students requesting to live together must meet Housing eligibility criteria and have applied to Housing. You may provide up to three student names.

Roommate #1		
<table border="1" style="width: 100%;"> <tr> <td style="width: 60%;">First and last name:</td> <td style="width: 40%;">Student ID number:</td> </tr> </table>	First and last name:	Student ID number:
First and last name:	Student ID number:	

Roommate #2		
<table border="1" style="width: 100%;"> <tr> <td style="width: 60%;">First and last name:</td> <td style="width: 40%;">Student ID number:</td> </tr> </table>	First and last name:	Student ID number:
First and last name:	Student ID number:	

Roommate #3		
<table border="1" style="width: 100%;"> <tr> <td style="width: 60%;">First and last name:</td> <td style="width: 40%;">Student ID number:</td> </tr> </table>	First and last name:	Student ID number:
First and last name:	Student ID number:	

Room assignments are determined by the Housing Office who may adjust placement decisions based on operational needs and Housing demand. Occupants will be assigned to rooms based on availability, with consideration given to lifestyle preferences listed in this application.

Lifestyle preferences
Do you smoke or vape?* ☐ Often ☐ Occasionally ☐ Never
Do you prefer your wing to be***: ☐ Female-only ☐ Male-only ☐ Co-ed
What best describes your preferred level of cleanliness for your living space? ☐ Average ☐ Tidy ☐ Very tidy
What type of living environment do you prefer: ☐ Social ☐ Average ☐ Quiet/studious
Do you have any severe allergies or sensitivities? ☐ Yes, _____ ☐ No



** Note: Smoking and vaping are prohibited inside Student Housing. Smoking and vaping are only permitted in designated smoking areas on campus.*

*** Note: All suites are designated as all-female, all-male, or gender-fluid. Some wings are designated as all-female, all-male, or co-ed (which includes all-male, all-female, and gender-fluid suites).*

Application Declaration

By submitting this application, I confirm that I have read and agreed to the terms and conditions outlined in this application, and that all information provided is accurate. I also acknowledge that occupancy in CMTN Housing requires compliance with the policies and regulations outlined in the Housing Handbook, Housing Policy, and Housing Procedure. CMTN reserves the right to amend policies, procedures, and the Housing Handbook at any time, with appropriate notice.

Privacy Statement

The personal information collected through this form is collected by Coast Mountain College under the authority of section 26(c) of the Freedom of Information and Protection of Privacy Act (FOIPPA-BC). Any information you provide will be treated confidentially and accessed only by Coast Mountain College's Housing Department. The information will be used for Housing purposes, including the administration and management of housing services.

By submitting this application, the information will be sent to housing@coastmountaincollege.ca and will be kept confidential, except as required or authorized by law.

For questions or concerns about the collection, use, or disclosure of your personal information, please contact the Privacy Officer at FOI@coastmountaincollege.ca.

Applicant Signature

Date (dd/mm/yyyy)

Signature of Guardian (if applicant is under 19)

Date (dd/mm/yyyy)

Please download and save your completed application before submitting it.

Student Housing Office Contact Information

Phone: 250.635.6511 ext. 5309 | Email: housing@coastmountaincollege.ca

Address: 5331 McConnell Ave. Terrace, BC V8G 4X2