

# Housing Application

## TERRACE CAMPUS



Dear CMTN Student:

Our on-campus housing, Wii Gyemsga Siwilaawksat (“where students are content or comfortable” in Sm’algyax), is our students’ home away from home. It provides ease of access to classrooms and offers amenities to support our students’ education and wellbeing.

### ABOUT WII GYEMSIGA SIWILAAWKSAT

Wii Gyemsga Siwilaawksat has three floors, each with two wings. Every wing includes a shared kitchen equipped with a fridge, stove, and microwave. *For safety reasons, personal cooking appliances such as hotplates, slow cookers, toasters, or similar devices are not permitted.*

Common-use amenities include the laundry room, maker space, cultural space, bike room, and lounge areas. Free Wi-Fi is accessible throughout the building.

The student ID serves as a key to access suites and bedrooms. Suite access is shared among roommates, while students can only access the bedroom assigned to them. Student IDs can be requested at the library on the basement level of Waap Sa’mn (House of Spruce).

### AVAILABLE ROOM OPTIONS

We offer one-bedroom, triple (three-bedroom), quad (four-bedroom), and accessibility suites.

- Bedrooms in the quad and triple suites are single occupancy and are furnished with a twin bed, night stand, desk, chair, and wardrobe. Students share a living area, kitchenette, and separate shower and toilet.
- We have regular, one-bedroom suites as well as accessibility suites. Both include a private bathroom, living area, and kitchenette.

### HOUSING AND RELATED RATES

Description	Fees
Rent: Single room in quad or triple suite	\$675.00/month
Rent: One-bedroom suite	\$875.00/month
Rent: Accessibility suite	\$675.00/month
Damage deposit (refundable upon checkout)	\$350.00
Non-refundable application fee	\$50.00
Meal card (mandatory starting 2026 fall)	\$700.00

Rates effective 2026 fall semester. Subject to change. Email [housing@coastmountaincollege.ca](mailto:housing@coastmountaincollege.ca) for full information.

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### APPLICATION AND CHECK-IN PROCESS

Applicants must be fully enrolled and registered in one of the College's programs. As space is limited, dorm placement is not guaranteed.

1. Fill out this application form and send to [housing@coastmountaincollege.ca](mailto:housing@coastmountaincollege.ca) or deliver to the Student Housing Office. Kindly allow a minimum of seven (7) days for application processing.
2. You will receive a letter notifying your application status. You will either be offered a room or placed on a waitlist.
3. Once confirmed into Student Housing, the following payment is required: \$50 application fee, \$350 damage deposit, first month's rent, and the monthly rental fees for the rest of the term.
4. Once your payment has been confirmed, coordinate your move-in date with the Student Housing Office.
5. At check-in on your first day in Student Housing, you **must** complete the intake process with the Student Housing Office during regular office hours (Monday to Friday from 9:30 a.m. to 4:30 p.m.). *If you are arriving outside of college office hours, or on dates when Student Housing staff are unavailable, kindly make alternative accommodation arrangements.*

### PAYMENT OPTIONS

We accept Visa, MasterCard, and American Express credit cards. *Visa debit is not accepted.*

#### Ways to pay:

1. In-person at the campus registration office
2. Online through [myCMTN](#)
3. Call our toll-free number: 1.877.277.2288, Monday to Friday, from 8 a.m. to 4 p.m.
4. Online banking if you have a Canadian bank account (Scotiabank, RBC, BMO, TD, CIBC)
  - To pay using your banking app:
    - a. Select "Pay Bills."
    - b. Select "Set up a payment."
    - c. Enter the payee Coast Mountain College.
    - d. Amount \$\_\_\_\_\_.
    - e. Account: Use your student number as the account number (e.g.,0012345).
    - f. Select the frequency from the drop-down menu.
    - g. Select "Next."
    - h. Then select "Set Up Payments."

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## **RULES IN STUDENT HOUSING**

All residents are responsible for cleaning their room and the shared areas within the suite, including the kitchenette, bathroom, living area, and storage spaces. The communal kitchen must also be cleaned immediately after cooking. Routine inspections by the Student Housing team will be conducted.

Bringing and using alcohol, cigarettes, vapes, and drugs inside Student Housing are not permitted.

Students are responsible for understanding and abiding by all housing information, policies, and procedures. This information is available in the [Student Housing Handbook](#).

For additional information, please visit our website: [www.coastmountaincollege.ca/housing](http://www.coastmountaincollege.ca/housing)

We look forward to having you at Wii Gyemsga Siwilaawksat!

## **STUDENT HOUSING OFFICE**

Wii Gyemsga Siwilaawksat

Landline: 250.635.6511 ext. 5309

Email: [housing@coastmountaincollege.ca](mailto:housing@coastmountaincollege.ca)

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

Personal Information		
_____	_____	_____
First Name	Last Name	
_____		_____
Permanent Address		Birth date (yyyy/mm/dd)
_____	_____	_____
City/ Town	Province	Postal Code
_____	_____	_____
Cellphone	Email (PLEASE PRINT CLEARLY)	CMTN Student I.D.
I am requesting a:	I would like to share the suite with:	I identify as:
Quad Suite	_____	Male
Triple Suite	Full Name	Female
Wheelchair accessible unit	_____	Other/Prefer not to say
	CMTN Student I.D. No.	
Emergency Information		
_____	_____	_____
Emergency Contact: First Name	Last Name	
_____	_____	_____
Relationship to Emergency Contact	Phone Number	
Vehicle Information		
_____	_____	_____
Vehicle Make	Vehicle Licence	
_____	_____	_____
Vehicle Model	Vehicle Colour	
Program Information		
_____	_____	_____
Name of Course or Program	Start Date (yyyy/mm/dd)	End Date (yyyy/mm/dd)

NOTE: The occupancy start and end dates listed above are necessary for accurate billing. Please note that students are required to vacate the dorms within 48 hours of their program end date, unless other arrangements have been approved by the Student Housing Office.

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## 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 CMTN Housing Handbook. CMTN reserves the right to amend policies, procedures, and the Student Housing Handbook at any time, with appropriate notice.

Privacy Statement: *The personal information collected through this form is under the authority of the Freedom of Information and Protection of Privacy Act (FOIPPA-BC). Any information that you provide is treated confidentially and will be accessed by Coast Mountain College's (CMTN) Housing Department. I understand that this information, along with the subsequent information placed on my file, will be used for Housing and other purposes consistent with the institution's mandate under the College and Institute Act.*

*By Submitting this form the information will be sent to [residence@coastmountaincollege.ca](mailto:residence@coastmountaincollege.ca) and will be kept confidential within the scope of the contest or as required by law.*

*For questions or concerns about privacy, please contact the Privacy Officer by emailing [foi@coastmountaincollege.ca](mailto:foi@coastmountaincollege.ca).*

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

Date: \_\_\_\_\_  
(yyyy/mm/dd)

*Please download and save the completed form before submitting it. You can also email it directly at [residence@coastmountaincollege.ca](mailto:residence@coastmountaincollege.ca)*