

## International Student Admission Information

### Admission Process

- STEP 1** Submit completed application, \$25 (US) non-refundable application fee, and other required documents (See “Application Checklist” for complete list) to the Registrar’s Office.
- STEP 2** You will be contacted within approximately 2 weeks confirming whether your application has been accepted. If the application is incomplete, you will be requested to submit the missing/incomplete documents.
- STEP 3** After you have been accepted, you must submit the tuition and fees payment, by check or by credit card.
- STEP 4** A letter of acceptance and all necessary immigration documents will then be issued to you.

### Application Deadlines

#### Applicants Applying from Overseas:

Summer Semester (June – July):	APR 1
Fall Semester (Aug – Dec):	JUNE 1
Spring Semester (Jan – May):	OCT 1

#### Applicants Applying from the U.S.:

Summer Semester (June – July):	MAY 1
Fall Semester (Aug – Dec):	JULY 1
Spring Semester (Jan – May):	DEC 1

**You are encouraged to apply early to ensure class enrollment.**  
**Late applications may be accepted on a case-by-case basis.**  
**Be aware that Initial Attendance students coming from overseas**  
**cannot enter the US more**  
**than 30 days before the first day of the semester.**



## Application Checklist

- Application Form** (with completed Applicant Signature)
- \$25 non-refundable application fee** (Visa or MasterCard credit card, or check or money order – no cash) payable to Prince William Sound Community College
- Official Transcripts**
- Copy of Diploma** (from secondary school)
- TOEFL Score** (Minimum score of 45 IBT, 133 CBT or 5.0 IELTS)  
(Not required for ESL students)
- Personal Essay
- Financial Documents:**
  - **Financial Support Declaration**
  - **Bank Statement**
- Health Documents:**
  - **Student Statement of Health**
  - **Medical Examination** (with Physician's signature)
- International Student Agreement Form**
- Transfer Students:** Student transferring from a school in the U.S. must also
  - **Submit copies of all related immigration documents, passport biography and visa pages**
  - **Complete a Transfer Form** (Certification of F-1 Student Visa Status)

**Please mail all application materials to:**

**Registration Office  
Prince William Sound Community College  
PO Box 97  
Valdez, AK 99686**

Note: Do **NOT** mail application materials to another department.  
This may delay the processing of your application.

# International Student Application Form

Prince William Sound Community College  
PO Box 97, Valdez, AK 99686

[International@pwscc.edu](mailto:International@pwscc.edu) Tel: (907) 834.1632 Fax (907) 834.1635 <http://www.pwscc.edu/admissions/international-students/>

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Please type or print responses in English in blue or black ink. ALL QUESTIONS MUST BE ANSWERED COMPLETELY OR YOUR ADMISSION MAY BE DELAYED.

Term for which application is being made:  Spring  Summer  Fall 20\_\_\_\_

## BASIC INFORMATION

Full Name: \_\_\_\_\_ Sex:  Male  Female  
(Family Name) (First Name) (Middle Name) (Name EXACTLY as it appears on your passport)

Date of Birth: \_\_\_\_\_ Home Country Phone Number: \_\_\_\_\_  
(Month/Day/Year)

Country of Birth: \_\_\_\_\_ Country of Citizenship: \_\_\_\_\_

Permanent Address (in home country): \_\_\_\_\_

(City)

(District or Province)

(Country)

Email address: \_\_\_\_\_

## IMMIGRATION/VISA INFORMATION

Applying from overseas (No Visa) OR Visa Type:  F-1  B-1, B-2  J-1  M-1  H-1  F-2

J-2  M-2  H-4  Other (Please explain): \_\_\_\_\_

Previous School that Issued an I-20 to You: \_\_\_\_\_

SEVIS Number: \_\_\_\_\_ Immigration Admission Number: \_\_\_\_\_

## LOCAL CONTACT INFORMATION

Please complete this section if (a) you are currently living in the United States or if (b) you have a friend or relative who will assist you with the application process and/or who can be contacted in case of an emergency.

Current US Mailing Address and Telephone Number: \_\_\_\_\_

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**FAMILY INFORMATION**

**Father's Name:** \_\_\_\_\_ **Occupation:** \_\_\_\_\_

**Mother's Name:** \_\_\_\_\_ **Occupation:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**EMERGENCY CARE**

**Who may we contact in case of emergency? Please print name and phone number of a contact person in your home country and in the U.S.**

**U.S. Contact:** \_\_\_\_\_ (Name) \_\_\_\_\_ (Phone)

**Home Country Contact:** \_\_\_\_\_ (Name) \_\_\_\_\_ (Phone)

**If you are under 18 years of age**, and not married, when you are a student at this college, your parent or legal guardian must sign below next to **Signature of Parent/Guardian**. Otherwise, you should sign next to **Signature of Applicant**.

**Name** (parent or legal guardian): \_\_\_\_\_

**Address:** \_\_\_\_\_

In case of illness and /or injury, permission is granted to this college to provide emergency treatment to the above named student:

**Signature of Parent/Guardian:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Signature of Applicant:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**DEPENDENT INFORMATION**

*You must complete this section **ONLY** if you wish to have a spouse or child including (F-2 status) on your immigration documents as a dependent (Please attach additional page if you wish to list more than one dependent.)*

**Full Name of Dependent:** \_\_\_\_\_ (Family Name) (First Name) (Middle Name)

**Relationship to Applicant:** \_\_\_\_\_ **Date of Birth:** \_\_\_\_\_ (Month / Day / Year)

**City of Birth:** \_\_\_\_\_ **Country of Birth:** \_\_\_\_\_

**Country of Citizenship:** \_\_\_\_\_

**EDUCATIONAL BACKGROUND**

**Are you a high (secondary) school graduate?**  Yes  No **If "Yes," list date of graduation:** \_\_\_\_\_

In chronological order, list any secondary schools and colleges or universities that you have attended either in the U.S. or in another country. If you attended more than two schools, give the necessary information on a separate page. You must provide a diploma or other proof of graduation from a secondary school as well as transcripts (with an English translation) from any college or university that you have attended.

	Institution #1	Institution #2
<b>Name</b>		
<b>Location</b>		
<b>Dates Attended</b>		
<b>Major</b>		
<b>Diploma/Degree Received</b>		

**\*\*\*Submit proof of graduation from secondary school and college or university transcripts with application\*\*\***

**ACADEMIC & CAREER PLANS**

**What is your intended field of study/major?** (Note: If you are uncertain of your major, you should declare General Studies.) \_\_\_\_\_

**What are your educational plans after completing a two-year program at this college?** \_\_\_\_\_

**Do you plan to complete a four-year degree in the US?**  Yes  No

If "Yes," what is your intended major? \_\_\_\_\_

**ENGLISH TRAINING**

**Is English your native language?**  Yes  No **If "No," what is your native language?** \_\_\_\_\_

**What is your TOEFL/IELTS score?** \_\_\_\_\_ **Date taken:** \_\_\_\_\_

**How many years have you studied English?** \_\_\_\_\_

**Please rank your ability (mark in spaces below):**

<b>How well do you speak English?</b>		<b>poor</b>		<b>fair</b>		<b>well</b>		<b>excellent</b>
<b>How well do you write English?</b>		<b>poor</b>		<b>fair</b>		<b>well</b>		<b>excellent</b>
<b>How well do you read English?</b>		<b>poor</b>		<b>fair</b>		<b>well</b>		<b>excellent</b>
<b>How well do you understand English?</b>		<b>poor</b>		<b>fair</b>		<b>well</b>		<b>excellent</b>

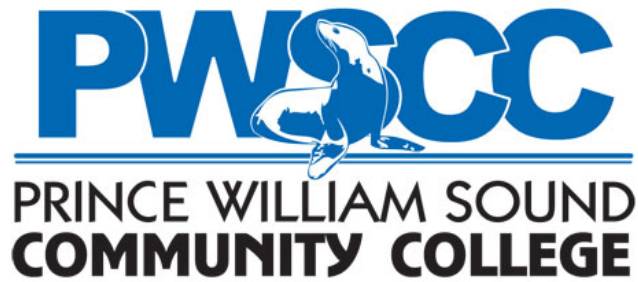
**\*\*\*Submit TOEFL score report with application\*\*\*** (Note: Not required for ESL students)

**PERSONAL ESSAY**

Please tell about yourself, your educational goals and why you wish to study in the U.S. and at our college. Use a separate sheet of paper to write essay and type or print clearly in blue or black ink. You must print your name at the top of the paper. (Essay should be approximately 300 words).



**\*\*\*Submit Personal Essay with application\*\*\***



Program Offerings

Occupational Endorsements:

- CIS – Computer Information & Office Systems  
Emphasis:
  - Office Foundations
  - Office Support
  - Technical Support
  - Bookkeeping
  - Medical Office Support

- DISY – Direct Service Specialist

Certificates:

- DISS – Disability Services
- ITEC – Industrial Technology  
Emphasis:
  - Safety Management
  - Oil Spill Response

Associates:

- AA – Associates of Art – Liberal Art
- AAS – Industrial Technology  
Emphasis:
  - Safety Management
  - Oil Spill Response
  - Millwright
- AAS – Disability Services  
Emphasis:
  - Community Support
  - Educational Support
  - Speech-Language Support
- AAS – Computer Information & Office Systems
- AFA – Playwriting

## Financial Support Declaration

**Answer all questions accurately and completely.** Any false or misleading answers may result in denial of application for admission or dismissal from school if in attendance. Community colleges cannot provide financial aid or scholarships for international students. Students must provide a current bank statement with application.

<sup>(1)</sup> This is the amount that you must **pay** to the Business Office



<sup>(1)</sup> TUITION & FEES FOR ONE YEAR	
Non-Resident Tuition	\$ 3,480 (\$145 per unit, 24 units minimum*)
Student Fee	\$ 100 (\$5 per unit)
Technology Fee	\$ 150 (\$25 per unit/maximum \$150 per year)
Network Fee	\$ 24 (\$2 per unit)
Housing Fee	\$ 5,240 (\$2,620 each semester)
<b>TOTAL</b>	<b>\$ 8,994.00</b>

<sup>(2)</sup> This is the amount that you must **show** is available to



<sup>(2)</sup> ESTIMATED MINIMUM EXPENSES FOR ONE CALENDAR YEAR		**The above estimates are subject to change without prior notice.
** (Based on 30 units) for single student**		
Non-Resident Tuition @ \$145 per unit (based on 30 units for 2 semesters)	\$ 3,480	
Student Fee @ \$5 per unit	\$ 100	
Technology Fee @ \$25 per unit (\$150 max)	\$ 150	
Network Fee @ \$2 per unit, per semester	\$ 24	
Health Insurance ( <b>Required</b> )	\$ 1,200	
Room & Board	\$ 7,240	
Books, School Supplies, Wellness Center Fees	\$ 750	
<b>TOTAL EXPENSES:</b>	<b>\$ 12,944**</b>	

Amount of money available to you (that can be verified) for your studies in the United States: \$ \_\_\_\_\_

Will this money be available to you during your entire education at this college?  Yes  No

If "No," please complete Sponsor information below.

Other Funds: \_\_\_\_\_

Are there any currency restrictions in force in your home country?  Yes  No

If "Yes," are you limited to the amount of money you can bring into the United States?  Yes  No

Please explain: \_\_\_\_\_

List annual amount to be contributed to study by:

Parents: \$ \_\_\_\_\_ Self: \$ \_\_\_\_\_ Sponsor: \$ \_\_\_\_\_

Total Amount Available (from all sources): \$ \_\_\_\_\_

### Sponsor Information

Name of Sponsor: \_\_\_\_\_ Relationship: \_\_\_\_\_

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

Country of Citizenship: \_\_\_\_\_ Occupation: \_\_\_\_\_

### **BANK STATEMENT**

Submit a **recent** (i.e. within the last few months) bank statement from you and/or your sponsor or a letter from the bank indicating the amount of money that is available to you.



**\*\*\*Submit Bank Statement with application\*\*\***

### HEALTH (MEDICAL) INSURANCE

All international students are required to have health insurance before they are allowed to register for classes. You must either purchase health insurance with the assistance of our International Education office or provide proof of health insurance (that covers you while you are in the U.S.) at the time of registration.

Do you have health insurance?  Yes  No If "Yes," what is the name of the insurance company? \_\_\_\_\_  
\_\_\_\_\_. What is the policy number? \_\_\_\_\_

What are dates of coverage? (Start & end dates) \_\_\_\_\_

### STUDENT STATEMENT OF HEALTH (To be completed by *Applicant*)

Your application can only be processed after you have completed this form and the medical examination is completed by a physician.

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

Address: \_\_\_\_\_  
(Number) (Street) (City/Town) (Country)

Date of Birth: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
(Month) (Day) (Year)

(a) Have you ever had any of the following conditions listed below?  Yes  No

Frequent Headaches, Hearing Difficulty, Rheumatism/Rheumatic Fever, Heart Disease, Lung Disease, Digestive/Stomach Pain, Frequent Abdominal Pain, Operation/Severe Injuries, Hernia, Arthritis, Frequent Dizziness/Fainting, Epilepsy/Seizures, High Blood Pressure, Kidney Disease, Nervousness or other condition.

✓ If "Yes," list the condition(s) **on a separate page** and give an approximate date for each condition you have had.

(b) To the best of your knowledge, are you now in good physical and mental health?  Yes  No

✓ If "No," give specific name of the disorder **on a separate page** and explain the current treatment.

### MEDICAL EXAMINATION

Request that a **physician** complete the attached Medical Examination form (See page 8 for Medical Examination form). The form must be **signed** and **dated** by the physician. (An additional medical examination may be required prior to enrollment)



\*\*\*Submit completed Medical Examination form with application\*\*\*

### APPLICANT SIGNATURE

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Please read and sign the statement below. Your signature indicates that you understand and agree to the following statement. (**Your application will not be processed if this section is not completed**).

*"I certify that the above statements are true and correct. I understand that I may be denied admission or be dismissed from the College by submitting false or misleading information."*

\_\_\_\_\_

Applicant Signature Date



## Medical Examination

To be completed and signed by a **Physician**. Otherwise, applicant must provide an official Immunization Record. Dates must include month and year.

DESCRIPTION	YES	NO	ACTION	DATE (month/year)
1. <b>Tetanus-Diphtheria</b>			(a) Completed primary series of tetanus-diphtheria immunizations.	
			(b) Received tetanus-diphtheria booster within the last 10 years.	
2. <b>M.M.R.</b> (Measles, Mumps, Rubella)			(a) Dose 1-Immunized at 12 months or after and before 5 years.	
			(b) Dose 2-Immunized at 5 years or later.	
3. <b>Measles (Rubella) if given instead of M.M.R.</b>			(a) Had disease; confirmed by office record.	
			(b) Born before 1957 and therefore considered immune.	
			(c) Had report of immune titer. Specify date of titer.	
			(d) Immunized with vaccine at 12 months after birth or later.	
4. <b>Rubella, if given instead of M.M.R.</b>			(a) Has report of immune titer. Specify date of titer.	
			(b) Immunized at 12 months after birth or later.	
5. <b>Mumps, if given instead of M.M.R.</b>			(a) Had disease; confirmed by office record.	
			(b) Immunized with vaccine at 12 months after birth or later.	

6. **Tuberculosis:** Check appropriate boxes. Give date and test results.

(a) PPD (Mantoux) test within the past year:  Yes  No    **Test Result:**  Positive  Negative    **Date:** \_\_\_\_\_  
(*Note: Tine or monovac not acceptable*)

(b) Positive PPD-Chest X-ray required:     Yes  No    **Test Result:**  Positive  Negative    **Date:** \_\_\_\_\_

(c) Had BCG vaccine:     Yes  No    **Test Result:**  Positive  Negative    **Date:** \_\_\_\_\_  
(*Note: Chest X-ray required if PPD not done*)

7. **Polio**

(a) Completed primary series of polio immunizations:  Yes  No

(b) Type of vaccine:  Oral  Inactivated  E-IPV    Date of last booster: \_\_\_\_\_

### -----PHYSICIAN INFORMATION AND SIGNATURE-----

**Name:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

# International Student Agreement Form

Prince William Sound Community College

PO Box 97, Valdez, AK 99686

1. I understand that I am required to attend the **Student Orientation** held approximately one week before the beginning of the semester
2. **I understand that I must enroll in and complete a minimum of 12 units at the college each semester with satisfactory grades or be subject to dismissal.**
3. I understand that I must obtain **prior** permission from the Office of the Registrar to enroll for less than 12 units and must provide documentation for any compelling reasons.
4. I understand that I must obtain **prior** authorization from the Office of the Registrar for a Leave of Absence or to withdraw from school.
5. I understand that I will complete my study objective as declared on the PWSCC International Student Application Form or be eligible to transfer to a university when I leave.
6. I understand that I am required to purchase **Health (Medical) Insurance**, or provide proof of insurance, before being allowed to enroll in classes.
7. I understand that I must maintain a cumulative grade point average of 2.0 (C) or better to remain in good standing, and I am subject to academic dismissal if I remain on probation for two consecutive semesters.
8. I understand that I must discuss my schedule of classes with the Student Advisor each semester before I enroll, and that I must get approval, in advance, before dropping a course.
9. I understand that in order to register each semester, I must pay my entire tuition before the beginning of each semester. I understand that there will be no deferment of payment, and that I must pay extra tuition if I add courses after registration.
10. I understand that I must **notify the REGISTRAR'S OFFICE of any changes in my status** including, but not limited to, changing my address or phone number, transferring to another college, or returning to my home country permanently.  
**Failure to do so will threaten my student status.**

*Your signature indicates that you have read and agree to all of the requirements listed above:*

**Student Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Student Name (Please print):** \_\_\_\_\_

(SEE OTHER SIDE: *IMPORTANT INFORMATION*)

# Important Information

## **STUDENT ORIENTATION**

All international students are **REQUIRED** to attend the Student Orientation. At the Orientation you will receive important information relating to maintaining your student status, academics, health insurance and safety, and will receive your Student Handbook. The Orientation is held approximately one week before the beginning of the semester.

## **MAINTAINING STUDENT STATUS**

Any changes in your address and any changes related to your status must be immediately reported to the Registrar's Office. **Failure to do so may endanger your status as an international (F-1) student.**

## **FULL-TIME ENROLLMENT**

International students must enroll in and **COMPLETE** at **12 units** least each semester in order to maintain their status. Do **NOT** drop below 12 units before meeting with an **International Advisor** at the Office of the Registrar.

## **INTERNATIONAL STUDENT ADVISOR**

Any problems regarding full-time enrollment **MUST** be discussed with an **International Student Advisor** at the Office of the Registrar.

## **RESIDENT TUITION**

Prince Williams Sound Community College students **ALL** pay **RESIDENT** tuition.

## **FINANCIAL AID**

Financial aid is **NOT** available to international students. Part-time work on-campus is limited. Please do not include anticipated on-campus earnings in your Financial Support Declaration.

## **HEALTH INSURANCE**

Health (medical) insurance is **REQUIRED** for all international (F-1) students. Medical treatment is **VERY** expensive in the U.S. The Office of the Registrar will assist you in purchasing health insurance. However, you may also want to purchase short-term insurance to cover you initially after you arrive in the U.S.

## **HOUSING**

Prince William Sound Community College **DOES** offer on-campus housing (i.e. student resident hall). The Office of the Registrar will be glad to assist in completing your Housing Applications.

## **IMMIGRATION FORMS**

All related immigration and visa information will be provided after you have been accepted and have paid your first semester tuition.

(SEE OTHER SIDE: *STUDENT PLACEMENT*)



# Single Student Placement Profile

Please fill out this form and submit with completed Application, Rental agreement, \$200 security deposit, \$200 initial payment, and complete immunization records. *Please note that space will not be reserved for you until all application materials have been received.*

**Mail to:** Prince William Sound Community College  
PO Box 97  
Valdez, AK 99686 USA

Phone: (907) 834-1600  
Fax: (907) 834-1691  
Email: [housing@pwsc.edu](mailto:housing@pwsc.edu)

**This questionnaire will help us place you with the most compatible roommate/apartment-mate; please be as honest as possible. We will do our best to accommodate your preferences.**

Student Name: \_\_\_\_\_ Student ID: \_\_\_\_\_

Birthdate: \_\_\_\_\_ Age at Move-In: \_\_\_\_\_ Gender:  Male  Female  Transgender

Primary Phone: \_\_\_\_\_ Alternate Phone: \_\_\_\_\_

Year In College:  First Year PWSCC Student  Continuing PWSCC Student  Transfer Student

**Placement Preference:** Number from 1 to 3 in order of preference (1 being your top choice). Refer to the rental agreement for current rates. Not all unit types may be available.

- Shared double room in a 1-bedroom apartment
- Private studio apartment
- Private 1-bedroom apartment
- Private single bedroom in a shared 2-bedroom or 3-bedroom apartment

**Roommate Preferences:**

If you wish to be placed with a particular housing resident/applicant, please list his/her name below. Roommate requests must be mutual and that your requested roommate must be eligible to reside in PWSCC Student Housing. Roommate requests will be granted as space permits.

Please note that it is PWSCC's general practice to place students of the same self-identified gender in student housing units. Gender-neutral housing is available, however, to interested students. Please contact PWSCC Student Services for more information.

Please place this student in my shared double bedroom (1-bedroom apartment):

\_\_\_\_\_

Please place these students in the other rooms with my shared apartment, if possible (2 or 3 bedroom):

\_\_\_\_\_

I am new to PWSCC and would like to be placed with students who are most compatible with my preferences.

**Personal Information and Interests**

What is your planned program of study or major? \_\_\_\_\_

What are your hobbies and recreational interests? \_\_\_\_\_

What sort of things do you do for leisure with friends? \_\_\_\_\_

Do you smoke (even occasionally)?  
 Yes  No

Are you willing to be housed with a smoker?  
 Yes  No

What types of music do you listen to? \_\_\_\_\_

What types of movies do you watch? \_\_\_\_\_

**Personal Living Style Profile:** Please ~~pick~~ *pick* the response that best characterizes you.

How outgoing are you?

Very Outgoing

Semi-outgoing

Shy/Introverted

How loud of a person are you?

Loud

Moderate

Fairly Quiet

What time do you generally go to bed on weeknights?

Before 11pm

11pm to 1am

After 1am

What are your sleeping habits?

Light sleeper; I need quiet

Average; light background noise is ok

Heavy Sleeper; noise doesn't bother me

What are your study habits?

I need quiet to concentrate

Average; light background noise is ok

I can concentrate with any background noise

How organized and neat do you keep your living space?

Very neat

Average

Messy

How protective are you of your belongings (DVDs, dishes, food, etc.)?

Prefer not to share

At my discretion

Relaxed about sharing

Do you plan to participate in clubs and extracurricular activities?

Yes

Possibly

Probably not

Do you plan to work a job while attending classes?

Yes

Possibly

Probably not

How many credits do you plan to be enrolled in?

6 to 11

12 to 15

16 or more

What temperature do you prefer to keep your living space?

Warm (75+)

Moderate (68-74)

Cool (Below 68)

Please provide any additional information (including health information or allergies) that would be useful in helping us make the best possible placement for you in PWSCC Student Housing (attach additional pages as necessary):

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# Student Housing Application

Please fill out this form and submit with completed Placement Profile, Rental Agreement, \$200 security deposit, \$200 initial payment, and complete immunization records. *Please note that space will not be reserved for you until all application materials have been received.*

**Mail to:** Prince William Sound Community College  
PO Box 97  
Valdez, AK 99686 USA

**Phone:** (907) 834-1600  
**Fax:** (907) 834-1691  
**Email:** [housing@pwsc.edu](mailto:housing@pwsc.edu)

## Personal Information

Student Name: \_\_\_\_\_ Student ID: \_\_\_\_\_

Birthdate: \_\_\_\_\_ Age at Move-In: \_\_\_\_\_ Gender:  Male  Female  Transgender

Year In College:  First Year PWSCC Student  Continuing PWSCC Student  Transfer Student

Occupancy Beginning:  Fall  Spring  Summer of \_\_\_\_\_

Have you lived in PWSCC Student Housing before?  Yes  No If "yes," what semester/years?

\_\_\_\_\_  Yes  No

*Students with physical accessibility needs should contact [DIXON@pwsc.edu](mailto:DIXON@pwsc.edu) for accomodation.*

## Current Mailing Address

Street/PO Box: \_\_\_\_\_ Apartment/Suite: \_\_\_\_\_

City: \_\_\_\_\_ State/Province: \_\_\_\_\_ Zip Code: \_\_\_\_\_

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

Primary Phone: \_\_\_\_\_ Alternate Phone: \_\_\_\_\_

## Permanent Address (if different from above):

Street/PO Box: \_\_\_\_\_ Apartment/Suite: \_\_\_\_\_

City: \_\_\_\_\_ State/Province: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Country: \_\_\_\_\_

## Emergency Contact Information

Contact Name: \_\_\_\_\_

Address: \_\_\_\_\_ Apartment/Suite: \_\_\_\_\_

City: \_\_\_\_\_ State/Province: \_\_\_\_\_ Zip Code: \_\_\_\_\_

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

Phone: \_\_\_\_\_ Relationship: \_\_\_\_\_

<b>Office Use</b>		
Received: _____	By: _____	Business Office Paid Date: _____

**Eligibility**

Students must be enrolled in PWSCC classes during the intended academic semester of residency and have a minimum 2.0 GPA. Preference will be given to those students enrolled full-time (12 credits), but if space permits, applicants enrolled at least half-time (7 credits) may be placed. Accepted housing applicants must have a \$0 student account balance and arrange payment for the entire semester’s housing charges with the PWSCC Business Office prior to move-in. Residents must also sign a conduct agreement to abide by all College and Student Housing policies outlined in the Student Handbook; please note that PWSCC Student Housing is a substance-free community that does not permit possession or use of any alcohol or drugs. Conduct violations will result in disciplinary action up to, and including, eviction and forfeiture of rent payments for the remainder of the semester. Refer to the Rental Agreement for full details and terms of termination.

Will you be enrolled in at least 12 credits during the intended semester of residency?  Yes  No  
If "no" how many credits will you be enrolled in? \_\_\_\_\_

**Criminal History Disclosure:**

Do you have felony charges pending against you or have you ever been convicted of a felony?  Yes  No  
If "yes," please attach an explanation on a separate sheet of paper.

Do you presently have charges against you, or have you ever been convicted of a misdemeanor or felony sex offense crime, or an attempt to commit such crime, as defined by Title II of Alaska State Statutes (complete list of statutes viewable online: at [www.legis.state.ak.us/folhome.htm](http://www.legis.state.ak.us/folhome.htm))?  Yes  No

**Placement:**

Please complete the Placement Profile for either Single Students or Families and accompany it with this Application and your Rental Agreement. Once accepted and placed in Student Housing, cancelation fees may apply – see Rental Agreements for full details.

Prince William Sound Community College and the Department of Student Services provide equal education, employment, and housing opportunities for all students, regardless of race, color, religion, national origin, gender, sexual orientation, age, physical or mental disability, veteran status, pregnancy, or marital status.

All three residence halls on the Valdez campus consist of fully furnished apartments, complete with kitchens and private ensuite bathrooms. Each student is provided with a twin-sized bed, a desk and chair, closet, and a chest of drawers. Studio, 1-bedroom, 2-bedroom, and 3-bedroom units are available. Please refer to the rental contracts or to the Student Housing website for current rates. Placement preferences cannot be guaranteed and will be granted based on availability and placement priority (determined by total credit enrollment and receipt date of completed application materials and deposit).

Type of rental contract you are seeking:  Single Student  
 Family (as defined on Family Placement Profile)

Rental Preference:  Bedspace in shared double room  Single room in shared apartment  
 Full private apartment

I understand that PWSCC’s acceptance of my Housing application does not guarantee me a space, and that my preferences will be granted as best as possible based on availability and ONLY after the Housing Office has received my completed Application, a signed Rental Agreement, and my \$400 deposit/initial application fee. I also understand that PWSCC Valdez Student Housing is a substance-free community and that the highest standards of conduct and academic focus are expected of its residents. Failure to answer all questions on this application truthfully may result in the denial of my application or the termination of my rental agreement.

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

# 2013-14 Single Student Housing Agreement

I, \_\_\_\_\_, will accept an assignment in PWSCC Student Housing during the **ACADEMIC YEAR 2013-14**. I acknowledge my responsibility for and agree to uphold all terms of this agreement, including conditions of residency and I agree to pay any applicable charges or fees. I am responsible for all policies and procedures in the PWSCC Student Handbook, particularly the section designated for Residence Life policies and procedures.

**Instructions: Read document in its entirety, initial bottom of each page, and sign the last page before submitting to PWSCC.**

## I. ELIGIBILITY

### A. Student Status

Any student housing applicant must be a registered Prince William Sound Community College (PWSCC) student. Residents must **complete and earn** a minimum of 9 credits per semester as an undergraduate student, understanding that students enrolled in at least 12 semester credits will be given priority placement. Please acknowledge that:

1. Audited courses do not count toward credit total.
2. Failure to enroll for the minimum credit requirement, or dropping below the minimum credit requirement at any time during the semester may result in immediate ineligibility to remain in Student Housing. If minimum credit requirements are not met, the Housing Manager/Campus Life Coordinator must be notified immediately.
3. A cumulative and most recent semester GPA of 2.0 or above is required for eligibility to move into housing. A semester GPA of 2.0 must be maintained to remain eligible. A student with a GPA less than 2.0 may appeal, in writing, for one semester to remain in housing. The appeal must be made in writing and addressed to the Campus Life Coordinator. Students wishing to appeal with a semester GPA of 1.0 or lower must appeal to the Director of Student Services. Appeal granted may require additional requirements for the student during the semester of appeal/probation.
4. Eligibility under all other applicable PWSCC rules and regulations must be maintained.
5. Failing to attend class regularly and/or to maintain a passing grade may result in the student becoming immediately ineligible to remain in Student Housing.

### B. Exceptions

Considerations for exceptions to these eligibility requirements may be made through a written petition addressed to the Director of Student Services, PWSCC Student Services Office, PO Box 97, Valdez, AK 99686.

## II. RENTAL AGREEMENT PERIODS

This agreement may be applied toward Fall 2013 semester residency, Spring 2014 semester residency, or for the full 2013-14 Academic Year. Students who sign an agreement for a single semester and then decide to stay for the entire year will need to sign an additional agreement with the understanding that space restrictions may not make this request possible.

Agreement periods are as follows:

- **Academic Year** (Aug 22, 2013 – May 5, 2014\*)
- **Fall Semester only** (Aug 22, 2013 – Dec 16, 2013)
- **Spring Semester only** (Jan 9, 2014 – May 5, 2014)

*\*Academic Year contracts permit students to leave their belongings secured in their apartment at no additional charge during the winter break closure, or to remain in the apartment during the closure at a greatly reduced monthly rate.*

- A. Rent charges do not include the winter break closure, and all residents are expected to vacate their unit when classes are not in session, beginning at 5:00pm on Monday, December 16, 2013. Housing reopens to returning and new Spring semester residents at 9:00am on Thursday, January 9, 2014. Single students in a full academic year agreement wishing to stay for Winter Break (Dec 16, 2013 – Jan 9, 2014) will be charged an additional fee of \$275, which is less than half the standard monthly rent for any single student. This fee helps to cover increased utility bills and additional staffing that must be maintained to keep Student Housing operational during the holiday season. Students who have not signed an agreement for both academic terms are not eligible for Winter Break housing.
- B. Occupancy of a housing space beyond the agreement dates, except for the conditions outlined in section A, (i.e. early arrival or late stay) is subject to approval of the Director of Student Services, and resident will be charged a pro-rated nightly rate for the first three nights prior to or following the agreement period only if this extension of the agreement period has been pre-approved. Beyond the three-night period, or if the extension has not been pre-approved, nightly



rates will be charged at the current conference rate, typically more than double the standard academic student nightly rate.

- C. All students that move out of housing before the completion of this agreement will be responsible for the full semester charges of housing. Students that move out prior to September 6<sup>th</sup> (Fall) or January 24<sup>th</sup> (Spring) will be charged a \$500 housing agreement break fee, daily rate for days occupied in housing, and forfeit the \$200 security deposit in lieu of being held to the entire agreement amount. This includes those residents becoming ineligible for housing or who are evicted for conduct infractions and judicial reasons. Appeals to these charges must be addressed in *writing* to the Director of Student Services within 60 days of move-out.

### III. HOUSING OPTIONS (ROOM TYPES)

Applicants applying for student housing must submit a \$200 security deposit (refundable) and a \$200 initial payment (applied towards balance on housing account). The phrase "housing space" is referred to throughout this document to mean a bedroom and all shared space (i.e. kitchen, bathroom, living room, storage) in studio, 1-bedroom, 2-bedroom, or 3-bedroom shared apartment-style housing. Continuing residents with a deposit on file do not need to resubmit a deposit to hold their space.

**Single Student Options:** All single students who enter into this Rental Agreement are subject and agreeable to placement in double-occupancy rooms in which each student has a bed space in a shared room for two, but requests for private rooms and apartments may be granted as space is available. Room assignments and accommodation of room preferences are made based on 1) priority placement of returning residents and degree-seeking students, 2) priority placement of students enrolled in at least 12 credits, 3) priority placement of full academic year agreements over single-semester agreements, 4) order in which the completed Housing Application, signed Rental Agreement, and \$400 deposit were received by the college, and 5) availability of the requested space within designated sex-appropriate units.

- A. **Studio Apartments:** Resident occupies a private studio apartment that includes a large open space complete with full kitchen facilities and an ensuite bathroom. The unit is fully furnished with living and dining room furniture, multiple closets, twin bed & mattress, dresser, and desk/chair.
- B. **1-Bedroom Apartments:** Resident shares a two-person bedroom within a one-bedroom apartment that includes a living/dining common room complete with full kitchen facilities, an enclosed bedroom, and an ensuite bathroom. The unit is fully furnished with living and dining room furniture, kitchen appliances, and a separate closet, twin bed & mattress, dresser, and desk/chair for each student occupant. If space is available a private 1-bedroom apartment may be requested at an additional cost.
- C. **2-Bedroom Apartments:** Resident occupies a private single bedroom within a two-bedroom apartment that includes a living/dining common room complete with full kitchen facilities and an ensuite bathroom. The unit is fully furnished with living and dining room furniture, kitchen appliances, and a separate twin bed & mattress, dresser, and desk/chair for each student occupant.
- D. **3-Bedroom Apartments:** Resident occupies a private single bedroom within a three-bedroom apartment that includes a living/dining common room complete with full kitchen facilities and an ensuite bathroom. The unit is fully furnished with living and dining room furniture, kitchen appliances, and a separate twin bed & mattress, dresser, and desk/chair for each student occupant.

### IV. PLACEMENT REQUIREMENTS

Priority for placement is based on both the date of deposit and the completion of an applicant's housing file. A room will not be assigned until all of the following have been received: a \$400 deposit/initial payment, a completed Housing Application, a completed Single Student Placement Profile, and a signed Housing Agreement (all housing documents are available online at [www.pwsc.edu](http://www.pwsc.edu)). Additional terms must be met before a student will be permitted to assume occupancy of a reserved housing space, including proof of immunizations, proof of enrollment, a \$0 PWSCC student account balance, and additional housing registration paperwork that can be completed upon arrival at PWSCC in Valdez.

#### A. Deposit:

The \$400 deposit/initial payment will be considered confirmation of an applicant's intent to live in Student Housing. Spaces are assigned on a first come, first served basis, and a priority date for placement will not be assigned until \$400 payment is submitted. Deposits will be refunded if there are no charges incurred for cleaning, damages, or a balance on the PWSCC student account.

#### B. Immunizations:

Anyone born after 1956 will be required to provide proof of immunization record to live in single or double-occupancy student housing rooms.

**The required documents must be received before the applicant's file will be considered complete. Placements will begin after August 1, 2013.**

**V. SERVICES**

The College provides water, sewer, power, heat, local telephone, snow removal, and garbage service. Laundry facilities are available within each apartment building for a charge, and a college computer lab is available in each building at no charge. Temporary failure or temporary lack of these utilities will not be considered to be a violation of this agreement. Each apartment is wired to receive either Cable or Satellite TV; students wishing to purchase these services may contact the local provider and will be responsible for monthly charges, activation, and deactivation. Each apartment building is staffed by a live-in Community Advisor (student position) who will provide general resident assistance and program for special student interests and community-building activities. The Housing Manager (Campus Life Coordinator) is a professional Student Services staff member who resides on-site as well to address emergency or safety issues. The Residence Life Staff provides rotating 24-hour on-call service to all residents.

**VI. HOUSING CHARGES**

A. Housing rates are subject to change between academic years but never during the agreement period. Though some options may be listed, their availability is not guaranteed. The rental amounts for the 2013-14 individual Fall and Spring semester are as follows:

Room Type	Semester Rate	Nightly Rate	Adjusted Monthly All-Inclusive Rate
Private Studio Apartment (single occupancy)	\$2,900	\$27.00	\$805
1-Bedroom Apartment Double (shared double-occupancy room)	\$2,105	\$19.50	\$585
Private 1-Bedroom Apartment (single occupancy)	\$3,455	\$32.00	\$960
2-Bedroom Apartment Single (single-occupancy room)	\$2,620	\$24.25	\$728
3-Bedroom Apartment Single (single-occupancy room)	\$2,455	\$22.75	\$682
Winter Break Fee <i>(Valid only with Academic Year agreement)</i>			\$275

B. Full semester charges will be applied to student accounts within 2 weeks of the first day of the semester rental term. New residents must pay the applicable semester rate in full prior to checking into a room. Residents currently residing in Housing must pay the applicable rate in full prior to the first day of classes each semester.

**VII. PAYMENT**

Payments may be made by cash, check, money order or credit card, and should be submitted to the PWSCC Business Office, PO Box 97, Valdez, AK 99686. Checks should be made payable to *Prince William Sound Community College*. Credit card payments may be made online or via phone at (907) 834-1620 or at the College Business Office on campus. Applicants must notify the housing office if they make the deposit directly through the College Business Office either via phone or online so it may be noted in the housing file and for the housing application to be processed.

**Payment Alternative**

Residents who cannot pay the entire semester rate in full may have the option of establishing an Easy Pay Plan with the PWSCC Business Office. The Easy Pay Plan application form can be found online at [www.pwsc.edu/business.shtml](http://www.pwsc.edu/business.shtml). Students opting to utilize this service must have the Business Office communicate establishment of a payment plan to the Housing Office so that their housing application can be processed.

**VIII. CANCELLATION FEES**

**Any cancellation of the agreement on or after July 17, 2013 (Fall) or Dec 4, 2013 (Spring) will have the following financial consequences. All notification of cancellations must be submitted to the Housing Office in writing.** Nightly rate penalty fees will continue to accrue until formal cancellation of the agreement has been received, in writing, by the college, or when the Housing Manager has deemed the space to be abandoned.

Fall 2013 Applicant Date of Cancellation	Spring 2014 Applicant Date of Cancellation	Financial Consequences
Before July 17	Before December 4	No charge, deposit refunded without penalty
July 17 – July 31	December 4 – December 13	Forfeit of deposit
August 1 – August 21	December 14 – January 18	Forfeit of deposit and \$300 agreement break fee
August 22 – September 6	January 9 – January 24	Forfeit of deposit, \$500 agreement break fee plus daily housing rate for days unit was unavailable
September 7 – December 16	January 25 – May 5	Full semester housing charges apply; eligible for return of security deposit

**Vacating after the academic year begins:**

Once the student has moved into an assigned unit he or she will be considered to have accepted full financial responsibility for the semester. With exception of marriage or divorce, active military duty, death in the immediate family, or validated long-term illness which precludes resident from attending classes, all full semester charges will apply. To be released without penalty from this Housing Agreement, proof of one of the above criterion must be submitted to the Director of Student Services.

**IX. MOVING IN AFTER THE AGREEMENT PERIOD BEGINS**

- A. Full semester charges are applied if the resident checks into a space after the beginning of the agreement period but prior to September 20, 2013 for fall semester, or prior to February 7, 2014 for spring semester.
- B. One half the current semester housing charges will be applied if the resident checks into a housing space on October 4, 2013 or later for fall semester, or March 1, 2014 or later for the spring semester.
- C. For residents assuming occupancy between these dates, a charge of one-half semester rate plus one month’s adjusted rate will be applied.

**X. ADDITIONAL FEES**

**A. Forfeiture of Deposit**

The deposit may be forfeited for the following reasons: **1)** Failure to accept a housing space offered. **2)** Moving out of Student Housing without giving timely written notice or moving out during the agreement period while still enrolled at PWSCC. **3)** Incurring cleaning fees, damage charges, past due rent, College charges or penalties. Any such charges will be deducted from the deposit upon vacating. **4)** Failure to uphold the terms of this agreement in such a way that causes termination of agreement and eviction from Student Housing.

**B. Late Payment Fees**

Failure to pay rent according to the applicable payment schedule will result in a late. This agreement will be terminated if housing payments are past due over 30 days.

**C. Parking**

Single students are allowed a maximum of one vehicle and are expected to abide by the parking guidelines as set forth in the PWSCC Student Handbook for the current academic year. This vehicle must be registered with the Office of Student Services upon the student’s arrival or the attainment of the vehicle. The annual parking fee is \$25 from September 1 to September 1. Parking fees are not pro-rated based on the date the vehicle is registered.

**D. Cleaning and Damage Fees**

Cleaning fees will be charged at a rate of \$40.00 per hour (one half-hour minimum). Damage fees will include the cost of labor and materials.

**E. Other**

The College reserves the right to recover, and the applicant agrees to pay, reasonable attorney fees, court costs, including collection agency fees, and reasonable moving and storage costs.

**XI. COLLEGE POLICIES AND DISCLAIMERS**

**Housing Residents must read and abide by all rules and regulations of the PWSCC Student Handbook, the PWSCC Residence Life Handbook, and follow all University of Alaska policies and regulations.**

**The College reserves the right to:**

- A. Close a residence, reassign or change room assignments when: **1)** Vacancies occur or when single occupants are residing in multiple capacity rooms. **2)** When less than the full occupancy number of students are living in an apartment the remaining residents must accept to move to another room/apt and/or accept roommates.

- B. Reassign students from a room/apartment/building if necessary for health, safety, financial or discipline purposes or when premises are unsuitable for occupancy. The college shall not be liable for failure or circumstances, which may cause the premises to become unsuitable for occupancy. See Residence Life policies and procedures within the Student Handbook.
- C. Enter the premises to inspect the unit, complete preventative maintenance or agreed upon repairs, decorations, alterations or improvements, to supply necessary or agreed upon services, or exhibit the premises to laborers or contractors, or as otherwise necessary in the operation/protection of the persons therein. Housing space may be entered by College and/or security personnel for the purpose of policy enforcement or to protect the safety of persons or property.
- D. Enter the premises at any time without notice, in the event of an apparent or actual emergency, if there is a reason to believe that a college policy is being violated, or when other community member's rights are being violated.
- E. Refuse or terminate housing immediately if student is delinquent in payment of residential fees, who fails to comply with any rules of the college, or the terms and conditions of this agreement, or when they impact the community and/or student's personal safety, or who exhibits behavior which is incompatible with maintaining of order of the residence life community. Immediately if fire or other casualty makes the premises unsuitable. By giving the student 10 days advance written notice to vacate the premises, for any reason, at the sole discretion of the university.
- F. Assess fines, terminate housing, or criminally trespass residents and/or their unauthorized squatters and guests. Guests must follow college guest policies and may not be long-term visitors taking up residence in student housing. The above actions may also be imposed upon students who have passed their keys to, or otherwise give access to, unauthorized and/or unescorted persons.
- G. If resident is officially changing housing space, he/she must complete the move within 48 hours, following all proper checkout procedures. Beyond this time, they may be charged rent for both spaces until the key to the old space is turned in to the Housing Coordinator.
- H. Change housing rules and regulations. Changes will be updated and inserted into the Student Handbook and communicated in writing to students.

## **XII. ALTERATIONS AND DAMAGES**

- A. Upon move-in, residents must complete and return an accurate "Condition of Premises" form. Individuals will be held responsible for any changes in the described conditions, including damages to bedrooms or shared common areas, lock change charges, vandalism, or damage caused by guests. If residents do not turn in the form they may be held responsible for any damages present in the living space when they check out.
- B. Students shall report, in writing, in a timely manner, all maintenance problems to the Housing Staff. Forms for this purpose are available at the Student Services Office. **Students shall not attempt to make any repairs or alterations to the apartment, or tamper with other College property.**
- C. Students shall not paint, alter, change or remodel any part of the apartment, including the equipment/furnishings therein.
- D. PWSCC provides certain appliances (i.e. microwave, range, refrigerator) to be used in the assigned housing spaces. Residents shall not to operate any other appliance in my assigned housing space, including space heaters or freezers, without permission of the Housing Coordinator.
- E. Upon vacating the unit, students are expected to leave the housing space and all furnishings/equipment in good order and repair, and agree to pay the College the value of anything missing or damaged in the housing space or share the cost of anything missing or damaged from the common areas with roommates. The \$200 security deposit will be used to cover the cost of any damage; however, the resident must pay for any additional balance not covered by the deposit.

## **XIII. INJURY OR PROPERTY LOSS**

PWSCC takes no responsibility for any injury to me, or loss or damage to my property. The College will not compensate residents for any such injury, damage, or loss unless it was solely a result of the College's negligence. The College recommends that residents carry appropriate insurance against such injury, loss, or damage as well as health insurance.

## **XIV. MOVING OUT**

- A. Residents are expected to clean their assigned housing space before vacating, including bedrooms and shared public areas.
- B. Residents must follow all checkout procedures, including, but not limited to:
  1. Contacting a staff member at least 24 hours in advance to schedule a checkout appointment.
  2. Turning in my key(s) to the staff member at the time of the scheduled checkout appointment.
  3. Updating new contact information and a forwarding address in the student's UAOnline account, if applicable.
- C. Residents are expected to be completely checked out by the 5:00pm deadline of the last day of the rental period. Those who are not formally checked out by this time will be charged a \$40 improper checkout fee and any other applicable fees, and their belongings may be removed from the premises by staff members.

**XV. TERMINATION OF AGREEMENT BY PWSCC**

PWSCC may terminate this agreement if a student materially violates this agreement. Termination of the housing agreement means the tenant must immediately move out of Student Housing.

**I have read and understand the terms of this 2013-14 Single Student Housing Rental Agreement. I show my acceptance of the terms by returning a signed copy of this agreement to the PWSCC Student Services Office, PO Box 97, Valdez, AK 99686. Fax: 907-834-1691. I acknowledge that signing this agreement does not confirm or guarantee my placement in housing.**

Rental Agreement Period (check one):

- Academic Year (Aug 22, 2013 – May 5, 2014)\*
- Fall Semester only (Aug 22, 2013 – Dec 16, 2013)
- Spring Semester only (Jan 9, 2014 – May 5, 2014)

*\*Only the Academic Year agreement entitles students to leave belongings in Housing over the Winter Break Closure or to stay over the closure at a reduced rate.*

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Student Name (printed): \_\_\_\_\_ Student ID #: \_\_\_\_\_

Guardian Signature (if student is under 18): \_\_\_\_\_ Date: \_\_\_\_\_

Legal Guardian Name (printed): \_\_\_\_\_

**Room Preference: (Rate top three choices in order of preference, with 1 = first choice)**

- Private studio apartment
- 1-Bedroom apartment shared double
- Private 1-bedroom apartment
- 2-Bedroom apartment single
- 3-Bedroom apartment single

**Please note:** Choice of space is not guaranteed. Other preferences should be noted on the Placement Profile form.

**For Office Use Only:**

Accepted and met criteria for housing eligibility: \_\_\_\_\_ (Initials) Date: \_\_\_\_\_

For questions about student housing, please contact us at (907) 834-1600 or [housing@pwsc.edu](mailto:housing@pwsc.edu)