

To submit by email, complete form, save to your computer and email as an attachment to:  
panagapkas@northern.on.ca



# Northern College - Kirkland Lake Residence Student Application

Please check all that apply.

- Fall Semester
- Winter Semester
- Summer Semester
- Single Room
- Double Room
- Double Room En-Suite
- Parking Yearly
- Parking Semester
- Plug-In

**FOR OFFICE USE ONLY**

Date Received:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Please complete all information.

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| <h3 style="margin-top: 0;">Applicant Information</h3> <p><b>Surname (Last Name):</b> <input style="width: 95%;" type="text"/></p> <p><b>Given (First Name):</b> <input style="width: 95%;" type="text"/></p> <p><b>Date of Birth (M/D/Y)</b> <input style="width: 95%;" type="text"/></p> <p><b>Sex (M or F):</b> <input style="width: 95%;" type="text"/></p> <p><b>Student or OCAS #</b> <input style="width: 95%;" type="text"/></p> <p><b>Program:</b> <input style="width: 95%;" type="text"/></p> <p><b>Ontario Health Card #</b> <input style="width: 95%;" type="text"/></p> <p>*** If there are medical concerns, if you have a medical condition that you would like us to know about, please enclose a separate letter with your application form. Management of the residence will keep your information on file.</p> <h3 style="margin-top: 10px;">Vehicle Information <small>(if you require parking)</small></h3> <p><b>Vehicle Description (Make/Model):</b> <input style="width: 95%;" type="text"/></p> <p><input style="width: 95%;" type="text"/></p> <p><b>License Plate #:</b> <input style="width: 95%;" type="text"/></p> <p><b>Color:</b> <input style="width: 95%;" type="text"/></p> <h3 style="margin-top: 10px;">OSAP / Second Career or Sponsorship Funding</h3> <p><b>Will you be receiving OSAP / Second Career/ Sponsorship?</b> <input style="width: 95%;" type="text"/></p> <p><b>Will you be paying your Residence Fees with any of the above?</b> <input style="width: 95%;" type="text"/></p> <p><b>If you responded "yes", please sign an agreement form upon arrival.</b> <input style="width: 95%;" type="text"/></p> | <h3 style="margin-top: 0;">Home or Permanent Address / Contact Info:</h3> <p><b>Address:</b> <input style="width: 95%;" type="text"/></p> <p><b>City/Town:</b> <input style="width: 95%;" type="text"/></p> <p><b>Province:</b> <input style="width: 95%;" type="text"/></p> <p><b>Postal Code:</b> <input style="width: 95%;" type="text"/></p> <p><b>Telephone:</b> <input style="width: 95%;" type="text"/></p> <p><b>Cell Phone:</b> <input style="width: 95%;" type="text"/></p> <p><b>Email Address:</b> <input style="width: 95%;" type="text"/></p> <h3 style="margin-top: 10px;">Emergency Contact</h3> <p><b>Name:</b> <input style="width: 95%;" type="text"/></p> <p><b>Relationship to Applicant:</b> <input style="width: 95%;" type="text"/></p> <p><b>Telephone:</b> <input style="width: 95%;" type="text"/></p> <p><b>Cell Telephone:</b> <input style="width: 95%;" type="text"/></p> |
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### SPECIAL NOTES:

- Full-time Northern College students will be given priority in room allocations. First year students will be given priority until June 15.
  - Please return the Residence Application with a deposit payable in Canadian Funds to Northern College Student Residence. Do not send cash in the mail. THE FULL AMOUNT WILL BE REFUNDED IF THERE ARE NO ROOMS AVAILABLE.
  - IF A ROOM REQUEST IS CANCELLED AFTER JULY 20TH ONLY, THE REFUNDABLE DAMAGE DEPOSIT OF \$400 WILL BE REFUNDED.
  - The residence will closed during Christmas Holidays. Students are to leave the residence within 48 hours after their final exam or final day of class in December. Students may return to the Residence 24 hours prior to start of winter semester.
- Fees: Refund and Withdrawal Policies**
- Fall semester fees must be paid in full by August 15, 2012. Winter semester fees are payable in full by January 15, 2013.
  - Students who withdraw from residence prior to the end of the Fall semester (December) or Winter Semester (April) will forfeit the entire semester's payment.
  - If a student has paid a full academic year's residence and withdraws in the Fall Semester, the Winter semester's fees will be reimbursed.
  - Refunds will not be issued to student who withdraw for any reason in the 1st semester after September 20, 2012 or who withdraw in the second semester after January 20, 2013.
  - Students planning to stay beyond the regular academic semester ending at the end of April will be charged accordingly (i.e. daily, weekly, monthly etc.) at summer rates.

**Room Reservation Contract:**

I hereby apply for Northern College Student Residence (Kirkland Lake Campus) and confirm that the information provided here is accurate and complete and that I have read the information on Special Notes Regarding Deposits and Handling of Residence Applications. If admitted to the residence, I agree to the conditions set forth in the Residence Handbook and to those posted in the common areas of the residence and I will contribute to the quality of life in the residence.

Applicant Signature:

Date:

Applicant Name (Print):

**COMPLETE AND RETURN  
THE RESIDENCE APPLICATION / CONTRACT and deposit  
of \$545.00 (which includes the student activity fee) to:**

**Northern College**  
Kirkland Lake Residence Office  
140 Government Rd. E  
Kirkland Lake, ON  
P2N 3L8

**For more information please contact:**

**Sherry-Anne Panagapka**  
Student Services Clerk  
Telephone: 705-567-9291 (ext. 3693)  
Fax: 705-568-8186  
Email: panagapka@northern.on.ca  
Web: www.northernc.on.ca

**Check List for Your Residence Application (Did You...)**

- Complete the residence application and room reservation contract?
- Deposit cheque or money order payable to Northern College Student Residence or call: 705-567-9291 (Ext. 3639) to pay with Visa, MasterCard, or American Express?
- Read the special notes regarding deposits, fees, handling of residence applications, deadlines, refunds and withdrawal policies?
- Ensure that all semester fees are paid in full by due dates?

# Alcohol Behaviour Contract

ALCOHOL BEHAVIOUR CONTRACT BETWEEN

Student's Name:

and Northern College and Sandstone Management

I am under the age of 19 as of the date I move into the Residence and will not consume alcohol in or near the residence building according to Ontario law.

OR

I am over the age of 19 and will limit my consumption of alcohol to an acceptable level such that my behaviour conforms to the standards of behaviour as outlined in the Student Handbook and the Residence Policies & Procedures Manual for the duration of my stay at Northern College Residence.

I understand and agree that my continued occupancy at Northern College Residence is conditional upon my adhering to the above-mentioned conditions. If I violate these conditions, I understand that the College or Sandstone Management, at its discretion, may terminate my right to Residence Occupancy and I may be classified as a non-academic withdrawal subject to the financial withdrawal penalties.

Student Signature:

Date:

## DO YOU WANT TO BE A RESIDENCE ASSISTANT?

I am enthusiastic and responsible. I enjoy working with people. I possess good leadership and problem solving skills. I am always committed to doing a great job and have, ideally, firsthand experience in residence life. If the above statement describes you, we want to talk to you about joining our Student Life Residence Team. If you are interested in applying, please submit a resume to the Kirkland Lake Campus Residence Office. Please be available for an interview (likely by telephone) in July or August and be available for one week of training. Training will be held one week prior to the start of the Fall Semester.