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## STUDENT FAMILY HOUSING TERMS/CONDITIONS

### APPLICATION PROCEDURES AND ELIGIBILITY REQUIREMENTS

It is the responsibility of the student to complete a housing application and attach all required paperwork. The Residence Life Office will accept only completed applications.

Married/Single parents applying for family housing must complete criminal background checks for their spouses. Parents must provide enrollment verification from the child's school. Only dependent children still in school will be eligible to live in family housing units with their parents/guardian. No extended family members are allowed to reside in the housing units. Students must be 18 years of age or older to apply for housing.

Priority for student family housing are as follows:

1. Distance from the college;
2. Full-time students;
3. Returning students in good academic standing with a 2.00 GPA and no infractions from previous semester;
4. Transfer Students;
5. New incoming students.

Students with families living in family housing units will be allowed to live in family housing for a maximum of three years for students pursuing an Associate's degree and additional three years for student pursuing a Bachelor's degree. Students must maintain satisfactory academic progress, current on their rent and in good social standing to remain eligible.

During the academic year, students must remain in good standing as defined in the current Dine College catalog. Students must meet these requirements each semester to remain eligible for family housing. Students falling below the satisfactory academic progress requirement will be placed on Residence Life probation for the following semester. A second semester of non-satisfactory progress will result in eviction or ineligibility to reapply for Student Family Housing.

### TERMINATION OF STUDENT FAMILY HOUSING

The following will result in termination and eviction from Student Family Housing.

1. Any violation for which eviction is sanctioned. Engagement by the student, any member of the student's Dependent(s) or visitor(s), in a criminal activity that threatens the health & safety of the residents.
2. Failure to pay the costs associated with on-campus housing.
3. Continued violations on any kind (refer to the Student Code of Conduct and Residence Life Handbook).
4. Failure to maintain satisfactory academic progress for two consecutive semesters.
5. False or misleading information on your housing application.



## Student Family Housing Application

**The following documents must be submitted to Residence Life Office before application is considered complete and reviewed for approval.**

- Completed and Signed Application Student Family Housing Application
- Background Check Clearance (5yr history) for all applicable family members *(must be updated yearly)*
- Class Schedule *(Must be full-time/12 credit hours or more)*
- Copies of birth certificates for all dependents.
- Married students applying for family housing must provide a marriage certificate/license or certified court order of a traditional Navajo wedding, common law marriage or child's birth certificate listing both parents.
- Verification of Funding Sources will be verified through Financial Aid Office *(Pell Grant, Scholarships, Etc.)*
- \$250.00 Security Deposit *(must be paid until all documents are submitted and application is approved)*

**ResLife Use Only:**

Assigned Unit \_\_\_\_\_ Key# \_\_\_\_\_

Check-in Date \_\_\_\_\_

Residence Life Staff \_\_\_\_\_

I am applying for on-campus housing for the following semester/session:

FALL 2018   
  SPRING 2019   
  SUMMER SESSION I 2019   
  SUMMER SESSION II 2019

*Student must reapply each semester for on-campus housing.*

### STUDENT INFORMATION:

LAST NAME	FIRST NAME	MI	STUDENT ID #
CURRENT MAILING ADDRESS	CITY	STATE	ZIP CODE
PHYSICAL HOME ADDRESS	CITY	STATE	ZIP CODE
CELL NUMBER (CALL/TEXT)		Diné College Email Address	
GENDER <input type="checkbox"/> MALE <input type="checkbox"/> FEMALE		BIRTHDATE /    /	MAJOR

### EMERGENCY CONTACT:

NAME	PHONE #	RELATION TO STUDENT
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**UNIT SIZE PREFERENCE: Check one**

<input type="checkbox"/> <b>2 Bedroom</b> \$500.00 Per month	<input type="checkbox"/> <b>3 Bedroom</b> \$600.00 Per Month
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**DEPENDENTS LIVING AT THE APARTMENTS**

Fill out the information below for self/spouse and/or dependent that will be living in the unit. ONLY immediate family (*resident, spouse, dependents under the age of 18*) of the student may live in the family housing unit. All adults over the age of 18 years of age must have background check clearance.

	NAME	DATE OF BIRTH	AGE	RELATION TO STUDENT
<b>1</b>				<b>SELF</b>
<b>2</b>				
<b>3</b>				
<b>4</b>				
<b>5</b>				

**SECURITY DEPOSIT: Types of Refunds**

Total Refund – A student will receive their entire Security Deposit refunded if he/she checks out in accordance with the check-out requirements, and leaves a clean, damage-free room.

Charges for Damage – Charges will be assessed against the student for damages occurring during the student’s stay in College Housing. This will include charges for repair and replacement of fixtures and furnishings. The security deposit will be applied toward charges and any amount exceeding the security deposit for damages, repair, and replacement charges will be assessed to the student.

Forfeiture of Security Deposit – If a student owes a balance to the college, the deposit will be applied to the balance owed to the college.

Timeline for Security Deposit Refund – Refunds will be made thirty (30) days from the date of move-out forms is completed and signed by the student. A refund check will not be issued on the day of move out.

**SOURCE OF INCOME:**

How will you be paying for your on campus living expenses? Please mark all that apply
<input type="checkbox"/> Pell Grant: Did you submit your FAFSA with the Financial Aid Office?
<input type="checkbox"/> Scholarships – (Navajo Nation, Chapter, Private, etc.)
<input type="checkbox"/> Other – Please list: _____
<ul style="list-style-type: none"> <li>• If student is paying out of pocket, a payment plan is required with Student Accounts prior to moving in.</li> <li>• And any/all financial resources/awards will be verified with Financial Aid Office.</li> </ul>

**MEDICAL:**

Do you have any medical condition(s) that require attention OR taking any prescribed medication? (Examples- Seizures, Allergies, Inhalers, EpiPens, Insulins, etc.)

- No
- Yes. Explain and list all medication.

**ACCOMMODATIONS:**

Do you have any special accommodation needs? ADA accessibility?

- No
- Yes. Please attach medical documents describing special needs from your physician or counselor.

**CONVICTIONS:**

Have you ever been convicted of a felony?

- No
- Yes.

Any applicant and applicable tenants for single and family housing will not be eligible if they are found to have been charged with any of the following listed: *violent or sex related crime, domestic violence, any drug offense, furnishing alcohol to a minor, any degree of burglary or robbery, theft while using a firearm, theft in the 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup> degree.*

This includes ALL Federal, State and Navajo Laws/Code. Your application will be reviewed and you will be notified in writing of the decision regarding your housing request. Failure to disclose any convictions will subject you to potential revocation of your on campus housing assignment.

**ACKNOWLEDGEMENT:**

By signing this application, I certify that all information given in this application is complete and accurate, as well as acceptance of the Residence Life Policies found in the Residence Life Handbook. I also understand that incomplete, inaccurate, or fraudulent responses to the questions asked in this application, or failure to notify the Residence Life Office of any changes may result in denial or eviction from Residence Life.

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Student Signature and Date

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Spouse Signature and Date