



Office of Student Housing

Dear Applicant:

Congratulations and welcome to Student Housing. We are very excited that you have chosen ATI as your education choice.

Please read this Housing Packet very carefully. Please take your time reviewing and noting the Housing Terms and Conditions Forms of the packet. We require all rules and regulations be followed to ensure a safe environment that is conducive to studying and achieving your goals.

Included in this packet

- Financial Requirements information sheet
- Student Information Sheet/Application
- Housing Availability Form
- Housing Lease Agreement
- Housing Policy/Terms and Conditions Form
- Criminal History/Sex Offender Record Release Form
- Noise Policy
- Text Message Consent Form

Please read all forms very carefully, sign where indicated then mail the completed package to the school with all fees enclosed. We will process and forward your copies. Note all applicants under the age of 18 must have their parent or guardian sign the housing forms.

The application and rent down payment required are both due four(4) weeks prior to your move-in.

**Qualifications for student housing: Student Housing is for unmarried single students from outside the local Tidewater area. The student must have lived the previous 12 months before starting school at a distance of more than 50 miles from the school location attending.
Exceptions are made for Eastern Shore students due to the toll bridge and the distance.**

If you have any questions, please contact the Student Services Department at: 1-800-468-1093 or KMangham@Auto.edu.

Sincerely,

Kirk Mangham, Housing Administrator

FINANCIAL REQUIREMENTS

Refund Policy

Refund requests must be submitted in writing 34 (thirty four) days prior to the start of class for refund of any paid Fee or Rent to Student Housing.

TYPE OF CHARGE	AMOUNT OF CHARGE	DATE DUE
Acquisition Fee	\$200.00	Included in your Financial Plan
Reconditioning fee	\$500.00	Included in your Financial Plan
Rent Down Payment	\$200.00	Due with Application
Rent per Semester	\$2000.00	Included in your Financial Plan

STUDENT HOUSING FEES OVERVIEW

Student housing is designed to accommodate four (4) students of the same sex per two bedroom apartment.

BEFORE YOU MOVE IN

- **The \$200.00 rent down payment is due with the Housing Application. The application and rent down payment are due 4 weeks before the class start date.**

The remaining cost will automatically be incorporated into your financial plan through the Financial Aid office. *Failure to meet the deadlines on down payment will result in a delay of your Housing assignment.*

Your financial plan must be approved by the office of Financial Aid **before** you will be assigned Housing.

ONCE YOU MOVE IN

- The semester rental payment includes a utilities allowance of \$110.00, per month/per apartment; you may be required to pay additional cost if you exceed this allowance. If the apartment utility costs exceed the monthly allocation, the excess costs will be divided equally to those students in the apartment.
- Housing rates provided are for 1 semester (Three 5 week class periods for a total of 15 weeks). Housing billing is obligated to one Academic year (Two Semesters) at a time. Billing for half of the combined academic year's Housing due will occur at the beginning of each semester.
- Normal wear and tear of the apartment and furniture is expected. Any additional damages to the apartment, apartment grounds, or the furniture will be charged directly to the student. Payment of damages are due immediately, if damage charges are not settled it could result in eviction from Student Housing and/or financial hold or termination of classes. Examples of such additional charges may be: holes in walls/doors inside the apartment, broken furniture, damage to shrubs, or landscape of the apartment grounds. If the apartment is vacated in such a manner as to require a special cleaning crew to remove excess trash and garbage and extensive cleaning, those charges will also be passed on to the student.
- **If a student is either academically dropped from a course of instruction or voluntarily withdraws themselves, then they must vacate Student Housing within 24 hours unless it is approved by the office of Student Housing.**

Application for Student Housing

Name: _____ SS#: _____

Telephone: _____ Address: _____

City: _____ State: _____ Zip: _____

Email Address: _____

School Attending: _____ Program of Study: _____

Class Start Date: _____

Please respond to the following Questions:

Your Age: _____

Male: _____ Female: _____

Do you have transportation? Yes _____ No _____

Do you have any special needs? Yes _____ No _____ if yes, please explain:

Do you have a friend that will be attending that you would prefer to share an apartment? Yes: ____ No: ____

if yes, please list name of friend/s: _____

- _____ (Student) hereby applies for housing assistance facilities. The student understands The Student Housing office will assist students and act as an intermediary with area housing facilities. The following will become effective depending upon student's enrollment and housing availability.
- The student understands that he/she will be required to sign the Student Housing Agreement and Housing Policy Terms and Agreement Form. The student further understands that participation in housing may be terminated if the terms and conditions of the agreement are not met.
- The student will be required to pay the 1st semester rent down payment in the amount of **\$200.00**
- If Financial Aid for housing expenses are not approved/completed, the student will be required to make the semester payment for rent and applicable fee's upfront unless approved otherwise.
- Students are responsible for their own living expenses (i.e. Rent, transportation, food and personal items).
- Students are responsible for transportation to and from school. Personal transportation is highly recommended.

Continued on page 4

- Students are responsible for notifying Student Services of any concerns and issues that may arise during their period of enrollment. If requested, these notices will be in confidence.
- Students will be assigned apartments and be required to change apartments to maintain efficient use of the housing facilities as determined by Student Services.
- The student by signing below authorizes Student Housing to notify his/her parent/guardian of any attendance, academic, or housing concerns that may arise while enrolled at ATI and hereby acknowledges receipt of a copy of this application.
- By signing below, I hereby authorize CH Services LLC. to conduct a Criminal History and Sex Offender Record Request.
- I understand that Student Housing is not responsible for providing formal supervision to students while residing in the apartments.
- I understand that if I am required to change apartments, graduate, drop/suspended from school or any other activity that requires the student to move or to leave the assigned property that the date given by Student Housing to vacate is non-negotiable. Unauthorized occupants will be charged at \$100.00 per day until they turn the keys in for the assigned apartment.
- I understand I am required on departure to turn in my keys (door and mailbox) to either the school or to the management office at the assigned apartment complex, failure to do so will require a lock change at a cost of \$75.00.
- Parking is controlled by each individual property leased for Student Housing, it is the student's responsibility to know and abide by the rules on each property.
- Students are required and responsible for procuring and maintaining Renters insurance with a minimum of \$100,000 liability coverage to protect student's belongings and potential responsibilities to a third party(ies) for bodily injury and/or property damage. An accident such as a kitchen fire, water damage and/or injuries are normally covered by renters insurance.
- CH Services LLC. shall not be held responsible or liable for the operations of the Tenant or for any injuries to persons or damage to property resulting from the Tenant's actions on the Property. To the fullest extent permitted by law, The Tenant hereby indemnifies and agrees to hold CH Services LLC., and its employees harmless from and against any and all losses, costs, claims, liabilities and expenses (including reasonable attorneys' fees and expenses) of any nature whatsoever asserted against, or suffered or incurred by any of the Indemnified Parties, arising from the entry onto the Property by the Tenant or any employee, customer or agent of the Tenant.
- Housing rates provided are for 1 semester. Housing billing is obligated to one Academic year (Two Semesters) at a time. Billing for half of the combined academic year's Housing due will occur at the beginning of each semester.

If applicant is under 18 years of age, parent or legal guardian must sign this form.

Applicant Signature: _____

Please Print: _____

Parent/Guardian Signature: _____
(If applicable)

Student Housing Policy

ATI offers student housing to full-time, unmarried single, out of town students. This housing is not mandatory and is offered only as a convenience to those students residing outside of the Tidewater area, this is defined as a 50 mile radius from the school attending. To maintain safe comfortable housing for those students the following policies must be maintained.

- 1) I will keep all stereos, radios, televisions, vehicle stereos and engine noise down to a considerate level while in the apartment complex and parking area. If the Housing Coordinator is contacted by the Apartment Management for a noise violation, I realize that the entire apartment will be put under **Noise Probation**. I also understand that continued noise problems may result in dismissal from Student Housing. **If the apartment management deems that the student must be removed from the apartment complex the student will be removed within 24 hours.**
- 2) I understand overnight guests are not allowed in my apartment. Guests are not allowed between the hours of 10:00 P.M. and 10:00 A.M. Guest's cannot be left unattended in the apartment. Children under the age of 17 are not allowed in the apartment.
- 3) I will not allow parties in my apartment.
- 4) I understand that I will not change apartments without the approval of the Housing Coordinator.
- 5) I agree to authorize Student Housing to make inspections of my housing facility and all items contained within without advance notice.
- 6) I understand the consumption of alcohol, physical altercation/assault, the use or possession of illegal drugs, paraphernalia, weapons or any negative involvement with law enforcement can result in immediate eviction from housing. I further agree not to smoke in the apartment. Smoking is permitted on the apartment balcony.
- 7) Items that are prohibited are subject to confiscation by Housing personnel, items confiscated will not be returned.
- 8) **I understand it is my responsibility to take care of the apartment and its furnishings** and to be responsible for any damages done to the apartment property. It is also my responsibility to have RENTERS insurance. I understand if Renters insurance (minimum of \$100,000 liability limit) is not purchased or maintained that I will be responsible for any third party(ies) bodily injury and/or property damage caused by my actions.
- 9) I acknowledge that if the assigned apartment is not properly clean and/or damages occur that Student Housing will have the authority to hire a contractor at the tenant's expense to repair the property. I understand that the cost of any repairs to the apartment that is judged negligent or intentional damage will be due immediately, failure to pay for the repairs will result in removal from student housing. I will also request maintenance as needed from the rental office. I agree to maintain the apartment so that new students may move in without complications; beds will remain separate and the apartment area uninhabited will be clear of items. Failure to maintain a clear, equal and unhindered area for a new student can result in charges for a double space or twice the normal amount.
- 10) I acknowledge that it is my responsibility to inform my guests where they may park. Cars parked in unauthorized areas will be towed at the owner's expense. Parking is controlled by each individual property leased for Student Housing, it is the student's responsibility to know and abide by the rules on each property. I understand that loitering in the apartment parking lots or outside of my assigned apartment in common area walkways is not permitted.
- 11) I understand that **NO PETS** of any kind are allowed in Student Housing.
- 12) I understand that **Key** duplication is not permitted. Keys are to be returned to the Housing Coordinator upon vacating the apartment. I acknowledge that if keys are not returned within a reasonable time, I will be charged **\$75.00** for lock change.
- 13) I understand that I will be required to move out of my apartment on my graduation date from school. **I also understand should I leave school for any reason I will be required to vacate housing immediately.** The return of the apartment key will determine the amount of rental charge. Unauthorized additional days will be billed at \$100.00 per day.
- 14) I understand that if any of my roommates are violating any of the polices stated above and I have not formally complained to the Housing Coordinator, I will be considered an accessory to the violation and subject to equal or leasers reprimands which may result in eviction from Student Housing. All sources of information will be held in strict confidence.
- 15) I understand that Student Housing is not responsible for providing supervision to the student while residing in the apartments. Student Housing for ATI under CH Services LLC. is only to be a facilitator of the financial disbursements to said leasers.

The office of Student Housing retains the right to make determination concerning special circumstances that may arise during a student's stay in ATI secured housing.

By signing this document I agree to all terms stated in the Housing Policy and I also realize that any violation may result in eviction of Student Housing.

Applicant Signature: _____ Date: _____

If applicant is under the age of 18 a Parent/Legal guardian must also sign this form.

Parent's/ Guardian Signature: _____ Date: _____

HOUSING INFORMATION

Enclosed is all the necessary information concerning your student housing. Depending on the type of housing facility you are provided, the following may apply:

APARTMENT

1. It is the joint responsibility of the students sharing an apartment to clean and maintain the residence.
2. Bring utensils, pots and pans, dishes and glassware; Household supplies--light bulbs, cleaning supplies, toilet paper, etc.; Linens for a single bed, pillows and coverlets, shower curtain, bath mat and towels. The bedrooms will have two (2) single beds, one nightstand in each bedroom, and either one dresser or 2 chests of drawers.
3. **No pets of any kind are allowed.**
4. Suggestions: You may like to bring to housing: Stereos (headphones are appreciated), televisions, vacuum cleaner, microwave, clock radios, personal computers.
5. The living room is furnished with a couch and chair and tables. A dinette set with four (4) chairs will be provided. All furniture is rented; any damage cost will be passed on to the appropriate students.
6. Washer/dryer is provided in each apartment.
7. We do not provide telephone or cable TV service. Once you receive your housing address, contact the apartment complex, they can provide you with the correct Telephone Company and Cable Company information. Most students bring cell phones rather than installing a permanent telephone in the apartment.
8. Depending on the apartment complex you may be required to get a parking sticker. All students are required to check in at the complex office and sign community rules and regulations. Parking is controlled by each individual property leased for Student Housing, it is the student's responsibility to know and abide by the rules on each property.
9. Routine housing communications will be through your student email address. It is your responsibility to frequently check your email to remain informed of any housing issues.

HOUSING AGREEMENT

Student Housing for ATI under CH Services LLC. is acting as intermediary for those students who desire housing assistance through their college. As intermediary, Student Housing will enforce rules on housing, collect rent monies, and pass on rental increases to students as required. Student Housing is not responsible for providing supervision to the students while in the apartments. Student Housing is only to be a facilitator of the financial disbursements to said lessors. Student Housing's role as housing intermediary is primarily a convenience to both the student and the apartment facilities.

For value received the undersigned jointly and severally promise to pay Student Housing for ATI the semester housing charge of **\$ 2000.00 per semester** starting on the day of move in. I will personally make these payments to the college I am attending. This charge does not include linens, or kitchen utensils for which I am responsible. I also understand that failure to make timely payments may result in the termination of my housing accommodations. In addition, I understand that there is a **\$25 late charge fee** if rent is not paid on time. Outstanding balances will be charged at annual percentage rate of 12 percent.

I understand that I am responsible for any damages to the apartment and its contents in excess of normal use. I will be billed for any unusual damages to the apartment or furnishings. It is the renters' responsibility to procure and maintain renters insurance. Payment of damages are due immediately, if damage charges are not settled it could result in eviction from Student Housing and/or financial hold or termination of classes.

CH Services LLC. shall not be held responsible or liable for the operations of the Tenant or for any injuries to persons or damage to property resulting from the Tenant's actions on the Property. To the fullest extent permitted by law, The Tenant hereby indemnifies and agrees to hold CH Services LLC., and its employees harmless from and against any and all losses, costs, claims, liabilities and expenses (including reasonable attorneys' fees and expenses) of any nature whatsoever asserted against, or suffered or incurred by any of the Indemnified Parties, arising from the entry onto the Property by the Tenant or any employee, customer or agent of the Tenant.

CH Services LLC. has the right to terminate this agreement upon providing the student with advance notice. CH Services LLC. may not be held responsible for any untimely housing termination initiated by landlords, or the non-payment of housing charges.

I hereby acknowledge receipt of a copy of this agreement

Student Signature/Date

Parent or Guardian/Date



NOISE POLICY

PLEASE note the quiet times for all students residing in Student Housing.

Quiet time begins at 10:00 p.m. and **continues through** 9:00 a.m. the next day.

Friday and Saturday nights - all noise should be at a minimum beginning at 10:00 p.m. per the apartment complex rules and regulations.

If there are any complaints by the apartment complex or your neighbors, the entire apartment will be put on probation. When and if you move to another apartment, the noise probation will follow you until you leave Student Housing. Please refer to the Housing Policy Terms and Conditions forms for a complete reference to the Noise Policy.

Please keep this in mind while you are here: your roommates and neighbors have the right to live in a clean, secure and peaceful environment. Do not violate their rights.

Sign below to indicate that you have read and understand the Noise Policy.

Student Signature

Date

CRIMINAL HISTORY RECORD REQUEST

AUTHORIZATION FOR RELEASE OF INFORMATION

PLEASE PRINT CLEARLY

LAST NAME _____ FIRST NAME _____ MIDDLE NAME _____

CURRENT ADDRESS _____

CITY _____ STATE _____ ZIP _____

PLACE OF BIRTH (CITY OR COUNTY) _____

DATE OF BIRTH _____ SEX _____

SOCIAL SECURITY NUMBER _____ MAIDEN NAME _____

Affidavit for Release of Information

I hereby give my consent and authorize CH Services LLC. to obtain a criminal background record check and report the results of such search to the individual designated to receive information. I understand that prior to being admitted to the student housing program and during the course of participation in the program; CH Services LLC. may obtain a criminal background check. Any felony convictions, pending charges/probation or non-traffic related misdemeanors will result in the termination of this application for student housing.

Signature of Housing Applicant

Date

Text Message Consent Form

Communication is essential to warn students of emergencies, school closings and other pertinent events. Multiple students at once can now receive Short Message Service (SMS) communications (i.e. text messaging) from their campus on their cell phones.

I, _____ am giving my consent to receive text messages from CH Services LLC. For Advanced Technology Institute under the following circumstances:

All texts allowed

Texts only in the event of an emergency (or school closing)

No texts are allowed

Cell Phone # (_____) _____ - _____

Cell Phone provider : _____

Student Signature: _____ Date: _____

By submitting this form, I agree that CH Services LLC. For Advanced Technology Institute may contact me via email, telephone, wireless phone or text message regarding issues pertaining to Student Housing or the school you are attending. I understand these calls may be generated using an automated dialer. Standard text and/or usage rates may apply.