



Housing Application

FOR OFFICE USE ONLY	
App Rec'd	___/___/___
App Fee Rec'd	___/___/___
LA Sent	___/___/___
LA Rec'd	___/___/___
Sec Dep Rec'd	___/___/___
Notes	

INSTRUCTIONS:
1) Complete fully and sign. (Please Print)
2) Return with \$20 application fee to Viking Woods
3) Submit \$200 Security Deposit

Date: ___/___/___

Name: _____
(first) (middle) (last)

Permanent Home Address: _____
(street)

(city) (state) (zip)

Home Telephone: (____) _____
(county)

Current Local Address: _____
(street)

(city) (state) (zip)

Current Telephone: (____) _____

E-mail address: _____

Social Security Number: _____ - _____ - _____

Birthdate: ___/___/___ Female Single
(for roommate matching purposes only) Male Married

Drivers License# _____ State _____

Parent/Guardian: _____
(first) (middle) (last)

(street)

(city) (state) (zip)

Telephone: (____) _____

Emergency contact other than parent/guardian:

(name/phone)

Source of funds for housing:

Family Job Financial Aid

Other _____

Your College standing at the start of the upcoming Fall Semester:

Freshman Sophomore
 Faculty/Staff Other

You are a: New Student Transfer Student
 Continuing Student

Major field of study: _____

Select your unit type:
 List choices 1 or 2 in order of preference in the boxes below:

4 Bedroom Unit Furnished - Private Bedroom
 2 Bedroom Unit Furnished - Private Bedroom/Private Bath

Select your contract length: **Move in date:**

Academic Year (9 months) Spring Term Jan., 20___
 Full Year (12 months) Summer Term June, 20___
 Fall Term Aug., 20___

NOTE: *The apartments may be occupied during the academic breaks that occur within the lease term.*

How did you hear about Viking Woods? _____

Have you ever been charged with, pleaded to, or convicted of a felony? _____ yes _____ no

***** If you answered yes to this question, immediately schedule an appointment with the Director of Student Housing to discuss your situation. Applicants with felony convictions will not be granted tenancy. Applicants that have been charged with or pleaded to a felony may be granted the right of appeal to the appropriate review committee established by College policy.**

All the information contained herein is correct. Jefferson College is authorized to do a criminal background check for the purpose of evaluating this lease application.

X _____
 (Signature of Applicant)

**** I certify that all information is complete and accurate to the best of my knowledge. Should any of this information be found inaccurate, misleading or fallacious it may lead to immediate eviction from Viking Woods. I understand that I must submit a one-time fee non-refundable \$20 application fee in order to complete my housing application.*

Viking Woods Student Housing
806 Mel Carnahan Drive
Hillsboro, MO 63050
636-797-3000 or fax 636-797-2978

It is the policy of Jefferson College that no person shall, on the basis of age, ancestry, color, creed, disability, gender, national origin, race, religion, or veteran status, be subject to discrimination in employment or in admission to any educational program or activity of the College.

NOTE: If accommodations for a disability are needed, please contact Sundaye Harrison at (636) 797-3000, 942-3000, ext. 169; TDD users call (636) 789-5772.

WHAT TO DO NEXT

Now that you have completed your residence application, please return it to Viking Woods along with a \$200 check (\$150 security deposit and \$50 non-refundable fees). Please make check or money order payable to Viking Woods. A Lease Contract will be sent to you for your signature. Your accommodation is only reserved upon final delivery to you of a fully executed Lease Contract.

Refund Policy

Prior to signing the Lease Contract, you may cancel this application and have your deposit refunded, provided you cancel the application in writing within 90 days. After the Lease Contract is signed, you may terminate the Lease only if you do not attend an area university or college and only if you submit your termination request, in writing, at least 30 days prior to the commencement date of the Lease. In such case, your deposit will be forfeited, but any prepayments will be refunded.