

SASKATCHEWAN POLYTECHNIC

STUDENT HOUSING APPLICATION

PLEASE NOTE: The application process will take about 60 minutes. Prior to starting your application, review the handbook and if you have any questions or concerns have them addressed prior to starting the application. You can send your questions or concerns by email to princealbert.studenthousing@saskpolytech.ca.

BEFORE STARTING APPLICATION – IMPORTANT INFORMATION

Prior to starting your application, you will need the following documents ready to submit. The application will not be accepted until your documents are attached.

1. ENROLMENT VERIFICATION

You must obtain and submit an enrolment verification form with your application. You can request an enrolment verification from the **mySaskPolytech** portal.

- Scroll down to Enrolment Services
- Click Enrolment Verification
- Select your term and number of copies, press Continue
- For Delivery Method, select Electronic Letter
- Enter an address or select one from your student record. Press Continue
- Press Submit Request

The document will be posted to the **mySaskPolytech** portal in approximately two hours. To access it:

- Log into the **mySaskPolytech** portal
- From the Menu, select Applicant
- Under myElectronicLetters, click Check Your Letters
- Double click on the top item in the list to access your enrolment verification document. This pdf file can be saved and emailed as needed.

If you have trouble accessing your enrolment verification thru mySaskPolytech portal, please contact **Enrolment Services** at Prince Albert Campus.

2. INCOME VERIFICATION (individual and family).

Declaration and verification of all household income must accompany the application, including:

- A signed letter from the employer for EACH working member in your family, stating the gross rate of pay, hours per week, and total earnings in the last twelve (12) month period.
- If you or any member of your family is receiving Employment Insurance, Worker's Compensation, Social Service, or a pension, copies of the cheque stub(s) from the previous month must be attached.
- Verification of student loans, bursaries, and/or scholarships obtained over the last twelve (12) months and the commencement and completion date of the related educational program.
- Previous year income tax return: for free copy call 1-800-959-8281.

3. REFERENCES

If you do not have a landlord reference, you MUST provide a written reference from two individuals not related to you (e.g., Teacher, Elder, etc.).

4. STUDENT DECLARATION

I, _____ (name), _____ (Student ID Number)

hereby give permission to Saskatchewan Polytechnic to release information or documentation pertaining to my legal name, birth date, student status, and any other relevant information to the contractors engaged by Saskatchewan Polytechnic for the purposes of administering this application, and at any time during the course of any residence contract I may enter into with Saskatchewan Polytechnic. This information will only be shared with outside parties within the scope of the responsibilities of Saskatchewan Polytechnic Student Housing.

I understand that my eligibility to apply for or maintain a rental unit in the subject property is based upon my continued good standing as an enrolled, full-time Saskatchewan Polytechnic student.

Dated this _____ day of _____, 20____.

Student signature

Witness

SECTION 1: APPLICANT CONTACT INFO

First name: Middle name:
Last name:
Student ID number: Date of birth:
Phone number: Cell number:
Email address:
Do you require an accessibility unit? Yes No

Permanent Address

Street: City:
Province: Postal code:
Marital Status: single married domestic partnership

Program enrolled in:

Program start: Program end date:

Emergency Contact Information (not a co-occupant)

Name: Phone:
Address: City:
Relationship:

Co-occupant:

If co-occupant is a registered Sask Polytech student, they must submit a separate application listing you as their co-occupant.

Full Name: Relationship Spouse Friend Student

Student ID number (if applicable):

Cell number: Email address:

Date of birth: Occupation:

Children who will be residing with you:

Child #1: Name: Age full-time part-time

Emergency contact: Name: Phone number: Relationship:

Child #2: Name: Age full-time part-time

Emergency contact: Name: Phone number: Relationship:

SECTION 2: FINANCIAL

Please ensure all fields are filled in completely and accurately.

1. Applicant

Gross earned income: \$

Social assistance: \$

Training allowance: \$

Employment insurance: \$

Workers compensation: \$

Child/spousal support: \$

Child tax credit (provide written verification): \$

Other income sources: \$

TOTAL MONTHLY INCOME: \$

2. Co-occupant

Gross earned income:	\$
Social assistance:	\$
Training allowance:	\$
Employment insurance:	\$
Workers compensation:	\$
Child/spousal support:	\$
Child tax credit (provide written verification):	\$
Other income sources:	\$
TOTAL MONTHLY INCOME:	\$

SECTION 3: REFERENCES

Current Landlord:

- Name: Address:
- City / Province: Telephone number:
- Date tenancy started: Rental amount:

Previous Landlord:

- Name: Address:
- City / Province: Telephone number:
- Date tenancy started: Rental amount:

If you do not have a landlord reference, you MUST provide a written reference from two individuals not related to you (e.g., Teacher, Elder, etc.).

SECTION 4: CERTIFICATION

I hereby certify that I have read and understood the policies and conditions presented within the Saskatchewan Polytechnic Student Housing Handbook, agree to follow them, and accept all conditions therein during my tenancy at Saskatchewan Polytechnic Student Housing. (initial)

I hereby certify that, to the best of my knowledge, the provided information is true and accurate.

Signed this _____ day of _____, 20____ by _____ (print name)

Signature of the applicant:

