

# COLUMBIA COLLEGE HOLLYWOOD STUDENT HOUSING REQUEST FORM

**Move-In Date:** Fall (Oct) \_\_\_\_\_ Winter (Jan) \_\_\_\_\_ Spring (April) \_\_\_\_\_ Summer (July) \_\_\_\_\_

**HOUSING COMMUNITY PREFERENCE:**

1st Choice: \_\_\_\_\_ 2nd Choice: \_\_\_\_\_

**UNIT TYPE PREFERENCE:**

1st Choice: \_\_\_\_\_ 2nd Choice: \_\_\_\_\_ 3rd Choice: \_\_\_\_\_

**ROOMMATE PREFERENCE:**

1st Choice: \_\_\_\_\_ 2nd Choice: \_\_\_\_\_ 3rd Choice: \_\_\_\_\_

**HOUSING OPTIONS:**

*Communities:* Oakwood **(O)** or Meridian Pointe **(MP)**. *Unit Preference:* Studio **(S)**, 1 Bedroom **(1B)**, 2 Bedroom **(2B)**

*Roommate Preference:* Private **(P)**, Share With 1 Roommate **(1R)**, Share With 2 Roommates **(2R)**, Share With 3 Roommates **(3R)**

<b>NON-REFUNDABLE PROCESSING FEE: \$50.00</b>	<b>(Money Orders and Personal Checks Also Accepted)</b>
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Credit Card #: \_\_\_\_\_ Expiration Date: \_\_\_\_\_  
 Visa     M/C     Amex     Discover

Name on Card: \_\_\_\_\_ Signature: \_\_\_\_\_

<b>STUDENT INFORMATION:</b>
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Last Name	First Name	Middle
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Male or Female?	Date of Birth	Drivers License #	State	Social Security #
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Current Address	City	State	Zip	Home Phone	Cell Phone
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Will you be receiving Federal Financial Aid?     Yes     No

How will you be paying your housing rent?     Fin Aid     Parents     Personal Funds

<b>PARENTAL INFO:</b>
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Name	Relationship	Telephone #	Email Address
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<b>EMERGENCY CONTACT :</b>
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Name	Relationship	Telephone #	Email Address
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All housing requests require a \$50.00 non-refundable processing fee. Meridian Pointe also requires each resident to pay a security deposit of between \$65.00 and \$250.00 per student which is collected directly by the property at move-in. If I request a roommate, I understand that Columbia College Hollywood will use its best efforts to refer a compatible roommate based on questions answered in a roommate questionnaire. I also agree that Columbia College Hollywood will not be responsible for any negative roommate results.

CCH does not own, operate or control any housing properties which students may be referred to or that students may lease. I understand that referrals for housing that I may receive from CCH are "non-campus" properties for purposes of Clery Act crime statistics reporting. I understand that any referral of student housing by CCH does not create a contractual relationship between CCH and the owner of the property or between CCH and me as the student leasing the property. I understand that CCH does not maintain a written agreement with any property owner to provide student housing, no CCH residential life staff are located in residential housing buildings containing apartments student may lease, the buildings in which leased properties are located establish and set their own housing policies, CCH does not provide security services for the leased property, and CCH has no control over the property. I understand that any lease agreement is strictly between myself and the owner of the leased property.

I authorize Columbia College Hollywood to make short-term prepayments of my monthly housing charges to the housing provider. I understand that funds advanced by CCH for housing charges will be charged to my student account and paid using financial aid or other expected funding received by me and applied to my account.

Student or Parent agrees that if student has not paid a security deposit to the property, any resident move-out charges for cleaning or repairs charged to the student and paid by Columbia College Hollywood on the student's behalf after move-out will be charged to the student's account and offset against any credit balance due the student. If a credit balance does not exist, Student or Parent authorizes any charges for cleaning or repairs be settled using the credit card used to pay the housing request fee.

The housing request form should be mailed to: Columbia College Hollywood, Attn: Housing Office, 18618 Oxnard Street, Tarzana, CA 91356. You can also fax your application to us at (818) 345-8153 or you may apply online. If you have any questions, please call (818) 401-1284 or email housing@columbiacollege.edu. By signing below, I understand and accept the above statements.

SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_