



ADVANCED TECHNOLOGY INSTITUTE

**OFFICE OF STUDENT HOUSING**  
Financial Requirements Information Sheet  
Housing Information  
Application for Student Housing  
Student Housing Policy  
Housing Lease Agreement  
Text Message Consent

***Congratulations and welcome to Student Housing.*** We are very excited that you have chosen Advanced Technology Institute as your education choice.

Please read this Housing Packet very carefully. Please take your time reviewing and understanding **all details** of the packet. All rules and regulations must be followed to ensure a safe environment that is conducive to studying and achieving your goals.

**Please read all forms very carefully**, sign where indicated, then mail the completed package to the school with all fees enclosed. We will process your forms and forward your copies.

**PLEASE NOTE**

**All applicants under the age of 18 must have their parent or guardian sign the housing forms.**

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

**Qualifications for student housing:**

**Student Housing is for unmarried single students from outside the local Tidewater area. The student must have lived the 12 months prior to starting school at a distance of more than 50 miles from the school location they are attending.**

**Exceptions of this policy 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:  
1-800-468-1093 or KMangham@Auto.edu.

Sincerely,

*Kirk Mangham*  
Housing Administrator



## FINANCIAL REQUIREMENTS INFORMATION SHEET

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

| 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 |
| <b>Rent Down Payment</b> | <b>\$200.00</b>   | <b>Due with Application</b>     |
| Rent per Semester        | <i>\$2,000.00</i> | Included in your Financial Plan |

### Refund Policy

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|---|
| 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. |
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### BEFORE YOU MOVE IN

- **The \$200.00 Rent Down Payment is due with the Housing Application 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 an 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 one semester (three 5-week class periods for a total of 15 weeks). The student is obligated for one Academic Year (two Semesters) at a time. Billing for half of the Academic Year's housing cost will occur at the beginning of each semester.
- If Financial Aid for housing expenses are not approved/completed, the student will be required to make the semester payment for rent and applicable fees upfront unless approved otherwise.
- 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, they must vacate Student Housing within 24 hours unless it is approved by the office of Student Housing.**

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent or Guardian

\_\_\_\_\_  
Date



## HOUSING INFORMATION

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

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 such as light bulbs, cleaning supplies, toilet paper
  - linens for a single bed, pillows and coverlets
  - shower curtain, bath mat and towels.

The bedrooms will have two single beds, one nightstand in each bedroom, and either one dresser or two chests of drawers.

3. You may also want to bring stereos (headphones are appreciated), televisions, vacuum cleaner, microwave, clock radios, and personal computers.
4. The living room is furnished with a couch, chair and tables. A dinette set with four (4) chairs will be provided. All furniture is rented; any damage costs will be passed on to the appropriate students.
5. A washer and dryer are provided in each apartment.
6. Telephone or cable TV service are not provided. 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.
7. No pets of any kind are allowed.
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.

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Student Signature

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Date

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Parent or Guardian

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Date



## APPLICATION FOR STUDENT HOUSING

|                 |                   |                  |
|-----------------|-------------------|------------------|
| Full Legal Name | Social Security # | Telephone #      |
| Street Address  | City              | State            |
| Email           | Program of Study  | Class Start Date |

**PLEASE COMPLETE THE FOLLOWING:**

Your Age \_\_\_\_\_ Male  Female  Do you have transportation? Yes  No

Do you have 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 accepts all requirements listed within the Office of Student Housing packet including but not limited to the *Student Housing Application* and *Student Housing Policy* form as well as the *Housing Lease Agreement*. The student further understands that participation in housing may be terminated if the terms and conditions are not met.
- The Student is responsible for their own living expenses (i.e. rent, transportation, food, and personal items).
- The Student is responsible for transportation to and from school. Personal transportation is highly recommended.
- The Student is assigned an apartment and may be required to change apartments to maintain efficient use of the housing facilities as determined by Student Services.
- The Student understands that if they are required to change apartments, graduate, drop or become 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.

|                   |      |                    |      |
|-------------------|------|--------------------|------|
| Student Signature | Date | Parent or Guardian | Date |
|-------------------|------|--------------------|------|



## STUDENT HOUSING POLICY

Advanced Technology Institute 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 Advanced Technology Institute. 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. ***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.
  - If and when you move to another apartment, the noise probation will follow you until you leave Student Housing.
  - **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.**
3. 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.
4. I will not allow parties in my apartment.
5. I understand that I will not change apartments without the approval of the Housing Coordinator.
6. I agree to authorize Student Housing to inspect my housing facility and all items contained within without advance notice.
7. 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.
8. Items that are prohibited are subject to confiscation by Housing personnel, items confiscated will not be returned.
9. **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.
10. 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.

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Student Signature

Date

Parent or Guardian

Date



## STUDENT HOUSING POLICY

11. 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.
12. I understand that **NO PETS** of any kind are allowed in Student Housing.
13. 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.
14. 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.
15. 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.
16. I understand that Student Housing is not responsible for providing supervision to the Student while residing in the apartments. Student Housing for Advanced Technology Institute 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.**

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Student Signature

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Date

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Parent or Guardian

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Date



## HOUSING LEASE 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 student, \_\_\_\_\_, jointly and severally promise to pay Student Housing for Advanced Technology Institute the housing charge of **\$ 2000.00 per semester** starting on the day of move in. The Student will personally make these payments to the college. This charge does not include linens or kitchen utensils for which the Student is responsible. Failure to make timely payments may result in the termination of housing accommodations. In addition, the Student understands that there is a \$25 late charge fee if rent is not paid on time. Outstanding balances will be charged at an 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



## TEXT MESSAGE CONSENT

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

*Except as provided herein, I authorize CCH Services LLC to communicate with me via email, telephone, wireless phone, or text message regarding its programs and offers. I understand these calls may be generated using an automated dialer. Standard text and/or usage rates may apply for use of mobile devices and I understand that usage costs incurred for these communications, if any, will be my responsibility.*

Cell phone number: \_\_\_\_\_

Cell Service provider: \_\_\_\_\_

I give consent for:

- All forms of contact
- Cell phone calls only
- Texts only
- Email only

*By submitting this form, I agree that CH Services LLC, for Advanced Technology Institute, may contact me as indicated above, regarding issues pertaining to Student Housing or Advanced Technology Institute.*

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent or Guardian

\_\_\_\_\_  
Date





**CRIMINAL HISTORY RECORD  
Authorization for Release of Information**

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|                                 |        |                               |                                 |                   |
|---------------------------------|--------|-------------------------------|---------------------------------|-------------------|
| Full Legal Name                 |        | Maiden Name                   |                                 |                   |
| Current Address                 | City   | State                         | Zip                             |                   |
| Place of Birth (City or County) |        |                               |                                 |                   |
| Date of Birth                   | Gender | <input type="checkbox"/> Male | <input type="checkbox"/> Female | Social Security # |

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**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.

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|                                |      |
|--------------------------------|------|
| Signature of Housing Applicant | Date |
|--------------------------------|------|