

# Apartment Application

**Office Use Only**

Application Fee	Housing Deposit
Matriculation Date	Priority Code

**1 Student Information**

Name:  Ms.  Mr. \_\_\_\_\_

Last Name \_\_\_\_\_ First Name \_\_\_\_\_ Middle Initial \_\_\_\_\_

Address: \_\_\_\_\_

Street \_\_\_\_\_ City/Town \_\_\_\_\_

State/Province \_\_\_\_\_ Postal/Zip Code \_\_\_\_\_ Country \_\_\_\_\_

Phone: \_\_\_\_\_

Home Telephone \_\_\_\_\_ Work Telephone \_\_\_\_\_

Address Effective Until\* : \_\_\_\_\_

Date the Address is Effective Until \_\_\_\_\_ Email Address \_\_\_\_\_

\* If your address will change before housing is assigned, please include the secondary address below

Secondary Address: \_\_\_\_\_

Street \_\_\_\_\_ City/Town \_\_\_\_\_

State/Province \_\_\_\_\_ Postal/Zip Code \_\_\_\_\_ Country \_\_\_\_\_

Phone: \_\_\_\_\_

Telephone \_\_\_\_\_

**2 Arrival Information**

Estimated date of arrival on campus\* \_\_\_\_\_

\*Current Residents: Please enter the date you wish to move from your current residence into your new apartment

Which session do you intend to start your classes?

<input type="checkbox"/> Fall Semester	<input type="checkbox"/> Summer Session 1
<input type="checkbox"/> January Term	<input type="checkbox"/> Summer Session 2
<input type="checkbox"/> Spring Semester	<input type="checkbox"/> Summer Session 3

**3 Family Information**

Spouse's Name: \_\_\_\_\_

First Name \_\_\_\_\_ Date of Birth \_\_\_\_\_

Children's Names: \_\_\_\_\_

First Name \_\_\_\_\_ Date of Birth \_\_\_\_\_

\_\_\_\_\_

First Name \_\_\_\_\_ Date of Birth \_\_\_\_\_

\_\_\_\_\_

First Name \_\_\_\_\_ Date of Birth \_\_\_\_\_

\_\_\_\_\_

First Name \_\_\_\_\_ Date of Birth \_\_\_\_\_

Male  Female

Male  Female

Male  Female

**1A All Students Check One**

I am a new student

I am a returning student

**1B All Students**

\_\_\_\_\_

Gordon-Conwell ID Number \_\_\_\_\_

\_\_\_\_\_

Date of Birth \_\_\_\_\_

\_\_\_\_\_

Social Security Number \_\_\_\_\_

\_\_\_\_\_

Degree Program \_\_\_\_\_

**1C International Students**

\_\_\_\_\_

Country of Citizenship \_\_\_\_\_

\_\_\_\_\_

Type of Visa \_\_\_\_\_

Is your spouse a student?  yes  no

If you checked yes because your spouse is a student, what is their student ID number?

Spouse Student ID Number \_\_\_\_\_

**4 Apartment Preferences**

Mark three choices: #1 = first choice, #2 = second choice, #3 = third choice  
 Note: gray boxes are not available

Building	Studio	1 Bedroom	2 Bedroom	3 Bedroom
A				
B (Kresge)				
C				
D				
E (Bell)				
F (Graham)				

For more information about apartment layouts and amenities, go to <http://www.gordonconwell.edu>, click on *Prospective Students*, click on *Student Life Services*, click on *South Hamilton Housing*

**5 Sign Your Application**

My signature below confirms that I have read, understand and am in agreement with the housing information on the reverse side of this application and that all the information provided is accurate and true to the best of my knowledge. **Important:** No application will be accepted unless it is signed.

Signature \_\_\_\_\_

Date \_\_\_\_\_

# Apartment Housing Information

Please read this information carefully before completing and submitting the application.

**Fees :** (\*Note: F-1 Visa students are not required to submit the \$100.00 matriculation fee or \$50.00 application fee. The \$250.00 security deposit is required when an F-1 student receives their Visa.)

- Housing applications will not be processed until the student has been accepted and has paid a \$100\* matriculation fee to the Admissions office.
- This application must be accompanied by a non-refundable \$50\* application fee in order to place your name on the Application List.
- In order to secure your spot on the Application List, you must submit an additional fee of \$250\* by March 15th for Summer/Fall move-in dates or November 15th for January/Spring move-in dates. If a housing application is submitted after the March 15th/Nov. 15<sup>th</sup> deadlines, both of the required fees (\$300) must accompany the application. **otherwise the application will not be accepted.**
- Upon moving in, the \$250 fee becomes a security deposit as per the terms of your lease.
- If a housing assignment has not been made or a future move-in-date is not available by August 1st for Fall, and January 7th for Spring, and the student does not want to remain on the Application List, the \$250 deposit is refundable.
- If an applicant cancels their application after the \$250 deposit is received, the fee is refundable.

**Priority of Assignment (General) :** Applications within each category will be held on Application List by date of application.

- **Special Cases** - New F-1 Visa students; physically challenged student (with a deadline to apply for housing by **March 1/Nov. 1**)
- **New Students - Special Scholarships Priority** — Graham, Haynes, MACO, Partnership, Team Ministry, Trustee (with a deadline to apply for housing by **March 15/Nov. 15**)
- **All Others - New F-1 Visa students and students with scholarship who apply for housing after March 1 & 15 deadlines above; and current students or new students without a scholarship** (Must take at least 7 courses per year)

**Priority of Assignment (Specific Criteria for Occupancy) :**

## **Studio Apartments**

Married couple without children  
One or two single people of the same sex

## **One-bedroom Apartments**

Married couple without children  
Married couple with one child  
Two single people of same sex

## **Two-bedroom Apartments**

Married couple with one to three resident children  
Single parent with one to three resident children  
Family units of two (i.e. two siblings)  
Two or three single people of the same sex

## **Three-bedroom Apartments**

Family units of four or more. Priority of assignment for these units will be made for married couples or single parents with three or more resident children, and for families with two resident children of the opposite sex where at least one child is eight years of age or older. No more than five children are allowed in these units.

**Useful Information :**

- Students will be permitted to live in campus housing for a maximum of three years.
- Students living in campus housing must complete 21 credit hours towards their degree program each lease year (i.e. Summer Session 1 through Spring Term) in order to be eligible to renew their lease.
- Leases are typically for one year, in effect from June 1st through May 31st (or, for new students, effective from move-in date until May 31st)
- No pets are permitted in the apartments. This includes, but is not limited to, dogs, cats, fish, birds, reptiles, etc.
- No alcoholic beverages are permitted on campus.
- Smoking is not permitted in any campus building.
- It is recommended that all tenants purchase renter's insurance. The seminary does not assume liability for the loss or damage of any contents of an apartment.
- Each apartment has a small storage space (roughly 4 x 5 feet) in which residents can store household goods.
- Mail boxes are provided in each apartment building for first class and other U.S. Postal Service mail, with the exception of large envelopes and packages. Seminary-related mail is delivered to students through the student's assigned seminary mailbox located in the Kerr building mailroom. Large envelopes and packages are received and delivered through the mailroom.

**Apartment Leases :**

An apartment lease is signed by each resident confirming his/her reservation for the assigned apartment and their commitment to live in accordance with campus housing policies as stated in the *Apartment Housing Policy and Manual*, the *Automobile & Public Safety Regulations* and the *Student Handbook*

This information is provided to assist you in filling out your housing application. If you have any questions, contact the Housing Office at 978-646-4061 or email us at [housing@gcts.edu](mailto:housing@gcts.edu). **Please send your completed application with the \$50.00 application fee, and the required \$250.00 deposit if due as stated above, to the following address:**

Gordon-Conwell Theological Seminary  
Attn: Housing Office  
130 Essex Street  
South Hamilton, MA 01982

**NOTE:** If the "Student Information" on the front of this application changes, it is the responsibility of the student to make sure the Housing Office has **current** contact information.