

Sitting Bull College Efficiency Apartment Application
9299 Highway 24
Fort Yates, ND 58538

Listed below is the required information that is needed for Sitting Bull College (SBC) efficiency apartments. Please make sure that ALL the required information is completely filled in or your submitted application will be considered INCOMPLETE. This packet includes the following:

1. Information for all applicants
2. Notice to all Applicants
3. Facts about SBC Apartments
4. Application (2 pages)
5. Routing slip (1 page)
6. Background Check Form (1 page)

Your application will be considered complete once you have included the following documents with your campus apartment application.

- 1. SBC Efficiency Apartment Application - completely filled out**
- 2. Efficiency Apartment Application Routing Slip – completed and signed by designated individuals and signed by you before submitting.**
- 3. Background check form- completely filled out**

Once your application is complete you will be put on the waiting list for an available room. Listed below are the waiting list consideration factors:

1. Current student status at Sitting Bull College
2. Any prior debt must be \$2,000.00 or less, be in a current repayment agreement and must have made three (3) consecutive payments
3. Not currently on academic suspension at SBC
4. Ability to pay rent
5. Not currently or previously been charged with a felony related to alcohol/drug, criminal, or assault crime on or off Standing Rock Reservation.

Submit Apartment Application and Routing Slip to:

SBC Housing Department – Sterling St. John, Director
9299 Highway 24
Fort Yates, ND 58538

Notice to Applicants

Once your application is complete and you have been notified of your eligibility for an efficiency apartment, a criminal background check will be completed, if applicable, by the Tribal Entity currently enrolled. Your name will also be run for state, county and federal background check. The cost for tribal background is currently \$25.00 and state, county and federal background check is currently \$19.95, and subject to change.

You will be deemed ineligible to occupy SBC efficiency apartments if you have any of the following:

1. A conviction for alcohol/drug-related criminal activity (five (5) years)
2. A conviction for violent criminal activity
3. Currently required to be registered as a sex offender
4. A felony charge/conviction
5. Any pending charges of the above
6. Any crimes related to children

Facts about SBC Apartments

- Absolutely no pets allowed.
- Incomplete housing applications are not acceptable.
- Eligibility for efficiency apartment may take up to 2 to 4 weeks to determine eligibility.
- You shall receive a letter, email or phone call from the housing program notifying you of your assignment or if you are ineligible or if put on waiting list.
- Placement is based on first come, first serve basis deemed by the completed application date from the housing program.
- Apartment depends on availability.
- It is your responsibility to notify the housing program office of change of address or phone numbers as it will be needed to contact you.
- All new tenants are required to attend orientation prior to moving into an apartment.
- **A deposit of \$250.00**, background check fees is required at the time you sign your lease during orientation, unless utilizing excess financial aid.
- All students who have financial aid available for rental payment will be required to have rent taken out of their financial aid package by the semester.
- Proof of ability to pay rent is required.

NOTICE TO APPLICANT: In order for us to determine your eligibility you must provide all information as it pertains to this application. Routing Slip must be completed, background check form completed and signed.

FORT YATES CAMPUS _____ **MOBRIDGE CAMPUS** _____ **Fall** _____ **or Spring** _____

PERSONAL INFORMATION:

Last Name	First Name	Date of Birth	Social Security #	FT/PT

Current Address: _____
Mailing address: City, State, Zip code

Phone number: _____ cell phone #: _____

Email Address: _____

Have you used any names other than listed above? Yes ___ No ___ Names: _____

Have you ever been convicted of a felony related to criminal, assault, or alcohol/drug? YES ___ NO ___
 if yes, please list conviction information and dates: _____

Do you have any pending charges? Explain: _____

Do you have any health problems that Sitting Bull College and roommates need to know? Yes No
 If yes please Explain: _____

In case of emergency, list contact information below:

Name: _____ Relationship to you: _____

Phone #: _____ Cell phone #: _____

RENTAL HISTORY:

Current Landlord's name: _____ Contact #: _____

How long have you lived at this address? _____ Have you ever been evicted? _____

If yes, please explain: _____

***Where have you lived in the last five (5) years?**

INCOME:

Employment (Monthly Wages)	TANF, GA (Monthly)	Financial Aid/ Scholarships (Monthly)	Asset Income (Monthly)	Social Security (Monthly)	All other income (Worker's comp, pension, etc)
\$	\$	\$	\$	\$	\$

DISABILITY: You may tell us if you have a disability that would require special housing needs. If you have such needs, and you want us to try to meet those needs, please attach verification from a licensed physician of your disability. Provide an explanation: _____

NOTICE TO APPLICANT: In order for us to determine your eligibility you must provide all information as it pertains to this application. Routing Slip must be completed, background check form completed and signed.

CERTIFICATION: I certify that the information on the application is complete and true to the best of my knowledge. I understand that false statements or information are punishable under federal law. I understand that false statements or information are grounds for denial of my application and/or termination of housing lease immediately.

(Signature of applicant)

(Date)

OFFICE NOTES:

-----**(FOR OFFICE USE ONLY)**-----

Applicant eligible to be put on waiting list? YES NO
IF NO, Why? _____
Background check ___ Felony/Criminal Charges _____
SBC Debt? ___ Academic Probation/Suspension _____
Previous Eviction ___ Student Status: FT ___ PT _____

[Empty rectangular box for date stamp]

(Date Stamp)

(Time rec'd)

(Employees Initials)

**Sitting Bull College Housing Department does not discriminate against any person because of race, color, religion, sex, handicap, disability, family status, or national origin.*

List all names ever used
(i.e. maiden name, name
changes, etc.)

Printed Name/College ID #:

Other Names Used:

I hereby grant permission to all Sitting Bull College Departments and Offices to release to SBC Housing Department the necessary information pertinent to my eligibility for services offered by the Housing program. I also understand that much of the information provided will be used for determining my eligibility to rent from Sitting Bull College Housing/Efficiency Apartment.

Sign and date below:

Your signature here
>>

***** **Applicant do not write below this line** *Take and get signatures*

Acct., Rec, Technician
(Finance Office)

Current Debt: \$ _____ **Past Debt** \$ _____

Signature/date:

Registrar
(Registrar's Office)

Enrollment Status:

* Has student completed application for enrollment for the upcoming term? ___ Yes ___ No

* Is student on Academic Suspension? _____ Yes _____ No

* Student Status: _____ Freshman _____ Sophomore _____ Junior _____ Senior

Signature/date:

Director
(Financial Aid Office)

Does student have financial aid available to pay rent/background/deposit?

_____ Yes _____ No _____ Maybe _____ N/a

Pell Grant- Estimated Available: \$ _____

Director
(Financial Aid Office)
Note: maximum amounts
will be listed; amounts
not confirmed will be
listed with strike-through
Ex: -\$5,000-Confirmed

Applied for these Scholarships:

__ HED	\$ _____	Confirmed
__ JTP	\$ _____	Confirmed
__ Other	\$ _____	Confirmed
__ Other	\$ _____	Confirmed
__ Other	\$ _____	Confirmed

Signature/date:

SITTING BULL COLLEGE

RELEASE AND AUTHORIZATION FOR BACKGROUND CHECK

As a condition of my acceptance for placement in an Sitting Bull College (SBC) Student Housing or Efficiency Apartment, I understand and acknowledge that SBC will conduct an investigation into my personal background. I understand that these investigative reports may contain public record information which includes criminal records and pending charges of criminal activity. I understand that the information will be requested from various federal, state, local, and tribal agencies that contain past records of my activities.

I hereby authorize without reservation, any party or agency contacted by Sitting Bull College Housing to furnish the above-mentioned information.

I have the right to make a request of Sitting Bull College for the information in its files on me at the time of my request. I also authorize SBC to share this background information as it applies to employment opportunities within SBC. _____ (initials)

I further authorize ongoing procurement of the above-mentioned reports at any time during my residency in an SBC Student Housing or Efficiency Apartment.

Print your name: _____

Address: _____

City: _____ State: _____ ZIP: _____

Social Security Number (required): _____

Drivers License State: _____ License Number: _____

For Identification Purposes:

Date of Birth: Month _____ Day _____ Year _____ Race _____ Gender _____

Other former names: _____

States resided in the last 10 years: _____

Professional License: State _____ Type _____ Number _____

Have you ever been convicted of any felony or misdemeanor involving crimes of alcohol/drugs; violence; sexual assault, molestation, exploitation, contact or prostitution; crimes against persons, or offences committed against children? () Yes () No If yes, please explain: _____

Are you currently on probation or parole or have you been released from prison in the last 5 years? () Yes () No. If yes, please explain: _____

Signature: _____ Date: _____