

SBC Apartments

Sitting Bull College Housing Program

encourages students to live on campus

for the convenience of access to the

college resources and classes. **Please**

keep in mind that this is a privilege

and not a right. YOU WILL BE LIV-

ING ON YOUR OWN AND MAKING

YOUR OWN DECISIONS. SBC will

provide a safe and comfortable apart-

ment for you and your roommates to

share while attending class full-time at

SBC. Enjoy your stay at campus apart-

ments.



SBC Housing Program

Candace Eagle, Housing Director

701-854-8012 (office)

701-854-3124 (fax)

candacee@sbc.edu

Henry Jacobson, Resident Manager

701-854-4376

701-934-1677

Apartment #100

Efficiency Apartments
Sitting Bull College



Apartment

Eligibility &

Information Brochure

Contact Information:

Candace Eagle, Housing Director

701-854-8012 (office)

701-854-3124 (fax)

candacee@sbc.edu

Henry Jacobson, Resident Manager

701-854-4376 (#100)

701-934-1677 (cell)

Manager Apartment #100

Eligibility:

- Must be a full-time student at Sitting Bull College in good standing.
- No current or past due debts with Sitting Bull College.
- Not currently or going on probation/suspension at SBC
- Ability to pay rent (scholarships, employment, etc.)
- Not currently or previously been charged with a felony or drug related crime on or off Standing Rock Reservation.

Application Process:

The following is needed for a complete application:

1. SBC Apartment application.
2. Student Apartment Application Routing Slip.

Application and Routing slip must be filled out completely and have the appropriate signatures.

The Housing Director will call you to the housing office if you are considered for an apartment on campus. You will need to complete a background check and the cost is your responsibility. Orientation will be held the Friday before registration in Fort Yates. **Orientation is mandatory.** You will receive your key after orientation. Once your \$200 deposit is paid.

Rent is \$250.00 per month for 4 months

\$1,000.00—is needed for Apartment rental per semester.

You may use your available financial aid to cover living costs.

SBC will Provide:

- FREE Wi-Fi
- FREE cable (bring your TV)
- 24 hour Security/Resident Manager
- Leadership opportunities

What to Bring:

Linens: Towels, wash clothes, blankets, comforter, twin sheets and pillow cases, pillows.

Laundry: laundry soap, fabric softener, dryer sheets, laundry basket.

Personal Items: Shampoo, conditioner, shower shoes or flip flops, robe, body soap or body wash, hair necessities, toothbrush & toothpaste.

Also: bring your own TV, laptop, alarm clock, and your own cooking supplies (pots, pans, etc)

Inspections take place weekly! All rooms will be inspected by the Apartment Resident Manager.

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

Listed below is the required information that is needed for Sitting Bull College (SBC) campus 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. Apartment Agreement
5. What to bring
6. Apartment Application (1 Page)
7. Student Apartment Application Routing slip (1 page)

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

1. SBC Apartment Application - completely filled out
2. Student Apartment Application Routing Slip – completed and signed by designated individuals and signed by you.

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. Full-time student status at Sitting Bull College
2. No current or past debt with Sitting Bull College
3. Not currently or going on probation/suspension at SBC
4. Ability to pay rent
5. Not currently or previously been charged with a felony/misdemeanor related to alcohol/drug, criminal, or assault crime on or off Standing Rock Reservation.

Submit Apartment Application and Routing Slip to:

SBC Housing Department – Candace Eagle, Director
9299 Highway 24
Fort Yates, ND 58538

Deadline: July 31st for fall, December 21st for spring

Notice to Applicants

All applicants for Sitting Bull College housing and apartments must submit an application for housing on a form that is supplied by the Sitting Bull College Housing Program. The application is not considered complete until all information required has been submitted. This means you will not be considered for an apartment until your application is complete and handed into our office at the Financial Center located on Sitting Bull College campus, office #101.

Once your application is complete and you have been called to SBC Housing office for consideration of an apartment, you will be required to take a background check and the cost is your responsibility. The criminal background check will be completed by the Standing Rock Sioux Tribal Court. Your name will also be run for state background check through North Dakota and the state of your current/previous residence, including federal and Tribal.

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

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

Facts about SBC Apartments

- Absolutely no pets allowed.
- Incomplete housing applications are not acceptable.
- Eligibility for housing is determined 2 to 4 weeks before the semester starts.
- You shall receive a letter from the housing program notifying you of your assignment or if you are ineligible or if we do not have any more housing available.
- Placement is based on first come, first serve basis deemed by the completed application date from the housing program.
- Housing 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 \$200.00 is required at the time you sign your lease during orientation.
- 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.

Apartment agreement:

1. If and when you are assigned an apartment on Sitting Bull College campus you are required to follow the set rules and policies set forth by the housing program. Your continued stay will depend on your conduct and observance of apartment rules.
2. Assignments will be determined by the Housing Program Manager and is final.
3. All residents and their guests are expected to conduct themselves in a respectable manner at all times. You must follow the curfew set forth by Standing Rock Sioux Tribal Law Enforcement and Sitting Bull College Housing Program. **No guests after 9:00 pm.** See guest schedule and rules.
4. Sitting Bull College enforces a Zero Tolerance Policy for Drugs and Alcohol use and possession with persons on campus. This means that no drugs and alcohol are allowed in the apartments at any time by any person. Any violation of the Zero Tolerance Policy will result in immediate dismissal from the apartments.
5. Smoking is not allowed in any part of the apartment building. If you smoke, use designated areas and containers. (If caught smoking you will incur a fee of \$150.00 and warning)
6. Weapons will not be allowed on campus at the apartments for any reason at any time. If you are caught with any type of weapons (firearms, knives, or any device which could cause bodily injury) you will be immediately dismissed from your right to living on campus in the apartments.
7. Room inspections will take place weekly, unless you have been given a warning for a finding and then your room will be inspected every other day until cleared. Notice will be given for all inspections, except in the case of an emergency.
8. The Resident Manager of the apartment buildings will post a schedule of inspections and will adhere to the schedule. Inspections will take place with or without the presence of the students who live in each apartment.
9. If a student is suspected of wrong doing, the Housing Director, SBC Security, and Resident Manager will inspect the apartment area. If illegal activity is found, SBC Security will notify the FY Police to witness the search and to take matters in hand.
10. You are encouraged to lock your doors at all times when you're not in your apartment/room.

11. Keys are issued to students at time of signing of dormitory agreement. If you need a key replacement you will be required to pay \$5.00 per key.
12. SBC has a ZERO tolerance policy for threats or physical violence directed toward anyone. Any violations, previous or current, will result in immediate termination of your lease and possible legal proceedings. (see SBC Student handbook/policies)
13. You are expected to show consideration for your roommate and other students in regards to loud televisions, radios, or stereos. The volume must be kept at a reasonable level at all times.
14. Students are responsible for cleaning their own rooms.
15. The furnishings that are provided are not to be removed.
16. Space heaters, air conditioners, etc, are not allowed in apartment buildings.
17. Pets are not allowed.
18. Babysitting is prohibited in apartment dormitories.
19. Damage to property is prohibited. This will include vandalism, writing on walls, making holes in doors and walls, breaking anything in or on the apartment building. If you are found to have damaged your apartment room or living area you will be removed immediately and charged for damages repaired. Legal action will be required.
20. All tenants must adhere to the Sitting Bull College Safety Plan and Emergency Procedures. *You will be given a copy during orientation.
21. Sitting Bull College is not responsible for lost or stolen items.
22. Laundry area hours will be posted.

I understand and agree to follow set rules and policies set forth by Sitting Bull College as stated above and in other policy manuals. *I agree to use my available financial aid to pay for my rent due at the SBC apartments while I am residing in them.

Student Signature

Date:

***YOU WILL NEED TO PROVIDE PROOF OF ABILITY TO PAY RENT (SCHOLARSHIP AWARD LETTER).**

What to Bring:

- Linens:
 - Towels and wash clothes
 - Blankets
 - Comforter
 - Twin sheets and pillow cases
 - Pillow(s)
- Laundry:
 - Laundry soap
 - Fabric softener
 - Dryer sheets
 - Laundry basket
- Personal items:
 - Shampoo
 - Conditioner
 - Shower shoes or flip flops
 - Robe
 - Body soap or body wash
 - Hair necessities (brush, comb, hairspray, etc)
 - Toothbrush and toothpaste
 - Alarm clock
- Kitchen items:
 - Pots, pans, cooking utensils
 - Bowls
 - Cups, etc

It is encouraged that you decorate your room to your liking; however, you are prohibited to damage the walls or doors for decoration. You may use small nails, tape, and wall glue to hang decorations in your room. Decorations that display nudity, drugs, alcohol, and/or any illegal pictures are prohibited in any areas of your apartment building including your personal room.

Sitting Bull College Housing Program encourages students to live on campus for the convenience of access to the college resources and classes. Please keep in mind that this is a privilege and not a right. **YOU WILL BE LIVING ON YOUR OWN AND MAKING YOUR OWN DECISIONS.** SBC will provide a safe and comfortable apartment for you and your roommates to share while attending class full-time at SBC. Enjoy your stay on SBC Campus Apartments.

- FREE wireless connection
- 24 hour Resident Manager
- 24 hour security – Lives on campus in security house 854-3466 (h), 854-8010 (office), and cell phone (701) 934-1330.
- FREE Cable TV

This application constitutes the basic record of each student applying for admission into Sitting Bull College single dormitories. Each applicant will be required to supply all information requested below and sign the application attesting to the accuracy of the data provided. **PLEASE PRINT OR TYPE.** Completely answer each question. All incomplete or ineligible applications will be kept on file, However, you will not be put into a room at the apartment until your application is complete and you are eligible according to SBC Policy.

PERSONAL INFORMATION:

| Last Name | First Name | Date of Birth | Social Security # | Student Status FT/PT |
|-----------|------------|---------------|-------------------|-------------------------|
| | | | | |

Address: _____
(Mailing address: PO Box, City, State, Zip code)

Phone number: _____ cell phone #: _____

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

HS Graduation Date: _____ HS Graduated from: _____

Have you ever been convicted of a felony or crime 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, i.e.: diabetes, seizures, asthma, etc – in case you need emergency help? 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:

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)

-----**(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 _____

(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.*

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

Student Housing Application Routing Slip

Applicant Name: _____ Date: _____

| |
|---|
| Does the Applicant have an outstanding debt with SBC? _____ Amount\$ _____ Date: _____ Martha Harrison, Business Office Technician |
|---|

| |
|---|
| Is the Applicant on Academic Probation or Suspension? _____ Date: _____ Melody Azure, Registrar |
|---|

| |
|--|
| Is the Applicant Registered for the current semester: _____ Fall _____ Spring _____ Summer _____ Full-time _____ Part-time _____ Academic Status: Freshman _____ Sophomore _____ Junior _____ Senior _____ Date: _____ Admissions Department or Melody Azure |
|--|

| |
|---|
| Is the Applicant Financially able to pay rent? _____, No _____ FAFSA _____ \$ _____ Scholarships: _____ \$ _____ Date: _____ Donna Seaboy, Financial Aid Director |
|---|

| |
|--|
| Scholarships you have applied for: (applicant must fill out) _____ Date: _____ _____ Date: _____ _____ Date: _____ |
|--|

_____ Date: _____
SBC Apartment Applicant

_____ Date: _____
Housing Director

| |
|---|
| Date Rec'd: _____ Time: _____ Initials: _____ Eligible: _____ |
|---|