



# [application]



Office of Student Affairs

Application for School-Sponsored Housing

Please complete the following information and submit with a \$150 rent and restoration or reservation deposit (make checks payable to The Art Institute of Indianapolis) if you are interested in living in school-sponsored housing. This deposit is to secure the faithful performance of your other obligations under the housing contract. If you cancel this housing application less than (30) days prior to the indicated quarter start, The Art Institute of Indianapolis will be entitled to retain the entire rent and restoration deposit.

Each student who applies for school sponsored housing must sign a RELEASE form in order for the apartment community to perform a background check. Westbury Court Aparments reqires residents to meet criminal background check requirements. Students who fail to sign the release or do not meet the requirements will not be placed in housing.

The rate for school-sponsored housing is \$1,485.00 per quarter per student for the Fall 2006-Summer 2007 term. Students may not receive their keys for housing until they have signed their Student Financial Plan. Housing Applications should be returned to the admissions office.

For which quarter are you requesting housing? \_\_\_\_\_ [ year ] \_\_\_\_\_

fall                       winter                       spring                       summer                       mid-quarter

[ please print ]

[ name ] \_\_\_\_\_ [ Student I.D. (if applicable) ] \_\_\_\_\_

[ street address ] \_\_\_\_\_ [ city ] \_\_\_\_\_

[ state ] \_\_\_\_\_ [ zip ] \_\_\_\_\_ [ home phone ] \_\_\_\_\_ [ cell phone ] \_\_\_\_\_

[ email ] \_\_\_\_\_ [ admissions rep ] \_\_\_\_\_ [ course of study ] \_\_\_\_\_

Do you have any special needs (medical conditions, etc.) that should be considered when assigning housing? Request for accommodations also need to be made to the Dean of Student Affairs.

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Have you ever been convicted of or pled guilty to a crime other then a summary traffic offense?                       yes                       no

[ if yes , describe in full ]

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[ roommate matching survey ]

This survey will help us find a roommate most likely to match your needs, but it is NOT meant to imply we can accommodate any or all of your preferences and lifestyles with roommate matching. Please read it carefully and return the completed survey, along with your completed application to the Office of Student Affairs.

Do you smoke?  yes  no  
 non- smoker, but don't mind living with a smoker.

Do you occasionally read/study with music?  yes  no  
 no, but don't mind rooming with someone who does.

Do you prefer to study during the day or night?  day  night

How orderly or neat are you about the upkeep of your living area?  very neat  moderate  
 not neat

How do you feel about others using your belongings?  
 I don't mind if my roommate uses some things, but not personal items.  
 I believe that you should use other people's things only after you have permission.  
 I think that using other people's things causes too many problems.

[ roommate request option ]

I request that the student listed below and I be assigned to the same apartment. I understand that this assignment is NOT guaranteed and that the student listed needs to make a reciprocal request. The college reserves the right to assign any student to any room or apartment.

[ requested roommate's name ] \_\_\_\_\_

I give the Art Institute permission to release my name, phone number, and/or email address to my roommate(s) once room assignments have been made.

COMPLETED APPLICATIONS  
ALONG WITH RENT AND  
RESTROATION DEPOSIT  
SHOULD BE RETURNED TO:

Office of Admissions  
The Art Institute of Indianapolis  
3500 Depauw Blvd. Suite 2041  
Indianaopolis, IN 46268

[ student signature ] \_\_\_\_\_

FOR OFFICE USE ONLY

[ accounting ] deposit received date:  cash  check  credit card initials:  
[ housing ] date received: contract sent:  CARS



**Westbury Court  
Background Check Consent Form**

I hereby authorize The Sexton Properties to use one or more consumer reporting agencies to conduct on me a criminal background check and an Office of Foreign Assets Control (“OFAC”) search for Specially Designated Nationals and Blocked Persons. I understand that upon request, I can obtain from The Sexton Properties a copy of the report they receive about me from the consumer reporting agency. I warrant that all the information I have provided below and on my application for housing is true and correct. I acknowledge that if my criminal background reveals conviction for a felony, deferred adjudication for a felony, or if I have a juvenile record that includes any serious offenses, or if my name is identified by the Office of Foreign Assets Control search for Specially Designated Nationals and Blocked Persons, my application to reside at Westbury Court will be denied.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Social Security Number: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

## Westbury Court Contact Information

**PERMANENT ADDRESS:**

\_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Home Phone (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Cell Phone (\_\_\_\_\_) \_\_\_\_\_

Work Phone (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Email Address \_\_\_\_\_

**IN CASE OF EMERGENCY, NOTIFY:**

Name \_\_\_\_\_ Phone Number (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Address \_\_\_\_\_ Relationship \_\_\_\_\_

Name \_\_\_\_\_ Phone Number (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Address \_\_\_\_\_ Relationship \_\_\_\_\_

**AUTOMOBILE INFORMATION:**

Make/Model \_\_\_\_\_ Color \_\_\_\_\_

Plate No \_\_\_\_\_ Issuing State \_\_\_\_\_

Make/Model \_\_\_\_\_ Color \_\_\_\_\_

Plate Number \_\_\_\_\_ Issuing State \_\_\_\_\_