

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

Students please ensure 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. Routing Slip –Student will need to take the routing slip to each listed departments on routing slip for their signatures before submitting application.**
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/outstanding debt w/SBC 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

Submit Apartment Application and Completed 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 checks and if applicable, a tribal background check will be completed. The cost for a tribal background is currently \$30.00 and state, county and federal background check is currently \$20.00, 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 (within the last five (5) years)**
- 2. A conviction for violent criminal activity (within the last 10 years)**
- 3. Currently required to be registered as a sex offender (no limit)**
- 4. A felony charge/conviction (within the last 7 years)**
- 5. Any crimes related to children (no limit)**
- 6. Any pending charges of the above**

## Facts about SBC Apartments

- Absolutely no pets allowed.
- Incomplete 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.

# Sitting Bull College Efficiency Apartment (Dorms) Application

**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	MI	Date of Birth	Social Security #	FT/PT

Current Address: \_\_\_\_\_  
Mailing address: \_\_\_\_\_ City, \_\_\_\_\_ State, \_\_\_\_\_ Zip code

Phone number: \_\_\_\_\_ cell phone #: \_\_\_\_\_

Email Address if other than an SBC Email: \_\_\_\_\_

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 #: \_\_\_\_\_

**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)

**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 \_\_\_\_\_

(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.***

# ROUTING SLIP

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

**Printed Name/College ID #:**

**Any 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.

**Your signature & Date 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

\_\_\_ JPTP/WIA \$ \_\_\_\_\_ 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: \_\_\_\_\_