

COLLEGE HOUSING ASSISTANCE APPLICATION

Asst. with Monthly Rent | Asst. with Security Deposit & or First Months Rent

PERSONAL DATA

Name of Applicant: _____ Phone: _____

Address: _____ Soc. Sec. # _____

Tribal Member: On Reservation _____ Service Area _____ Off Reservation _____

Members in Household:

Name	Relationship	DOB
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____
5. _____	_____	_____
6. _____	_____	_____

INCOME INFORMATION

Must be complete with all sources of income and attached documentation verifying your income or copy of award letter.

	INCOME	SOURCE
FAMILY HEAD	\$ _____	_____
SPOUSE	\$ _____	_____
TOTAL INCOME	\$ _____	_____

SCHOOL INFORMATION

NAME OF SCHOOL/COLLEGE _____ TEL. # _____

ADDRESS: _____

STATUS: _____ FULL-TIME _____ PART-TIME.

Period requesting assistance? Fall Spring Full Academic Year

Have you been approved for On Campus Living? _____, if not, why? _____

LANDLORD/ORGANIZATION INFORMATION

NAME: _____

ADDRESS: _____ TEL. # _____

MONTHLY RENT: _____ SECURITY DEPOSIT: _____

GENERAL INFORMATION

Have you previously applied for College Assistance? _____, If so, when? _____.

Do you currently occupy a unit through the Indian Township Housing Authority? _____, if so, Do you expect to maintain and remain in your unit? _____.

Do you presently have a TAR? _____, if so, how much? _____.

Falsifying any required information may result in further legal action to repay amount awarded.

Applicant Signature: _____ Date: _____

Witness: _____ Date: _____

APPLICATION CHECK LIST - *must have the following attached*

- SCHOOL ACCEPTANCE LETTER
- TRIBAL CERTIFICATION
- LANDLORD/ORGANIZATION VERIFICATION FOR MONTHLY RENT AND/OR SECURITY DEPOSIT.
- PROOF OF INCOME ASSISTANCE (TANF, Unemployment, Financial Aid, Child Support, and Alimony)
- PROOF OF FINANCIAL INCOME
- ON - CAMPUS LIVING CERTIFICATION
- EDUCATION ASSISTANCE



OFFICE USE ONLY

APPLICATION COMPLETED _____ DATE RECEIVED _____

APPROVED DENIED AMOUNT GRANTED \$ _____

SIGNATURE _____ DATE: _____
EXECUTIVE DIRECTOR

POLICIES AND GUIDELINES FOR COLLEGE HOUSING ASSISTANCE PROGRAM

The College Housing Assistance Program will be posted twice a year, once for the fall semester and once for the spring semester. The first posting will be July 1st through August 15th for the fall semester. The second posting will be November 15th through the last working day in December for spring semester.

Any application not completed will be considered ineligible.

Only students carrying a minimum of 12 academic credits will be eligible for housing assistance.

Summer assistance will not be included in this program.

The maximum amount an applicant can be awarded will be \$3,000.00 per year or \$1,500.00 per semester, pending availability of funding and verification that student is still enrolled as a full-time student. Should a student withdraw before the next semester, the balance will not be granted.

Any applicants 24 years or older will not be required to live in campus dorms.

An applicant, who has a spouse or dependents, will not be required to live in campus dorms.

Applicants participating in the Mutual Help Program on Indian Township will only be eligible for assistance if they are sub-leasing their home and moving out of the area to attend school as a full-time student.

A courtesy letter will be sent to all applicants informing them of any missing information before the closing date.

Any pending financial information which includes but is not limited to unemployment benefits, financial aid, education stipends, employment, etc., must be submitted with the application before the deadline.

Approved applicants will not receive any payments. Payments will be made directly to the landlord.

Security deposits must be sent back to the Indian Township Passamaquoddy Housing Authority.

Renting from immediate family members will be allowed, providing the applicant is living in a separate dwelling. Verification of a different physical address and/or post office address will be required.

Assistance will not be granted to pay any type of back rent.

Applicant must provide a copy of the lease agreement and attach it to the application. The information must coincide with the applicant's request for assistance.

Applicants, who withdraw from school before the semester is completed, will be required to pay any assistance received back to the Indian Township Passamaquoddy Housing Authority.

Six (6) months residency must be established to be eligible for the program.

CRITERIA CHECKLIST WILL INCLUDE THE FOLLOWING:

- *Education assistance
- *Tribal certification
- *School acceptance letter
- *Landlord/organization verification for monthly rent, lease agreement and/or security deposit.
- *Proof of income w/ clause pending verification
- *Campus living verification

PREFERENCE WILL BE GIVEN TO:

1. Indian Township Tribal members listed on the Indian Township census.
2. Institutions that do not provide on-campus living or that have no vacancy.

PREFERENCES DESIGNATED BY THE INDIAN TOWNSHIP HOUSNG AUTHORITY DIRECTOR AND BOARD OF COMMISSONERS.

Date: 5/31/23

Approved by: [Signature]
Michelle Smiley
Gerald J. Stevers

Revised ~~August 2008~~ ^{may 2023}