



SAGINAW CHIPPEWA HOUSING

2451 NISH-NA-BE-ANONG MT. PLEASANT, MI 48858 (989) 775-4545
 (989) 775-4580

STUDENT RENTAL ASSISTANCE PROGRAM – APPLICATION

All supporting documentation must be attached to this application.

Incomplete applications will not be processed. It is the responsibility of the student applicant to provide all information necessary for SCIT Housing to make an eligibility determination.

Be complete, truthful and accurate.

Applicant current contact information:

Date: / /

Full legal name Attach copy of driver's license or state ID	
Date of Birth	
Tribal enrollment number Attach copy of tribal ID	
Social security number Attach copy of SS card	
Student enrollment ID number Attach copies: student ID card Official FAFSA Class Schedule & recent transcript	
Current address	
Phone numbers Can we text message you?	
Email	

Address of rental unit - students may not rent from an immediate family member.

List name and phone numbers of those living in the rental unit with you during the semester: household members and or roommates. Use separate sheet if needed.

Legal name	Relationship to applicant	Date of birth	Phone/email

HOUSEHOLD MEMBERS FINANCIAL INFORMATION (this does not apply to roommates unrelated to the applicant). Student loans and grants will not be used in determining household income. Household members are family members, adults and children, living with you. Boyfriends and girlfriends are considered family. Attach verification of all sources of income: W-2s, tax returns, pay stubs (most recent 2 months), SSI statements, disability statements, unemployment statements, per-capita statements, Indian Child Welfare payments, child support orders, etc... Attach a list if more room is needed.

Person	Income Source	Amount	Frequency	Docs attached?

Does anyone outside your household provide regular financial support or pay any of the household bills on a regular basis? Yes or No

If "Yes" explain:

ASSETS. List assets of all household members; Cash on hand, bank accounts, savings accounts, real estate, trust fund, stocks, life insurance policies, retirement accounts, etc...

Person	Asset type	Location	Current value	Interest rate

Attach bank statements (most recent 2 months)

MONTHLY RENT DUE. What is your portion of the monthly rent? Attach a copy of the lease agreement. It must show monthly rent amount and when due. Name and address of the rental property, name and address of landlord. Date rent is due and address of the business office payment is mailed to. The monthly amount of assistance is limited to \$450 per household.

Monthly rental amount due	Date due and location where payment is made

GENERAL INFORMATION

Is any household member currently receiving any type of local, state or federal housing assistance?

Person	Assisting agency	Amount of assistance

How do you pay for your living expenses such as food, child care, car, utilities etc...?

Attach a copy of most recent tax return. If you did not file a tax return because your income falls below the IRS minimum initial here: _____

Do you have any scholarship available to help with your housing costs? Explain

Is any household member related to any employee of the SCIT Housing Department? If so, how?

EDUCATIONAL INSTITUTION

Name of School	Registrars Name	Phone & Email

EMERGENCY CONTACT INFORMATION

Name	Address	Phone number

CONTINUED ASSISTANCE

You must provide updated information to the SCIT Housing Department whenever a change occurs with your circumstances or household. Immediately report any changes in household composition, level of income, changes in enrollment level (full time to half-time), and educational status. You must reapply and recertify your information each year in order to obtain rental assistance under this program.

APPLICANT DECLARATION

I do hereby certify all information listed on this form and all supporting documentation supplied with this application is accurate and complete to the best of my knowledge. I understand that the information I am providing will be used for the purpose of verifying my eligibility. I understand that I must report any changes to the information contained herein to SCHD in accordance with the policy. Further, I understand that if I provide false, incomplete or inaccurate information I may be subject to penalty under federal, state or Tribal law; may be denied assistance; and may be required to repay any assistance received.

Student applicant printed *Signature* *date*

STUDENT RESPONSIBILITIES

1. Applicants/students are responsible for completing the application in its entirety. Incomplete applications will not be processed. SCHD does not have the resources to assist applicants in obtaining the necessary supporting documentation for their application.
2. Applicants/students are responsible for providing clear and legible hard copies or electronic images when submitting their documentation.
3. Applicants/students must be responsive and responsible and respond to SCHD requests for information in a timely manner.
4. Applicants/students must inform SCHD of any changes in their attendance/enrollment, and academic status such as class withdrawals, academic probation and dropping out.
5. Applicant/students must immediately report any changes affecting their eligibility including changes in household composition and income.
6. Students who move from the current approved unit must notify the SCHD thirty (30) days prior to moving into the new unit. In order to continue assistance the new rental agreement, landlord forms, and unit photos must be evaluated by SCHD and approved before the next rent can be paid to the new landlord.
7. Applicants/students are expected to be truthful and honest and refrain from committing fraud in order to obtain assistance. Any applicant found falsifying information will be reported to the authorities.
8. Applicants/students must use their rental units as intended. Any illegal activities reported at the unit may result in suspension from the program indefinitely.
9. Applicant/students are expected to pay any portion of their rent not covered by this assistance. The SCHD will not pay late fees or penalties. If SCHD becomes aware a student fails to pay his or her rent and or utilities they will be suspended from the program.
10. Students are expected to adhere to all policies outlined in the housing agreement. All disagreements between the student and the landlord must be resolved between those two parties. The SCHD will not intervene on the student's behalf.
11. Students must submit an official grade report at the end of each term within two (2) weeks of receiving them.

Signature

date