

# 2025 NYLC Application for Housing

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## Instructions:

- 1) Please complete the **ENTIRE** form *in English*. Please submit your completed application to your NYLC Advisor or to the NYLC Housing Coordinator.
- 2) The submission of this application does NOT guarantee your placement. Placements are only confirmed after the Housing Coordinator provides a letter of confirmation.
- 3) NYLC requires a minimum payment of \$1,600 (~~\$200 non-refundable Housing Placement fee~~ + \$1,400 towards your first month's rent) to reserve the room. If at a later time you decide to extend your housing past the dates requested below, you will be charged a **\$50 Housing Re-booking fee**.

## Part I: Student Information (please print clearly)

Student ID #: \_\_\_\_\_ I will study at NYLC (check one):  Queens  Uptown

(If you are unsure, please ask your NYLC Advisor)

Name (LAST, First): \_\_\_\_\_

Sex (circle one): Male Female Other \_\_\_\_\_ Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_ (month/date/year)

Nationality: \_\_\_\_\_ Native Language: \_\_\_\_\_

Address in Home Country: \_\_\_\_\_  
\_\_\_\_\_

Student's Telephone #: \_\_\_\_\_ Student's E-mail: \_\_\_\_\_

Health Insurance (specify name of insurance company & local representative):  
\_\_\_\_\_

Medical issues/Allergies (be specific, if none write N/A):  
\_\_\_\_\_  
\_\_\_\_\_

Emergency Contact: \_\_\_\_\_ Tel: \_\_\_\_\_

Smoker:  Yes  No NYLC Advisor Name, if none write N/A: \_\_\_\_\_

## Part II: Selecting a Residence

<p><b>CHECK-IN DAY</b> (students should check in on Sunday)</p> <p>_____/_____/_____ (Month) (Day) (Year)</p> <hr/> <p><b>CHECK-OUT DAY</b> (students should check out on Saturday)</p> <p>_____/_____/_____ (Month) (Day) (Year)</p>	<p><b>I AM APPLYING FOR A</b></p> <p><input type="checkbox"/> <b>SINGLE ROOM</b></p> <p><input type="checkbox"/> <b>DOUBLE ROOM</b> (Must be traveling with a partner. NYLC will not assign roommates).</p> <p><b>ROOMMATE NAME:</b> _____</p>
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# 2024 NYLC Application for Housing

<p><b>ARRIVAL DETAILS: (REQUIRED FOR ALL BOOKINGS)</b></p> <p>Date: _____</p> <p>Arrival Airport: _____</p> <p>Airline: _____</p> <p>Flight #: _____</p> <p>Time of Arrival: _____ AM / PM</p>	<p><input type="checkbox"/> I would like to apply for airport pick-up</p> <p><input type="checkbox"/> I would like to apply for <u>round trip</u> airport transfer</p> <p><input type="checkbox"/> No transfer service requested</p> <p><b>*IMPORTANT:</b> Please be advised that the driver will wait up to 2 hours after the scheduled time of arrival. Additional waiting time is \$60/hour. In the event that the student or his flight is held up and would like the driver to wait longer, please authorize the additional charge by email now.</p>
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## Part III: Payment

Upon submission of your completed application, you will receive an invoice reflecting the total charges due for housing. A minimum of \$1,600.00 (or \$1,400 for double room bookings) must be paid in order to process the reservation request.

**Full payment for housing is due 14-days prior to arrival.**

## Terms & Conditions

### REFUND POLICY AND GUIDELINES:

**NYLC Housing:** The Housing Placement Fee (\$200) is non-refundable. All applicants are required to pay a minimum of \$1,600 (or \$1,400 for double room bookings), which includes the Housing Placement Fee + \$1,400 Down payment towards the first month's rent, when submitting the application. This \$1,400 down payment is considered a pre-payment to the final housing balance. If submitting this housing application less than 4 weeks prior to arrival, the total invoiced housing cost and the (optional) airport pick-up fee must be paid in full for NYLC to make the housing booking. Cancellations prior to arrival will be accepted and the housing payment (less the Housing Placement Fee) will be refunded when made at least 2 weeks prior to arrival. If cancellation is made less than 2 weeks before arrival, the \$1,400.00 for 4 weeks will be charged. In the event that the guest can provide documentary evidence of an F1 student visa denial, the deposit may be refundable with written notice of the visa denial if done within a reasonable time frame determined by the Housing Coordinator. If cancellation is made after arrival, 2 weeks of notice is required and the accommodation fee (rent) must be paid during the 2 weeks of stay.

Other terms and conditions may apply for out of network properties such as Studio 99; Park West Hotel; The Royal Park Hotel; and Broadway Hotel and Hostel, where the penalty may exceed \$400. Individual terms and conditions may be reviewed upon booking.

**Airport Transfers:** The driver uses the provided flight information to track that a flight arrives on schedule. The

driver will wait for a student up to 2 hours after the flight is scheduled to arrive. The driver reserves the right to charge \$60 per hour for any additional waiting time. Should the student miss their flight or connecting flight for any reason, the student must notify the school and/or driver as soon as possible. Not doing so will result in the transfer not being completed and full loss of the Airport Transfer fee.

**AGREEMENT:** I am at least 18 years old. By signing this form, I realize that I agree to these terms. I have read and completed this application for housing. I understand the cancellation/refund policy. I agree to abide by the guest regulations of the residence/hotel/hostel. I understand that availability is not guaranteed. I understand that I am fully responsible and liable for all housing payments, and that NYLC holds no legal liability if I am not satisfied with my housing. This form must be signed by the actual guest or a parent or guardian if the guest is under 18 years old at the time of the stay. A third party cannot sign this form on behalf of the guest or the parent of the guest.

(Print Name): \_\_\_\_\_

(Sign here): \_\_\_\_\_

(Date): \_\_\_\_\_

[If you are under 18 years old, a parent or guardian must sign this form. For some residences the minimum age is 17 years old and NYLC will recommend a homestay. Homestays reserve the right to charge an additional fee for students under the age of 18.