

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 \$1,720 (\$200 non-refundable Housing Placement fee + \$1,520 towards your first four weeks of 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 **\$60 Housing Re-booking fee**.

Personal information

FULL NAME (LAST, First)

Student ID #

Date of Birth (MM/DD/YYYY)

SEX (check one):

MALE

FEMALE

NON-BINARY

Address in home country

Nationality

Student's Email

Student's Telephone Number

Native Language

Smoker? (check one):

Yes

No

NYLC's Advisor Name

Health Insurance (specify name of insurance company and local representative):

Medical Issues/Allergies (be specific, if none, write N/A)

Emergency Contact Information

Contact's Full Name

Contact's Phone Number

Selecting a residence

Check-in Date (MM/DD/YYYY)

Students should check in on Sunday

Check-Out Date (MM/DD/YYYY)

Students should check out on Saturday

I am applying for a:

SINGLE ROOM

DOUBLE ROOM

(Must be traveling with a partner. NYLC will not assign roomates)

ROOMMATE'S NAME

2026

APPLICATION FOR HOUSING

nylanguagecenter.com | Tel: +1 (212) 678-5800 | info@nylanguagecenter.com



Arrival Details (Required for all bookings)

Date (MM/DD/YYYY)

Arrival Airport

Flight Number

Time of Arrival

AM

PM

I would like to apply for airport pick-up

I would like to apply for *round trip* airport transfer

No transfer service requested

***IMPORTANT:** 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.

Upon submission of your completed application, you will receive an invoice reflecting the total charges due for housing. A minimum of \$1,720.00 (or \$1,520 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.

Refund Policy and Procedures

NYLC Housing: The Housing Placement Fee (\$200) is non-refundable. All applicants are required to pay a minimum of \$1,720 (or \$1,520 for double room bookings), which includes the Housing Placement Fee (\$200) + \$1,520 down payment towards the first 4 weeks of rent, when submitting the application. 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 \$1,520.00 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 Host, Hotel and Hostel, where the penalty may exceed \$500. 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.

Housing Location and Commute Disclosure:

Please note that housing in New York City is based on host availability. Because of this, we cannot guarantee that your housing will be close to your school. In New York City, it is normal for people to travel about one hour each way to school or work. This is part of daily life in the city. When you live here, you should expect that your commute (travel time by subway, bus, or walking) may be up to one hour. By applying for housing, you understand and accept that travel time is a normal part of living in New York City.

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.