

## CHALLENGE.....ADVENTURE.....CAREER

## **North American Lineman Training Center**

Dear Applicant,

Thank you for your interest in North American Lineman Training Center. The mission of NALTC is to provide the highest quality education, along with real-world, hands-on training to those seeking a career as an electrical line-worker. **"Learn to be the best, from the best"**, is our pledge to students that they will be trained by some of the most qualified linemen in today's industry, and because of that they will be afforded the opportunity to become "one of the best" in the line-worker trade.

Our commitment to ensuring both job and personal safety shall be held with the utmost regard. NALTC is dedicated to providing a path of long-term employment opportunities to its graduates, as well as providing the knowledge and training needed for applying to and becoming a productive member of the electrical line-worker profession.

This package has everything you will need to enroll here at NALTC. A checklist is provided to ensure you send in the correct documents and to make sure your enrollment process goes as smoothly as possible. If you have any questions regarding what documents you will need, please contact us at (931) 582-4161 or studentservices@naltc.com.

Our website is full of interesting and helpful tools to help you along this process. You can find it at www.naltc.com. Also, be sure to check out our **Facebook** page. You can view photos, videos, important information about upcoming events, and view our comments from previous students. Don't forget to **"Like"** us!

NALTC is approved to accept WIOA, TAA, and Vocational Rehabilitation Services. Please contact your local Career Center to see if you qualify. If you need more information or assistance, please call (931) 582-4161 or email us at studentservices@naltc.com

We also accept military benefits through the Department of Veterans Affairs (VA). If you are eligible, please send a copy of your Certificate of Eligibility and your DD-214 along with your Enrollment Package. Once received, we can begin the process of certifying benefits. If you have any questions or need assistance in this process, please call us at (931) 582-4161 or email us at studentservices@naltc.com

You may qualify for a personal loan at your local bank or you can visit our Funding Tab for resources on student loans.

North American Lineman Training Center, LLC is a BBB (Better Business Bureau) Accredited Business since November 2011. NALTC pledges to provide Excellence, Integrity, Self Regulation, Trust, and Respect to each and every one of our customers.

Our doors are always open and should you like to see the facility in person, please call the office and schedule a tour.

We look forward to meeting you and getting your career started! We hope to hear from you soon and please don't wait to enroll because our classes fill up quickly!

Sincerely,



Andy McComas Institutional Director

> Mailing Address: P.O. Box 522 McEwen, TN 37101

North American Lineman Training Center

Phone: 931-582-4161 Fax: 931-582-4162

Nor	th Ameri	ican Line	eman Tra	aining Center
СН	ALLENG	EADV	ENTUR	ECAREER
	NA		oplica	tion
Applicant Inform				
Enrolling for Term	n: 🔲 Spring 202	1 (January)	Summer 202	21 (May) 🛛 🗌 Fall 2021 (September)
Name (First, Midd	le, Last):			Preferred Name:
Date of Birth:		SSN#:		Mobile Phone:
Current Address:				
City:	1	State:		Zip Code:
Gender:	Age:	Race:		Email:
Emergency	Contact			
Name:			Name:	
Phone:		Phone:		
Relationship: Relationship:				
Education				
Name & City/State	of High School:			
Did/Will you Gradu	uate? 🗌 Yes 🗌 I	No Date:	lf no, do j	you hold a GED? 🗌 Yes 🗌 No
Name of College/T	rade School:			
Dates Attended:			Degree/Ce	ertificate:
Are you willing to		loyment?		
Why did you choos				
Additional In				
Have you ever bee			yes, please expl	
				nselor
		•	_	ehab 🗌 GI/Post-911 🛛 Personal
				0, Housing deposit \$300 (If needed) be paid to NALTC.)
Tuitio	on: \$9,400 Tool	s: \$2,400 CDL \$	475 CPR \$55	Housing \$1,800 (if needed)
Signature of Anglia				
Signature of Applic	Nor	rth American Line	eman Training C	
Mailing Address P.O. Box 522 McEwen, TN 37		Phone: 931-5 Fax: 931-58		Physical Address: 1650 Trace Creek Rd McEwen, TN 37101

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### **Transfer of Credit Disclosure Statement**

#### **Transferability of Credits**

Credits earned at North American Lineman Training Center may not transfer to another educational institution. Credits earned at another educational institution will not be accepted by North American Lineman Training Center. You should also contact any educational institutions that you may want to transfer credits earned at North American Lineman Training Center to determine if such institutions will accept credits earned at North American Lineman Training Center prior to executing an enrollment contract or agreement. The ability to transfer credits from North American Lineman Training Center to another educational institution may be very limited. Your credits may not transfer and you may have to repeat courses previously taken at North American Lineman Training Center if you enroll in another educational institution. You should never assume that credits will transfer to or from any educational institution. It is highly recommended and you are advised to make certain that you know the credit transfer policy of North American Lineman Training Center and of any other educational institution you may in the future want to transfer the credits earned at North American Lineman Training Center before you execute an enrollment contract or agreement.

Student's Signature

Date

Print Name

Mailing Address:

McEwen, TN 37101

P.O. Box 522

North American Lineman Training Center

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### NALTC Pre-Enrollment Checklist

The North American Lineman Training Center is authorized by the Tennessee Higher Education Commission. This authorization must be renewed each year and is based on an evaluation by minimum standards concerning quality of education, ethical business practices, and fiscal responsibility.

#### **Pre Enrollment Checklist**

I will tour North American Lineman Training Center (All studer our office to schedule a tour in-person or take a virtual tour o	
Received NALTC catalog	n our website- www.naitc.com )
Given time and opportunity to review NALTC policies in the cat	-
Informed that the length of the program is 15 weeks for Sprin Informed & Reviewed tuition, fees, & cost of program	g, Summer and Fall Semesters.
Informed & Understand the cost of equipment, tools, and boo	
Given time and opportunity to review Cancellation and Refund	l Policy
Given copy of NALTC Cancellation & Refund Policy Has executed a Transfer of Credit Disclosure Statement in co	mpliance with T.C.A. § 49-7-144.
Reviewed & Understand how to report a grievance	
Please initial upon completion of the above list	Date:
Please check ( $\checkmark$ ) off each of the statements below:	
Any person claiming damage or loss as a result of any act or practice by this in Chapter 7, Part 20 or Rule Chapter 1520-01-02 may file a complaint with the Commission, Division of Postsecondary State Authorization. The address for th 404 James Robertson Pkwy. , Suite 1900 Nashville, TN 37243-0830. Their p	Tennessee Higher Education ne Tennessee Higher Education Commission is
——For the program entitled Pre-Apprentice Line-worker, I have been informed tha the past 12 months 243 students enrolled in this program and 235 complete	
For the program entitled Pre-Apprentice Line-worker, I have been informed tha placement rate is 98% in the last 12 months (FY- 2018-2019). 200 students students who have contacted us once they graduated from this program. Deta by going to <u>https://www.tn.gov/thec/bureaus/student-aid-and-complian</u> <u>authorized-institutions-and-data/institutions-l-p.html</u>	were placed in their field of study out of the 204 iled statistical data for this program may be viewed
l agree that I have read, understand, and accept all policies and procedures in Catalog.	this Pre-Enrollment Checklist and the School
I agree that all information I have provided is true and correct to the best of my	/ knowledge.
Spring 2021 Semester beginning January 4, 2021 and ending April 16, 2021	
Summer 2021 Semester beginning May 17, 2021 and ending August 20, 202	1
Fall 2021 Semester beginning September 7, 2021 and ending December 17, 2	021
Student Signature:	Date:
Print Name:	
Student Address:	
Signature of School Official:	Date:
North American Lineman Training Cen	ter

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### **Enrollment Package**

<u>Checklist</u> Read, Complete, and Sign The following: \*In order to be considered enrolled, NALTC must have <u>ALL</u> of the





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## **NALTC Enrollment Agreement**

- **Length of program:** The length of the Pre-apprentice lineworker program is a minimum of 528 contact hours; however, in order to graduate you must attend at least 501 hours. NALTC cannot accommodate any part-time students.
- **Certification:** Upon successful completion, the student will be awarded a Diploma for having completed the Pre-Apprentice Line-worker Program with the acknowledgement of the Tennessee Higher Education Commission.
- **Tuition & Fees:** Full tuition for this program is \$9,400, plus a \$100 non-refundable Application Fee. The remainder of Tuition & Associated costs are due 30 days before class begins.
- Associated Costs: These costs include \$2,400 for Tools, Equipment, and Books, and \$55.00 for CPR/First Aid, for a total of \$2,455. (An \$800 tool deposit must be included along with your \$100 application fee at time of registration.)
- **Optional Costs:** Although obtaining your CDL is not required to graduate NALTC, it is highly recommended. Most employers will not hire without a CDL license. The cost is \$475 and is a great opportunity to heighten your chances of finding a job. Housing is also not required, but recommended. The cost is \$1,800 for the length of the program, plus a \$300 security deposit, which will hold a spot in one of the houses in and around McEwen, TN. Please check the housing document for more information.
- **Payment:** All tuition and associated costs are due before classes begin and can be paid by cash, check, money order, or cashier's check.
- **Schedule:** Spring , Summer and Fall classes are Monday through Thursday 7:00am-5:00pm with a one hour lunch break from 12:00pm-1:00pm. Some Fridays and Saturdays will be used for certifications and licensing along with the possibility of making up a regular scheduled day for inclement weather, etc. Summer students will be required to attend 1 Friday in June and 1 Friday in July in order to complete their hours. Those dates will be determined once the semester begins.

#### Semesters:

<u>Spring 2021– (15 weeks)</u> Monday, Jan. 4, 2021- Friday, April 16, 2021 Holidays– Presidents Day <u>Summer 2021– (15 weeks)</u> Monday, May 17, 2021- Friday, August 20, 2021 <u>Fall 2021 - (15 weeks)</u> Tuesday, September 7, 2021- Friday, December 17, 2021 Holidays-Thanksgiving

#### \*Graduation will take place the last day of each semester

**Requirements:** To be considered for this program, you must be at least 18 years of age within 10 days of the first day of class, hold a valid driver's license, pass a DOT physical, and be a high school graduate or have a GED.

Termination/Cancellation: A student's enrollment may be cancelled for the following reasons:

- Any use or presence of drugs, alcohol, illegal substance, or weapons
- Fighting, excessive arguing, stealing, or cheating
- Excessive absences (missing more than 27 hours)
- Damage to school property
- Danger to yourself or others in the classroom or field
- If GPA falls below 2.0 or 2.8 for VA students for 2 consecutive progress reports (see probation policies in catalog)

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## **NALTC Enrollment Agreement**

#### **Program Name: Pre-Apprentice Lineworker Program**

Student name:	Student SSN:
Student Address:	
Expected date of completion from the program April 16, 2021 August 20, 2021	: December 17, 2021
-North American Lineman Training Center is au Commission. This authorization must be renew minimum standards concerning quality of educ responsibility.	red each year and is based on an evaluation of ation, ethical business practices and fiscal
-The amount of tuition is guaranteed and there the semester.	will be no additional tuition charges throughout
I understand my right to receive an exact signe	ed copy of the enrollment agreement.
Student Signature	Date
School Official Only: North American Lineman Training Center unde an exact signed copy of this enrollment agreem	
School Official Signature	Date
North America	n Lineman Training Center

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## **NALTC Enrollment Agreement**

#### **Refund Policy:**

If a student withdraws from the institution on or before the first day of class, and/or *fails* to **begin** *classes*, the refund shall equal the sum of all amounts paid or to be paid by or on behalf of the student for the period of enrollment, less an administrative fee of three hundred dollars (\$300.00) plus the current, non-refundable application fee for the current enrollment period or an equipment restocking fee of 15% if equipment has already been ordered for the student (whichever is greater).

If, after classes have commenced—meaning after the start of class at 7am and any time during that first day of class— and before expiration of ten percent (10%) of the period of enrollment for which he or she was charged, a student withdraws, drops out, is expelled, or otherwise fails to attend classes, the refund shall equal seventy-five percent (75%) of all amounts paid or to be paid by or on behalf of the student for the period, less administrative fee of three hundred dollars (\$300.00) plus the current, non-refundable application fee, for the current enrollment period.

If after expiration of the of ten percent (10%) of the period of enrollment for which he or she was charged, and before expiration of twenty-five percent (25%) of the period, a student withdraws, drops out, is expelled, or otherwise fails to attend classes, the refund shall equal twenty-five percent (25%) of all amounts paid or to be paid by or on behalf of the student for the period, less administrative fee of three hundred dollars (\$300.00) plus the current, non-refundable application fee, for the current enrollment period.

If after expiration of twenty-five percent (25%) of the period of enrollment for which he or she was charged, a student withdraws, drops out, is expelled, or otherwise fails to attend classes, the student may be deemed obligated for one hundred percent (100%) of the tuition, fees and other charges assessed by the institution.

\*When computing refunds pursuant to the policies above, the last day of attendance shall be one of the following; the date on the expulsion notice if a student is expelled, the date the institution receives a written notice of withdrawal, the day the student fails to return from an approved Leave of Absence (LOA) or when no written notice of withdrawal is given the institution shall use the last day of attendance.

- **Placement Assistance:** NALTC does not guarantee employment upon graduation. However, we do help in any way we can to search for employment opportunities by way of career planning class, guest speakers, and also forwarding job openings after graduation.
- **Drug Testing:** North American Lineman Training Center has zero tolerance for drug use. NALTC reserves the right to have any student randomly tested with or without cause. Refusal to test or a positive result will be grounds for immediate expulsion from the program.
- **Insurance:** NALTC requires students to have medical coverage. Please call the office or "Google search" short-term medical coverage for more information.

\*Effective date must be on or before the first day of class and a copy of the medical coverage card must be submitted to the office 2 weeks prior to the first day of class.

• I have read and understand the Tuition & Fees, Associated Costs, Schedule, Termination/Cancelation Policy, and the Refund Policy.

Please Initial:\_\_\_\_\_ Date: \_\_\_\_\_

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## **NALTC Questionnaire**

**Photo/Video Release:** NALTC takes pictures and video throughout the semester which may be used on our website, Facebook page, or other social media applications. Please check the appropriate box:

$\square$ Yes, I grant my permission to use photos taken of me for the purpo	ses listed above
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□ No, Please do not use photos o	of me for the purposes listed above
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CDL (Commercial Driver's License): Please check the appropriate box:

I already have my CDL license:

Class A

Class B

I will be obtaining my CDL through NALTC

I have my Permit in \_\_\_\_\_(state)

Class A

Class B

 $\Box$  I will be obtaining my permit in TN

#### **EQUIPMENT and TOOLS**

Boot Size:\_\_\_\_\_ Circle one - Reg/Wide

Glove size: Circle one- S, MED, LG, XLG

Belt Size:

1. Height \_\_\_\_\_ Ft. \_\_\_\_In.

2. Weight\_\_\_\_\_ Lbs.

- 3. Measurement from one side seam of your jeans around your behind to the other side seam of your jeans. (Just around your backside not around the front)\_\_\_\_\_
- 4. Pant size (Waist)\_\_\_\_\_

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### **Informed Consent/Hold Harmless Agreement**

- 1. Student agrees to release, remise, and forever discharge, indemnify and agree to hold harmless the Center, its members, agents, assigns, employees, and officers from any claim, demand, or cause of action whether now in existence or hereafter arising regarding any loss of personal property, injury to the Student, or related to the death of the Student arising out of, resulting from, caused by, occurring during or in any way connected with the instructional activities of the Center, whether or not such injury, death, or damages is caused by, or contributed to in whole or in part by action or failure to act, negligence, breach of contract, or other misconduct on the part of the Center. Student acknowledges that he/she is waiving certain legal rights by the execution of this Agreement.
- 2. Student recognizes and acknowledges that certain risks of harm are or may be inherent in participating in the instructional activities of the Center, including, but not limited to, exposure to heights, use of heavy equipment and tools, strenuous physical activity, proximity to other attendees and instructors, and exposure to the elements of the weather. Student understands that the Center cannot control all of these risks and Student assumes the same.
- 3. Student agrees to abide by all safety guidelines and instructions provided to the Student by the instructors of the Center, including any public health and safety guidelines, with an understanding that injury and other physical harm may occur to other students and/or the Student if he/she violates these provisions.
- 4. Student acknowledges that portions of the training that he/she will receive at the Center shall be physically strenuous. Student certifies that he/she is physically fit and capable of participation in the Center's instruction. Student has taken such necessary steps as he/she deems appropriate to assure him/herself that he/she is fit and capable of such participation.
- 5. It is Student's express intent that this Agreement shall bind the members of Student's family, heirs, assigns and personal representative.
- 6. This Agreement shall be construed in accordance with the laws of Tennessee. Student consents that the Appropriate Tribunal in Humphreys County, Tennessee, shall have exclusive jurisdiction over any issues arising from this Agreement.
- 7. The Student represents that he/she is in good health and has no special medical problems. The Student (a) authorizes a licensed physician and/or other medical care provider to carry out any emergency medical care for Student; (b) authorizes any Center employee, agent, or member to call for medical care for the Student or to transport the Student to a medical facility or hospital if, in the opinion of such personnel, medical attention is needed; (3) agrees that upon Student's transport to any such medical facility or hospital that that Center shall not have any further responsibility for Student; (4) agrees to pay all costs associated with the medical care and related transportation provided for Student; and (5) shall indemnify and hold harmless the Center and Released Parties from any and all liability and/or claims associated with such medical care and/or related transportation. In the event of an emergency, Student consents to allowing the Center, its personnel, employees, agents and members, to contact the person designated below and to provide that person all details pertaining to the emergency.
- 8. Student understands that at no time shall he/she be an agent, employee, or a representative of the Center. There shall be no relationship between the Student and Center other than that of a student and instructional facility. Student agrees to indemnify and hold harmless the Center for any acts, negligent or intentional, committed by Student while enrolled at the Center which may result in damages or other liability.

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### **Informed Consent/Hold Harmless Agreement**

- 9. Instructor agrees that if he/she contests any provision hereof for any reason that the court shall be authorized to reform any provision to its maximum enforceability and the remaining provisions of this Agreement shall continue in full force and effect.
- 10. This Agreement constitutes the sole and entire agreement of the Center and Student with respect to the subject matter contained herein and supersedes all prior and contemporaneous understandings, agreements, representations, and warranties, both written and oral, with respect to such subject matter.
- 11. STUDENT IS AWARE AND UNDERSTANDS THAT THE INSTRUCTIONAL ACTIVITIES OF THE CENTER INVOLVE IN-PERSON AND "HANDS-ON" INSTRUCTION, AND THAT THE ACTIVITIES THEREFORE WILL BRING STUDENT INTO CLOSE PHYSICAL PROXIMITY TO ATTENDEES AND INSTRUCTORS. STUDENT ACKNOWLEDGES THAT SUCH PROX-IMITY MAY BE INHERENTLY DANGEROUS AND INVOLVE THE RISK OF SERIOUS ILLNESS AND/OR DEATH. STU-DENT ACKNOWLEDGES THAT ANY ILLNESS THAT STUDENT SUSTAINS MAY BE COMPOUNDED BY CERTAIN ACTS OR OMISSIONS BY THE CENTER THAT MAY BE NEGLIGENT. STUDENT ACKNOWLEDGES THAT HE OR SHE IS VOL-UNTARILY PARTICIPATING IN THE ACTIVITIES OF THE CENTER WITH KNOWLEDGE OF THE DANGER INVOLVED AND HEREBY AGREES TO ACCEPT AND ASSUME ANY AND ALL RISKS OF INJURY, ILLNESS, DEATH, OR OTHER DAMAGE, WHETHER CAUSED BY THE NEGLIGENCE OF THE CENTER OR OTHERWISE.

In signing this Agreement, Student acknowledges and represents that Student has read the foregoing Agreement, understands it and voluntarily signs it as his/her own free act and deed. Student is not relying on any oral representations, statements or inducements, apart from this written Agreement, in executing this Agreement. Student executes this Agreement for full, adequate and complete consideration fully intending to be bound by the same.

Executed by me on this \_\_\_\_\_ day of \_\_\_\_\_\_, 20\_\_\_\_\_.

STUDENT SIGNATURE

PRINT NAME OF STUDENT

#### **EMERGENCY INFORMATION**

Mailing Address: P.O. Box 522 McEwen, TN 37101		Physical Address: 1650 Trace Creek Rd McEwen, TN 37101
	North American Lineman Training Center	
Effective Date of Coverage:	(Please include a copy of your Medical Insurance Card)	
Health Insurance Account Number:_		
Health Insurance Provider:	Phone #	
Telephone Number:		
Person(s) to contact in case of emer	gency or to discuss your enrollment at NALTC:	

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### **NALTC Doctor & Medical Release**

#### <u>Student</u>

This release is required to be signed and dated by the physician and by the potential student for enrollment in the North American Lineman Training Center's Pre-Apprentice Line-worker Program.

I, \_\_\_\_\_, understand that I must and will obtain medical insurance coverage, while

#### Name of Student

enrolled at North American Lineman Training Center. I have read the Hold Harmless Agreement and understand that NALTC will not be held responsible for any Medical expenses associated to training or otherwise.

\*Effective date must be on or before the first day of class and a copy of the medical coverage card must be submitted to the office 1 month prior to the first day

Student's Signature

Date

#### **Doctor's Release** (This form may be filled out by the DOT Physician)

#### Name of Student Enrolling:

The above named person is required to be able to perform the following tasks. This is in preparation for a training course that will eventually lead to a career in electrical linework. It is important for the safety of the students in the training, as well as, the student him/herself, that our institution should obtain a signed doctor's release of the abilities of this applicant. Before enrolling, the applicant must have been given a physical by a licensed, medical doctor or a Physician's Assistant (PA) to be sure that this student will be able to perform safely in this working environment. Please check each requirement to be sure that the applicant is capable of all of the below listed activities and sign below.

#### **Physical Requirements:**

Applicant must:

Ι

- Be able to lift approximately 75lbs- Materials and equipment will be lifted off of machinery, shelving, and the ground.
- Be able to operate safely while being aware of your surroundings.
- Be able to work in an elevated position.
- Be able to handle strenuous activities such as pulling, climbing, walking, carrying, or standing for extended periods of time.
- Be able to work in any weather condition safely, including low light, heat, and cold.
- Be physically and mentally able to operate equipment and vehicles such as bucket trucks, digger trucks, etc.
- Be able to communicate with others in person and on telephones or radios.
- Be able to see and hear, in order to safely correct problems and expose hazards in the profession.

Print Physician's Nameam a licensed Medical Doctor or Physician's Assistant, and believe that the<br/>applicant named above can perform the duties listed.

Physician's Signature (MD, PA, NP)

Date

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## **NALTC Housing Document**

#### **Student Housing**

\*NALTC recommends housing while attending school, but does not require this.

- Most housing is approximately 10-20 minutes from NALTC
- Fully furnished (beds included) except linens and bedding
- Includes utilities with a cap (overages will be split between students)
- Basic Cable
- Washer and Dryer
- Most houses have Wi-Fi which is included in the \$1,800 fee
- \$1,800 for length of program due to landlord the day of move-in via **Cash**, **Money Order or Cashier's Check.** (Non-refundable once the semester begins)
- You may include \$300 with tool deposit and application fee in one check along with this enrollment package. (This is refunded within approximately 6 weeks after grad-uation, minus any damage and a \$50 cleaning fee.)
- NALTC does its best to accommodate all requests; however, it is not guaranteed.
- Please note that NALTC partnered landlords will contact you approximately <u>1 week</u> before the first day of class with details; including which house, what size beds, etc. Please do not call the office before then to ask which house you will be in or what size bedding to bring etc., as we will not be able to tell you anything.
- ABSOLUTELY NO FIREARMS ARE ALLOWED IN ANY OF THE HOUSES.
- You must fill out and submit the housing form on the next page even if you do not need housing.

## CHALLENGE.....ADVENTURE.....CAREER NALTC Housing Document

Student's name:	
Phone number:	
Age:	
State:	
Are you requesting to room with name?	another student? If so, what is the studen
I do not need student	housing and will be commuting
From:	

pendent housing NALTC has sourced for you. If you feel you are uncertain as to whether you would like to use NALTC housing, please do not indicate on this form that you will need housing until you are absolutely certain. Housing is provided on a first come, first serve basis and you should not delay in your decision as to whether you need housing from NALTC. Housing outside of NALTC is difficult to obtain in McEwen. Please remember to be respectful of your landlord as they are leasing properties to students for the duration of the semester instead of a standard one year period. Housing is not owned by NALTC. Thank you in advance!

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