

TEXAS INTENSIVE ENGLISH PROGRAM

STUDENT APPLICATION FOR ASSISTANCE WITH HOUSING ARRANGEMENTS

TIEP offers limited assistance with local housing arrangements in Austin, Texas for a fee of \$85. This fee covers the cost of either reserving a room at a hotel or dormitory prior to a student's arrival or arranging for meetings with apartment finder services or apartment managers to view available properties. In providing these services, TIEP assumes no responsibility for any misrepresentations or misstatements of fact, written or oral, by either the housing providers or students. TIEP has no continuing responsibility for housing arrangements beyond these two services.

Name: _____ Date of birth: _____
(family name) (first name) (month) (day) (year)

A. HOW TO APPLY FOR ASSISTANCE WITH HOUSING ARRANGEMENTS

1) **MAIL** this completed application form to Texas Intensive English Program, 1103 West 24th Street, Austin, TX 78705-4603

OR

FAX this completed application form to (512) 322-0592

2) **PAY** the non-refundable, non-transferable \$85 assistance with housing arrangements fee by check or credit card (MasterCard or Visa). For credit card payment, visit www.tiec.org/tiep/cc_form.html

B. HOTEL RESERVATION

Do you need temporary housing in a hotel? Yes No

If yes, indicate which dates. Arrival on _____ Departure on _____

C. HOUSING PREFERENCE: Dormitory or Apartment (choose one below)

1. **DORMITORY** (Availability in a specific dormitory cannot be guaranteed.)

What day would you like to move in? Month _____ Day _____ Year 20 _____

Approximately when will you move out? Month _____ Day _____ Year 20 _____

Do you want a single room? or a double room?

Do you smoke? Yes No

Dormitory Preference (see list at www.tiec.org/tiep/housinglist.html):

1st choice: _____

2nd choice: _____

3rd choice: _____

2. **APARTMENT**

We can arrange for you to look at available apartments. You should plan to stay in temporary housing for the first one or two nights. Indicate the dates above in section B. Hotel Reservation.

Important: Bring \$1200 (U.S.) with you in traveler's checks for payment of the security deposit and first month's rent.

D. We must have a credit card (MasterCard or Visa) to make a reservation at a hotel or dormitory. Please complete the following section and sign.

MasterCard Visa Account number: _____ Expiration date: _____

Please print the name of the card holder as shown on the front of the card: _____

"I authorize use of the above listed credit card for my hotel reservation and/or dormitory deposit."

Authorized signature of bank card holder: _____

E. "I understand that the \$85 assistance with housing fee is not refundable or transferable."

SIGNATURE: _____ DATE: _____