

The Studios on Cabrillo
1646 Cabrillo LLC
1646 Cabrillo Avenue, Torrance CA 90501
Tel (310) 660-6040 Fax (310) 660-6194
Email: kgleason@elcamino.edu

Application and Housing Agreement

Dear Student, Parent or Agent,

Thank you for considering *The Studios on Cabrillo* for your housing needs. This dormitory-style housing provides independent living with an emphasis on student life. The downstairs community room offers opportunities for students to study and socialize together in a safe, student-based environment.

- One month minimum stay
- \$50 application fee
- \$200 security deposit (refundable)

Name and address of school student will attend:

School Name _____ School Address _____

Student Information

_____ Male _____ Female
Last Name First Middle

Address _____ City _____ State _____ Zip/Postal Code _____

Student's email address _____ Requested Move-In Date _____ Length of Stay Month/Semester _____

Parents Name _____ Home phone _____ Business phone _____

How well do you speak/understand English?

___ Limited/Beginner ___ Good/Intermediate ___ Excellent/Advanced What languages do you speak? _____

Please indicate which size room you are requesting:

Standard Single (\$800 per month) ___ Large Single (\$1,000) ___ Double (\$1,200 per month) ___

Rooms can be shared. Arrangements for sharing a room are managed by the students and not the responsibility of the management.

In order to help us plan for you, will your school course be completed in the length of stay indicated or is there a possibility you might extend your stay? ___ Yes, may extend ___ No, will not extend

Amenities package available for purchase at \$175 if purchased prior to arrival, \$200 if purchased upon arrival. Please indicate if you wish to purchase one, it will be available upon your arrival. ___ Yes ___ NO

Package includes: Twin sheet set, down comforter, pillow, comforter cover & pillow sham. 2 each: towels, hand towels, wash cloths, dish towels, bowl, plate & coffee mug, silverware and glasses.

I understand *The Studios on Cabrillo* is dormitory-style housing with communal, gender specific bathrooms and showers and a full-service community room. _____ Please initial here

Please provide us with one passport size photo and a copy of your passport. You may email the correspondence or fax it with this application.

The Studios on Cabrillo
1646 Cabrillo LLC
1646 Cabrillo Avenue, Torrance CA 90501
Tel (310) 660-6040 Fax (310) 660-6194
Email: kgleason@elcamino.edu

General Information and Conditions

1. APPLICATION: To apply, please fill out the application form in full and send it to the *The Studios on Cabrillo* office via air mail with your payment of \$200.00 security deposit and \$50.00 non-refundable application fee. Your check must be drawn on a US bank and should be made payable to **1646 CABRILLO LLC**.

DO NOT delay in sending your application if you cannot immediately send your payment. Please send a letter or email indicating payment is on the way. It is suggested that you apply as early as possible to ensure confirmation of accommodations. Your reservation is not confirmed until payment in full has been received. Rooms are provided as available, we cannot guarantee availability so apply as early as possible. You will be notified whether there is availability upon receipt of your application and deposits. **Please do not use U.S. postal service for any mail requiring a signature. Regular mail is ok, but no certified or registered please. For best results use FEDEX, UPS, DHL, etc.**

2. HOUSING: *The Studios on Cabrillo* offers housing in an off-campus building. There are three different size units available - standard single, large single and double. Units may be shared with another student and it is the responsibility of the student(s) to make their arrangements. The rate for the room remains the same for single or double occupancy. It is the responsibility of the student to pay the monthly rate regardless of the number of occupants. *The Studios on Cabrillo* are dormitory-style housing with communal gender specific bathrooms/showers and a full service community room. We place students on a first paid, first placed basis.

3. AIRPORT PICK-UP OR ALTERNATE TRANSPORTATION: *The Studios on Cabrillo* will make every effort to assist in airport pick up or we will advise on shuttle service. This service is offered on arrival only. Additional fees apply. The airport pick up fee is non-refundable if the service is cancelled less than 5 days to arrival. It is your responsibility to make sure and confirm we have the correct flight information to ensure proper airport pick up.

4. INSURANCE: 1646 CABRILLO LLC and its representatives are not liable for damages, injuries, and violations to people or goods, whenever these may occur. Each student is responsible for providing insurance for such risks. ****NOTE**** Many of the schools/colleges have a policy which requires purchase of insurance upon enrollment into their educational programs. Please check with your school advisor or current insurance carrier for information regarding health and personal coverage, especially when outside your home country. It is advisable to keep a copy of your insurance plan for easy reference.

5. VISAS: Obtaining the proper visas and permits for your education is the responsibility of each individual. Inquiries concerning the matter should be directed to either the American Consulate in your country or through the school to which you are applying.

6. CANCELLATION: Cancellations must be in writing and received by *The Studios on Cabrillo* at least 25 days prior to your arrival in order to receive a refund (the application fee is non-refundable). If written cancellation is not received prior to your arrival into the US, you will forfeit all prepayments.

7. START DATE: In your confirmation, you are provided a start date (which was requested by you), if you postpone that start date without advising 1646 CABRILLO at least 7 days in advance, your dates of stay will not be changed and *The Studios on Cabrillo* will be paid from the originally confirmed start date.

8. 1646 CABRILLO LLC reserves the right to terminate without compensation a student's housing arrangement if the student is found to have behaved with gross misconduct. Gross misconduct includes: theft, abuse of property, abuse of persons, disrespect of property, house rules, alcohol and drug abuse, failure to adhere to local laws, property rules and regulations. In addition, 1646 CABRILLO LLC shall inform the student's advisor at the college he/she is attending. No refunds whatsoever will be paid to students who have been found to have behaved with gross misconduct.

9. HOUSING EXTENSIONS: If you wish to continue your stay, all extensions must be directed through *The Studios on Cabrillo* office. The additional fees must be paid in advance and directly to 1646 Cabrillo LLC. Payments are due 30 days in advance. Due dates and late payment fees will be provided on each invoice. Once the extension has been processed, there will be no refunds allowed. If the student does not wish to extend their stay, it is understood that the student is to vacate their housing complex at the end of the terms of the housing contract. If you wish to reserve your room year round you will be responsible for the rent during the summer/winter sessions.

10. PRICES: SUBJECT TO CHANGE WITHOUT NOTICE.

11. SECURITY DEPOSIT: A security deposit of \$200.00 is to be collected from each student and will be retained by 1646 CABRILLO LLC until the completion of the student's housing contract. The security deposit can and will be used for breakage/damage and/or cleaning costs incurred by the student. 1646 Cabrillo LLC will return the security deposit after confirming with the resident manager to verify the amount of refund due to you after 30 days from your departure. Please make sure to contact the *The Studios on Cabrillo* office with your forwarding address. Please be aware that 1646 Cabrillo LLC will not pay for any bank or currency exchange charges. These charges will be deducted from your **SECURITY DEPOSIT**. If there are additional damages/charges incurred by you these fees will be charged to your credit card on file, including customer convenience charges.

The Studios on Cabrillo
1646 Cabrillo LLC
1646 Cabrillo Avenue, Torrance CA 90501
Tel (310) 660-6040 Fax (310) 660-6194
Email: kgleason@elcamino.edu

12. REFUNDS: If a Student cancels in writing more than 25 days before arrival in the US, Student will receive: All amounts paid by the student, less the application fee and airport pick up fee (if cancellation is within 7 days of arrival). If cancellation is requested less than 25 days prior to the start date, refund is same as above for all fees. After arrival in the US, **NO REFUND POLICY**. Exception: If the student is denied their visa, we will refund all fees except the application fee and any customer convenience charges provided we are notified in writing (a copy of the denial letter is required) within 3 days of receipt of such letter.

13. TRANSPORTATION: It is the responsibility of the student to provide their own transportation to and from their campus. *The Studios on Cabrillo* will assist in providing the student with local bus maps and telephone numbers of public transportation.
****NOTE** Please be advised that public transportation in the US may not be as convenient as in other cities/countries.**

14. MODE OF PAYMENT: **Cash** (Cash will be taken in our office only), **Check** (Check must be drawn on a US bank), **Credit Card** (Visa, MasterCard & JCB) or **Wire Transfers**. We will charge a five percent (5%) customer convenience charge on all non-cash and non-check transactions.

15. WIRE TRANSFER: Account information will be provided to you in your confirmation or if requested by email. The 5% customer convenience charge must be included in the wire transfer. Regardless of method of payment, a credit card must be kept on file at all times to cover rental payments for stays beyond the pre-paid date and any damages or bills incurred that exceed the security deposit on file.

The Studios on Cabrillo
1646 Cabrillo LLC
1646 Cabrillo Avenue, Torrance CA 90501
Tel (310) 660-6040 Fax (310) 660-6194
Email: kgleason@elcamino.edu

STUDENTS NAME:

(PLEASE PRINT)

AGREEMENT AND RELEASE:

I, the undersigned have read, understand and accept all the terms and conditions of this contract. I fully accept the terms of the responsibility, refunds, extensions and charges as stated under the heading, "General Information and Conditions," and its suppliers in the USA for any loss, injury, damage, accident, delay or expense resulting from events beyond our control, including (without limitation) acts of God, wars, strikes, incidents of politically motivated violence, sickness or quarantine, government restrictions or regulations, or in the absence of its own negligence, arising from the use of any vehicle from 1646 CABRILLO LLC or selection of or from any act or omission by any resident manager, bus company, landlord, taxi service, hotel, restaurant, school or other firm, agency, company or individual.

I understand that I am responsible for exercising due caution and common sense at all times, and if I become ill 1646 Cabrillo LLC may take action as it considers necessary. I indemnify 1646 Cabrillo LLC, its agents and employees, and hold them harmless for any financial liability or obligation which I personally incur, or injury or damage to the person or property of others. 1646 Cabrillo LLC reserves the right to make changes in my housing arrangements. I acknowledge acceptance of the terms of the refund policy as stated in the "General Information and Conditions". I authorize 1646 Cabrillo LLC to disburse moneys for housing as needed. I understand and agree with the extension procedure as stated in Item 9.

This agreement becomes effective upon execution of this confirmation and shall be governed by the laws of the State of California.

If payment is by means other than cash or check, please note item #14 (regarding customer convenience charge) and please provide the following:

Credit Card Information Mandatory: Current (student or parent) credit card must be kept on file at all times to cover additional unit fees (incurred by remaining beyond any pre-paid final dates) or for any damages or bills incurred by the student that exceed the security deposit remaining on file.

Cardholders Name: _____

Credit Card Number: _____ Exp. Date: _____ 3 digit security code _____

BILLING ADDRESS, ZIP CODE _____

Cardholder's Signature: _____

I have read, understand and accept all the terms on pages 1, 2 & 3, which includes the General Information and Conditions and Agreement and Release, and agree to be bound therein.

Applicant's Signature: _____ Date: _____

All applicants under 18 years of age must have the following section completed: I am the parent or legal guardian of the above (minor) applicant. I have read, understand and accept all the terms on pages 1, 2 & 3, which includes the General Information and Conditions and Agreement and Release, and agree to be bound therein.

Parent or Legal Guardian Signature: _____ Date: _____

This corporation is in compliance with the Fair Housing Act and its amendments and it does not discriminate on the basis of race, color, religion, gender, national origin, disability or sexual orientation.