

Student Housing Application Process

1

Go to: www.alextechhousing.com

2

Click: *"Apply for Housing"*

3

Create an Account as the Student

4

Student completes their Application

5

Pay the \$25 Application Fee

Unless the Student is a current Resident, then select "Pay Later".

6

Guarantor completes their Application

A Guarantor is needed only if the student is under 21.

Application Information

Housing applications for the Academic Year open on **January 1**. Completed applications will be accepted in the order they are received. To apply, go to www.alextechhousing.com. **Incomplete applications will be moved to the bottom of the list.** Current residents looking to renew their lease for the next academic year are guaranteed housing if they apply before February 1. Leases will first be sent to renewing residents.

The Student must apply first as the “Primary Applicant” using their personal phone number and personal email address. The **Student** is required to pick their preferred apartment building and unit type. Floor plans and photos are available on our website under “Photos & Tour”. If the **Student’s** preferred unit type is no longer available, we will offer their second choice or put them on a waitlist for their preferred unit type.

Students must be 18 years or older to live in on-campus housing. If the **Student** is under 21, they must add a **Guarantor** (a co-signer; usually a parent or guardian) to the application. After the **Student** fully completes their portion of the application, the **Guarantor** will be **invited via email** to set up their password and complete their portion of the application. Once **both portions** of the application are complete, the Housing Manager will issue a digital Lease Agreement and notify the **Student** and **Guarantor via email**.

The Lease Agreement must be digitally signed by the **Student**, **Guarantor**, and Housing Manager. Once the Lease Agreement is signed by **all** parties, the **Student** or **Guarantor** will be required to provide a \$500 Security Deposit. We allow cancellations, but the \$500 Security Deposit will not be refunded after June 1. The Security Deposit will be returned to the **Student** after the lease end date (less any charges for damages; plus simple interest). If the **Student** withdraws prior to the lease end date, they forfeit their \$500 Security Deposit.

Academic Year 2026-27 ~ Lease Payment Plans

*** You are not paying “rent”. You are making payments toward a total cost. ***

Option #1:	Pay-in-Full <u>One payment</u> to cover the entire academic year.	Studio: \$7,900	2-Bed: \$7,100	4-Bed: \$6,500
Option #2:	Pay per Semester <u>Two payments</u> to cover each semester.	Studio: \$3,950	2-Bed: \$3,550	4-Bed: \$3,250
Option #3:	Lease Payments <u>Ten payments</u> beginning on July 1 and ending April 1.	Studio: \$790	2-Bed: \$710	4-Bed: \$650

ATCC Foundation Student Housing is alcohol-free, drug-free, and smoke-free.





Important Dates

Academic Year 2026-2027

**January 1, 2026:**

Housing Applications Open

February 1, 2026:

Current Resident Lease Renewal
Deadline

Leases Sent to Applicants

June 1, 2026:

Lease Cancellation &
Reimbursement Deadline

July 1, 2026:

Option #1 – Pay-in-Full Due

Option #2 – Payment for the First
Semester Due

Option #3 – 1st Lease Installment
Payment Due

August 1, 2026:

2nd Lease Installment Payment Due

Roommate and Apartment
Assignments

August 17 – 21, 2026:

Item Drop-Off Week

August 22, 2026:

Beginning of Lease

Move-In Day & Welcome Event

August 24, 2026:

Fall Semester Begins

September 1, 2026:

3rd Lease Installment Payment Due

October 1, 2026:

4th Lease Installment Payment Due

November 1, 2026:

5th Lease Installment Payment Due

December 1, 2026:

Option #2 – Payment for the Second
Semester Due

Option #3 – 6th Lease Installment
Payment Due

January 1, 2027:

Housing Applications Open

7th Lease Installment Payment Due

February 1, 2027:

Current Resident Lease Renewal
Deadline

Leases Sent to Applicants

8th Lease Installment Payment Due

March 1, 2027:

9th Lease Installment Payment Due

April 1, 2027:

10th Lease Installment Payment Due

May 12, 2027:

End of Lease

Graduation Day



Academic Year 2026-2027

Apply at: alextechhousing.com

Foundation Hall – Payments

Security Deposit

Foundation Hall requires a \$500 security deposit. The security deposit is used to reserve the student's spot in Foundation Hall. It is refunded to the student after they move out—less any damages. Please note: The student must stay in Foundation Hall for at least one semester to receive the refunded deposit.

Lease Payments

We may refer to the lease installment payments as “rent” payments. These payments are not typical rent payments. A typical apartment usually locks you into a one-year lease and charges monthly rent. Because Foundation Hall is student-based housing, our lease dates run in conjunction with the academic year and the payments are based on whether you stay for one semester or the full academic year (two semesters). For a full academic year, there are 10 lease installment payments. These begin on July 1 and end on April 1.

How are these payments calculated?

We take the total cost of living at Foundation Hall for a full academic year and divide that into 10 installment payments. This includes the internet, electrical, heating/ac, and other utilities. If the student only stays for one semester, they will only be charged 5 of the 10 installment payments.

Why do you start in July when I don't move in until August?

When we send out the reminder that payment is due on July 1, we often receive a lot of last-minute lease cancellations. Starting the payments on July 1 instead of August 1 gives Foundation Hall time to fill these cancellations.

4-Bedroom Apartment (4 bed/2 bath)

A full academic year costs \$6,500. One semester costs \$3,250. Each installment payment is \$650.

You can choose to pay for the full year, one semester, or you can choose to pay each installment as it is due. Your account will be charged \$650 on the first of each month regardless of how you choose to pay.

	Amount	Due Date		Amount	Due Date		Amount	Due Date
1	\$650	07/01/2026	5	\$650	11/01/2026	9	\$650	03/01/2027
2	\$650	08/01/2026	6	\$650	12/01/2026	10	\$650	04/01/2027
3	\$650	09/01/2026	7	\$650	01/01/2027	Academic Year Total: \$6,500		
4	\$650	10/01/2026	8	\$650	02/01/2027			

2-Bedroom Apartment

A full academic year costs \$7,100. One semester costs \$3,550. Each installment payment is \$710.

You can choose to pay for the full year, one semester, or you can choose to pay each installment as it is due. Your account will be charged \$710 on the first of each month regardless of how you choose to pay.

	Amount	Due Date		Amount	Due Date		Amount	Due Date
1	\$710	07/01/2026	5	\$710	11/01/2026	9	\$710	03/01/2027
2	\$710	08/01/2026	6	\$710	12/01/2026	10	\$710	04/01/2027
3	\$710	09/01/2026	7	\$710	01/01/2027	Academic Year Total: \$7,100		
4	\$710	10/01/2026	8	\$710	02/01/2027			



Academic Year 2026-2027

Apply at: alextechhousing.com

J.A. Wedum Foundation Hall – Payments

Security Deposit

J.A. Wedum Foundation Hall requires a \$500 security deposit. The security deposit is used to reserve the student's spot in J.A. Wedum Foundation Hall. It is refunded to the student after they move out—less any damages. Please note: The student must stay in J.A. Wedum Foundation Hall for at least one semester to receive the refunded deposit.

Lease Payments

We may refer to the lease installment payments as “rent” payments. These payments are not typical rent payments. A typical apartment usually locks you into a one-year lease and charges monthly rent. Because J.A. Wedum Foundation Hall is student-based housing, our lease dates run in conjunction with the academic year and the payments are based on whether you stay for one semester or the full academic year (two semesters). For a full academic year, there are 10 lease installment payments. These begin on July 1 and end on April 1.

How are these payments calculated?

We take the total cost of living at J.A. Wedum Foundation Hall for a full academic year and divide that into 10 installment payments. This includes the internet, electrical, heating/AC, and other utilities. If the student only stays for one semester, they will only be charged 5 of the 10 installment payments.

Why do you start in July when I don't move in until August?

When we send out the reminder that payment is due on July 1, we often receive a lot of last-minute lease cancellations. Starting the payments on July 1 instead of August 1 gives J.A. Wedum Foundation Hall time to fill these cancellations.

Studio Apartment (1 bed/1 bath)

A full academic year costs \$7,900. One semester costs \$3,950. Each installment payment is \$790.

You can choose to pay for the full year, one semester, or you can choose to pay each installment as it is due. Your account will be charged \$790 on the first of each month regardless of how you choose to pay.

	Amount	Due Date		Amount	Due Date		Amount	Due Date
1	\$790	07/01/2026	5	\$790	11/01/2026	9	\$790	03/01/2027
2	\$790	08/01/2026	6	\$790	12/01/2026	10	\$790	04/01/2027
3	\$790	09/01/2026	7	\$790	01/01/2027	Academic Year Total: \$7,900		
4	\$790	10/01/2026	8	\$790	02/01/2027			

2-Bedroom Apartment (2 bed/1 bath)

A full academic year costs \$7,100. One semester costs \$3,550. Each installment payment is \$710.

You can choose to pay for the full year, one semester, or you can choose to pay each installment as it is due. Your account will be charged \$710 on the first of each month regardless of how you choose to pay.

	Amount	Due Date		Amount	Due Date		Amount	Due Date
1	\$710	07/01/2026	5	\$710	11/01/2026	9	\$710	03/01/2027
2	\$710	08/01/2026	6	\$710	12/01/2026	10	\$710	04/01/2027
3	\$710	09/01/2026	7	\$710	01/01/2027	Academic Year Total: \$7,100		
4	\$710	10/01/2026	8	\$710	02/01/2027			

Foundation Hall

INCLUDED IN EACH APARTMENT

<u>Bedroom</u>	<u>Kitchen</u>	<u>Living Room</u>	<u>Bathroom</u>
Bed – full, extra-long	Fridge/freezer	3-seat couch	Toilet
Dresser (4-drawer)	Stove	2-seat couch	Shower
Nightstand	Microwave	Coffee table	Sink
Desk	Dishwasher	End table	Cabinets
Desk chair	Cabinets	TV stand	Shower rod
Closet (w/rack)	Bar stools	42" flat screen TV	Storage closet
	Sink		

RECOMMENDED ITEMS TO BRING

queen sheets	pillows	comforter/duvet	mattress pad
blankets	trash can	trash bags	table lamp
alarm clock	laundry basket	full-length mirror	school supplies
tension rod	curtains	clothes hangers	clothes
personal TV	laptop	power cords	fan or air purifier
bath towels	shower supplies	toothbrush	toothpaste
shower curtain	shower liner	curtain rings	toilet paper
trash cans	trash bags	laundry detergent	facial mirror
hand towel	toilet plunger	toilet brush	bath mat
air freshener	hand soap	first aid kit	thermometer
dishware & flatware	cooking utensils	pots & pans	air fryer
dish soap	dishwasher gel soap	hand towels	paper towels
blender	rag towels	coffeemaker	pressure cooker
oven mitts	cleaning supplies	toaster	
sports equipment	gaming consoles	surge protector	extension cord
ironing board & iron	clothing steamer	lighter (police training students only)	
mini fridge	floor lamp	rugs	decorations

PROHIBITED ITEMS

alcohol & drugs	weapons	ammunition	alcohol/drug paraphernalia
command strips	nails/screws	pins/needles/tacks	gorilla tape/foam tape
space heaters	electric blankets	heating pads	hot plates
incense	candles/warmers	fabric softener	laundry scent beads
kiddie pools	hoverboards	adhesive LED lights	bicycles (bike rack only)
lighters (unless police training student)		pets (including fish)	airsoft/BB guns extra
discriminatory items or decorations		additional mattress	lava lamps

J.A. Wedum Foundation Hall

INCLUDED IN EACH APARTMENT

Bedroom

Bed – twin XL
Dresser (4 drawers)
Desk
Nightstand
Closet (w/rack)
Desk chair

Kitchen

Fridge/freezer
Stove
Cabinets
Bar stool(s)
Microwave
Dishwasher
Sink
Garbage Disposal

Living Room

Armchair
TV stand
Laptop table (studio)
Wall-mounted TV (studio only)
2-seat couch (2-bed apt only)
End table

Bathroom

Toilet
Shower
Shower rod
Storage closet
Sink
Cabinets
Shower liner

RECOMMENDED ITEMS TO BRING

twin XL sheets	pillows	comforter/duvet	mattress pad
blankets	trash can	trash bags	table lamp
alarm clock	laundry basket	full-length mirror	school supplies
tension rod	curtains	clothes hangers	clothes
personal TV	laptop	power cords	fan or air purifier
bath towels	shower supplies	toothbrush	toothpaste
hand soap	toilet paper	curtain rings	shower curtain
trash cans	trash bags	laundry detergent	facial mirror
hand towel	toilet plunger	toilet brush	bath mat
air freshener	first aid kit	cleaning supplies	rag towels
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discriminatory items or decorations		additional mattress	lava lamps



Foundation Hall

Academic Year 2026-2027

Insurance Requirements

Contact Information

For questions, comments, or concerns, please reach out to Jewel Townsend.

Email: jewel.townsend@alextech.edu
housing@alextech.edu

Phone: (320) 762-4665
(320) 762-4660

Requirements - **THESE MUST BE WRITTEN ON THE UPLOADED POLICY DOCUMENT**

- The student's name must be listed as an insured on the policy.
- A minimum of \$300,000 is required for personal liability coverage.
- Must list the property address: 318 17th Avenue East, Alexandria, MN 56308.
- "Foundation Hall" must be listed as an Additional Interest.
- Must list the "Additional Interest" address: P.O. Box 477, Lehi, UT 84043.

Insurance Coverage Dates

You are required to be insured during your stay at Foundation Hall. Your policy must cover you from at least August 22 to May 12. If the policy end date occurs during your stay, you are required to provide an updated policy before the end date. You will receive a \$35 charge for each month you do not have a verified policy on file.

Homeowner's Insurance

If you or your parent(s)/guarantor is a homeowner, check with the insurance agent to see if you are covered under a homeowner's policy. In most cases, a homeowner's policy will cover you.

OR

Renter's Insurance

If you cannot use a homeowner's policy, then you are required to purchase a renter's insurance policy that covers you for property damage liability.

"Homebody" Renter's Insurance

Foundation Hall now offers reliable renter's insurance through Homebody. This affordable renter's insurance option automatically meets our requirements. For instructions for how to apply, please see below or call 1-877-577-0850.

Uploading Insurance

You must be covered by insurance for the entire duration of your stay at Foundation Hall. If you do not upload an active insurance policy that meets our requirements, **you will be charged \$35 per month** for overhead insurance coverage. If your insurance policy is denied, you will be notified by email from our software. This may go to your junk mail. If your insurance expires during your lease, you must upload a new policy document before the expiration date. The resident and guarantor are solely responsible for uploading proper insurance. The resident and guarantor are solely liable for the \$35 charge.

How to UPLOAD your own insurance policy:

1. Log in to the student's ResidentPortal account.
2. Select "My Apartment" on the left side list of options.
3. Click on "Insurance" next to the umbrella symbol.
4. Click on "Add Policy."
5. Scroll to the bottom and select "Add Your Own Policy."
6. Add the policy details.
7. Upload a copy of the insurance policy.
8. Click on "Save Policy Info."

If you are having difficulty with the software, you may send a copy of your policy document to housing@alextech.edu and the Leasing Assistant will verify and upload it for you.

How to PURCHASE renter's insurance through **Homebody**:

1. Log in to the student's ResidentPortal account.
2. Select "My Apartment" on the left side list of options.
3. Click on "Insurance" next to the umbrella symbol.
4. Click on "Add Policy."
5. Review the options and preferences.
6. Click on "Enroll Now" or "Get Homebody."

If you would like to enroll in Homebody, but are having difficulty with the software, you may enroll by calling 1-877-577-0850 or by visiting www.homebody.com.



J.A. Wedum Foundation Hall

Academic Year 2026-2027

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- A minimum of \$300,000 is required for personal liability coverage.
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If you or your parent(s)/guarantor is a homeowner, check with the insurance agent to see if you are covered under a homeowner's policy. In most cases, a homeowner's policy will cover you.

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If you cannot use a homeowner's policy, then you are required to purchase a renter's insurance policy that covers you for property damage liability.

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2. Select "My Apartment" on the left side list of options.
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5. Review the options and preferences.
6. Click on "Enroll Now" or "Get Homebody."

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