



Instructions

Please fill out this form electronically and email it, along with the attachments described below, to reslife@saic.edu. If you are unable to complete the form electronically, you may fill it out and scan and send it to reslife@saic.edu.

Requirement to Disclose

As part of its application for housing in its residence halls, the School of the Art Institute ("School") requires you to complete this form and disclose information regarding any criminal convictions that you may have.

Reason for Requirement

The School has this requirement to determine whether a student may be appropriately placed in the residence halls.

School's Use of the Information Disclosed

The existence of a conviction does not necessarily mean that a student will be denied permission to live in the residence halls. Each case will be evaluated on its facts. In making any determination based upon any disclosure, the School will consider, among other things, the nature, circumstances, and severity of the crime and when the crime occurred and will weigh such factors against the interests and needs of the School with respect to housing. In addition, the School will carefully consider the responsibility and repentance of the person convicted.

Full Disclosure Required

You must complete this form to the best of your ability. This means that your answers must be truthful, accurate, and complete.

Consequence of Failure to Disclose

By your signature below, you certify that you understand and agree that your failure to disclose material information in response to this form may result in immediate suspension or expulsion from the residence hall and/or the School.

Continuing Duty to Disclose

By your signature below, you certify that you understand and agree that you will notify the School immediately of any inaccuracies in, or corrections to, the information you disclose here. You also certify that you understand and agree that you have a continuing duty to notify the School of any criminal conviction you receive subsequent to this initial disclosure. This duty will end only when you no longer live, or seek to live, in the School's residence halls.

Definition of Criminal Conviction

You must disclose any instance in any state or country where you have plead guilty or were found to be guilty by a judge or jury to charges that you committed a crime other than minor traffic offenses. This includes any 1) plea of offense; 2) juvenile, nolo contendere, or no contest pleas; and 3) any conviction that you are currently appealing.

This does not include any arrest or criminal history record information ordered expunged, sealed or impounded under applicable law or any conviction reversed on appeal.

Disclosure

I have the following criminal conviction(s) as defined above.

Name of Type of Offense(s) _____

Year(s) Committed _____

Name(s) and Location(s) of Court(s) _____

Penalty or Punishment(s) Imposed _____

Terms or Conditions of Any Current Sentence, Probation or Parole Further Explanation (use additional pages if necessary)

Attachments (required)

Please attach a copy of the court order of sentencing, if applicable.

Description (required)

Please attach an additional page describing the circumstances surrounding the conviction(s) including your personal reflection about the conviction(s).

Consent and Authorization to Access Additional Information

By your signature below, you consent to the School obtaining information from appropriate persons to validate or otherwise learn more about the above-referenced conduct in order to make appropriate education-related decisions. Specifically, you authorize the pertinent governmental agencies to disclose to appropriate officials of the School the facts and circumstances of your criminal conviction(s), incarceration(s), probation(s) and/or parole(s). Finally, you consent to this disclosure to permit the School to make an informed decision regarding your application for admission to housing.

Closing Certification

By your electronic signature below, you certify that you have read, understood, and agreed freely to the requirements, consents, authorizations and their respective consequences described on this form.

Student Name _____

Student ID _____

Date _____