



## **Residence Contract - Fall 2017**

Dear Student,

Welcome to Steckley Hall, the Residence facilities for University of Guelph, Ridgetown Campus. Our Residence is maintained to provide a comfortable living facility and an environment conducive to study, with an opportunity for academic and personal development. The key to succeeding in Residence is becoming involved; whether it's a campus committee, student government or becoming a member of an intramural team, being active in the Campus community will help make your experience more rewarding.

Residence Staff and Services are dedicated to assisting in making your stay in residence safe and enjoyable. The updates to our building are an indication of our commitment to our students, all residence rooms have access to the Internet. Residential living allows students to take full advantage of the Cafeteria and its services. Our goal is to provide a quality meal plan that meets the needs of our students. With your help, living in Residence will be a positive experience in group living, self-discipline and self-government.

The terms and conditions set out in the following pages are part of the contract between Residence Services and you. They are intended to explain what you can expect from us and what we expect from you. Both you and Residence Services will be held accountable for respecting this agreement. Our Residence Staff and Services are here to assist you, please let us know if we can help.

Residence Staff

# **1.0 INTRODUCTION**

## **1.1 GENERAL**

In order to enter residence, you are required to sign a contract with the University of Guelph, Ridgetown Campus. The contract is comprised of two parts: an Application for Residence/Residence Agreement (hereafter referred to as the Contract), and this booklet, in which the terms and conditions of the Contract are described in detail. Please read this document carefully before forwarding your Contract to Ridgetown Campus. You will be held accountable for the terms and conditions outlined herein and for all occurrences within your assigned room.

## **1.2 CONTRACT PERIOD**

Your residence agreement is for two semesters (usually the fall and winter semesters).

# **2.0 HOW TO APPLY**

## **2.1 THE APPLICATION**

**A.** Complete the Contract that was provided with this booklet. If you have any questions contact Residence Co-coordinator at 519-674-1500 ext. 63536 or via email [vking@uoguelph.ca](mailto:vking@uoguelph.ca). Please answer ALL questions on the application.

**B.** After satisfying yourself that you agree to the terms and conditions of the Contract, as outlined in this booklet, sign the Residence Contract in the space provided.

**C.** Send your Application and a currently dated cheque payable to the University of Guelph in the amount of \$500 non-refundable to: Accounts Office, University of Guelph, Ridgetown Campus, 120 Main Street East, Ridgetown, Ontario N0P 2C0.

Applications received without a deposit will not be processed. The residence deposit is an indication of good faith that you intend to enter residence and fulfill the obligations of the residence contract.

Cancellation of your Contract will result in forfeiture of all or part of your

residence deposit. Please ensure that you are familiar with Section 4.2 on deposit forfeiture.

## **2.2 DEADLINES**

It is important to apply for residence as early as possible. May 26, 2017 is the last day for new students entering semester one to submit residence applications and be GUARANTEED accommodation. Applications are still accepted after this day, but accommodation cannot be guaranteed. Please note that your application and deposit must be received in Accounts Office by this date.

## **2.3 ELIGIBILITY**

To be eligible for residence admission, and to maintain eligibility for residence accommodation, you must meet the following requirements:

- A.** You must have received an offer of academic admission from Ridgetown Campus as a full-time student and must be registered accordingly. Part-time students or students planning to change from full-time to part-time status during or between semesters must contact Administration to determine if they are eligible for residence accommodation.
- B.** You must have submitted payment for the applicable residence deposit, as detailed in Section 2.1.
- C.** You must have signed and submitted a Contract.
- D.** You must have paid all previous charges for damages, fines, etc.
- E.** You must not have been barred from living in residence by either the Campus Judicial Committee or Residence Services.

## **2.4 PREFERENCES**

**Roommates:** You are welcome to elect to room with a friend. To arrange this, both contracts should be returned citing each other as roommates, this will insure your preferred roommate has also selected you on his/her form as his/her roommate of choice. Roommates must be of the same gender.

Residents are reminded that all washrooms are gender specific and are noted on all washroom doors.

**Room types:** New students are normally assigned to double rooms although a limited number of single rooms may be available. In some cases, students may be placed in temporary rooms until a regular room assignment becomes available. Wherever possible, the student will be advised of this in advance. Relocations from temporary space to regular assignments are made as quickly as possible.

## **2.5 ROOM ASSIGNMENT PRIORITIES**

Ridgetown Campus will assure you of residence accommodation if you will be a full-time new student and your application and residence deposit are received by May 26, 2017.

## **2.6 CHANGE OR WITHDRAWAL OF ROOMMATE**

In the event a new roommate is required, either by request, transfer or withdrawal, the resident will be notified of the change via their  ['@mail.uoguelph.ca](mailto: '@mail.uoguelph.ca) email account. Fees will be adjusted to reflect the new room assignment.

### 3.0 FEES

#### 3.1 RESIDENCE FEES

Annual Contract Rates 2016/2017

Double Room	Single Room
\$2450	\$4900 (if available)

*All fees are subject to change and thus students may not receive prior notification.*

#### 3.2 PAYMENT SCHEDULE

Your residence fees must be paid prior to the beginning of each semester, together with other Campus charges for tuition, meal plans, sundry fees, etc. For your convenience, all fees are paid through the Accounts Office.

#### RESIDENCE FEES AND PAYMENT SCHEDULE

Room Type	May Deposit	Fall August	Winter January	Total - both semesters
Double	\$500	\$1225	\$725	\$2450
Single (if available)	\$500	\$2450	\$1950	\$4900

Your residence fees for the fall and winter semesters are paid in three installments, as shown in the above schedule.

#### 3.3 OTHER CHARGES

In addition to the housing charges outlined in Section 3.1, you will be charged:

##### A. Meal Plans

You are required to purchase a residence meal plan if you stay in residence. The cost is estimated to be \$1372.12 per semester (subject to annual increase). Weekend service is currently not available.

##### B. Other Charges

Other charges may be made for damage repairs, improper check-out, or keys not returned.

## **4.0 CANCELING YOUR CONTRACT**

### **4.1 COMMENCEMENT OF CONTRACT**

Your application becomes a contract when a room assignment has been made in accordance with the information on your Contract form.

### **4.2 REASONS FOR CANCELLATION**

Depending upon the circumstances, termination of the residence contract by the University may result in per diem accommodation charges and/or partial or full forfeiture of the residence deposit. *In the event that you incur such a charge and your deposit has already been applied to your fees or has not been submitted, the charge will be added to your account with Student Financial Services and will be subject to University collection procedures.*

Termination of the contract by the University may result from any of the following events:

- A.** You fail to check into your room at noon on the first day of classes in each semester.
- B.** You withdraw academically from the Campus and have completed the necessary withdrawal forms. You must notify Residence Services of your withdrawal, as well as the Admissions Office.
- C.** You become academically ineligible to continue at the Campus.
- D.** You are unable to meet the Student Financial Services requirements for the payment of residence fees.
- E.** The Campus Judicial Committee or Residence Services bars you from living in residence.
- F.** You elect not to accept the room that was assigned to you, where the room assigned was in accordance with the information on your Contract,

and where you will not accept the Campus' offer of alternate rooms from its empty bed inventory.

#### **4.3 CANCELLATION DEADLINES**

Cancellation deadlines and refunds are as follows:

<b>Date Cancellation Receive</b>	<b>Refund Amount</b>
<b>June 1 – June 30</b>	\$400
<b>July 1 – August 15</b>	\$250
<b>August 16 – September 4</b>	No Refund
<b>After September 4</b>	No Refund + per diem fees will be charges

Under most circumstances, a full refund of the deposit is not possible. However, if the Campus informs you that you are academically ineligible to attend, a full refund of the residence deposit is made.

If you believe that you should receive exemption from the forfeiture regulations, e.g. for medical reasons, you should submit an appeal, with supporting documentation, to Residence Services.

#### **4.4 VACATING RESIDENCE AFTER CANCELLATION**

If you cancel your contract, you are required to vacate your residence no later than 24 hours after the date cancellation. Keys must be returned and the proper forms must be completed and returned to the Residence Supervisor.

#### **4.5 REFUNDS**

Allowable refunds are calculated at the rate of \$93/week (double room) or \$186/week (single room) for all unused full weeks and are credited to your account with Student Financial Services. Refunds are not allowed for cancellation during the last four weeks of each semester.

### **5.0 STUDENT ROOMS**

#### **5.1 RESPONSIBILITY FOR CONTENTS**

You are provided with a room inventory form at check-in. Please complete it carefully. The completed form is retained by us as a check against loss or damage to its room or its contents. We hold you

financially responsible for any damage or losses to your room or its contents and also for the cleanliness of the room upon vacating. You will be charged for losses, damage, special cleaning or maintenance required as a result of your period of residency.

In some circumstances, you and the other students in your building or section may be accountable for damage to the building or section.

Students must supply their own sheets, blankets, towels and pillows and are responsible for their own laundering.

**A. Internet Services:** All residence rooms have wired internet service. Your computer or portable device will require a network card to use the wired connection. It is mandatory that your computer have an up to date virus checker installed and it is recommended that anti-spyware/anti-malware software also be used. Anti-virus software may be available for free (or reduced cost) from the Computing & Communications Services (CCS) website at [www.uoguelph.ca/ccs](http://www.uoguelph.ca/ccs). Wireless internet service is available within most of residence and across the campus. If you are found to be in violation of fair-use of internet access, you may be subject to disconnection and/or further investigation.

## **5.2 RIGHTS RESERVED BY STUDENT SERVICES**

Residence Services subscribes to the principle that residence students are entitled to enjoy a reasonable right to privacy in residence rooms. It reserves, however, the right to enter rooms, terminate contracts, repossess rooms or reassign students and to effect other steps necessary and advisable for the safety, security and well being of other students and Campus assets.

Residence Services reserves the right to amend residence rules and responsibilities, to alter all fees and deposits contained in this contract at any time, and to place applicants on waiting list wherever necessary



### **5.3 SUBLETTING**

You are prohibited from subletting your residence room, or from permitting its use by others.

### **5.4 COMMERCIAL USE**

The use of a residence room, mailbox, telephone or data connection for any commercial purpose is prohibited.

### **5.5 CAMPUS LIABILITIES FOR ROOM CONTENTS**

We will not be liable, directly or indirectly, for loss or theft of personal property, or for damage or destruction of such property by fire, water or other cause. We advise you to obtain personal insurance against such eventualities. We do not purchase such protection for personal property. Coverage can often be obtained through a “rider” on your family’s tenant or homeowner insurance policy, which should include liability coverage for injury or damage caused by you.

### **5.6 RESIDENCE BECOMES UNINHABITABLE**

In the event that the premises are declared by the Ridgetown Campus to be uninhabitable following a fire or for any other reason, this Residence contract will be automatically terminated and the residence fees reimbursed on a pro-rated basis.

### **5.7 KEYS**

For the protection of your personal possessions, you are advised to lock your door when leaving your room. Lost keys should be reported immediately to the Residence Supervisor. If you lose your key, a spare will be issued for up to 7 days to allow you to find the original. However, after 7 days if you are unable to find the original key, you will be required to either purchase a new key (replacement key \$25) or have your lock changed (deadbolt \$65).

### **5.8 TRANSFERS**

You are not permitted to transfer or change rooms without receiving written permission from Residence Services.

## **6.0 RESIDENCE RULES/RESPONSIBILITIES**

### **6.1 RESIDENCE STAFF**

Residence Services employs professional, support and student staff in the residence buildings. They act as resource personnel and agents of Residence Services and are responsible for ensuring that you abide by the following rules and regulations, in addition to the Student Regulations for the betterment of the residence environment. Students must clearly and honestly identify themselves to Residence Staff when asked to do so.

### **6.2 RULES**

The following rules are established as minimum standards to help maintain vital residence communities. They are designed to support the values that are outlined in the Student Rights and Responsibilities document. Rules may be amended at any time upon reasonable notice being given.

**A.** Students have the privilege of enjoying social activities as long as they do not conflict with the rights of other students to pursue academic endeavors.

**B.** Students are required to maintain their rooms in compliance with provincials and municipal regulations.

**C.** When notified of fire or other emergencies in the building, all students must immediately leave the building and remain outside until permission to re-enter is given by Residence personnel. Failure to comply may result in eviction from residence.

**D.** The following practices and activities are prohibited throughout the residence system:

discharging, tampering with or operating any fire prevention or detection apparatus for any reason other than to control fire

tampering with electrical, mechanical, security or Internet services, telecommunications equipment, vending and laundry machines

being on the roof of any residence except in emergencies

throwing or dropping anything from windows or roof tops

participating in potentially destructive activities that may cause personal injuries or property damage, e.g. water fights, indoor sports or using roller blades or bicycles in the building

entering another resident's room or disturbing and/or removing another resident's property without the permission of the resident

bringing in or keeping firecrackers, gunpowder, flammable solvents or other forms of explosive or volatile material in the residences-firearms and weapons are strictly prohibited

unauthorized entry or meddling with contents of Ridgetown Campus store rooms, offices, residence desks or cafeterias, and possession of unauthorized keys

bringing into or keeping in residence non-human life forms other than plants

cooking in or using electrical or other cooking appliances, including but not limited to toasters, toaster ovens, hot plates, microwave ovens, etc., except in areas with approved kitchen facilities. Bar size fridges, Keurig and Tassimo machines are permitted in student rooms.

keeping or bringing into Residence bicycles and motorized cycles

relocating lounge and dining area furniture into lounges or student rooms

using water beds or hot tubs

installing or using satellite dishes or other telecommunications equipment or services not approved by Student Housing

Servicesinstalling or using halogen lamps

## **6.2 RULES Continued**

engaging in activities for the purpose of obtaining services from Student Housing without making appropriate payment

engaging in activities that compromise the safety and/or security of residents, their belongings

keeping or bringing into Residence table top games, i.e. air hockey or foosball

altering existing furniture to create or bring in to Residence “bunk beds.” Beds may not be supported in any manner to allow for overhead sleeping compartments.

Seizure of any prohibited items will result in items being surrendered until the completion of the student’s academic year

**E.** The following rules will be in effect for non-resident visitors/guests:

**1)** Student hosts are expected to take responsibility for their guests, and must ensure their guests abide by residence rules. Student hosts may exercise the privilege of signing in the same or different guest no more than three times in a seven day period.

**2)** Residents must personally sign in ‘overnight’ guests with Residence staff prior to 11:00pm. Overnight guests attending the Student Pub must be signed into the facility by the same Residence host. The visitor must be present when being signed into either facility.

**3)** For safety reasons, guests must carry a guest card signed by Residence Services.

**4)** Guests who cause noise or do not follow residence rules and regulations will be required to leave the residence immediately.

**5)** No overnight guests are permitted during the examination periods. Additional guest regulations may be established for particular events or periods of time during each semester.

**6)** Each Resident is allowed only 1 overnight guest per night. Guests may not stay for more than a total of three nights in the same week unless given permission by the Residence Coordinator, nor may they stay in residence repeatedly. Overnight guests must be at least 16 years of age

**7)** Overnight guests may be signed into vacant rooms (when available) at a charge of \$25 per night. A deposit of \$25 is also required for the room key and bedding, and will be refunded upon checkout.

**8)** Residence staff reserves the right to refuse visiting privileges to any guest.

**9) Residence Visiting Hours: Daily: 8 am – 11pm**

**F.** Individual residence zones may formulate additional rules for their own zones, providing such rules are consistent with the rules outlined herein and approved by Residence Services. Any such additional rules are binding on all students.

**G.** Residence Services reserves the right to remove from residence, with one hour's notice, any student judged to be disturbing others during the final examination period.

**H.** Students are required to vacate their rooms within 6 hours of completion of their final examination at the end of each semester. Students must apply to Residence Services for permission to stay beyond the normal date for vacating their rooms.

**I)** Students are bound by the Laws of Canada and the Province of Ontario, and by Ridgetown Campus and Residence Services policies. Students will be advised of policies through the Student Handbook and by residence staff upon arrival to residence. Specific attention should be paid to the following policies:

**1) Alcohol:** Students in residence must abide by the laws and policies governing the use and consumption of alcoholic beverages.

## 6.2 RULES Continued

### The following practices are prohibited:

- \* possession/consumption of alcoholic beverages by underage people
- \* bringing in containers of alcoholic beverages for mass consumption ie. Kegs, swish barrels, 5 litre cans, etc.
- \* consumption or open possession of alcohol in public, including but not limited to washrooms, common rooms or hallways in Residence, Camp grounds or buildings other than your rented Residence room with your room door closed
- \* brewing of alcoholic beverages
- \* drinking games and paraphernalia used in unsafe drinking practices
- \* Seizure of any prohibited items will result in items being surrendered until the completion of the student's academic year.

**Please note the possession/consumption of alcoholic beverages (beer or coolers) in glass bottles is prohibited in any residence environment.**

**2) Drugs:** Students in residence are prohibited from trafficking, possessing, using and consuming any illegal drug substance in residence. Individuals determined to be trafficking in drugs will be immediately evicted from residence.

**3) Noise:** Residence students are expected to abide by the rules regarding acceptable noise levels. These guidelines are meant to act as minimum standards and may be enhanced through consultations with the community, student council and residence staff. In general, the following quiet hours are observed: **Nightly 11 pm - 8 am**

Noise levels at any time should not distract from any resident's ability to pursue academic endeavors or to enjoy their living environment.

Residence Services may, during examination periods, modify the quiet hours.

**4) Harassment, human rights and equity:** The University has comprehensive policies concerning harassment, human rights and equity which apply to all students. Specific details on these policies may be obtained from the Office of Student Affairs, the Human Rights and Equity Office, or at [www.uoguelph.ca/hre/](http://www.uoguelph.ca/hre/)

**J.** For health reasons, food is to be stored in suitable containers to avoid contamination, vermin and odor.

**K.** Due to the communal nature of residence living, persons suspected of being infected by a communicable disease will be required to seek medical attention.

**L.** Students are prohibited from affixing poster to ceilings or using items that damage wall surfaces.

**M.** Lit candles, incense, lamps requiring a combustible fuel, or similar items, are not permitted in residence. Students who require the use of candles or incense for religious purposes should contact the residence staff.

**N. All exterior doors are locked nightly at 11PM for residents' safety.**

**O.** Arriving and Leaving Residence: Semesters for which you are contracted begin noon on the day residences open and end 6 hours after the completion of your last scheduled exam.

### **6.3 ENFORCEMENT OF RULES**

In addition to any financial cost that may be incurred, failure to comply with the above rules will result in prescribed procedures which may result in one or more of the following consequences(not in sequence):

- \* Warning letters
- \* Fines
- \* Goodwill Bond
- \* Collective billing
- \* Non-renewal of residence contract
- \* Eviction
- \* A charge before the Ridgetown Campus Judicial Committee
- \* being prevented from re-applying for residence
- \* posting (being barred) from residence

Approved procedures are followed when enforcing rules, and routes of appeal are always available.

### **7.0 QUIET HOURS**

Regular Quiet Hours: Nightly 11pm - 8 am

Quiet Zone: Students assigned to the quiet area must accept the following regulations:

- A. Students are obligated to maintain a level of room noise that cannot be heard outside their room when the door is closed.
- B. Regular living noise is acceptable in lounges, i.e. conversation, house meetings, etc., but students should not use lounge for other activities such as loud music, large gatherings, boisterous behavior, etc.



C. Residence services strives to promote community living and social interaction among students, therefore individuals expecting absolute quiet at all time may not be well-suited to residence living, even in a quiet area, and may want to consider other living arrangements.

## **8.0SMOKING POLICY**

Smoking is not permitted anywhere in residence or in outside areas close to entrances, windows or ventilation system air intakes.

## **9.0WEEKEND STUDENTS**

Students staying in Residence on the weekends are required to sign in with Residence Staff every Friday evening prior to 7pm. Additional cooking appliances are made available to students staying on the weekends.

## **10.0 CORRESPONDENCE**

Admissions conducts the majority of its correspondence with you in writing. Material is sent to your mailing or permanent address on file with the records office, or to your campus mailbox. Admissions Office, University of Guelph, Ridgetown Campus, 120 Main Street East, Ridgetown, Ontario, N0P 2C0

For more information on residence accommodations contact:

Telephone Vicki King @ 519-674-1500 Ext 63536

E-mail vking@uoguelph.ca

Fax 519-674-1515