

RESIDENCE CONTRACT

PREAMBLE

The decision whether or not to live in residence is one of the major choices that a student makes when deciding to attend university. Residence living offers students the opportunity to develop socially as well as academically. You will also have the opportunity to meet many new people who come from a variety of backgrounds with different experiences.

The intention of this document is to outline the responsibilities and the contractual procedure involved with residence life, as well as the expectations with regard to the conduct of residents which is necessary for up to 400 people to live together harmoniously and productively. Therefore, it is understood that by signing the Residence Application and accepting an offer of accommodation offered to the student by Huron University College, this Residence Contract shall constitute a binding agreement between the student and Huron University College.

CONTRACTUAL, FINANCIAL AND ADMINISTRATIVE PROVISIONS

1. The 2018-19 residence fees include a space in a residence room from September 3, 2018 (upper-year students cannot move into residence until September 5, 2018) until 24 hours following the resident's final exam in December, or 11:00 am on December 21st, whichever comes first. That space is available to you again on January 6, 2019, until 24 hours following the resident's final exam in April or 11:00 am on April 30th, whichever comes first.
2. During the mid-year break (December 21, 2018 - January 6, 2019, inclusive), no food, caretaking, or other services are provided and residents must vacate their rooms. Non-campus housing is available during this period.
3. A deposit of \$750 is required of all students at the time they apply to residence. If the student refuses the offer to live in residence by July 15th, you will receive a refund of all but \$375 the balance being a non-refundable administration fee. After July 15th, the \$750 deposit is completely non-refundable. If you cancel your contract, you must notify the Director of Student Engagement in writing.
4. **Withdrawal Policy, Terms and Conditions** a) Acceptance of a place in residence constitutes a binding commitment by the student for the full academic year. Students who withdraw from residence during the academic year are required to complete a Residence Withdrawal form available from the Housing & Student Life Office. This form must be completed and submitted to the Housing & Student Life Office for a student to be considered for a refund. b) Students who withdraw from the residence shall continue to be liable for payment of his/her full residence fees until a replacement acceptable to the Department of Housing & Student Life is found and the person replacing the withdrawing student has assumed financial responsibility for the remainder of the full residence fees. In this regard, Huron University College shall be under no obligation to secure a replacement. c) All residents are required to be registered as full-time students at The University of Western Ontario. A student who withdraws for any reason from The University of Western Ontario will be required to withdraw from residence and shall be liable for payment of residence fees, in full, until a replacement student acceptable to the Department of Housing & Student Life is found. In this regard, Huron University College shall be under no obligation to secure a replacement student. If a student is suspended for academic reasons, he or she is financially responsible for residence fees for the balance of the academic year. d) A list of students who have completed Residence Withdrawal forms is maintained by the Director of Student Engagement in date order according to when forms are received. When an external replacement enters the residence, his/her name is placed beside the first withdrawal on the list who has not been matched with a replacement. Replacements are applied on a residence-wide basis, not by hall or by house. e) Acceptance by a student of a place in residence constitutes an acknowledgment and acceptance of the foregoing policies, terms and conditions and confirmation of his/her agreement with Huron University College to be bound accordingly.
5. The Meal Plan is a debit-card system based on an initial amount that declines as the card is used. The Meal Plan is compulsory for all residents at Huron University College. **All meal plans' (Plans 'A', 'B' and 'C') balances must be used up in the current year.**
6. Only full-time students are eligible for residence accommodation. **Provision of residence accommodation is conditional on the student's registering and remaining as a full-time student during the academic year.**
7. This contract covers the 2018-19 academic year only. Re-admission to residence for the 2019-20 year, or subsequent years is not guaranteed. Residence re-admission may be determined by merit, academic, disciplinary, or other considerations. In addition, and without limitation, residence re-admissions may be denied as a result of any previous breach of the Residence Contract.
8. **Huron University College assumes no liability for any resident's personal articles in the event of loss, damage, or theft whether from individual rooms, baggage/storage rooms or elsewhere on campus. Students are advised to obtain their own insurance coverage for their personal articles.**
9. a) Each resident expressly agrees that he/she is responsible for any damage caused to his/her room or common living area. Each resident assumes an equal collective financial responsibility for any damage caused to common areas, lounges or public spaces on his/her floor and building, provided that such damage cannot be traced to those directly responsible; and b) each resident expressly agrees that he/she will not directly or indirectly cause, or fail to take reasonable steps that may prevent damage, vandalism, or wilful destruction to any room in residence.
10. The Damage Deposit of \$250.00 is fully refundable upon return of room key, mailbox key, satisfactory check-out (room is left clean and free of damage) from residence room and confirmation of payment of any outstanding fines or assessed building/room damages.

11. All personal and residence accounts with Huron University College must be settled promptly, and if unpaid will result in the withholding of academic transcripts or other sanctions as recommended by the Director of Student Engagement in consultation with the appropriate administrative and academic departments.
12. Every student living in residence at Huron University College shall observe the terms and conditions of the Residence Discipline Code and the Code of Student Conduct. The Residence Discipline Code, and Code of Student Conduct, and the Residence Handbook are found at www.huronuc.ca/. The Handbook outlines expectations regarding behaviour for residents and their guests, and the types of sanctions levied against offenders. No resident is exempt from the terms and conditions of both the Discipline Code and the Code of Student Conduct.
13. The resident hereby agrees to be bound by, comply with, and adhere to the following rules and regulations:
 - a) Room assignment is by random lottery through the Department of Housing & Student Life. **Residents are not guaranteed their choice of building or room.**
 - b) Room switches will only be granted in extra ordinary circumstances. All room changes must be approved through the Residence Manager and will be done only during the first week of October. Residents may not change rooms without the written permission of the Residence Manager.
 - c) The Residence Manager reserves the right to reassign residents to other rooms, floors, or buildings if conflicts or other considerations so warrant.
 - d) Residents are required to take responsibility for their guests in residence. Overnight guests are permitted on an occasional basis provided the permission of any suitemate or roommate is obtained; if the stay is to exceed two evenings a written request must be submitted to the Residence Manager 24 hours in advance of the guest's arrival. The Residence Manager reserves the right to limit the number of guests who can be admitted to residence.
 - e) Students are responsible for maintaining their own rooms in a clean and orderly state during the academic year. They must further ensure that their rooms are left in a clean and orderly state, free from all refuse when each term is over or they will have extra clean-up charges assessed to their residence account with Huron University College.
 - f) Residents are not permitted to engage in any commercial activity in residence rooms or common areas.
 - g) Huron University College reserves the right to enter a resident's room for maintenance repairs, cleaning, or inspection of physical conditions. Except in cases of emergency, 24-hours advance notice will normally be given to the resident(s)
 - h) It is against policy to duplicate residence keys. Anyone caught with unofficial duplicate keys will face disciplinary sanctions.
 - i) All official residence keys issued must be returned when occupancy ends (on withdrawal or at the end of the academic year, whichever comes first). If keys are not returned at the time of residence checkout, the \$250.00 damage deposit will be withheld.
 - j) In the event that a resident is found to be in breach of any term of this Contract, Huron University College may, at its discretion, by written notice to the resident, terminate this contract and expel the resident from residence, whereupon the resident shall vacate the room occupied by the resident within the period specified in the notice.
14. The Residence Contract is in effect at the time of a resident's acceptance of an offer of accommodation.

ACCEPTANCE

I fully understand all of the terms and conditions of the Residence Contract, and agree to be bound by the Residence Contract and the Residence Handbook, including the Discipline Code and the Student Code of Conduct as a condition of my admission to residence at Huron University College.