

University Policy No.: B(t)-5.9e. t June/99
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Mandated Review:

1. General

This Policy Guide outlines the policies governing the operation of Residence Housing (Dormitories) and Cluster Housing at the University of Victoria. Unless specifically stated "Residence(s)" shall mean both Residence Housing and Cluster Housing.

1.2 Residence Housing offers dormitory style living: furnished single and twin rooms, central washroom facilities on each floor, and floor lounges with televisions. Cooking facilities are not provided. Students living in Residence Housing are required to participate in one of the Residence Dining Meal Plans. Meal service shall be provided for residence students by the University Food Services, in the Residence Dining Room located in the Cadboro Commons Building.

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1.2oCluster Housing offers self
relaxation, and rest.

1.6 Residence accommodation on campus is provided for both male and female students. This accommodation shall be available to students whenever the University is in session.

- 2.2 Students registered in 12 units or more shall have priority over those students registered in less than 12 units.
- 2.3 Students from the Greater Victoria area shall only be considered for accommodation on campus after all requests from out-of-town students have been met.
- 2.4 The University reserves the right to reject an application from a repeat student for on campus accommodation when the past behaviour of that student in residence has been judged to be unsatisfactory.

3. Application for Accommodation in Residence

3.1 In applying for Residence accommodation, students must indicate that they are prepared to accept and abide by Residence rules and operating policies. These rules and policies shall be detailed in a Housing Agreement which shall be made available to every applicant receiving an offer of a room assignment.

3.2 A non-refundable application fee of \$20.00 must be submitted with the completed application form.

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3.3.10 international - business school B 30 beds assigned at the discretion of the School of Business

3.3.11 Residence Advisors - live-in student staff, appointed by the Manager of Student Affairs to provide guidance and help to students and assist in maintaining a studious environment;

3.3.12 other - all other students not included in the above categories.

4. Eligibility and Assignment of accommodation - Winter Session

4.1 A percentage of rooms shall be reserved for each of the categories identified in 3.3.1, 3.3.2, 3.3.3 and 3.3.12. The percentage of rooms assigned to a category shall be equal to the number of applications received in that category compared to the total number of applications received.

4.2 Students must attain the age of 20 in their first term of occupancy to

- 4.7 A deadline to respond to the offer of a room assignment shall be given. Acceptance of the room offer shall be confirmed by payment of \$200 by the deadline. This advance payment shall be credited to First Term fees. See paragraph 7.2 for refund policy.
- 4.8 Rejection of the room offer, failure to respond by the deadline, or failure to make the required payment shall result in cancellation of the room assignment and the application.
- 4.9 Residence accommodation for Winter Session shall be available from the day before the first day of classes to the day after the last examination. Residence accommodation will not be provided during the Christmas holidays except by special arrangement. Additional payment shall be required.

5. Eligibility and Assignment during Inter Session and Summer Studies

- 5.1 Any person taking a credit course at the University during Summer Studies shall be eligible to apply for Residence accommodation.

Applications from returning students shall be assessed according to past behaviour in residence.
- 5.2 Applications shall be processed on a first-come first-served basis. No priorities are established for specific categories during Summer Studies.
- 5.3 Residence accommodation shall be available from May 1 to August 31 each year.

6. Fees

- 6.1 Fees for Residence accommodation for either the Winter Session or Summer Studies shall be established each year by the approved budget process as detailed in Policy Guide 6960.
- 6.2 Fees for Residence accommodation shall be published each year in the University Calendar, along with policies regarding deadlines for payment, refunds, forfeiture, etc.
- 6.3 The fee for Winter Session shall not include charges for the Christmas vacation period (day after last exam of First Term to the day before classes begin in Second Term). Students are normally expected to vacate Residence during this period; however, they may leave their personal belongings in their rooms. Students may be permitted to occupy their rooms during the Christmas break in special circumstances. The decision to allow such occupancy shall be made by the General Manager of Housing, Food and Conference Services and, if approved, shall be charged for at the approved daily room rate for that session.

7. Payments and Refunds

- 7.1 A \$20 application fee is required with each application; this application fee shall be non-refundable.
- 7.2 Prior to July 15, payment of \$200 is required when a room assignment is accepted. This shall be applied against first term fees. Refund of the \$200 shall only be made if the University subsequently denies the student admission, or the student is unable to attend the University for medical reasons.
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- 8.1.5 Students who manifestly neglect their studies, or whose conduct does not reflect their willingness to maintain these standards, shall not be permitted to remain in Residence.
- 8.1.6 The University considers its students as young adults who shall accept responsibility for their own conduct. The University does not assume the responsibility that normally rests with the parents.
- 8.1.7 In addition to the specific rules and regulations pertaining to living in Residence, students shall be subject to all policies, rules and regulations established by the University of Victoria for all members of the University Community.

9. Damage Assessments

- 9.1 Residence students shall be assessed for any damage beyond normal wear and tear to the room or room furnishings for which they are responsible.
- 9.2 Damage to common areas shall be charged to the person(s) responsible. Where the individual(s) responsible for the damage cannot be identified, the most appropriate user group shall be assessed.
- 9.3 Students who fail to pay damage assessments will not be eligible to re-apply for Residence until all such assessments are paid.

10. Student Discipline

- 10.1 Student discipline problems shall be referred to the Manager of Residence Life for consideration and action. Severe infractions may result in immediate eviction from residence.
- 10.2 Appeals against a discipline decision of the Manager of Residence Life should first be made to the General Manager of Housing, Food and Conference Sero

- 11.4 Any violation of the British Columbia liquor regulations within the precincts of the University is considered to be a serious offence; and any such violation may be reported to the Executive Director of Student and Ancillary Services for disciplinary action.

12. Fire Safety

- 12.1 The General Manager of Housing, Food and Conference Services shall be responsible for ensuring that all provisions of the Fire Marshall Act are adhered to in the Residences.
- 12.2 The Manager of Residence Life shall be responsible for developing procedures for fire drills and for the exercise of these drills during the various occupancy periods.

13. Health Services

- 13.1 An information package regarding the services offered by Health Services shall be distributed to all residences.
- 13.2 All residences shall be informed of the hours of operation of Health Services and of the procedure for emergency treatment outside these hours. To receive treatment at Health Services, the student must present evidence of valid medical insurance.

14. Withdrawal from Residence

- 14.1 A resident may cancel their Residence Contract by giving written notice to Housing Services.
 - 14.1.1 This notice must be received on or before the last day of the month to be effective on the last day of the following month.
 - 14.1.2 If the student vacates their room prior to the vacation date, no additional refund is given unless the room is re-assigned prior to the vacation date.
 - 14.1.3 If a student is required to leave Residence for medical reasons, a pro-rated refund shall be made from the time that the room is occupied by a new student or 7 days from the date of departure, whichever is the shorter. A medical certificate may be required.
- 14.2 A student's Residence Contract may be cancelled by the General Manager of Housing Services if the student's behaviour is not consistent with the standards stated in the Residence Contract. The student will normally be given one week to vacate their room. Any violation of the Residence Contract after notice has been given shall result in a 24-hour notice to vacate. The date of notice of eviction shall be considered the equivalent to any student's normal notice to withdraw from residence and any refund shall be calculated accordingly.

- 14.3 Any indebtedness to the University arising out of the student's stay in Residence shall be deducted from any refund due. Where the indebtedness exceeds any refund, the balance owing must be paid by the student within twenty-eight days. Any costs incurred in collecting any monies owed after this date shall be included in the total amount owed by the student.
- 14.4 Accounting Services shall be notified of any outstanding accounts, and access to services shall be denied until the account is cleared.
- 14.5 No refund of fees covering the First Term shall be given if notice of withdrawal is received after November 1. Similarly for Second Term, no refund shall be given for notice of withdrawal given after March 1.

15. Residence Advisors - Selection and Remuneration

- 15.1 Residence Advisors shall be appointed during the Winter Session, to assist in the control and management of the Residences, and to provide help and guidance on personal or academic problems.

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- 15.8 A Residence Advisor appointment is considered pensionable employment, and an Advisor may make contributions directly to the Canada Pension Plan, if desired.

16. Non-student use of Residences

- 16.1 When any or all of the Residence facilities are not needed to accommodate eligible University of Victoria students, the facilities shall be available for rental by other University departments or outside organizations.
- 16.2 Student accommodation during Summer Studies shall receive priority over non-student use of the Residences. A block of rooms sufficient to meet student residence needs during Summer Studies shall be held in reserve by the General Manager of Housing, Food and Conference Services, and these rooms shall not be made available for non- residence use until such time as the requirements for Summer Studies have been met.
- 16.3 Residence facilities shall be made available and rental rates charged in accordance with the policy developed by the General Manager of Housing, Food and Conference Services in consultation with the Executive Director of Student and Ancillary Services.
- 16.4 Inquiries regarding the booking of residence facilities for non- student use should, initially, be directed to the General Manager of Housing, Food and Conference Services.
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