

University Policy No.: BP3505
Classification: Buildings and Properties
POLICY GOVERNING THE OPERATION **Appro .2 OVE313v6 EXOPB.ER) .3110F.:R**

- 1.7 The Family Housing Complex is to be managed as part of the Housing Food and Conference Services department which is an ancillary enterprise operating on a break-even basis within each fiscal year.

2. ELIGIBILITY FOR FAMILY HOUSING ACCOMMODATION

- 2.1 Family Housing is available to families, with or without children. The leaseholder must be a registered student in a degree-granting program at the University of Victoria. Undergraduate students must complete a minimum of 9 units per academic year (September 1 to August 31). Graduate students must have full time status confirmed by the Faculty of Graduate Studies.
- 2.2 A family shall mean:
- a single parent living with their children;
 - a lawfully married couple;
 - a couple who have lived together in an enduring, continuous relationship which has existed between the two persons for a period of not less than one year;
 - a couple (as defined above) with their children, whether natural or lawfully adopted or of whom they are legal guardians.
- 2.3 For the purposes of this policy, a marriage certificate shall confirm the existence of a married relationship; other family relationships which can not be confirmed by a marriage certificate shall require proof, satisfactory to the General Manager of Housing, Food and Conference Services, that an enduring, continuous relationship has existed between the two persons for a period of not less than one year.
- 2.4 Children must be residing with the family for at least 8 months of the year, and be financially dependent upon the parents.

3. APPLICATION FOR FAMILY HOUSING ACCOMMODATION

- 3.1 Application forms for accommodation in the Family Housing Complex may be submitted at any time during the year, provided the student is registered in a degree program, or has been authorized to register.
- 3.2 A non-refundable application fee of \$20.00 must be submitted with the application. The student's position on the waiting list will be retained from one year to the next provided that the prospective tenant contacts the Housing Office and requests to remain on the wait list in August each year. Applicants who do not contact the Housing Office by September 1 will be removed from the wait list.

4. ASSIGNMENT OF FAMILY HOUSING ACCOMMODATION

- 4.1 Families will be eligible for the types of accommodations as noted below:

shall inspect the premises together and complete a written report on its condition. A copy shall be kept by both parties.

This report shall form the basis from which to assess any charges for damage or cleaning at the end of the tenancy.

6. RENTAL RATES

- 6.1 Rental rates shall be established each year by the General Manager of Housing, Food and Conference Services in consultation with the Executive Director of Student & Ancillary Services. The proposed rates shall be subject to approval by the Board of Governors. Approved rental increases shall go into effect on September 1 each year.
- 6.2 Rental rates shall cover the costs of all normal operating costs including renovations and asset replacement, but shall exclude such services as electricity, telephone, cable vision and other data communication links, which shall be the sole responsibility of the tenant.

7. TENANTS' ASSOCIATION

- 7.1 All tenants have the right to form and participate in a Tenants' Association. Tenants interested in participating in the Tenant's Association should contact the Manager of Assignments and Student Affairs in the Housing, Food and Conference Services office.

8. TENANTS' INFORMATION

- 8.1 Every tenant shall receive written information from the Housing Office which outlines:
 - a) procedure for moving in, issuance of keys, mail service, assignment of parking
 - b) community standards and enforcement
 - c) procedures to follow in meeting the terms of the Tenancy Agreement
 - d) procedure for checking out and avoiding damage and clean-up charges.
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