

2021-2022 RESIDENCE HOUSING CONTRACT

1. The Fall/Winter occupancy period in Residence is as follows: **Thursday, September 2, 2021 to Monday, December 20, 2021 and Saturday, January 8, 2022** to 24 hours after my last scheduled examination in April or no later than **Monday, April 25, 2022**. Under exceptional circumstances, I may request permission from the Residence Administration Office to exceed the occupancy period for a limited time. ***There will be a charge of \$30.00 per day for occupancy before/after the official occupancy period.***
2. The Residence Contract is binding.
3. I am responsible for all the charges for my Residence room and meal plan, for lock out charges, and for damages and/or losses that I am deemed to be accountable for by the Residence Office or the University, including my share of common area damages.
 - a. **Residence Meal Plans, including declining balance dollars are non-refundable and cannot be carried forward to the next academic year.**
4. My assigned room will only be held for me until **4:00 p.m. Monday, September 20, 2021** unless I notify the Residence Office, in writing, or by email from your Lakehead University email prior to that date.
5. If I leave residence, or are required to leave for disciplinary reasons, before the end of the occupancy period, the penalty will be two thirds of all charges pertaining to my residence room assignment for the remainder of the contract. These include but are not limited to, room and/or meal plan assessments, disciplinary penalties, lock out charges, etc. There is no refund effective November 5, 2021 (fall term) and March 11, 2022.
6. If I withdraw from Lakehead University prior to November 5, 2021 (fall term) or March 11, 2022 (winter term), a \$500 cancellation penalty will apply.
7. I understand the University reserves the right to fill vacant residence spaces at any time during the academic year, to assign can-mates, to change room or house assignments, relocate students and/or to consolidate vacancies by requiring residents to move from one accommodation to another. Residence and Conference Services will make every effort to notify current occupants of new arrivals, but I understand that this notice may not always be possible.
8. If I am found to be in violation of any Level 3 offence, I understand that my residence contract may be immediately cancelled and I may be required to vacate my assigned room immediately.
9. My failure to abide by the financial arrangements required by the University, or failure to make payment of lock out charges or other assessments, will result in the University withholding my examination results, transcripts or degree.

10. I may not change rooms without the consent of the Residence Office in consultation with the Manager of Residence and Conference Services.
11. It is my responsibility to arrange for insurance coverage for my personal possessions which I bring into Residence. The University does not assume liability for damaged, lost or stolen items of personal property.
12. In the event of an emergency, and at the sole discretion of Lakehead University, my personal information may be disclosed to emergency personnel, and emergency contacts. Lakehead University may also disclose my personal information to internal departments and outside social agencies to facilitate any needed treatment.
13. As Residence is home to many students during the academic year, the University strives to make Residence a safe place to live. As such, Resident Assistants must make regular safety inspections of the respective rooms and washrooms. Safety inspections will be held usually during office hours in the third week of the month. This inspection will include fire safety equipment, and general cleanliness of the space. At this time, any inappropriate items, as identified in the Residence Community Standards will be removed and appropriate action(s) taken.
14. I understand that photos and/or recordings may be taken throughout the year to support Residence and Residence Life events.
15. The Emotional Support Animal (ESA)/Service Animal (SA) Form must be completed by a Health Care Practitioner and submitted to Student Accessibility Services (SAS) PRIOR to bringing an animal to campus. After the Form has been sent to SAS, the student is required to set up a meeting with a member of the Residence Office for final approval (email bpickles@lakeheadu.ca), It is possible that students submitting an ESA/SA form for approval will be located to an area appropriate for the type of animal requested. Students having an ESA/SA form will be responsible for any damages and will be responsible for all additional cleaning of their living space. These costs will include extra carpet cleaning.

I have read and understood this “Residence Housing Contract” and I agree to abide by all rules, regulations and guidelines herein, and as set out in the section Residence Contract Information at <http://residence.lakeheadu.ca>. Accepting an offer of accommodation is considered to be binding.

Personal information on the Mercury Residence form is collected under the authority of the Act Respecting Lakehead University and will be used to process and confirm a room assignment by the Department of Residence & Conference Services. Any questions on this collection should be directed to: Director, Residence Services, Lakehead University, 955 Oliver Road, Thunder Bay, Ontario P7B 5E1; telephone: (807) 343-8512.