

2025-2026 RESIDENCE HOUSING CONTRACT 8-Month (September to April)

1. The Fall/Winter occupancy period in Residence is as follows: **Thursday, August 28, 2025 to Monday, December 15, 2025 and Saturday, January 3, 2026** to 24 hours after my last scheduled examination in April, or no later than **Monday, April 20, 2026**. Under exceptional circumstances, I may request permission from the Residence Administration Office to exceed the occupancy period for a limited time.
 - a. ***The Winter Holiday Break (Dec 16-Jan 2) fees are included.***
 - b. ***There will be a charge of \$30.00 per day for occupancy before/after the official occupancy period. A daily charge for meals will apply before the official occupancy period for Residence Halls students.***
2. The Residence Contract is binding.
3. Teacher Candidates in Year 1 or Year 2 of the Bachelor of Education Professional Program completing a final teaching placement outside the City of Thunder Bay, who move out of Residence prior to March 22, 2026, will be entitled to room and meal plan (if applicable) charges credited for the remainder of the residence contract period. No account adjustments are made for the fall term teaching placements.
4. Students who meet the following criteria can request, at the time of applying, to live in Residence for the fall term only OR time period that aligns with their academic studies:
 - Students who are finishing their degree at the end of the fall term.
 - Exchange students.
 - Students who are only permitted to enter the country for a short period of time (MITAC, special groups as identified by Lakehead International, etc.)
5. I am responsible for all the charges for my Residence room and meal plan, for lock out charges, and for damages, losses and/or disciplinary penalties that I am deemed to be accountable for by the Residence Office or the University, including my share of common area damages. Residence Meal Plans, including declining balance dollars are non-refundable and cannot be carried forward to the next academic year.

Failure to pay Residence and meal plan fees in accordance with the established deadlines may result in the University withholding examination results, transcripts, degree or may cause a delay in registering for future classes. It may also result in the termination of this agreement and eviction from Residence. Payment deadlines are outlined on the Lakehead website.

6. My assigned room will only be held for me until **4:00 p.m. Monday, September 8, 2025** unless I notify the Residence Office, in writing, or by email from my Lakehead University email prior to that date. If I have not checked into Residence by 4:00 p.m. Monday, September 8, 2025, my room booking will be cancelled and I will be assessed a cancellation penalty of \$250.00.
7. If I cancel my Residence application/room prior to the Thursday, August 28, 2025, I will be assessed a cancellation penalty of \$250.00.
8. Early Arrivals and Late Stays: The student may apply for an Early Arrival date or Late Stay date as outlined on the Lakehead Residence website before the start of the Fall occupancy term/after the end of the Winter occupancy term. The University reserves the right to grant or refuse such permission in its absolute discretion and will notify the student in writing the results of their Early Arrival/Late Stay application.
 - a. If early arrival is granted, the full 8-Month Residence Agreement will apply from the time the room is occupied to when the occupancy terms of this agreement begin.
 - b. If late stay is granted, the full 8-Month Residence Agreement will apply from the time the room is occupied until the student's departure.
9. If a student cannot arrive to campus due to their immigration documentation being rejected OR if Lakehead University withdraws a student's offer of admission, the student shall be entitled to a full refund.
10. If a student elects to leave residence or is required to leave for disciplinary reasons before the end of the occupancy period AND remains a student of the University, the residence cancellation penalty as it pertains to the residence room assignment and residence meal plan (if applicable) are outlined in the chart(s) below.

RESIDENCE ROOM PORTION OF CONTRACT:

Departure Dates From Residence	Room Charges	Cancellation Penalty
Aug 28, 2025 to Oct 13, 2025	Prorated to date of departure	\$2,500.00
After Oct 13, 2025	No refund	n/a

MEAL PLAN PORTION OF CONTRACT (IF APPLIABLE):

Departure Dates From Residence	Board Plan	Declining Balance	Cancellation Penalty
Aug 28, 2025 to Oct 13, 2025	Prorated to date of departure	Fall term not refunded Winter term refunded	\$50.00

Oct 14, 2025 to Dec 15, 2025	Prorated to date of departure	Fall term not refunded Winter term refunded	\$50.00
Jan 3, 2026 to Feb 16, 2026	Prorated to date of departure	No Refund	\$50.00
After Feb 16, 2026	No Refund	No Refund	n/a

11. If a student withdraws from Lakehead University and move out of residence, the residence cancellation penalty as it pertains to the residence room assignment and residence meal plan (if applicable) are outlined in the chart(s) below.

RESIDENCE ROOM PORTION OF CONTRACT:

Withdrawal Period	Room Charges	Cancellation Penalty
Aug 28, 2025 to Nov 7, 2025	Prorated to date of departure	\$250.00
Nov 8, 2025 to Dec 15, 2025	Charged for full fall term (winter term refunded)	\$250.00
Jan 3, 2026 to March 6, 2026	Prorated to date of departure	\$250.00
After March 6, 2026	No Refund	n/a

MEAL PLAN PORTION OF CONTRACT (IF APPLICABLE):

Departure Dates From Residence	Board Plan	Declining Balance	Cancellation Penalty
Aug 29, 2025 to Nov 7, 2025	Prorated to date of departure	Fall term – No Refund Winter term refunded	\$50.00
Nov 8, 2025 to Dec 15, 2025	Prorated to date of departure	Fall term – No refund Winter term refunded	\$50.00
Jan 3, 2026 to March 6, 2026	Prorated to date of departure	No Refund	\$50.00
After March 6, 2026	No Refund	No Refund	n/a

12. I understand the University reserves the right to fill vacant residence spaces at any time during the academic year, to assign roommates, to change room or house assignments, relocate students and/or to consolidate vacancies by requiring residents to move from one accommodation to another. Residence Services will make every effort to notify current occupants of new arrivals, but I understand that this notice may not always be possible.
13. 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.

14. Where the student does not vacate the room in accordance with and on the date provided for in this Contract, the student shall pay the University for occupation of the room beyond the date vacancy is required by this Contract, at a daily rate established by the University. In addition, the University or its agents may enter and take possession of the room and the University may, at its sole discretion, store or dispose of the resident's property left within the room and the University shall have no liability to the student relating to damage to or loss of such property. The student shall be responsible for the cost of disposal and/or storage of such property.
15. I may not change rooms without the consent of the Residence Office in consultation with a Residence Area Coordinator. Any student relocating from a Residence Hall to an Apartment or Townhouse will have their Residence meal plan converted to all declining balance.
16. The University does not assume liability for damaged, lost or stolen items of personal property.
17. 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.
18. As Residence is home to approximately 1,100 people 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 their respective Houses, Townhouse Units and Apartment Units. 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.
- Each Resident is responsible for cleaning and maintaining an orderly state of their room/apartment unit/townhouse unit during the term of the residency, including ensuring the room/apartment unit/townhouse unit is clean and free from refuse.
19. I understand that photos and/or recordings may be taken throughout the year to support Residence Services and Residence Life events.
20. For the first lock out occurrence there is no charge. For each subsequent lock out there will be a \$5.00 charge per occurrence added to the student's account. If the temporary lock out keys are not returned to the Front Desk by 1:00pm the following day, a \$25.00 fine per day will apply. On the 7th day if the lock out keys have not been returned, a work order will be created for a lock change.
21. Room keys and student cards may not be duplicated or transferred to other individuals.

22. Only animals that are deemed Service Animals and have been registered with the Residence Administration Office are permitted.
- a. A \$150.00 extra cleaning charge will be assessed to students with Service Animals.

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 for the full academic year.

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.

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