

2023-2024 RESIDENCE HOUSING CONTRACT

**THIS IS A VERY IMPORTANT
DOCUMENT OUTLINING THE TERMS
OF YOUR RESIDENCE, COSTS AND
COMMUNITY STANDARDS.**

PLEASE READ CAREFULLY

**IN ORDER TO LIVE IN RESIDENCE YOU MUST
AGREE TO THE TERMS OF THE CONTRACT.**

**YOU MAY WISH TO PRINT A COPY FOR YOUR
FILES FOR REFERENCE.**

2023-2024 RESIDENCE HOUSING CONTRACT

1. The Fall/Winter occupancy period in Residence is as follows: **Thursday, August 31, 2023 to Monday, December 18, 2023 and Saturday, January 6, 2024** to 24 hours after my last scheduled examination in April, or no later than **Tuesday, April 23, 2024**. 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 \$27.50 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 17, 2024, 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. 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.
5. My assigned room will only be held for me until **4:00 p.m. Monday, September 18, 2023** 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 18, 2023, my room booking will be cancelled and I will be assessed a cancellation penalty of \$600.00.
6. If I cancel my Residence application/room prior to the Thursday, August 31, 2023, I will be assessed a cancellation penalty of \$600.00.

7. If I leave residence, or are required to leave for disciplinary reasons, before the end of the occupancy period, the residence cancellation penalty as it pertains to my 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 31, 2023 to Nov 3, 2023	Prorated to date of departure	\$2,000.00
Nov 4, 2023 to Dec 18, 2023	Charged for full fall term (winter term refunded)	\$1,500.00
Jan 6, 2024 to March 8, 2024	Prorated to date of departure	\$1,000.00
After March 9, 2024	No Refund	n/a

MEAL PLAN PORTION OF CONTRACT (IF APPLICABLE):

Departure Dates From Residence	Board Plan	Declining Balance	Cancellation Penalty
Aug 31, 2023 to Nov 3, 2023	Prorated to date of departure	Fall term not refunded Winter term refunded	\$50.00
Nov 4, 2023 to Dec 18, 2023	Prorated to date of departure	Fall term not refunded Winter term refunded	\$50.00
Jan 6, 2024 to Mar 8, 2024	Prorated to date of departure	No Refund	\$50.00
After Mar 9, 2024	No Refund	No Refund	n/a

8. If I withdraw from Lakehead University and move out of residence, the residence cancellation penalty as it pertains to my 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 31, 2023 to Nov 3, 2023	Prorated to date of departure	\$600.00
Nov 4, 2023 to Dec 18, 2023	Charged for full fall term (winter term refunded)	\$600.00
Jan 6, 2024 to March 8, 2024	Prorated to date of departure	\$600.00
After March 9, 2024	No Refund	n/a

MEAL PLAN PORTION OF CONTRACT (IF APPLICABLE):

Departure Dates From Residence	Board Plan	Declining Balance	Cancellation Penalty
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Aug 31, 2023 to Nov 3, 2023	Prorated to date of departure	Fall term – No Refund Winter term refunded	\$50.00
Nov 4, 2023 to Dec 18, 2023	Prorated to date of departure	Fall term – No refund Winter term refunded	\$50.00
Jan 6, 2024 to March 8, 2024	Prorated to date of departure	No Refund	\$50.00
After March 9, 2024	No Refund	No Refund	n/a

9. 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.
10. 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.
11. 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, degree or may cause a delay in registering for future classes.
12. I may not change rooms without the consent of the Residence Office in consultation with the Director of Residence Services.
- Special note:** Any student relocating from a Residence Hall to an Apartment or Townhouse will have their Residence meal plan converted to all declining balance.
13. The University does not assume liability for damaged, lost or stolen items of personal property.
14. 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.
15. 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.

16. I understand that photos and/or recordings may be taken throughout the year to support Residence Services and Residence Life events.
17. 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.
18. Only animals that are deemed Service Animals and have been registered with the Residence Administration Office are permitted.

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.

SAMPLE