

POLICY ON STUDENT RESIDENCES

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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.
- 1.3 Cluster Housing offers self-contained apartment style living. All units are fully furnished. Participation in a Residence Dining Meal Plan is not required.
- 1.4 The Residences are operated as an Ancillary Service. The General Manager of Housing, Food and Conference Services is responsible to the Executive Director of Student and Ancillary Services for all aspects of the operation of the Residences. including approval of all student applications for residences accommodation.
- 1.5 Residence living is an integral part of students' academic experience, not only providing accommodation, but also acting as a centre for study, 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 e.g. Winter Session, Inter Session, Summer Session.

2. Eligibility for Student Residence Accommodation

- 2.1 Students registered at the University of Victoria are eligible to apply for Residence accommodation on campus.

- 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.
- 3.3 Applications shall be placed in one of the following categories:
 - 3.3.1 first year - students who are new to the University and are entering directly from secondary school;
 - 3.3.2 repeat - students who lived in residence for not less than three months in the same calendar year as application is made;
 - 3.3.3 senior B students who are 25 years and older
 - 3.3.4 special needs - students who have a medical condition or disability who will clearly benefit from on-campus living;
 - 3.3.5 scholarship - students offered UVic entrance scholarships;
 - 3.3.6 athletic B 20 beds assigned at the discretion of Athletics and Recreation department;
 - 3.3.7 Commonwealth Centre for Sports Development B 25 beds assigned at the discretion of the CCSD;
 - 3.3.8 exchange - students attending the University of Victoria on a reciprocal agreement exchange program;
 - 3.3.9 international - general B 60 beds assigned at discretion of the International Student Affairs Office

- 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 qualify to live in Cluster Housing.
- 4.3 Room allocations for scholarship, special needs, and staff categories shall be guided by the following:
 - 4.3.1 Sufficient rooms shall be set aside to allow all scholarship students to live in Residence, provided that the student meets the eligibility criteria listed in section 2 above.
 - 4.3.2 Where the Manager of Residence Life determines that a special needs student will improve his/her accessibility to University facilities by living in Residence, priority in room assignment shall be given to that student.
 - 4.3.3 Sufficient rooms for staff shall be set aside to allow for one live-in staff member per floor.
- 4.4 Room assignments shall only be made to students who have been admitted to the University for the session in which accommodation is requested.
- 4.5 Students who have not attended the University before shall be considered for a room assignment on a first-come first-served basis within their respective category as soon as condition 4.4 is met.
- 4.6 Room assignments shall be offered to students in the repeat category in the order determined by a lottery, i.e., the first room assignment shall be made to the first application drawn out of a pool of all repeat applications, etc. An offer of a room assignment shall not be made to any repeat residence who has an outstanding account with the University, or whose behaviour in Residence has been deemed to be unsatisfactory.

- 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.
- 7.3 The balance of Residence fees must be paid according to the following schedule:
- * \$750 no later than July 15
 - * balance of First Term fees no later than September 15
 - * \$750 no later than November 15
 - * balance of Second Term fees no later than January 15
- 7.4 If fees are to be paid in part from a scholarship, bursary, or loan, the student must provide confirmation of the award; a revised payment schedule will be determined by the Manager of Residence Life and assignments depending on individual circumstances.

8. Standards for Residence Living

- 8.1 The following general standards are established for Residence students and are stated in the application literature which shall be given to all students applying for admission to residence during each Winter Session. The same standards apply to Summer Session.
- 8.1.1 Since Residence living is an integral part of the student's academic experience, each student is expected to have a commitment towards his/her own intellectual development as an individual and as a member of society.
- 8.1.2 Each student should accept responsibility for the care and proper use of all University property and should also respect the personal property of other students.
- 8.1.3 A student in Residence should display courtesy, consideration, and respect for the feelings of others; he/she is expected to maintain a standard of behaviour that reflects his/her membership in the academic community.
- 8.1.4 As an integral part of the University community, residences provide not only accommodation, but also a centre for study, relaxation, and rest. Students are expected to cooperate to attain these goals and in particular, to respect the privacy of each student.

- 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 he/she is 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 Services, and then to the Executive Director of Student and Ancillary Services.

11. Use of Alcohol in Residence

- 11.1 Residence students or persons renting Residence space shall be subject to provincial liquor regulations and such other policy as the University may establish regarding the use of liquor on University premises.
- 11.2 Alcohol may not be served or consumed in the public areas of the Residences. In the case of the student's room, British Columbia liquor regulations shall apply.
- 11.3 The General Manager of Housing, Food and Conference Services shall ensure that all Residence students or persons renting space in Residence are fully acquainted with any special University regulations dealing with the use of liquor on University premises.

- 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 his/her 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 his/her 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 his/her 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.
- 15.2 The Residence Advisors shall be classified as Senior Residence Advisors or Junior Residence Advisors. Residence Advisors will normally be senior students who have been appointed on the basis of academic standing and qualities of maturity and leadership.
- 15.3 A Selection Committee shall be established each year by the Manager of Residence Life for the purpose of selecting Residence Advisors for the coming Winter Session. The Committee shall be chaired by the Manager of Residence Life and shall include at least three students with Residence Advisor experience.
- 15.4 As remuneration for their services, Senior Residence Advisors shall receive full room and board at no cost, and Junior Residence Advisors shall receive their room only at no cost.
- 15.5 All Residence Advisors must arrange for telephone service to their rooms; the cost of installation and monthly rental for basic service shall be paid for by Housing Services.
- 15.6 Any tuition or training costs associated with required Advisor training shall be paid for by Housing Services.
- 15.7 Board and/or room provided free of charge is considered to be taxable income, and Accounting Services shall be responsible for maintaining the necessary payroll records and for providing the required statements for income tax purposes. It will be the responsibility of the individual to report this income on his/her annual tax return.

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

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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