

**POLICY GOVERNING THE OPERATION  
OF FAMILY HOUSING****University Policy No.:** BP3505**Classification:** Buildings and Properties**Approving Authority:** Vice President Academic**Effective Date:** August/04**Supersedes:** December/93**Last Editorial Change:****Mandated Review:****1. GENERAL**

- 1.1 This Policy Guide outlines the policies governing the operation of the Family Housing Complex at the University of Victoria.
- 1.2 The University is committed to the development and administration of on-campus housing to help meet the accommodation needs of its students.
- 1.3 Family Housing is designed for families who need self-contained accommodation while attending the University.
- 1.4 Policies regarding length of stay are intended to strike a balance between:
  - offering the opportunity to experience on campus living to as many students as possible
  - providing housing for a period of time in which most students can be reasonably expected to complete a significant portion of their degree requirements
  - supporting the University's broader goals of retention, academic excellence, and the encouragement of timely degree completion.
- 1.5 To encourage, promote and support graduate students and students in professional schools with families, a percentage of the total family housing units shall be reserved for graduate student occupancy. The percentage of units so reserved shall be not less than the percentage of graduate students (F.T.E.) compared to the overall student population (F.T.E.).
- 1.6 The General Manager of Housing, Food and Conference Services shall be responsible for the overall operation of the Family Housing Complex.

The General Manager of Housing, Food and Conference Services shall report to the Executive Director of Student and Ancillary Services on all aspects of the operation of the Family Housing Complex.

- 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 his or her 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:

One bedroom apartment:

- a) Two adults.
- b) One or two adults with a child under the age of two.

Two bedroom apartment:

- a) One or two adults with one or two children.

Two bedroom townhouse:

- a) One or two adults with one or two children.

Three bedroom townhouse:

- a) One or two adults with two or three children.

Families with a person who is disabled will be considered for the most appropriate unit which best meets their needs.

- 4.2 A waiting list will be established based on the date the application is submitted.
- 4.3 Families presently occupying accommodation in Family Housing whose numbers increase or decrease, who request a larger or smaller unit because of the change in the size of the family, will be considered for unit re-assignment, provided they meet the assignment criteria identified in 4.1.
- 4.4 Offers of accommodation may be made by telephone, email or letter based on the most recent information provided to the Housing Office.  
  
A time limit will be set to accept or decline the offer of a unit.
- 4.5 To accept an offer of accommodation the student must sign a Tenancy Agreement, pay a damage deposit (amount identified in the Tenancy Agreement) and submit a post-dated cheque for the first month's rent.

## **5. THE TENANCY AGREEMENT**

- 5.1 A written tenancy agreement shall be entered into by the student tenant and the University. A Tenancy Agreement is on a year to year basis (September 1 – August 31).
- 5.2 Renewal of the Tenancy Agreement from one year to the next requires that the tenant:
  - has met all conditions identified in the Tenancy Agreement in the preceding year.
  - has completed a minimum of 9 units in the immediate past year.
- 5.3 The maximum stay, continuous or combination of stays, in Family Housing shall not exceed 5 years or 15 academic terms.
- 5.4 At the start of the tenancy, the tenant and a University representative

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.
-