

# WELCOME TO THE SENECA COLLEGE RESIDENCE

## Congratulations!

**You have been accepted into the Seneca College Residence - Newnham Campus for the Academic Year 2012-2013.**

**Move-In Day is September 2, 2012**

Welcome new students and welcome back, returning students. As the General Manager of the Newnham Campus Residence, it is my hope that your time at College is not only educational, but also an enjoyable experience that includes the excitement and diversity of living in residence!

Our mission is to provide a positive environment that supports the academic and social development of our residents. Time management, conflict resolution, accountability, tolerance and respect for others are but a few of the learning experiences gained from living in a community environment. You will have the opportunity to establish new and long-lasting friendships while discovering self-reliance and independence.

Moving to a new community and a new way of living can be a challenge. Our Residence Staff and our Residence Life Program are in place to help make your transition as smooth as possible. Your stay in residence will be one of the most memorable and rewarding aspects of your College career. We look forward to meeting you, helping you enrich your College experience and leaving you with memories that will last a lifetime.

Scott Woods  
General Manager

## INSTRUCTIONS

Please take the time to read and complete all the enclosed pages carefully. Should you have any questions regarding the content of this package, do not hesitate to contact us by email at [rlcnewnham@stayrcc.com](mailto:rlcnewnham@stayrcc.com) or by phone at 416-491-8811 x5000.

### In this package you will find the following forms:

- |   |                                      |
|---|--------------------------------------|
| <input type="checkbox"/> Student Information Form . . . . .                   | Complete and return by June 22, 2012 |
| <input type="checkbox"/> Student Residence Agreement (SRA) - Two Copies . . . | Complete and return by June 22, 2012 |
| <input type="checkbox"/> Primary & Secondary Contact Information . . . . .    | Keep for your records                |

You will receive further information in a second package in August about roommates, move-in and orientation activities. More information is available on the website at [www.senecarez.ca](http://www.senecarez.ca).

To confirm your space in Residence, complete all required forms and return them to the Residence office with the appropriate payment no later than June 22, 2012. If this package is not completed or returned by June 22, 2012, your space in Residence will not be guaranteed and offered to the next applicant.

For full details about the cancellation policy, please visit our website: [www.senecarez.ca](http://www.senecarez.ca).

### Return your completed forms by June 22, 2012 to:

Residence Manager  
Seneca College Residence - Newnham Campus  
1760 Finch Avenue East  
Toronto, ON  
M2J 5G3

## FREQUENTLY ASKED QUESTIONS

### What do I do with the Student Residence Agreement (SRA)?

There will be two copies of the SRA in this package. Both copies must be fully executed and returned to the Residence on or before June 22, 2012. The SRA is a legal contract that outlines the rules and regulations that all residents must follow. One copy of the SRA will be returned to the resident on move in day. In order for the SRA to be considered fully executed, the resident must complete all sections of the document. This includes initialing each page, completing the introduction, all contact information for the resident, and the primary and secondary contacts.

### What is a Primary or Secondary Contact?

Every resident is required to identify two people as their Primary and Secondary contacts. It is suggested that these people are parents or legal guardians of the resident. Basically, these people serve as emergency contacts. They may also be contacted if any other significant concerns or problems arise with the resident. Once the Residence Manager is provided with this contact information, they will notify the Primary and Secondary contacts, via the supplied email, that they have been identified as Primary/Secondary contacts for the resident. This email will outline the role and responsibility of the Primary/Secondary contact and provide the opportunity to opt-out of this role. Section 5.01 and 5.02 of the SRA provide more details about the Primary and Secondary Contacts.

### Roommates

Prior to move-in you will be sent information about your roommate, including their name and contact information. You may request to live with a friend in residence. Please write their name in the "Roommate Request" Section L of the Student Information Form. Your requested roommate must also request to live with you as well. Please note that we will do our absolute best to accommodate all roommate requests, but due to the complexity of the room assignment process we may not be able to satisfy every request.

### What to bring to Residence

- Bed linens (suitable for a double-width, queen-length bed - 54" x 80")
- Towels – bath, face, dish, etc.
- Laundry soap & fabric softener/dryer sheets
- Shower curtain
- Toaster
- Books, pens, pencils, ruler, stapler, 3-hole punch, tape, etc...
- Dish Soap, Mop, Bucket, Broom, Dustpan, Rags, etc...
- Dishes, Glasses, Utensils, Dish Rack, Garbage bags, etc...
- Blankets, comforter, pillows
- Small furniture items (bookshelf, small dresser)
- Toilet paper
- Personal hygiene items
- Kettle
- Iron – with board
- Alarm Clock
- Pots and pans

### What NOT to bring to Residence

- Animals/pets
- Hot plates and deep fryers or appliances with open elements
- Kegs of beer, beer bottles, single serving glass containers
- Hooks or nails that will be placed in the wall
- Weapons: hunting knives, swords, firearms
- Candles and incense
- Drug Paraphernalia
- Refrigerators or freezers

### Cancellation Policy

Full cancellation policy is available online at [www.senecarez.ca](http://www.senecarez.ca).

## RESIDENCE FEES

There are three options for payment of your Residence fees. Note that you do not subtract your deposit. Seneca College Residence - Newnham Campus will accept promissory notes from students who are planning to use the proceeds of their OSAP loan to cover their residence fees. If you will be using your OSAP loan to cover your residence fees, you must complete and attach the OSAP form provided and submit it with your acceptance package. Should your OSAP loan be insufficient, you will be responsible for any outstanding fees.

#### Option One - Save \$125.00

\$6,420.00 due June 22, 2012

#### Option Two

\$4,150.00 due June 22, 2012

\$2,395.00 due December 2, 2012

#### Option Three - OSAP Deferral

\$1,780.00 due June 22, 2012

\$3,195.00 due September 21, 2012

\$1,595.00 due January 25, 2013

Some classes start earlier and/or run later than the period listed in the Student Residence Agreement. All students who wish to extend their Agreement should contact the Housing Coordinator at [rlcnewnham@stayrcc.com](mailto:rlcnewnham@stayrcc.com). All students who wish to extend or alter their Agreement may also be subject to additional fees.

# STUDENT INFORMATION FORM

Please complete all sections in this form and return to Residence by June 22, 2012.

## A. PERSONAL INFORMATION AS OF SEPTEMBER 2012 (PERMANENT HOME ADDRESS)

Surname \_\_\_\_\_ First Name \_\_\_\_\_ Initial \_\_\_\_

Student Number \_\_\_\_\_

If your contact information has changed since your Residence application, please update it below:

Street Address \_\_\_\_\_ Apt/Unit \_\_\_\_\_

City \_\_\_\_\_ Province \_\_\_\_\_ Country \_\_\_\_\_ Postal/Zip Code \_\_\_\_\_

Home Phone Number \_\_\_\_\_ (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Student Mobile Number \_\_\_\_\_ (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_  
country code area code country code area code

Email \_\_\_\_\_

Gender \_\_\_\_\_ Program Name \_\_\_\_\_

## B. RESIDENCE FEES

There are three options for payment of your Residence fees. Note that you do not subtract your security deposit. Please select the applicable option. The Seneca College Residence - Newnham Campus will accept promissory notes from students who are planning to use the proceeds of their OSAP loan to cover their residence fees. Should your OSAP loan be insufficient, you will be responsible for any outstanding fees.

### Option One - Save \$125.00

\$6,420.00 due June 22, 2012

### Option Two

\$4,150.00 due June 22, 2012  
\$2,395.00 due December 2, 2012

### Option Three - OSAP Deferral

\$1,780.00 due June 22, 2012  
\$3,195.00 due September 21, 2012  
\$1,595.00 due January 25, 2013

## C. SENECA RESIDENCE ORIENTATION WEEK

Seneca Residence Orientation Week is an Early Move In program, designed to increase understanding of Seneca College and its Residence Life Program. As a part of orientation, you move in early and are provided with workshops, trips and social events all designed to get you familiar with campus life. You will meet Residence Staff, learn about College Services and life on campus; all while having fun and meeting new people!

For more information on Orientation Week, please contact the Housing Coordinator at 416-491-8811 or by email at: [rlcnewnham@stayrcc.com](mailto:rlcnewnham@stayrcc.com).

I am including a \$150.00 payment to participate in the Seneca Residence Orientation Week

## D. DEPOSIT REPLENISHMENT - RETURNING RESIDENTS ONLY

If you were a resident during the last academic year, you may have incurred charges that were deducted from your security deposit. Please ensure that your \$500.00 security deposit is up to date and paid in full. If you have had charges deducted from your original security deposit in the past year, complete and return the "Security Deposit Replenishment Form" included in this package. Residents must pay and maintain the full security deposit amount to guarantee their space in Residence.





# L. PERSONALITY PROFILE

## STEP 1 - BACKGROUND

Please complete the following questions to help us get to know you and help match you with a roommate with a similar personality and interests. Please remember that the more honestly you answer these questions, the more likely you are to get a roommate that is compatible with your lifestyle.

### ACADEMIC FOCUS

I will likely go to class and study: Rarely, and only when necessary      Every day (school is my first priority)

### ALCOHOL

How frequently do you consume alcohol? Once a month or less      Every day

### CLEANLINESS

How clean do you like your room? Very Messy      Very Clean

### INTERESTS - ATHLETICS

My athletic interest/activity level is: Low (Don't play or watch sports)      High (Actively play and watch sports)

### NOISE AND SLEEPING

How sensitive are you to noise when you sleep? Not sensitive (heavy sleeper)      Very sensitive (light sleeper)

### NOISE AND STUDYING

How sensitive are you to noise when you study? Not sensitive      Very sensitive

### SLEEPING HABITS

I would consider myself to be: A Morning Person      A Night Person

### SMOKING

I am a smoker No   Yes

### SOCIAL PERSONALITY

I would consider myself to be: More reserved and shy      A very social, outgoing person

### STUDY LOCATION

I am most likely to spend most of my study time: In my room      Some place other than my room

### INTERESTS - COMPUTERS & GAMING

My computer and/or gaming interest level is: Infrequently (2-3 times a month)      Frequently (Daily)

### EXTRA CURRICULAR INVOLVEMENT

I plan on joining \_\_\_ team(s)/club(s) Zero      Many

### INTERESTS - MUSIC & ARTS

My music and/or art interest level is: Low (I am not interested in music/art)      High (I am a musician/artist; it is part of my daily life)

## STEP 2 - ROOMMATE REQUEST

Surname \_\_\_\_\_ First Name \_\_\_\_\_ Initial \_\_\_

**NOTE:** Your requested roommate must also request to live with you and be accepted into Residence.

## STEP 3: THEMED RESIDENCE LIVING-LEARNING COMMUNITIES (OPTIONAL)

**Note:** This is not a mandatory section of this form. Please see the flyer for more information and if interested, select any that are of interest to you:

- |   |     |    |
|---|-----|----|
| Would you like to live in a mature student community?               | Yes | No |
| Would you like to live in a international and community engagement? | Yes | No |
| Would you like to live in a healthy living and wellness community?  | Yes | No |
| Would you like to live in a fashion/fire community?                 | Yes | No |
| Would you like to live with someone in the same academic program?   | Yes | No |

T-Shirt Size (T-Shirts are Unisex Fitting):  Small  Medium  Large  X-Large  XX-Large  Other: \_\_\_\_\_

Program Name: \_\_\_\_\_

# STUDENT RESIDENCE AGREEMENT - 2012-2013

Seneca College Residence - Newnham Campus  
1760 Finch Avenue East  
Toronto, ON M2J 5G3

## PREAMBLE

The Student Residence Agreement is a legal contract that outlines the obligations of the Resident, the Institution and the Manager. The terms and conditions of this agreement have been designed to ensure that Residents enjoy a safe, respectful community living environment that is conducive to academic success. Residents are expected to respect the rights and privileges of others and to conduct themselves in a manner that promotes this purpose. Through the online Residence Application process Residents are required to read and agree to the terms of this agreement before completing their application. Residents are advised to download a copy of this document and save it for their records. Residents are also advised to share a copy of this document with their Primary and Secondary Contacts identified in the application process. In some circumstances, the Manager may require that a hard copy of this agreement is signed, and in those circumstances, each of the pages of this agreement must be initialed by the Resident.

## 1. INTRODUCTION

This agreement made this \_\_\_\_ day of \_\_\_\_\_, 20\_\_

Between: **Campus Living Centres Inc.** (the "Manager"), as an agent for: **Seneca College of Applied Arts and Technology** (the "Institution"),

And: \_\_\_\_\_ (the "Resident").

In consideration of the mutual covenants and agreements contained in this Student Residence Agreement (this "Agreement"), the parties covenant and agree as follows:

**1.01 Room.** The Manager grants the Resident occupancy of a building-standard furnished room as detailed in **Table 4** (a "Room") in the Residence owned by the Institution known as: "**Seneca College of Applied Arts and Technology Residence & Conference Centre**" (the "Residence") for duration of the Term.

**1.02 Term.** The Term is related to the academic semesters of the Institution and the Residence "Move-in" and "Move-out" days detailed in **Table 1**. There are three types of Terms: (a) "Academic Year", (b) "Winter Semester", and (c) "Summer Semester." Each semester commences at 11:00 a.m. on the "Move-in Day" and ends at 11:00 a.m. on the earlier of (i) the day following the completion of the Resident's last examination of the semester, or (ii) the "Move-out Day." The Academic Year consists of two Institution semesters, the "Fall Semester" and the "Winter Semester." The Term of the Academic Year does not continue during the time in between the Fall and Winter Semesters, called the "Winter Break." Current residents must apply to Residence for each new Academic Year, with acceptance determined by merit, academic, and/or lottery considerations. In addition, and without limitation, Residence acceptance may be denied as a result of any previous violations of this Agreement. A new Student Residence Agreement will be issued to correspond with the beginning of each new Academic Year.

TABLE 1: Terms	Start ("Move-In Day")	End ("Move-Out Day")	Total Days In Term
Summer Semester 2012	May 1, 2012	August 21, 2012	113
Academic Year 2012-2013	September 2, 2012	April 20, 2013	210
Winter Semester 2013	January 5, 2013	April 20, 2013	105
*Customized by Manager			

**1.03 Winter Break.** The Resident may apply to occupy a Room during the period between the end of the Fall Semester and the commencement of the Winter Semester (the "Winter Break" - detailed in **Table 2**). Winter Break applications will be made available to Residents by the Manager. Applications are due on or before **December 1 at 5:00 p.m.** If the Resident's application is approved, they may be required to pay a small fee (detailed in **Table 2**) for Winter Break occupancy before the beginning of the Winter Break. During the Winter Break there is limited supervision of the Residence, all services are reduced or suspended, and annual maintenance and renovations occur. To ensure the safety and security of the Resident and the Residence facilities it is the intention of the Manager to limit the number of Residents staying during the Winter Break to a small number of individuals that demonstrate a significant need for Residence accommodations. If the Resident is found occupying a Room during the Winter Break without having given written notice to the Manager, the Resident shall be subject to the Managers then current daily conference rate, immediately due and payable for each day during the Winter Break period.

TABLE 2: Winter Break	Start	End	Winter Break Fee
Academic Year 2012-2013	December 15, 2012	January 5, 2013	\$200.00

**1.04 Extended Terms.** The Term of this Agreement may be extended by the Manager if the Resident applies in writing for an "Extension" in accordance with the Managers published policies about Term Extensions. Extensions are subject to availability. Priority will be given to Residents travelling from great distances, who demonstrate a special need, or who are enrolled in orientation or academic programs that begin early or continue beyond the Residence Term. Extensions may also be granted for any 'Early Move-In', 'Late Move-Out' or 'Summer Residence' programs offered by the Manager. Residents granted Extensions are subject to the fees detailed in **Table 3**. Any Resident found occupying a Room outside of the Term without approval from the Manager are subject to additional fees over and above those detailed in **Table 3**.

TABLE 3: Extended Terms	Start ("Early Move-In Days")	End ("Late Move-Out Days")	Fees
Summer Semester 2012	N/A	August 22 - 24, 2012	\$30.00/day
Academic Year 2012-2013	August 26, 2012	April 21 - 30, 2013	Early Move-In Day: \$150.00 Flat Rate Late Move-Out Day: \$30.00/day
Winter Semester 2013	N/A	April 21 - 30, 2013	\$30.00/day
*Customized by Manager			

**1.05 Acknowledgement of Services and Responsibility of the Manager.** The Resident acknowledges that neither the Manager nor the Institution stands in loco parentis with respect to the Resident. The Residence provides living accommodations for independent students who are to be responsible and accountable for their personal needs and their interactions with their fellow residents as opposed to residential care. The Manager is responsible for the maintenance and operation of the residence and adds additional levels of personal safety, security and social activities not present in other types of accommodations.

**1.06 Pre-Conditions to Occupancy.** The Resident may not occupy a Room, unless (i) the Resident is currently enrolled and maintaining status as a full-time student in good standing at the Institution; (ii) this Agreement is executed by all parties, with all information required on the last page of this Agreement completed in full; (iii) the Deposit as to section 2.02 is paid in full; (iv) all Residence Fees then due and payable are paid in full as stated in section 2.03; (v) and the Manager has designated a Room for the Resident.

**1.07 Force Majeure.** Notwithstanding anything in this Agreement, if either the Manager or the Institution is bona fide delayed or hindered in or prevented from the performance of any term, covenant or act required under this Agreement (including, without limitation, delivery of occupancy of the Room) by reason of strikes, labour troubles; inability to procure materials or services; power failure; restrictive governmental laws or regulations; riots; insurrection; sabotage; rebellion; war; act of God; or other reasons whether of a like nature or not, which is not the fault of the party delayed in performing work or doing acts required under the terms of this Agreement, then the performance of that term, covenant or act is excused for the period of the delay and the party delayed will be entitled to perform that term, covenant or act within the appropriate time period after the expiration of the period of the delay.

**1.08 No Assignment.** This Agreement and the rights and privileges granted to the Resident under it are not assignable by the Resident and the Resident may not sublet the Room. The Resident may not permit the use of the Room by any other person, other than a person designated by the Manager. The Room or Residence services/facilities including the mailbox, telephone, internet or data connection may not be used for any business use.

## 2. RESIDENCE FEES

**2.01 Payment of Fees.** All amounts payable by the Resident under this Agreement are payable to "CLC Seneca" and payment must be delivered to the Manager. All amounts payable under this Agreement must be paid by cash, certified cheque, bank draft, money order or a credit card as designated by the Manager. Personal cheques will not be accepted. Academic results may be withheld and/or other academic sanctions are possible for failure to maintain an up to date financial account with the Residence.

**2.02 Deposit.** Prior to the Resident's first payment of Residence Fees, the Resident must pay a deposit (the "Deposit") to be held by the Manager and applied to the cost of repairing damage to the Room and to any unpaid amounts owing by the Resident under this Agreement. The amount of the deposit is detailed in **Table 4**. Upon the termination of this Agreement, provided that there are no damage claims or unpaid amounts then owing, the Deposit will be refunded to the Resident as described in **section 8** of this Agreement.

**2.03 Residence Fees.** The Resident must pay the "Residence Fees" in accordance with the Rates and Payment Schedules detailed in **Table 4** for the right to occupy a Room during the Term. **Tables 2, 3 and 4** also detail additional Fees that the Resident is subject to, including the mandatory Residence Life Activity Fee and the cost of Extended Terms. If a hard copy of this agreement is required by the Manager, the Resident is required to select one of the payment schedule options, by initialling their desired option.

TABLE 4: Fees & Payments	
<p>1. All rooms are shared occupancy with one other person of the same gender designated by the Manager.                      2. The Deposit for the Academic Year 2012-2013 is <b>\$500.00</b>.                      3. The total amount payable for the Academic Year 2012-2013 includes a mandatory <b>\$30.00</b> Residence Life Activity Fee, which subsidizes events and activities organized by the Residence Life Staff and Residence Council.                      4. Academic Year 2012-2013 Payment Schedule Option (b) includes a <b>\$125.00</b> administration fee and Option (c) includes a <b>\$150.00</b> administration fee.</p>	
Summer Semester 2012 - Payment Schedule	
(a)	<b>\$2,500.00</b> payable on or before <b>April 15, 2012, at 5:00 p.m.</b> or
(b)	<b>\$2,500.00</b> payable as to <b>\$625.00</b> on or before <b>April 15, 2012 at 5:00 p.m.</b> and as to <b>\$625.00</b> on or before <b>May 15, 2012 at 5:00 p.m.</b> and as to <b>\$625.00</b> on or before <b>June 15, 2012 at 5:00 p.m.</b> and as to <b>\$625.00</b> on or before <b>July 15, 2012 at 5:00 p.m.</b>
Academic Year 2012-2013 - Payment Schedule	
(a)	<b>\$6,420.00</b> payable on or before <b>June 22, 2012, at 5:00 p.m.</b> or
(b)	<b>\$6,545.00</b> payable as to <b>\$4,150.00</b> on or before <b>June 22, 2012 at 5:00 p.m.</b> and as to <b>\$2,395.00</b> on or before <b>December 2, 2012 at 5:00 p.m.</b> or
(c)	<b>\$6,570.00</b> payable as to <b>\$1,780.00</b> on or before <b>June 22, 2012 at 5:00 p.m.</b> and as to <b>\$3,195.00</b> on or before <b>September 21, 2012 at 5:00 p.m.</b> and as to <b>\$1,595.00</b> on or before <b>January 25, 2013 at 5:00 p.m.</b>
Winter Semester 2013 - Payment Schedule	
(a)	<b>\$3,210.00</b> due <b>December 2, 2012 at 5:00 p.m.</b> or if accepted after <b>December 2, 2012</b> payment is due <b>immediately</b> .
Customized By Manager 2012-2013 - Payment Schedule	
(a)	\$ _____, payable on or before _____, <b>20</b> at <b>5:00 p.m.</b> or
(b)	\$ _____, payable as to \$ _____ on or before _____, <b>20</b> at <b>5:00 p.m.</b> and as to \$ _____ on or before _____, <b>20</b> or
(c)	\$ _____, payable as to \$ _____ on or before _____, <b>20</b> at <b>5:00 p.m.</b> and as to \$ _____ on or before _____, <b>20</b> at <b>5:00 p.m.</b> and as to \$ _____ on or before _____, <b>20</b> at <b>5:00 p.m.</b> and as to \$ _____ on or before _____, <b>20</b> at <b>5:00 p.m.</b>

**2.04 Non-Student Rates.** The Residence Fees payable under this Agreement are a special student rate for full-time students of the Institution. If the Resident ceases to be a full-time student of the Institution, and wishes to continue to occupy a Room: (i) the Resident must deliver a written request to the Manager no later than two (2) business days after ceasing to be a full-time student of the Institution, which the Manager may accept or reject in its sole and unfettered discretion, and (ii) if the request is accepted by the Manager, the Resident must pay within two (2) business days of receiving notice of that acceptance (a) any unpaid Residence Fees (whether or not otherwise due) and (b) a supplementary fee equal to the difference between (1) the product of the number of days remaining in the Term as of two (2) business days after the date on which the Resident ceases to be a full-time student of the Institution and the daily conference rate then charged by the Manager for rooms in the Residence, minus (2) the Residence Fees.

**2.05 Interest.** Any amount payable by the Resident under this Agreement which is not paid when due bears interest at the rate of twenty-four percent (24%) per annum, compounded monthly, from the date on which the amount was due to the date on which the amount, and all accrued interest on it, are paid in full. In lieu of interest charges, the Manager may chose to implement a late payment fee.

**2.06 No Waiver of Fees.** Nothing in this Agreement, nor any entry or repossession of the Room by the Manager releases the Resident from any liability for the payment in full of all amounts payable under this Agreement for the Term.

### 3. RESIDENCE PROCEDURES

**3.01 Move-In Procedure.** The Resident must follow all move-in times, dates and procedures outlined by the Manager. The Resident will be notified of the date and time that the Resident may move into the Room. If the Resident wishes to move-in prior to the scheduled move-in day, the Resident may do so at the Manager's then posted nightly rate and subject to availability (detailed in **Table 1 & 3**). Care is to be exercised in moving-in heavy objects to avoid damage to floor coverings, walls, doors and frames and any other part of the Residence. The Resident shall be responsible to pay forthwith to the Manager the cost of any damage to the Room or the Residence arising from the move-in.

**3.02 Move-Out Procedure.** Prior to either (i) the expiry of the Term, or (ii) the date on which the Resident is to vacate the Residence (detailed in **Table 1 & 3**), the Manager may inspect the Room to view the state of cleanliness and repair. After inspection, the Manager will inform the Resident of pending damage and cleaning charges outlining the condition in which the Room is to be left on vacating. If acceptable to the Manager, the Resident will be permitted to correct the deficiencies prior to vacating the Residence. At an arranged time on the date set for vacating the Residence, the Manager will again inspect the Room and, in the event deficiencies are found, the Manager will inform the Resident of all actions necessary to restore the Room to original conditions including any pending damage and cleaning charges. The cost to restore the Room shall be paid by the Resident or, alternatively, by making satisfactory arrangements prior to removing the Resident's belongings from the Room. On vacating, all garbage and belongings of the Resident must be removed, failing which, the cost of removal will be charged to the Resident. As with the "move-in procedures", care must be exercised to avoid damage to doors, frames, walls, floor coverings and any other part of the Residence. The Resident is financially responsible to pay forthwith for any damage caused on moving out of the Residence.

**3.03 Roommates.** The Resident may be notified prior to move-in the name and phone number of his or her roommate (and vice-versa). This disclosure is to enable the roommates to get acquainted and to arrange bringing common supplies to the Residence. Roommate changes may be requested for cause at any time. The Manager's first priority is to try to mediate any dispute between roommates. If a roommate change is required roommates may be moved to different Rooms (subject to availability within the Residence and to the Manager discretion), unless another agreement can be reached amongst all parties involved.

**3.04 Room Reassignment.** The Manager may in its sole and unfettered discretion, relocate the Resident to another Room upon 48 hours advance written notice. The Resident agrees to comply with the terms of any relocation notice and to remove and relocate the Resident's property to the Room designated in the relocation notice. If the Resident does not remove and relocate the Resident's property as set out in the relocation notice, then the Manager may remove and relocate the Resident's property (whether or not the Resident is present at the time), at the Resident's expense, without further notice and without liability to the Manager for any damage to or loss of the Resident's property.

**3.05 Deliveries and Solicitation.** The Manager may control access to the Residence for deliveries. The Manager may allow reasonable access to political candidates or their representatives for the purpose of canvassing for support and delivering pamphlets.

**3.06 Lost Keys, Lock Outs.** The Resident will be responsible for the cost of replacing lost keys at a cost determined by the Manager, to a maximum of **\$20.00** per key. If the Resident is locked out of the Resident's Room, the Resident will pay the Manager's then current fee for letting the Resident into the Room.

### 4. RESIDENCE FACILITIES, MAINTENANCE AND SERVICES

**4.01 Responsibility for Damages.** Within 24 hours of taking possession of the Resident's assigned Room, the Resident must complete a "Room Inspection Report", listing all damage to and deficiencies in the Room and its furnishings, fixtures and equipment. At all times during the Term, the Resident must maintain the Room and its furnishings, fixtures and equipment to the same standard and condition as exists at the time possession of the Room is given to the Resident (or if the Manager repairs any damage or deficiency noted in the Room Inspection Report, to the same standard and condition as exists after repairing that damage or deficiency), subject to normal wear and tear. The Resident and any other person sharing a Room with the Resident are jointly and individually liable for any damage to or deficiency in the Room and its furnishings, fixtures and equipment, other than damage and deficiencies noted in the Room Inspection Report which are not repaired by the Manager. The Resident must give the Manager prompt written notice of any accidents, damage or malfunctions of any kind to the Room or its furnishing, fixtures and equipment. The Resident shall keep a copy of each such notice.

**4.02 Liability of Resident.** The Resident is liable for any damage to the building structure, fittings, fixtures, finishes, furniture and equipment comprising the Resident's Room, except only if such damage is caused by the proven negligence of the Institution or the Manager. The Resident is liable for any damage to the building structure, fittings, finishes, furniture and equipment beyond the confines of the Resident's Room should the damage arise from the negligence or wilful act of the Resident. The Manager and the Institution do not assume any responsibility for personal property that is lost, stolen or damaged from any cause. The Resident is required to obtain insurance to cover the above liabilities. Residence does not purchase such protection for personal property. The Resident must also take positive steps to ensure his/her safety by locking Suite doors, and ensuring that only authorized persons enter their Room, suite and/or the building.

**4.03 Damages to Common Areas.** Residents are responsible for taking all actions associated with good citizenship, including reporting information about damages and vandalism, and those allegedly responsible for causing the damage. All residents (including the Resident) in common with each other are responsible for damage to any part of the interior or exterior common areas of the Residence caused by a person or persons unknown. Common areas include and are not limited to; the corridors, lounges, laundry rooms, stairwells, the exterior of Room doors, parking lots and any other public areas of the Residence. All charges for damages to common areas in residence that cannot be traced to those directly responsible will be split equally among the occupants of the building, wing, floor, or section of the residence deemed fair and appropriate by the Manager.

**4.04 Room Entry.** The Manager subscribes to the principle that Residents are entitled to enjoy a reasonable right to privacy in residence Rooms. However, the Resident acknowledges that the Manager is entitled, without notice and without the Resident being present, to have authorized staff, the Institution's security services, emergency services, or the police enter the Room at reasonable times under the following conditions: (a) to provide repair and maintenance services as detailed in **section 4.05** of this Agreement; (b) to provide housekeeping services as detailed in **section 4.06** of this Agreement; (c) to ensure the safety and security of the Resident and/or when there is reasonable cause to believe an emergency situation has arisen; (d) during the Winter Break to provide routine maintenance; (e) when there is reasonable cause to believe that terms of this Agreement and/or the Residence Community Living Standards detailed in section 7.01 and/or the law is being violated. Authorized staff is supplied with a uniform and identification that is visible at all times.

**4.05 Maintenance by the Manager.** Throughout the Term the Manager will inspect, maintain, repair and replace elements of the Residence in order to keep the Residence in a good condition and state of repair, complying with health, safety and fire standards required by law. This includes, but is not limited to, inspecting and testing fire safety equipment, major appliances, electrical, bathroom fixtures and plumbing.

**4.06 Housekeeping Service and Cleanliness.** Housekeeping Service will be provided to clean only the kitchenette and washroom areas of the Room on a regularly scheduled basis as posted by the Manager. This Housekeeping Service is not optional. Residents must ensure that all counters and sinks are clear of any dishes, appliances, or any other personal items. As part of the Housekeeping Service, the Room will be inspected. Should the Room be found in an unhygienic state, the Resident(s) will be given 24 hours to return it to a proper state, or it will be cleaned at the discretion of the Manager with a minimum charge of **\$50.00**. The Resident shall, at all times during the Term, keep all parts of the Room clean, including and not limited to; floor coverings, doors, walls, ceilings, kitchenette appliances, counters, cupboards, faucets, sinks, furniture, glass, window frames, and other furnishings.

**4.07 Limitation on Liability of Manager.** Unless arising as a result of their gross negligence, the Manager and the Institution shall not be liable to the Resident for any loss or damage, however caused, to the property of the Resident or to the property of the Resident's guest(s) while in the Residence or on the lands on which the Residence is situated. Without limiting the generality of the foregoing, such property includes and is not limited to, vehicles and their contents and damage includes and is not limited to; damage caused by the failure of the plumbing or heating system or any other building system, defects in the structure of the Building, water or snow penetration, exterior weather conditions, damage arising from any cause beyond the control of the Manager or Institution, and any damage or injury arising from the activities of employees, contractors or agents of the Manager and the Institution.

**4.08 Heating of Room.** Throughout the Term the Manager will provide a heating system sufficient to provide a comfortable temperature in the Room and will operate, maintain and repair that heating system. During any period in which the heating system is not functioning to the standards set out above, the Manager will use commercially reasonable efforts, after receiving notice of the deficiency, to have the system repaired and functioning as soon as may be possible in the circumstances. In no event however, is the Manager liable to the Resident for any consequential illness or discomfort and the Manager shall not be deemed to be in default of its obligations under this Agreement, so long as it is using commercially reasonable efforts to have the system repaired.

**4.09 Prohibited Items.** Only refrigeration appliances supplied with the Room are to be used. No others are to be brought into the Room. Open hot plates, deep fryers, indoor barbecues, fondues and the like are prohibited. Irons, toaster ovens, coffee makers, electric kettles protected by automatic "shut off" may be used. Each resident must identify and register their appliances with the front desk. In order for appliances to be approved for use in the Residence, they must bear a visible serial number and a CSA or UL identification tag. Appliances found in rooms that have not been registered at the front desk and/or do not bear a CSA or UL identification tag will be removed by the Manager at the Resident's expense, without liability to the Manager for spoilage or damage to the appliance removed. The following are also prohibited: pets, candles, incense, lava lamps, halogen lamps, large musical instruments or noise producing devices such as subwoofers and PA systems, illegal substances, alcohol and drug paraphernalia, single serving glass alcohol containers (i.e. beer bottles, coolers, etc.) as well as novelty glass liquor bottles, weapons, replica weapons, or any device that is designed for (or could be used for) the purpose to intimidate, threaten, harm, or kill.

**4.10 Cable Television, Telephone & Internet Services.** Telephones provided in the Room are for the Resident's use for local calling only. Long Distance calling may be done only through the use of a prepaid phone card, the designated long distance plan endorsed by the Manager or by charges made to a third party number. Neither the Institution nor the Manager guarantees the immediate availability of telephone service or cable television facilities. If the Resident wants additional cable television, telephone or internet service above and beyond those provided as "standard" in the Residence, the Resident must submit full details to and request and obtain the prior written approval of the Manager and Institution. With respect to Internet Services, the Institution may at its discretion only allow either the standard provided service or the approved alternate service and not both at the same time (Residents will need to complete the Institution's standard forms issued by their IT department). Cutting of wiring and boring of holes is not permitted. Any unauthorized services or equipment may be removed by the Manager, at the Resident's expense, without notice or liability. All Residents are subject to the Institution's and/or Service Provider's current Internet, cable television and telephone enrolment and usage policies.

**4.11 No Moving of Supplied Furnishings.** All furnishings and equipment supplied with the Room shall remain in the Room for the duration of the Term. All furnishings, if rearranged, must be returned to their original position found at the commencement of the Term. No common area furniture is to be moved into the Room.

**4.12 No Removal or Substitution.** The Resident may not remove, alter or change any property in the Room which is provided on occupancy or at any other time during the Term, including and not limited to; furnishings, fixtures, equipment, television sets, appliances, window screens, floor coverings and linens. The Resident shall use all such items only for their intended purpose.

**4.13 No Renovation or Installation.** The alteration or renovation of the Residence facilities, furniture, fixtures, or equipment supplied in the Room is not permitted. The lock(s) provided by the Institution are the only locks to be used to secure the door to the Room. No other locks may be installed by the Resident and the Resident may not change the keying of the lock(s) which are provided. Unauthorized changes to temperature settings or duct or diffuser settings in the Room, and any attempt to make changes to the heating system in the Room are prohibited. The Resident may not install any electrical equipment which will overload the capacity of a circuit. Altering or otherwise tampering with electrical systems is prohibited. The Resident may not install furnishings or equipment of any kind (including and not limited to; shelving, light fixtures, audio or visual equipment, satellite dishes and radio or television antenna(e)), without the prior written consent of the Manager. If any such furnishing or equipment is installed without the Manager's consent, the Resident will immediately remove it after notice from the Manager, failing which the Manager may remove the furnishing or equipment at the expense of the Resident without further notice and without liability to the Resident for any damage to the furnishing or equipment so removed. The Resident is responsible to pay the costs of repairing all damage to the Room or Residence caused by the installation and removal of any furnishing or equipment installed by the Resident, whether installed with or without the Manager's consent. The Resident also is liable for any damage to property of others and for any injury to or death of any person caused by the installation, existence or removal of any furnishing or equipment installed by the Resident, whether installed with or without the Manager's consent.

**4.14 Decorations.** The only acceptable form of affixing items to walls is the use of white sticky tack or 3M Command Strips. Spikes, hooks, screws, tacks or nails or any permanent adhesion type tape shall not be put into or on the walls or woodwork, ceilings, furnishings, doors or windows of any part of the Residence. Residents may not decorate the outside of their room door unless for special occasions approved by the Manager. Strings of indoor lights should not be in direct contact with any flammable materials and should not be left on while the room is unattended.

**4.15 Parking.** Residents must park vehicles in designated spaces only, as allotted by the Institution. The Resident shall affix to each vehicle's windshield such decal, label or other distinguishing marker as the Institution directs for identification. Residents parking cars or other motor vehicles in unauthorized areas without the payment of fees or without a formal written agreement with the Institution may be charged with trespassing and, in addition, the vehicle may be removed at the Resident's expense without notice and without any liability by the Institution or the Manager for damages of any kind. Residents may not bring onto the Residence property any unlicensed or uninsured motor vehicle. If any vehicle become uninsured or has its license expire while parked on the Residence property, it must be removed by the Resident, failing which, after notice, the Institution may remove the vehicle at the Resident's expense, without any liability by the Institution or the Manager for damages of any kind. Bicycles must be stored or kept only in such locations that may be designated by the Manager. All vehicles and bicycles and their contents, if any, are brought onto the Residence property at the sole risk of the owner.

## 5. ROLE OF THE PRIMARY AND SECONDARY CONTACTS

**5.01 Primary and Secondary Contact(s).** The Resident, in executing this Agreement, is required to identify a "Primary Contact" and a "Secondary Contact". It is strongly recommended that these contacts are parents or legal guardians of the Resident. The Primary Contact serves as the individual that is contacted by the Manager if concerns or problems arise with the Resident, as detailed in **section 5.02** below. If the Primary Contact is not available, the Secondary Contact will be contacted. Once the Residence is provided with this contact information, the Manager will notify the Primary and Secondary contacts, via the supplied e-mail, that they have been identified as Primary/Secondary Contacts for the Resident. This e-mail will outline the role and responsibility of the Primary/Secondary Contact and provide the Primary/Secondary Contacts with the opportunity to opt-out of this role.

**5.02 Consent to Contact Primary and Secondary Contact(s).** In most circumstances, Residents will be treated without reference to their parents, guardians or primary/secondary contacts; however, the Manager or the Institution may contact the Primary or Secondary Contact at any time and for any purpose, including, without limitation, to advise them of (i) any accident or injury to the Resident, (ii) any default by the Resident under this Agreement, or (iii) any situation where the Resident may cause harm to himself or herself or to another, or (iv) if the Resident is placed on Residence Probation or issued any behavioural contract or Eviction by the Manager. The Manager or the Institution may disclose the Resident's personal information in such communications, and the Resident hereby consents to this disclosure.

## 6. FREEDOM OF INFORMATION

**6.01 Freedom of Information.** "I consent to the Manager and the Institution collecting and disclosing to each other personal information about me concerning any misconduct or alleged misconduct by me, or any misconduct of others reported or witnessed by me, for the purpose of the Manager and the Institution using that personal information to administer their respective rules of conduct and disciplinary proceedings. Such information includes, and is not limited to, my grades in school, my academic status, any alleged misconduct by me, my response to such an allegation, the substance and status of any disciplinary proceedings and the penalty, if any, imposed. Personal information includes, and is not limited to the Institution confirming to the Manager, my status as a full time student, academic status, federal loan status, and provincial loan status for the purpose of room allocation. Personal information also includes, but is not limited to access my official college identification number and photograph in order to verify my identity for the facilitation of services and for investigations that are being conducted by the Manager or the Institution." For the purposes of this consent, the Manager and the Institution include their officers, employees and security contractors who have a reasonable interest in receiving the personal information.

**6.02 Activity Waiver.** On an on-going basis, the Institution and/or the Manager arranges a number of social, sporting and other activities for residents of the Residence, both in the Residence building and at other on-campus and off-campus locations (individually, an "Activity" and collectively, the "Activities"). Activities may have inherent risks associated with participation in them. Participation in all Activities is completely voluntary and the Resident may elect not to participate in any Activity. The Resident specifically acknowledges that in the event that the Resident elects to participate in any Activity, (i) the Resident is warned that participation in the Activity may involve certain inherent risks, including, without limitation, risks of physical injury, (ii) the Resident has voluntarily elected to participate in the Activity notwithstanding those risks. The Resident acknowledges and assumes all risks of personal injury and all other hazards (i) arising from or related in any way to participation in an Activity, (ii) arising or resulting from any cause whatsoever (including risks inherent in the Activity and negligence), and (iii) whether occurring prior to, during or after the Activity and the Resident agrees that the Institution and the Manager and each of their respective officers, directors, shareholders, employees and agents (as applicable) are expressly released and forever discharged by the Resident from all claims of any nature or kind whatsoever (i) arising from or relating to the Resident's participation in an Activity, (ii) arising or resulting from any cause whatsoever (including risks inherent in the Activity and negligence), and (iii) whether occurring prior to, during or after the Activity.

**6.03 Photograph Waiver.** The Resident grants permission to the Institution and/or the Manager to use photographs or videotapes taken of the Resident in or about the Residence for use (i) in advertising, direct mail, brochures, newsletters and magazines relating to the Institution, the Manager or the Residence, (ii) in electronic versions of the same publications or on web sites or other electronic form or media relating to the Institution, the Manager or the Residence, and (iii) on display boards within the Residence or the Institution, all without notification. The Resident waives any right to inspect or approve any finished photograph or videotape or any electronic matter that may be used in conjunction with a photograph or videotape now or in the future and waives any right to royalties or other compensation arising from or related to the use of any such photograph, videotape or electronic matter.

## 7. RULES AND REGULATIONS

**7.01 Residence Community Living Standards.** The Residence Community Living Standards ("RCLS") forms a part of this Agreement. It details the rights, responsibilities and privileges of Residents as well as offenses, sanctions and the residence judicial process. Each resident is responsible for reading, understanding and adhering to the terms outlined within the RCLS. The Manager and the Institution may amend the terms of the RCLS from time to time and may post the amendments in the Residence. The RCLS can be found online at: [www.senecareg.ca](http://www.senecareg.ca).

**7.02 Institution Standards.** Residents are also responsible for reading, understanding and adhering to the academic and non-academic policies and procedures that have been established by the Institution, including the Code of Conduct and its penalties.

**7.03 Mandatory Safety Session.** It is understood by signing this agreement that any first year resident, or any resident who has not previously attended, is required to attend a mandatory safety session presented by Seneca College and the Manager. Failure to attend this session will result in disciplinary action which may include a loss of sign in privileges, inability to attend selected events and/or financial penalties.

## 8. TERMINATION AND CANCELLATION

**8.01 Termination by the Manager.** This agreement may be terminated by the Manager if: (a) the Resident fails to check into their assigned Room within five (5) days of the first day of the Semester; (b) the Resident abandons their Room as detailed in **section 8.03** of this Agreement; (c) the Resident decides not to accept the Room they were assigned, or any alternate rooms offered to them during the course of this Agreement; or (d) the Resident violates any of the terms of this Agreement, including violations of the Residence Community Living Standards or Institution Standards. The Manager may notify the Primary or Secondary Contact by phone or e-mail of the termination of the Resident's residency at the same time, if possible, as written Notice of Termination of Residency is delivered to the Resident. If the Resident is unavailable to receive service of the notice in person, then delivery of the notice to the Resident's Room shall be deemed proper service and delivery. The Resident will be allowed 24 hours from the date and time of delivery of the Notice of Termination of Residency to fully vacate and remove all personal belongings from the Residence.

**8.02 Termination or Cancellation by the Resident.** If the Resident wishes to terminate this Agreement or cancel their residence application, the Resident must notify the Manager in writing via the online residence cancellation/withdrawal form. To cancel this Agreement, the Resident is expected to demonstrate that they are no longer enrolled in classes at the Institution or provide evidence of exceptional circumstances beyond his/her control. Please note that the Residence operates independently from the Institution and if the Resident cancels their application or enrolment at the Institution, they will also need to cancel their Residence application. Refunds will be issued by the Manager as detailed in **section 8.06**.

**8.03 Abandonment.** If the Resident vacates the Room prior to the expiry of the Term without the Manager's prior agreement, the Room will be deemed abandoned by the Resident. In that event, the Manager may (i) repossess the Room without liability to the Manager, and (ii) enter into an agreement for the occupancy of the Room with a third party.

**8.04 Termination Procedures.** Upon the termination of the privileges of this Agreement, the Resident shall, forthwith vacate the Room within the time frame given, and deliver to the Manager vacant possession of the Room together with all of the furnishings, fixtures, appliances and telephone of the Residence, and the furnishings and fixtures shall be in good condition, with reasonable wear and tear excepted. The Resident will follow the Move-out Procedures explained in **section 3.02** of this Agreement and all additional directions communicated by the Manager.

**8.05 Failure to Vacate.** If the Resident does not vacate the Residence on the expiry or early termination of this Agreement, (i) the Resident is liable for any financial loss sustained or incurred by the Institution or the Manager, and (ii) the Manager may remove the property of the Resident from the Room (whether or not the Resident is present at the time), and place the property in temporary storage in a location in the Residence of the Manager's choice, at the Resident's expense, without notice to the Resident and without liability to the Manager for any damage to or loss of the Resident's property.

**8.06 Refund Procedures.** Upon the termination of this Agreement or a residence application by the Resident, as detailed in section 8.02, the Resident may be entitled to a partial refund of the Deposit and Residence Fees, without interest, within eight (8) weeks of the Resident vacating the Residence or cancelling their residence application. The refund will be in the form of a cheque mailed to the Resident's permanent address on file. Residence Fees, cancellation fees and refunds will be calculated on a pro-rated daily basis. Deposits are refunded less any outstanding charges and administration fees. Refunds are issued based on the following:

**8.06 (a) Academic Year 2012-2013 Applications/Agreements (Detailed in Table 5)**

- (i) If the Resident's written cancellation request is received by the Residence Manager prior to **June 15 (Deadline 1)**, whether the Resident has been accepted into Residence or not, the Resident will receive a full refund of the Deposit and any Residence Fees paid to date.
- (ii) If the Resident has been accepted into Residence and the Residence Manager receives the Resident's written cancellation request after **June 15 (Deadline 1)** but before **August 1 (Deadline 2)**, then the Resident's Deposit will be forfeited.
- (iii) If the Resident is on the wait list for Residence and the Residence Manager receives a written cancellation request before the Resident is accepted to Residence, then the Resident will be refunded the full Deposit.
- (iv) If the Resident is on the wait list and a space becomes available after **June 15 (Deadline 1)**, the Resident will be offered a space in Residence and asked to confirm the status of the Resident's Residence acceptance within 24 hours. After confirmation to the Residence, all regular cancellation policies and payment deadlines apply.
- (v) If the Resident has been accepted into Residence and the Residence Manager receives the Resident's written cancellation request after **August 1 (Deadline 2)**, but before the first day of the Term (**Deadline 3**), then the Resident will be charged a late cancellation fee. The cancellation fee will be equivalent to **45 days** of Residence Fees. The Deposit will be refunded less any damages, charges or money owing to the Residence.
- (vi) If the Residence Manager receives the Resident's written cancellation request after the first day of the Term (**Deadline 3**) and before **November 15 (Deadline 4)**, then the Resident will be charged for **each day they occupy a Residence room plus a cancellation fee**. The Resident must complete all Move-out Procedures detailed in **section 3.02** before cancellation fees and refunds will be assessed and issued. The cancellation fee will be equivalent to **60 days** of Residence Fees. The Deposit will be refunded less any damages, charges or money owing to the Residence.
- (vii) If the Residence Manager receives the Resident's written cancellation request after **November 15 (Deadline 5)**, then the Resident will be charged for **each day they occupy a Residence room plus a cancellation fee**. The Resident must complete all Move-out Procedures detailed in **section 3.02** before cancellation fees and refunds will be assessed and issued. The cancellation fee will be equivalent to **90 days** of Residence Fees. The Deposit will be refunded less any damages, charges or money owing to the Residence.

**8.06 (b) Summer Semester 2012 and Winter Semester 2013 Applications/Agreements (Detailed in Table 5)**

- (i) If the Resident's written cancellation request is received by the Residence Manager prior to **Deadline 1**, whether the Resident has been accepted into Residence or not, the Resident will receive a full refund of the Resident's Deposit and any Residence Fees paid to date.
- (ii) If the Resident is on the wait list for Residence and the Residence Manager receives a written cancellation request before the Resident is accepted to Residence, then the Resident will be refunded the full Deposit.
- (iii) If the Resident is on the wait list and a space becomes available, the Resident will be offered a space in Residence and asked to confirm the status of the Resident's Residence acceptance within 24 hours. After confirmation to the Residence, all regular cancellation policies and payment deadlines apply.
- (iv) If the Resident has been accepted into Residence and the Residence Manager receives the Resident's written cancellation request after **Deadline 1**, but before the first day of the Term (**Deadline 2**), then the Resident will be charged a late cancellation fee. The cancellation fee will be equivalent to **45 days** of Residence Fees. The Deposit will be refunded less any damages, charges or money owing to the Residence.
- (v) If the Resident has been accepted into Residence and the Residence Manager receives the Resident's written cancellation request after the first day of the term (**Deadline 3**) then the Resident will be charged for **each day they occupy a Residence room plus a cancellation fee**. The cancellation fee will be equivalent to **60 days** of Residence Fees. The Deposit will be refunded less any damages, charges or money owing to the Residence.

**TABLE 5: Refunds, Cancellation Fees, and Deadlines**

Terms		Deadline 1	Deadline 2	Deadline 3	Deadline 4	Deadline 5
Summer Semester 2012 Applications & Agreements	Date	After Application Before April 1, 2012	After April 1, 2012 Before Move-In Day	After Move-In Day		
	Fee	Full refund of Deposit and Residence Fees.	Deposit and Residence Fees refunded. Cancellation Fee equivalent to 45 days of Residence Fees.	Charged for each day they occupy a Residence room plus a cancellation fee equivalent to 60 days of Residence Fees.		
Academic Year 2012-2013 Application & Agreements	Date	After Application Before June 15, 2012	After June 15, 2012 Before August 1, 2012	After August 1, 2012 Before Move-In Day	After Move-In Day Before November 15, 2012	After November 15, 2012
	Fee	Full refund of Deposit and Residence Fees.	Forfeit Deposit.	Deposit and Residence Fees refunded. Cancellation Fee equivalent to 45 days of Residence Fees.	Charged for each day they occupy a Residence room plus a cancellation fee equivalent to 60 days of Residence Fees.	Charged for each day they occupy a Residence room plus a cancellation fee equivalent to 90 days of Residence Fees.
Winter Semester 2013 Applications & Agreements	Date	After Application Before December 1, 2012	After December 1, 2012 Before Move-In Day	After Move-In Day		
	Fee	Full refund of Deposit and Residence Fees.	Deposit and Residence Fees refunded. Cancellation Fee equivalent to 45 days of Residence Fees.	Charged for each day they occupy a Residence room plus a cancellation fee equivalent to 60 days of Residence Fees.		

**8.07 Payment after Notice of Termination.** The Manager's acceptance of any payment of arrears or of any other payment for the use or occupation of the Room, after delivery of a notice terminating this agreement to the Resident, does not operate as waiver of a notice of termination, nor reinstatement of this Agreement.

**8.08 Binding Effect.** Each reference in this Agreement to the Manager, the Institution, and the Resident includes their respective heirs, estate trustees, legal representatives, successors and assigns, as applicable.

## INSTRUCTIONS

The Student Resident must complete Section A, B, and C. The Resident is also advised to provide a copy of this agreement to the individuals identified as the Primary and Secondary Contacts below. This document is a legal contract. It cannot be marked or altered. Any such changes will render it void. Please fully complete this form using blue or black ink.

### A. THE STUDENT RESIDENT MUST FILL OUT THE FOLLOWING INFORMATION: (PERMANENT HOME ADDRESS)

Surname \_\_\_\_\_ First Name \_\_\_\_\_ Initial \_\_\_\_  
Street Address \_\_\_\_\_ Apt/Unit \_\_\_\_\_  
City \_\_\_\_\_ Province \_\_\_\_ Country \_\_\_\_\_ Postal/Zip Code \_\_\_\_  
Home Phone Number \_\_\_\_\_ (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Mobile Number \_\_\_\_\_ (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_  
country code area code country code area code  
Email \_\_\_\_\_

The resident acknowledges that they have read, understand and will comply with all sections of this Agreement.

Signature of Resident \_\_\_\_\_ Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_  
MM DD YY

### B. PRIMARY CONTACT (SEE SECTION 5 FOR DETAILS)

Surname \_\_\_\_\_ First Name \_\_\_\_\_ Initial \_\_\_\_  
Street Address \_\_\_\_\_ Apt/Unit \_\_\_\_\_  
City \_\_\_\_\_ Province \_\_\_\_ Country \_\_\_\_\_ Postal/Zip Code \_\_\_\_  
Home Phone Number \_\_\_\_\_ (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Mobile Phone Number \_\_\_\_\_ (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_  
country code area code country code area code  
Email \_\_\_\_\_  
Relationship to Resident \_\_\_\_\_

### C. SECONDARY CONTACT (SEE SECTION 5 FOR DETAILS)

Surname \_\_\_\_\_ First Name \_\_\_\_\_ Initial \_\_\_\_  
Street Address \_\_\_\_\_ Apt/Unit \_\_\_\_\_  
City \_\_\_\_\_ Province \_\_\_\_ Country \_\_\_\_\_ Postal/Zip Code \_\_\_\_  
Home Phone Number \_\_\_\_\_ (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Mobile Phone Number \_\_\_\_\_ (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_  
country code area code country code area code  
Email \_\_\_\_\_  
Relationship to Resident \_\_\_\_\_

### FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT

This collection of personal information is authorized by section 2(2) of the Ontario Colleges of Applied Arts and Technology Act. The principal purpose of the collection is to administer this Agreement and payment obligations arising under this Agreement. Questions about this collection may be directed to Residence Manager, Seneca College Residence - Newnham Campus, 1760 Finch Avenue East, Toronto, ON, M2J 5G3, 416-491-8811.

### OFFICE USE ONLY

Accepted by the Manager, Campus Living Centres Inc.

Signature of Residence Manager \_\_\_\_\_ Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_  
MM DD YY

# PRIMARY/SECONDARY CONTACT INFORMATION

Dear Primary/Secondary Contacts,

You have been identified by a future resident, as a Primary or Secondary Contact. It is likely that you are a parent or legal guardian of the resident. As the Primary or Secondary Contact you will serve as an emergency contact and you may also be contacted if any other significant concerns or problems arise with the resident. As a Primary or Secondary Contact, the Residence staff would like to welcome you to the Seneca College Residence, as you too are part of our community and have an important role to play.

Our goal is to provide each Resident with a safe living and learning environment that supports their academic success as well as their personal and social development. We aim to ensure that our community is inclusive, responsible, and respectful. To that end, we would like your help in supporting these goals.

We expect that every Resident takes the time to read, understand and adhere to the rules and expectations that govern our community, which are listed below. Links to this information can be found online at: [www.senecarez.ca](http://www.senecarez.ca) under the Residence Life section.

1. The Student Residence Agreement
2. The Residence Handbook / The Residence Community Living Standards
3. Seneca College policies – i.e. Student Rights & Responsibilities

## **What else do I need to do about the role of a Primary or Secondary Contact?**

First of all, we encourage you to speak with the resident about this role. It is also important to note that you may opt-out of this role if you choose. We will ask the resident to provide us with the name of another individual to serve in this role. Sections 5.01 and 5.02 of the Student Residence Agreement (quoted below) formally describe the role of the Primary and Secondary Contacts.

**5.01 Primary and Secondary Contact(s).** The Resident, in executing this Agreement, is required to identify a “Primary Contact” and a “Secondary Contact”. It is strongly recommended that these contacts are parents or legal guardians of the Resident. The Primary Contact serves as the individual that is contacted by the Manager if concerns or problems arise with the Resident, as detailed in section 5.02 below. If the Primary Contact is not available, the Secondary Contact will be contacted. Once the Residence is provided with this contact information, the Manager will notify the Primary and Secondary contacts, via the supplied e-mail, that they have been identified as Primary/Secondary Contacts for the Resident. This e-mail will outline the role and responsibility of the Primary/Secondary Contact and provide the Primary/Secondary Contacts with the opportunity to opt-out of this role.

**5.02 Consent to Contact Primary and Secondary Contact(s).** In most circumstances, Residents will be treated without reference to their parents, guardians or primary/secondary contacts; however, the Manager or the Institution may contact the Primary or Secondary Contact at any time and for any purpose, including, without limitation, to advise them of (i) any accident or injury to the Resident, (ii) any default by the Resident under this Agreement, or (iii) any situation where the Resident may cause harm to himself or herself or to another, or (iv) if the Resident is placed on Residence Probation or issued any behavioural contract or Eviction by the Manager. The Manager or the Institution may disclose the Resident’s personal information in such communications, and the Resident hereby consents to this disclosure.

Additionally, there is a information page on our website that will provide you with additional information about how to support the residents success in Residence. We have also provided some additional information for your reference on the back of this page. Incidents resulting from poor decisions related to alcohol, drugs, guests, and personal safety are our greatest concerns. Before move-in day, we hope that you will take the time to familiarize yourself with the documents listed above and discuss with them their responsibilities, choices and potential consequences for decisions while living in Residence. If we work together, the Residence experience can be a wonderful adventure that will provide great life-long memories.

Please understand that we acknowledge that our primary client is the Resident. Regardless of their age, or potential financial dependence on you, we are required to comply with privacy legislation and therefore treat Residents as independent adults.

We are very excited to welcome you to our Residence community.

All the best,

The Residence Life Team

**SEE REVERSE**

# PRIMARY/SECONDARY CONTACT QUICK REFERENCE INFORMATION

Residence Website: [www.senecarez.ca](http://www.senecarez.ca)

The Resident's room number and extension will be available during move-in. All Resident's can be reached at the following address and phone number:

Name, Room number  
Seneca College Residence - Newnham Campus  
1760 Finch Avenue East  
Toronto, ON M2J 5G3  
(416) 491-8811 x\_\_\_\_\_

## IMPORTANT DATES

### Summer Semester 2012 Residents

Final day for Residents to remain in Residence is August 21, 2012. If the Resident is not able to move-out by this day, please contact the Residence Manager to make alternate arrangements.

### Academic Year 2012-2013 Residents

Orientation and Early Move-in: August 26, 2012. Please visit [www.senecarez.ca](http://www.senecarez.ca) for more information.

Move-in Day: September 2, 2012. The Residence Handbook / The Residence Community Living Standards and roommate information will be provided in August. Please visit [www.senecarez.ca](http://www.senecarez.ca) for more information.

The Fall/Winter Option 2 Residence fee payment (if you decided to pay in two installments) is due by December 2, 2012.

The Fall/Winter Option 3 Residence fee payment (if you decided to pay through OSAP Deferral) is due by September 21, 2012 and January 25, 2013.

Final day for Residents to remain in Residence is April 20, 2013. If the Resident is not able to move-out by this day, please contact the Housing Coordinator to make alternate arrangements.

### Winter Break 2012-2013

The Winter Break takes place between December 15, 2012 and January 5, 2013 inclusive. All Residents must vacate the building during this period however their personal belongings can remain in the suite. During this time there is limited supervision of the Residence, all services are reduced or suspended, and annual maintenance and renovations occur. To ensure the safety and security of the Resident and the Residence facilities it is the intention of the Manager to limit the number of Residents staying during the Winter Break to a small number of individuals that demonstrate a significant need for Residence accommodations. Those who wish to stay in Residence during this time must submit an application by November 30, 2012 at 5:00pm. If the Resident's application is approved, they will be required to pay a fee of \$200.00 for Winter Break occupancy.

### Winter Semester 2013 Residents

Final day for Residents to remain in Residence is April 20, 2013. If the Resident is not able to move-out by this day, please contact the Housing Coordinator to make alternate arrangements.

If you have provided us with your credit card, the payment will automatically be processed. If you have not, please ensure to send payment with the Resident if you are taking care of payment on their behalf. You may also contact our Housing Coordinator to make payment arrangements.

SEE REVERSE