



## PETERBOROUGH COLLEGE RESIDENCE AGREEMENT 2023-2024

Upon my admission to residence, and for the term of my residency, I become the "Resident" of the assigned/selected "Room" in a "College Residence" or "College Annex" and hereby acknowledge that this is a legal and binding agreement.

This agreement applies to Residents of Champlain, Peter Gzowski, Lady Eaton, and Otonabee Colleges at Symons campus, Wallis Hall and Crawford House at Trill College, the Otonabee College Annex located at 780 Argyle Street, and Champlain College Annex, Lady Eaton College Annex and Peter Gzowski College Annex properties located on Water St. in Peterborough, Ontario.

### ELIGIBILITY

1. The Resident shall be enrolled as a student at Trent University to live in Residence.

### FEES

2. The Resident shall pay to the University
  - a) A Room fee for the occupation of the Room, including the \$500 deposit.
  - b) A residence dining plan fee based on their Room type.
  - c) Trent Cash if selected through the Room confirmation process

Please be aware that the agreement and fees are for the duration of the two terms outlined in section 7. Information on the withdrawal, early arrival, winter break and late stay processes can be found beginning with section 10. Students who have applied for the winter semester only are committed to the agreement and fees for the duration of the winter term outlined in section 7.

3. The Resident will be able to confirm their assigned Room on their housing portal after they have self-selected a Room or have been assigned a Room. Information about the fees associated with the Room type to which they have selected or are assigned, and their residence dining plan are found on the Student Housing website ([www.trentu.ca/housing](http://www.trentu.ca/housing))
4. Residence and dining plan fees are mandatory and specific to each Room type for the undergraduate Fall and Winter semesters. These fees **do not** include the December to January residence closure period as set out in the Trent University Academic Calendar, or any other period outside of the dates listed in section 7 (i.e. Early arrival or late stay periods).
5. If the University assigns a Room to the Resident after the Friday following the first day of class in either semester, according to the University Academic Calendar, the Room fee shall be prorated on a nightly basis and the residence dining plan fee shall be applied in full as outlined in section 24.
6. Failure to pay residence and dining plan fees in accordance with the established deadlines may result in the University withholding academic results and degrees. It may also result in the termination of this agreement and eviction from residence. The University reserves the right to exercise any combination of the above options at any time in its absolute discretion and failure to pursue an option immediately does not preclude the use of that option later. Deadlines are available in the Trent University Academic Calendar.

### OCCUPANCY

7. The term of the agreement shall coincide with the occupancy dates below. The University shall permit the Resident to occupy the Room from:

- a) Fall Semester: September 2, 2023 to 24 hours after the Resident's final exam in December 2023 or by 11:00 a.m. (EST) on December 21, 2023, whichever date and time occurs first.
  - b) Winter Semester: January 6, 2024 to 24 hours after the Resident's final exam in April 2024 or by 11:00 a.m. (EST) on April 21, 2024 whichever date and time occurs first.
8. Failure to arrive by 5:00 p.m. on September 3, 2023, or notify Student Housing of your late arrival via email to **residence@trentu.ca**, means that the University is under no obligation to hold the Room space. In this situation, the Resident will still be liable for all fees related to the Room until a time in which a new contract will fill the Resident's vacancy.
9. If the Resident does not move in, but fails to cancel their confirmed residence Room prior to 11:59 p.m. (EST) on September 3, 2023, the Resident will remain responsible for all Room and dining plan fees and will fall under the Withdrawal from Residence process beginning in Section 27.
10. The Resident may apply for the Winter Break Residence Program, by indicating on their residence application. . The Winter Break Residence program is intended for students that are unable to travel home during the Winter Break period that takes place from the day in which residence closes and reopens for winter break as outlined in the [Trent University Academic Calendar](#). Residents that are approved for the Winter Break Residence Program will have a flat rate fee of \$450 applied to their student account. The Resident would then have access during the winter closure to a residence space that is assigned to them for the duration of the winter break period. No dining halls will be open throughout the Winter Break closure period and all Residents who take advantage of the Winter Break Residence Program will be required to live in one of the Water Street Annex Buildings. If granted to stay for the Winter Break Residence Program, the full College Residence Agreement will apply through the time the Room is occupied for the Winter Break including all related Residence Standards.
11. The Resident may apply for an Early Arrival date through the application process outlined on the Student Housing website to arrive prior to the start of the occupancy term date in September. The University reserves the right to grant or refuse such permission in its absolute discretion and will notify the student in writing the results of their application. If granted, the full College Residence Agreement will apply from the time the Room is occupied to when the occupancy terms of this Agreement begin. The Resident will be charged a predetermined per night fee on their student account from the arrival date up to the beginning of the occupancy term.
12. The Resident may apply for a Late Stay, by 4:00 p.m. (EST) on the last day of classes according to the University Academic Calendar, for permission to extend their occupancy beyond 24 hours after their last exam and/or past the residence closure date. The University reserves the right to grant or refuse such permission in its absolute discretion and will notify the student in writing of the results of their application. Please note in the Fall Semester (December 2023), no student may stay in residence past 11:00 a.m. (EST) on December 21, 2023. If granted, the full College Residence Agreement will still apply t from the time the Room is occupied until the Resident's departure. The Resident will be charged a predetermined per night fee on their student account from the occupancy term to the last night prior to their departure. Should the university officially extend the examination period, the residence contract will be extended for the same duration.
13. Trent University assumes no obligation or liability for lost, stolen or damaged items of personal property under any circumstance. The Resident is required to obtain personal insurance against such losses. Residents can often obtain coverage through a "rider" on the family's tenant or homeowner insurance policy, which should include liability coverage for injury or damage caused by the Resident.
14. The Resident shall permit the University, or its agents, entry at any time into their residence space and without notice to the student if the entry is for the purpose of carrying out their assigned duties.
15. Where the Resident does not vacate the Room in accordance with and on the date provided for in this Agreement the Resident shall pay the University for occupation of the Room beyond the date vacancy is required by this Agreement, at a daily rate established by the University. In addition, the University or its agents may enter and take possession of the Room and the University may, at its sole discretion, store or dispose of the

Resident's property left within the Room and the University shall have no liability to the Resident relating to damage to or loss of such property. The Resident shall be responsible for the cost of disposal and/or storage of such property.

## ROOM SELECTION & ASSIGNMENTS

16. The Resident may choose to participate in the Room selection process and/or be assigned to a Room by the University. Once the Room selection period closes and/or a Room is assigned, the Resident is not permitted to assign this Agreement or permit any person(s) to occupy the Room other than to whom is originally assigned by the University.
17. A Resident with intentions to change Rooms must receive written permission from the University. The University has the authority to grant or deny any Room change requests in its sole discretion. To allow for sufficient time for community members to develop an understanding of each other and their residence surroundings, the Room transfer application will be available to students prior to the residential reading and laboratory weeks in October 2023 and February 2024. Any Resident who changes to another Room, granted by the University, is responsible for any additional residence fees related to the Room they are transferring into. Additionally, a \$125 Room transfer processing fee will be applied to the Resident's student account. Should the Resident change to another Room that is of a lesser fee than the previously assigned Room, the residence fees will be pro-rated by the University accordingly and the \$125 Room transfer-processing fee will be applied to the Resident's student account as well.
18. The University may assign an alternate Room (and College where applicable) to a Resident. Within 48 hours after the University giving notice to the Resident of the reassignment, the Resident shall vacate the first Room (and College where applicable) and occupy the second reassigned Room (and College where applicable). Vacating the Room includes removing all possessions and returning the assigned keys to the appropriate housing service centre. The Resident will be responsible for all expenses related to the reassignment.

## CONDUCT

19. The Resident, attests that they have read and understood the [Residence Standards](#) and is confirming their agreement to comply with the express provisions and intent of the Residence Standards as outlined in the Residence Guidebook.
20. The Resident shall not do or permit anything to be done in the Room or in the College Residence which:
  - a) is not legal;
  - b) causes danger to the Resident or anyone in the College Residence or University; or
  - c) causes or could reasonably cause damage to a person or property in the College Residence or University.
21. The Resident accepts responsibility for the use of the assigned Room and its contents and accepts financial responsibility for any damages, theft, or loss incurred, and any extra cleaning fees required due to the actions of the Resident and/or their guests.
22. Damages, theft, and/or loss in a common use area within the College Residence which cannot be identified as the responsibility of specific individuals, will be the responsibility of all the Residents living in the residence section, house, staircase, or floor in which the damage, theft and/or loss occurred. Costs for repairs, cleaning or replacement of University property will be assigned to each individual Resident.
23. If the Resident performs or engages in behaviour that is ought to be known as potentially harmful to the Resident or anyone in the College Residence or University, or cause damage, in the College Residence building, the University will not be held liable for their actions.

## RESIDENCE DINING PLAN

24. Each College Residence Room type is associated with a specific Residence Dining Plan as outlined below. It is mandatory for all Residents to subscribe to the plan associated with the Room type to which they have selected or are assigned. Residence dining privileges are for the exclusive use of the Resident paying fees and may not in whole or in part be transferred to any other individual or account. Dining Plans have no cash value and are a non-refundable account, except as outlined in section 28.

Trent University Foodservice locations include Lady Eaton College, Champlain College, Peter Gzowski College, Otonabee College including Pizza Pizza, Subway and Tim Hortons, Electric City Café in Gzowski College, the DNA Café, Starbucks (Student Centre), Bata Bean (Bata Library), '76 Sips Café (Athletics Centre), The Seasoned Spoon, The Ceilie, the Trend at Traill College, the Durham Dining Hall and the Otonabee Annex Cafe.

### RESIDENCE DINING PLANS

- a) Traditional Style for Residents living in: Champlain College, Gzowski College, Lady Eaton College, Otonabee College.

|                      |          |
|----------------------|----------|
| Dining Plan Value    | \$4,300  |
| Foodservice Overhead | \$ 1,000 |
| Total Cost           | \$5,300  |

- b) Traditional Style for Residents living in Otonabee College Annex:

|                      |         |
|----------------------|---------|
| All-you-care-to-eat  | \$1,390 |
| Declining Balance    | \$2,910 |
| Foodservice Overhead | \$1,000 |
| Total Cost           | \$5,300 |

The dining plan for Otonabee College Annex includes a \$2,910 declining balance plan with use limited to the locations identified above and a \$1,390 all-you-care-to-eat dining plan which provides for up to 3 meals per week. The all-you-care-to-eat meals are provided by the Otonabee Annex Cafe. Meals that are not consumed in one week will NOT carry forward to future weeks. Unused meals expire at the end of each week, have no cash value and are non-refundable. All-you-care-to-eat meals are provided exclusively to the Resident and may not be transferred. If the Resident moves from the Otonabee College Annex to another residence Room type, they will be credited \$45.00 to their declining balance dining plan for each full week remaining between the week they move out of Otonabee College Annex and the end of the term of their residency.

- c) Traditional Style for residents living at Traill College:

|                      |         |
|----------------------|---------|
| Declining Balance    | \$3,300 |
| Trent Cash           | \$1,000 |
| Foodservice Overhead | \$1,000 |
| Total Cost           | \$5,300 |

A \$3,300 declining balance dining plan, with use limited to the locations identified above and \$1,000 in Trent Cash, which may be used at any location that accepts Trent Cash, including off-campus restaurants, bookstore, printing, parking etc. If a Resident moves from Traill College to a traditional or suite style Room in any of the different Colleges, the remaining Trent Cash portion of the Dining Plan will be re-allocated to the declining balance portion of the plan.

d) Suite Style for Residents living in a suite or apartment:

|                      |         |
|----------------------|---------|
| Dining Plan Value    | \$2,800 |
| Foodservice Overhead | \$ 700  |
| Total Cost           | \$3,500 |

25. Each of the dining plans will allow for unused portions of the declining balance funds within the account to be carried forward into the following year and each year thereafter for the Resident to use, at which point purchases will be subject to sales tax. Except as provided in Section 28, Dining Plans are non-transferable and non-refundable. Unused meals from the all-you-care-to-eat dining plan at Otonabee College Annex have no cash value, are non-refundable, and do not carry forward to future terms.
26. The Residence Standards apply in all Dining Areas.

## **WITHDRAWAL FROM RESIDENCE**

### ***DINING PLAN FEES***

27. A Resident who elects to withdraw from residence and remains a student of the University is not eligible for any dining plan refund. The dining plan will remain on the student account and on the student card.
28. A Resident who elects to withdraw from residence and elects to withdraw from the University prior to the start of the exam period as outlined in the Trent University Academic Calendar will receive a refund of their remaining dining plan balance, less a 15% administration fee. The Trent Cash portion of the traditional plan at Trill College will be refunded in the same manner.

### ***ROOM FEES***

29. A Resident who elects to withdraw from residence may do so by cancelling their application on the Student Housing Portal in advance of the desired date of departure.
- a) If the date of the completed cancellation in the Housing Portal and departure/move out occurs prior to the Monday of the Trent University reading week in the winter semester, the Resident shall be liable for payment of Room fees on a pro-rated basis to the date the vacant contract is filled by a new Resident who was not previously in contract with the University. If the vacancy cannot be filled, the student will be responsible for the full payment of the Room fees. The Resident is responsible for following the proper checkout processes which includes returning keys to the Service Centre.
  - b) If the date of the completed cancellation in the Housing Portal and departure/move out occurs after the Monday of the Trent University reading week in the winter semester, the Resident shall be liable for the payment of the full amount of Room fees and shall not be entitled to a refund of any part thereof, whether the vacant contract is filled by a new Resident contract.
30. A Resident who is unable to continue living in residence due to serious medical reasons that were not previously existing at the time of application to residence, emergencies, and/or extenuating personal circumstances beyond their control, may submit an appeal. The request must be submitted within thirty (30) days of the Resident's recorded departure. Appeals that are granted may receive a pro-rated refund of their residence Room fees and a refund of their remaining dining plan balance, less a 15% admin fee and less their dining plan overhead fee. Residents must have completed the cancellation process on the Student Housing portal and have followed proper move-out procedures prior to an appeal being submitted. See section 29 for further information. Appeals can be submitted by completing the Housing and Food Services Fee Appeal Request Form

found on the myTrent portal by navigating to the Service Tab, then to the Housing heading. Appeals will be forwarded to the team in Student Housing who will grant the appeal based on the documentation provided, or who will forward it to the joint Housing and Food Services appeals committee for deliberation. This committee will meet on the following dates to review appeals (subject to change based on caseload):

- November 1, 2023
- December 6, 2023
- February 7, 2024
- March 6, 2024
- April 3, 2024
- May 8, 2024

Appeals must be submitted and complete at least one week in advance of a committee meeting to address them. All appeals will be responded to within 2 weeks following the meeting where it was addressed.

31. The University may terminate this Agreement by giving the Resident seventy-two (72) hours' notice if the Resident:
  - a) ceases to be a student at the University; or
  - b) fails to make any payment owing under this Agreement by the date on which it falls due.
32. Notwithstanding section 29 & 31, the University may choose to, and reserves the right to, in its sole discretion, terminate the Agreement without notice when there has been a violation of this Agreement, and/or the Residence Standards.
33. If the Agreement is terminated for disciplinary reasons the Resident shall be liable for the payment of the full amount of residence and dining plan fees and shall not be entitled to a refund of any part thereof, whether the Room is re-assigned, or the Residence vacancy is filled.

#### **REFUNDS TO STUDENT ACCOUNTS**

34. Any refunds which any student is entitled to hereunder shall be applied to the Resident's student account. The University may reduce the amount of any refund by any amounts owed to the University by the Resident for fees owing. Please be advised that processing times for refunds to student accounts vary and wait times may be up to two months. For information regarding processing times Residents are to contact Trent University Student Accounts Office.

#### **PERMISSION TO SHARE INFORMATION**

35. The Resident grants permission to the University to share the Residents Room number and permanent contact information with student accounts, college office, food service, campus security, maintenance, internet service providers, its agents, and other necessary persons if needed for informational, facility maintenance, college affiliation, student support, billing, or refund purposes.

#### **KEYS**

36. The Resident shall be issued a key or set of keys for access to the assigned Room and mailbox. Students will also receive a TrentU card which acts as an access card to the College Residence area.
37. The Resident is responsible for the safe keeping of the keys and TrentU card. The Resident must report all lost or stolen keys and TrentU cards to the Residence Service Centres on weekdays or to a Residence Life Don or Campus Security on weekends, evenings, or holidays, within 24 hours of not having the keys/TrentU card in their possession. Immediate reporting is preferred. For any lost or stolen TrentU card, the Resident is also responsible for turning off the "cash" or "dining plan fund" portion of their card, which can be done through the myTrent student portal.

38. The Resident shall pay a key replacement and lock change fee of \$300.00 for any lost or stolen key set (Room and mailbox keys comprise a set). Requests to replace locks and keys on weekends, after hours and holidays will result in additional charges to the student's account.
39. The Resident shall pay a replacement fee of \$30.00 for any lost or stolen TrentU card. The Resident may pay the fee through the TrentU Card office located in Blackburn Hall, Monday through Friday between 9 a.m. (EST) and 4p.m. (EST) excluding holidays.
40. Keys and access/student cards may not be duplicated or transferred to other individuals.
41. A set of residence keys must be returned when the Resident vacates the Room. If the keys are not returned, the Room and mailbox will be re-keyed, and the Resident will be charged \$300.00 for the replacement of the locks and keys on the Resident's student account. Should the student move-out of residence, their keys must be returned to the Residence Service Centres on weekdays when Service Centres are open, or to the Key Drop Box outside of the front entrance to Blackburn Hall when the Residence Service Centres are closed. Failure to do so may result in a lost key charge or improper check out fee being applied.

#### **EMERGENCIES AND OTHER UNAVOIDABLE EVENTS**

42. An Emergency means a health emergency or other unavoidable event which is beyond the reasonable control of the University, which results in a situation in which the University determines in its sole , based on advice from a medical professional, or a directive, bulletin, notice or other form of communication, order or legislation from a public health authority or other authority having jurisdiction, or other information or advice deemed relevant by the University ("Directives"), that Residents, employees of the University or other persons or invitees, are or may be exposed to imminent danger from a dangerous condition or situation, damage to the Residence, disease, virus or other biological or physical agents that may be detrimental to human health, while in a College Residence or College Annex.
43. If an Emergency exists, the University may amend, supplement, or otherwise enforce any rules or regulations in existence, may impose additional rules and regulations, and may impose restrictions to mitigate or minimize the effects of the Emergency. Without limiting the generality of the foregoing:
  - (a) during an Emergency, the University shall be entitled to restrict or limit access to College Residences and/or Annexes to employees of the University only, and/or to prohibit entry by Residents, visitors, or invitees for a reasonable period during such event;
  - (b) notwithstanding that the University may have entered into a Residence Agreement with a Resident, the University shall have the right during an Emergency, to terminate such agreements prior to the commencement of the Term, to comply with Directives or where the University determines that it will not be safe to operate a College Residence or Annex for a Fall and/or Winter Semester, and the University shall have no liability to a Resident because of such termination;
  - (c) the University shall be entitled during an Emergency to close all or any part of a College Residence or Annex if it determines that it is not safe to continue to operate the Residence or Annex or certain parts thereof, in which case Residents shall vacate the Room they occupy in accordance with the reasonable requirements of the University;
  - (d) the University shall be entitled, during such time as there is an Emergency to require all Residents to comply with reasonable measures imposed in respect thereof by the University, including health screening, the use of hand washing and other sanitation products directly related to the management of the health threat, attendance at mandatory training sessions, and the use of additional protective clothing by all Residents such as protective barriers, gloves and masks; and vaccine requirements.

(e) during an Emergency, the University shall also be entitled to specify specific modes of ingress and egress from and to the Residence or Annex for Residents generally or Residents who may have a heightened risk of either exposure to a health threat or a heightened risk of transfer of unhealthy condition to other Residents, invitees or visitors in the Residence or Annex.

44. Where an Emergency or any other restrictive governmental laws or regulations, fire, damage, or other unavoidable event which is beyond the control of the University, results in the closure of a Residence or Annex during the Term, the University, in its sole and absolute discretion shall determine what, if , any fees shall be refunded to the Resident , having regard to the length of the closure, the nature of the event causing the closure and such other factors as the University deems appropriate in the circumstances.

#### **CONTRACT AMENDMENT & NOTIFICATION**

45. The University may update the terms of the Resident Contract from time to time and the University will provide update by electronic communication related to any major changes at its sole discretion.

Rules and regulations pertaining to the usage of any University College Residence and the conduct of its occupants are formulated by the University. As the living accommodation is provided by Trent University to its Residents, all major questions relating to the living accommodations are decided after consultation with Housing Advisory Committee, College Residence Council, College Cabinets, and other Residence Student Representatives. The living accommodations are not intended for year-round occupancy, the College Residences are exempt from the Ontario Residential Tenancies Act based on S. 5(g) of the Act.

**I acknowledge that this Residence Agreement forms an agreement between me and the University and I agree to be bound by its terms and conditions.**