

SAINT MARY'S UNIVERSITY RESIDENCE HANDBOOK

[REVISED: 21 January 2025]



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CONTACT US

DEPARTMENT OF HOUSING & CONFERENCE SERVICES (HOUSING & RESIDENCE OFFICE)

Department of Housing & Conference Services



LIVING IN RESIDENCE: A GUIDE TO THE SAINT MARY'S RESIDENCE COMMUNITY

WELCOME

K Y'Wca Y'rc'GU]bhA Ufm'g'I b]j Yfg]miUbX'hY'GU]bhA Ufm'g'fYg]XYbW'Wca a i b]mi

Not all learning happens in the classroom. An important part of university is experiencing life in residence. By living in fYg]XYbW'\Yfy'UhGU]bhA Ufm'g'gh XYbhg'[Yhrc'_bck'dYcd'Y'Zca'Ufci bX'hY'k'cf'X']b'U'WcgY-knit community, while experiencing life at the heart of the university.

Our residence community is a living-YUfb]b['Wca a i b]mi'UhYI]ghg'k]h]b'hY''Uf[Yf'I b]j Yfg]m'g''YUfb]b[z'HY'UW'X]b[z'UbX' working community of students, faculty and staff, and we are committed to providing a civil and safe environment which is respectful of the rights, responsibilities, well-being and dignity of all. We are committed to creating a culture of respect and a campus environment free from oppression manifested in racism, sexism, homophobia, heterosexism, transphobia, ageism, ableism and other forms of systemic and social exclusion.

Our many residence choices allow you to select your living arrangements based on your unique needs. If you are new to university, find the perfect spot in one of our three furnished residence buildings on campus (located minutes away from downtown Halifax and the beautiful Atlantic Ocean). We also have graduate and family housing options.

SMU Dining (Aramark Higher Education), our campus food service provider here at Saint Mary's, offers full food services throughout the academic year. Choose a meal plan that suits your dietary needs and your budget.

H\]g'F'Yg]XYbW' '<UbXVcc_']g'XYg][bYX'rc'ci h]bY'\ck'k'Y''j] Y']b'fYg]XYbW'\Yfy'UhGU]bhA Ufm'g'UbX'rc'dfcj]XY'Ubgk Yfg'z'f'hY' questions you might have about the residence community. For more information, visit our [Housing & Residence website](#) or visit the Housing & Conferences Services office located in Loyola (LR114).

All the best for a safe and successful year!



RESIDENCE OPTIONS

SINGLE STUDENT HOUSING

Loyola Residence

Loyola is a 22-story high-rise building containing bot

SENIOR APARTMENTS



RESIDENCE FEES

RESIDENCE FEES
Residence room r



RESIDENCE DINING & MEAL PLANS

RESIDENCE DINING

All individuals residing in single and double rooms in Loyola North and Vanier Residences must purchase one of the University's main mandatory meal plans.

All residents of Rice and Loyola Senior Apartments are also required to purchase a minimum mandatory flex dollar plan to supplement their own cooking. Rice and Loyola Senior Apartment residents are also able to upgrade to other meal plans if they wish.

Flex dollars (where appropriate) can be used to purchase items at the other food establishments on campus. A meal card is issued in the amount originally purchased. Lost cards should be reported immediately to SMU Dining (dining@smu.ca).

Our [Meal Plan policies](#) are available online: <https://smuca.campusdish.com/TermsAndConditions>

More information on food service options on campus is available online at: <https://smuca.campusdish.com/> and <https://www.smu.ca/campus-life/meal-plans-and-food-options.html>

Key Features of Our Dining Plan:

Flex dollars are accepted at all food service outlets on campus.

You can obtain an update of the balance in your account at all cashier outlets.

Additional flex dollars may be purchased and added to your account via e-commerce or the SMU Dining Food Services Office (Loyola 207). Contact dining@smu.ca or 902.420.5599 for more information.

Position on the wait-list is determined by the date and time the University receives the signed Wait-List Agreement and \$500 Residence Confirmation Deposit.

Once placed on the wait-

RESIDENCE AGREEMENT & TERMS OF OCCUPANCY

RESIDENCE AGREEMENT

The Residence Agreement is a rental contract between the student and the University outlining the student's obligations regarding the terms of occupancy, conduct, payment of fees, etc. Students under 19 years of age must have the Agreement signed by a parent or guardian.

Students may not be permitted to move into residence until they have completed and signed the Residence Agreement. If a student fails to sign a Residence Agreement, for whatever reason, prior to taking up residency, the terms and conditions as outlined in the Residence Handbook will be the basis of the rental contract between the University and the student. "Student" for the purpose of the Residence Agreement, refers to anyone attending an

The Family & Graduate Housing Residence Agreement is distinct from the standard, single student housing Residence Agreement, including

loss or damage to any possessions, however caused. Individuals are responsible for reporting stolen personal items to the Halifax Regional Police.

Our policy does not assume liability on behalf of individuals or cover damage to or loss of personal property, however caused.

Questions to ask an insurance agent:

1. Am I covered under my parent's policy while I am away at school?
2. For what amount am I covered?
3. Are there any restrictions to this coverage?
4. Should I have additional coverage for any valuable items?

OCCUPANCY PERIOD

With the exception of Family & Graduate Housing apartments, the occupancy period for each semester begins with the scheduled date and time for residence move-in and concludes 24 hours after each student's last examination according to the formal examination schedule prepared by the Registrar. Therefore, the occupancy period may be different for each individual student. The occupancy period extends for the entire academic year as per the 8-month Residence Agreement but does not include the holiday break stay-over period outlined below.

Individuals who fail to properly check out of their residence space at the appropriate time are subject to additional charges and fees, including, but not necessarily limited to, Failure to Depart charges, improper check out charges, and/or nightly tariffs.

The Family & Graduate Housing occupancy period is as noted in its specific Residence Agreement, th-4()-6(tm3(ri)12(Iy)-8()8(Ii)-4(

Individuals who fail to properly check out of their residence space at the appropriate time are subject to additional



WITHDRAWING FROM RESIDENCE OR BREAKING A RESIDENCE AGREEMENT

SINGLE STUDENT HOUSING



WHAT TO BRING TO RESIDENCE

Individuals should bring whatever they need to make it comfortable. Individuals are advised against bringing valuable possessions into residence. All personal belongings should be insured.

SOME SUGGESTED PERSONAL ITEMS:

- Personal ID
- Masks (for COVID-19 prevention)
- Cell phone / mobile phone
- University documents
- Warm clothing
- Rain gear
- Towels and face cloths
- Bathrobe
- Flip-flops (for shower)
- Stapler, scissors, and other stationary / school supplies
- Hair dryer
- Personal care products (shampoo, body wash / soap, toothpaste, toothbrush, etc.)

SOME SUGGESTED ITEMS FOR YOUR ROOM:

- Computer, printer, and associated cords
- Power bars (CSA approved)
- Alarm clock
- Clothes hangers
- Laundry basket / bin
- Laundry detergent
- Drying rack
- Iron
- Pillows
- Bed linens
- Blankets, duvet, or comforter
- Kettles (with automatic shutoff switches) and microwave ovens
- Mini fridge (5.2 cubic feet or smaller in size)

SOME SUGGESTED 'EXTRAS':

- First aid kit
- Flashlight
- Needle and thread
- Sports equipment

ITEMS NOT PERMITTED IN RESIDENCE

ITEMS PROHIBITED IN OUR RESIDENCE COMMUNITY INCLUDE:

Animals / pets (including fish)

Weapons (including but not limited to firearms, BB guns, air pistols / rifles, pellet guns, paint guns, ammunition, hunting / exotic knives, swords, archery equipment, target pistols, machetes, etc.), replica weapons, or toy weapons

Explosive devices, propane canisters, flammable liquids or other hazardous substances

Hate symbols or items (including, but not limited to, Nazi paraphernalia, Confederate flags, etc.)

Waterbeds, dishwashers, clothes washers and dryers

Real / live Christmas Trees and large tree lights (fire-retardant, artificial trees and mini-lights are acceptable)

Candles, lanterns, incense, and other incendiary materials or sources of open flame

Heated scent-producing device / products (i.e. Scensty warmers and the like)

Rugs and carpets

Drapes, furniture and / or personal items that interfere with heating systems

IN ROOMS WITHOUT COOKING FACILITIES: electrical kitchen appliances, including but not limited to hot plates, toasters, electric frying pans, air fryers, deep fryers, toaster ovens, grills, rice cookers, instapots, etc. (Kettles with automatic shutoff switches and microwave ovens are permitted.)

Electric heaters

Halogen lamps

Milk crates

Shopping carts

E-Bikes / E-Scooters / Scooters

SINGLE STUDENT HOUSING: soft-covered furniture

Wooden blocks or other bed-raising apparatus

IN LOYOLA and VANIER: Refrigerators of more than 5.2 cubic feet in size

Aerials and /

MOVING IN & MOVING OUT

MOVING IN

Individuals may move into residence any

GETTING ALONG WITH OTHERS IN RESIDENCE

ROOMMATE / SUITEMATE CONFLICTS & MEDIATION

It is expected that roommates / suitemates will communicate with each openly and respectfully to establish guidelines and address any issues that occur or begin to develop.

However, sometimes roommates / suitemates find it awkward or uncomfortable to speak directly to their roommate about issues that are occurring in their room or on the floor.

The mediation process is a great way for roommates to address their concerns directly and respectfully with each

RESIDENCE FACILITIES, SERVICES & MAINTENANCE

BARBER SHOP & BEAUTY SALON

There are both a barber shop and a beauty salon located in Henn Alley / the residence complex. Both are open to all members of the campus community as well as the general public.

CABLE TV

Televisions and appropriate cables are provided within Loyola and Vanier lounges for use by residents of the floor. Cable TV is not provided in individual rooms.

CUSTODIAL / CLEANING SERVICES

The University's custodial / cleaning staff maintains all stair areas, common hallways, the general cleaning of all floor lounges, and the weekly scouring of bathrooms (with the exception of apartment units in the Rice Residence and the Senior Apartments in Vanier and Loyola residences, which are self-contained).

Individuals are responsible for their own rooms; in suites, occupants are responsible for the day-to-day tidiness of the hall and bathroom. Refuse, scraps, and garbage are to be properly separated, bound / bagged, and recycled or deposited in the garbage chute provided on each floor as appropriate.

DAYCARE / CHILD CARE

Point Pleasant Child Care Centre (PPCCC) is a non-profit, community-based organization with two daycares / child programmes in a safe and nurturing environment. A team of full-time credentialed early childhood educators plan a developmentally appropriate program in each classroom. They are responsible for planning and implementing programs that promote children's growth and development based on age-appropriate activities and experiences. Our Inclusion Coordinator supports families and staff to ensure appropriate supports are in place for children with special needs. Each facility is equipped to prepare a hot noon meal and two snacks per day.

Point Pleasant Child Care Centre's Saint Mary's University Rice Residence Facility has a licensed capacity of thirty children and offers two programs based on age:

- The Toddler Room: for children two to three years
- The Preschool Room: for children three to four years

The Infant Centre Facility is located in <Ybb'5''Ym]b'hY'GU]bhA Ufm]g'fYg]XYbW'Vt'a d'YI'UbX'Ug'hfYY'WUggfcca g"

- The Junior Infant Room: for children three months to twelve months
- The Senior Infant Room: for children twelve months to eighteen months
- The Toddler Room: for children eighteen months to two years

The Ogilvie on the Park Facility has an operational capacity of forty-seven children and is designed to accommodate children eighteen months to five years of age:

- The Toddler Room: for children eighteen months to three years
- The Preschool Room: for children three to four years
- The Four-Year-Old Program: for children four to five years

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ROOM CHECKS

To make sure that a proper standard of cleanliness is maintained in residence rooms, room checks can be expected without prior warning to the occupants. Disciplinary action may ensue from an unsatisfactory report being received by the Director, Housing & Conference Services. Students will be assessed cleaning charges when University staff must clean rooms left in an unsatisfactory condition.

ROOM ENTRY POLICY / GUIDELINES

To ensure the safety and security of individuals, as well as University property, and to effectively respond to maintenance and / or other requests for service it is sometimes necessary for University staff (including Department of Housing & Conference Services staff) to enter rooms and / or bed spaces.

Normally, whenever possible, 24-hour advance notice of room / apartment / bed space entry will be provided to individuals.

However, University staff may enter a room / apartment / bed space without prior notice under the following circumstances:

- To ascertain whether a room / apartment / bed space is occupied, or to clean / prepare a bed space for a new occupant.

- To protect University property, or mitigate actual or potential damages (in cases of flood, fire, etc.)

- To turn off a stereo or alarm, or close a window that has been left open, while the apartment is unoccupied - normally in response to a complaint / report from another tenant or a staff member.

- When ordered to do so by Halifax City Police or the Halifax Fire Department.

- In a life-threatening situation where there is reasonable belief that a resident is in danger or is a threat to themselves or others.

- When there is reasonable belief that a violation of a University or Department of Housing & Conference Services policy, rule, or regulation -- or a criminal offense -- is in progress.

- When evacuating residence during a fire alarm / fire emergency (or to determine origins of smoke).

- When invited into the room at the request of the occupant.

- To conduct a room inspection, or to follow-up to a work order resulting from an inspection. (NOTE: Individuals are normally given 24-hour advance notice in this instance.)

For ALL University staff (including Department of Housing & Conference Services staff), the protocol for entering a residence room / apartment / bed space is as follows:

- Knock on the door, wait.

- Knock on the door, announce who they are and that they will be keying in / entering.

- Knock on the door while entering the room.

The Department of Housing & Conference Services will not allow non-registered occupants (including friends or family) to gain access to a room to retrieve personal items that may have been left there. It is important that residents do not leave items of personal safety and wellness (ie. necessary and clearly identified medications), but only upon approval of a departmental administrator and with permission from the currently listed occupant of the room.

Full Name
Room #, Residence / Building Name
Saint Mary's University
5907 Gorsebrook Avenue
Halifax, NS B3H 1G3

The Residence Mailroom / Housing Office / Loyola Residence Desk / University Mailroom are NOT able to accept any delivery service or courier-delivered items.

Retail purchases made via same day delivery apps (Uber Eats, Door Dash, store apps, etc) will not be accepted by / held by the Residence Mailroom or Loyola Residence Desk. Residents are responsible for tracking their purchase via the delivery app and must collect their package directly from the courier or delivery service.

TRACKING YOUR MAIL

Even if a parcel is listed as having arrived on campus according to a tracking number, it may not be available at the residence mailroom 9r4(t 9Ae5 EMC(t)11(h)-3(e6(9r4(t 9K[() TJ8n2>3005711005C>60070>2005690003>400464004800510057>40



in the event they hear a mass notification message while on campus, is available on the Emergency Management section of the University website: <http://www.smu.ca/about/emergency-management.html>.

INCLEMENT / SEVERE WEATHER, POWER OUTAGES & OTHER INCIDENTS

In instances of inclement / severe weather or power outages, information is available from the University website (www.smu.ca), as well as the following closure hotlines:

Student Closure Hotline: 902.491.6263
Staff / Faculty Closure Hotline: 902.491.6264

LAW ENFORCEMENT

In situations where criminal activity which places University property and / or the personal safety of students and staff at risk is alleged to have taken place / is taking place in residence, the Department of Housing & Conference

APPLICATION, RESPONSIBILITIES, INTERPRETATION & STANDARD OF PROOF

The following stipulations and / or conditions also apply to alcohol in residence:

† Individuals of legal age may consume alcohol in their rooms/apartments and in floor common lounges.

† C d Y b U W c a U m V Y f U b g d c f Y X h f c i [\ Z c c f W a a c b \ U k U m g directly from room to room and from lounge to room or vice versa providing that individuals do not consume alcohol while in the floor common hallways.

† 5 c d Y b U W c a i g h V Y f U b g d c f Y X j b U b c b - g l a s s c o n t a i n e r .



BUSINESSES, ADVERTISING & SOLICITATION IN RESIDENCE

Individuals are not permitted to operate businesses in residence. The University does not permit solicitation and/or any third-party advertising in its residences. Prohibited activities include, but are not limited to, flyers being slipped under doors; door-to-door knocking; door hangers, stickers, or other promotional materials being used / placed in residence; and mass mailings. Information (including things like posters or tent cards) from approved parties is specifically monitored and explicitly approved through Residence Administration.

CANNABIS

Saint Mary's University residences are cannabis-free.

As such, while individuals are responsible for knowing, understanding, informing themselves of, and complying with, applicable University policies, as well as all federal, provincial, and local laws related to cannabis, they should also understand that given ongoing examination of the potential impacts of cannabis in our residence community, any and all consumption, use, possession, production, and/or propagation of cannabis or cannabis-

to, inspections by University, staff, fines / cost recovery charges, and/or other remedial measures as deemed necessary.

Refuse, scraps, and garbage are to be properly separated, bound / bagged, and recycled or deposited in the garbage chutes provided on each floor as appropriate.

COOPERATION WITH UNIVERSITY POLICE



Guests / visitors are to be accompanied by a residence host at all times within the Residence Complex. In order to allow hosts to maintain effective responsibility for their guests, residents are limited to hosting a maximum of three (3) guests at any time.

Guests may be required to sign-in to any residence building. When required, visitors / guests and their resident host are both required to show photo identification and sign their names at the sign-in desk. Individuals violating this policy when required will face disciplinary outcomes. Guests may be asked to leave at any time if they are not acting

Individuals are not permitted to change or manipulate door locks, or install additional locking mechanisms or deadbolts on any University door. Issued keys and access card are for the use of the room/apartment occupant and are not permitted to be provided to or used by others.

LOUNGES & COMMON AREAS

It is the responsibility of individuals to maintain a reasonable level of cleanliness in lounges and common areas by disposing or recycling personal trash. If a lounge or common area is vandalized or an appropriate level of cleanliness is not maintained, the lounge may be closed and disciplinary outcomes / action may follow.

Failure to keep bathrooms, hallways and shared living areas clean may result in disciplinary outcomes. Continued disregard for this policy will result in fines.

NOISE & QUIET HOURS

HVY'GUJbhA Ufmg Residence Community is committed to ensuring that standards governing noise levels are

use of scooters is not permitted in residence. Sports may be played in a number of designated areas on campus. Loyola Desk staff, your RC, or RA can be consulted for more information in this regard.

SUB-LETTING

Sub-letting of residence accommodation and/or spaces is strictly prohibited. Regardless of the circumstances, the housing of an additional roommate or sub-letter will not be permitted.

TAILGATING / FRAUDULENT ENTRY

Tailgating and / or fraudulently gaining or attempting to gain entry to another residence room or building is not permitted.

THEFT

Theft of any sort is not tolerated in our Residence Community. Individuals are not permitted to take possession of, use / misuse, and/or be in possession of property that is not their own. Individuals are also not permitted to deface, destroy, and/or dispose of property that is not their own.

VIOLENCE

Violence, physical or otherwise, is not tolerated in our Residence Community. Ignorance, anger, alcohol, or substance abuse will not be accepted as an excuse for instances of violence. If it is determined an individual has engaged in violent behaviour, they will be subject to disciplinary outcomes, as deemed appropriate by residence staff, and their Residence Agreement may be terminated. In extreme circumstances, a case may be referred for review under the University Code of Student Conduct.

WINDOWS

Window screens and window stops must remain in place at all times. A minimum fine of \$150 will be levied against the occupant(s), and additional disciplinary outcomes, including removal from residence may result. Tampering with windows or screens, or climbing on roofs, are safety hazards and will result in immediate disciplinary outcomes.

Under no circumstances should individuals throw or allow any object to drop from a window; throwing, dropping or ejecting any object from or at a residence building is prohibited.

PROCESSES & OUTCOMES

GENERAL OVERVIEW

Violations of the Residence Code of Conduct are normally dealt with by residence staff (RSOs or RAs), the-2()] TJETQq0.00000912

- In response to either specific incidents or patterns of inappropriate behaviour, an individual may be

APPEALS & REVIEWS

APPEALS: AN INTRODUCTION

Disciplinary outcomes may only be appealed once, on specific grounds, as outlined below. It is important to note that appeal will result in one of three outcomes:

1. THE ORIGINAL DECISION / OUTCOME IS UPHELD,
2. THE ORIGINAL DECISION / OUTCOME IS OVERTURNED, or
3. THE ORIGINAL DECISION / OUTCOME IS MODIFIED, WHICH MAY INCLUDE AN INCREASE IN AN

ALL written appeal submissions MUST clearly identify the specific ground(s) on which the appeal is being requested and provide supporting detail / documentation in order to be considered. Individuals are entitled to have a person of their choice (for example, a friend or an advocate) accompany them to any disciplinary or appeal meetings.

APPEAL GUIDELINES & PERMISSABLE GROUNDS FOR APPEAL

SANCTION TYPE	PROCESS / TIMELINE	PERMISSIBLE GROUNDS FOR APPEAL
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IMPORTANT PHONE NUMBERS

EMERGENCY NUMBERS

Loyola Residence Desk	902.420.5591
University Security (Emergency)	902.420.5000 / 5000
Fire	911
Police	911
Ambulance	911

UNIVERSITY SERVICES & DEPARTMENTS

Campus Bookstore / SMUshop	902.420.5562
Career Services	902.420.5761
Conference Services	902.420.5486
Conflict Resolution Advisor	902.420.5113
The Counselling Centre	902.420.5615
EIT Help Desk	902.496.8111
Facilities Management	902.420.5572
Fred Smithers Centre	902.420.5761
Financial Aid & Awards	902.496.8726
Food Service (SMU Dining / Aramark)	902.420.5599
Health Services	902.420.5611
Homburg Centre for Health & Wellness	902.420.5555
Housing & Residence	902.420.5598
Husky Patrol	902.420.5577
International Centre	902.420.5436
Library	902.420.5534
Registrar	902.420.5582
Service Centre (Fees, etc.)	902.420.5473 / 902.420.5582
SMUSA	902.496.8700
SMUSA Information Desk	902.496.8713
Student Services	902.420.5761
University Security (Non-Emergency)	902.420.5577
University Sexual Assault Case Manager	902.496.8778
University Switchboard	902.420.5400

SELECTED OFF-CAMPUS RESOURCES

Avalon Sexual Assault Centre	902.425.0122
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RESIDENCE AGREEMENTS

SINGLE STUDENT HOUSING RESIDENCE AGREEMENT

SAINT MARY'S UNIVERSITY RESIDENCE AGREEMENT (September 20XX - April 20XX)

SAINT MARY'S UNIVERSITY, a body corporate with head office in Halifax, Nova Scotia, hereinafter referred to as the "UNIVERSITY"; and
(Name) _____ (Student Number) A _____, hereinafter referred to as "Student", as outlined in the covenant and agree together
that:

1. The University will rent to the Student and the Student will rent from the University, accommodation (hereinafter called the "rented premises") for the entire September 20XX to April 20XX academic year (as defined in the 20XX to 20XX Academic Calendar) and according to the Residence occupancy period as outlined in the online Residence Handbook (<https://www.smu.ca/student-life/residence-handbook.html>). The Student is hereby advised that this agreement does not entitle the Student to occupy the rented premises during the Holiday Break as set by the University.
2. The Student has read the online Residence Handbook, and agrees to be bound by all of the rules and regulations contained therein relating to occupying the rented premises in Student residences, whether or not those rules and guidelines have been formally approved as of this date by the University. In particular, the Student is obligated in accordance with the provisions of the Residence Handbook:
 - i) to keep the rented premises clean;
 - ii) to avoid nuisance and disturbance to other occupants of similar rented premises;
 - iii) to assume the cost of repairs, cleaning or damage to the rented premises due to accidents, negligence or wilful misconduct of the Student or anyone permitted by the Student to enter the premises;
 - iv) to allow entry to the rented premises by authorized employees of the University in accordance with the room entry policy detailed in the Residence Handbook;
 - v) to follow procedures with respect to occupation and termination of room occupancy as described in this document and in the Academic Calendar and Residence Handbook.

The Student acknowledges that breach of any of the rules and regulations contained in the Academic Calendar or the Residence Handbook or any breach of any term of this Agreement will entitle the University to immediately terminate this Residence Agreement and upon termination the Student will vacate the premises immediately or as directed or within such time period as may be directed by the University.

3. The Student shall select a meal plan (where applicable) and shall pay to the University the sum of money for meals and the rented premises outlined in the schedule of residence and meal plan fees in the 20XX to 20XX Academic Calendar (the 20XX to 20XX fees are posted at <http://www.smu.ca/academics/residence-and-meal-plans.html>). The fees are due and payable according to the schedule outlined in the Academic Calendar.
4. The Student acknowledges that this Agreement is entered into by the Student as a student of Saint Mary's University, a secondary institution under whose auspices

- iii. Individuals who withdraw and complete all necessary administrative requirements after their official move-in date AND are withdrawing from the University / their post-secondary institution altogether will forfeit the \$500 deposit and be charged for the nights they were in possession of their residence room.
- iv. Individuals who withdraw and complete all necessary administrative requirements after their official move-in date AND remain academically enrolled at the University / post-secondary institution will forfeit the \$500 deposit and be charged for the nights they were in possession of their residence room, as well as an additional 60 billable nights*. (*Up to and including the entire term of the Residence Agreement and not exceeding it.)

No pro-rated refund of residence fees will be issued after the last day of classes in a term. Individuals who fail to properly withdraw are subject to Improper Withdrawal Charges. ALL individuals who withdraw from residence and complete the necessary administrative requirements are eligible for a refund of the mandatory meal plan in accordance with the Meal Plan policies.

- 6. The Student shall not assign or sublet all or any part of the rented premises to any other person.
- 7. PLEASE NOTE: The Residence Agreement must be accompanied by a \$500 Residence Confirmation Deposit and must be submitted prior to the deadline specified in the room offer. Agreements submitted without the deposit are considered incomplete and the room offer unsecured. Unsecured rooms will be offered to other qualified applicants. The required Residence Confirmation Deposit of \$500.00 is neither refundable nor transferable once paid, except as indicated in the Residence Handbook.

PLEASE READ, SIGN AND RETURN THE RESIDENCE AGREEMENT ALONG WITH YOUR RESIDENCE CONFIRMATION DEPOSIT OF \$500. BY SIGNING THIS AGREEMENT, THE STUDENT/PARENT/LEGAL GUARDIAN HEREBY ACKNOWLEDGES HAVING READ AND UNDERSTOOD THE CONTRACT WITH PARTICULAR ATTENTION TO CLAUSE 5 (THE WITHDRAWAL POLICY), INCLUDING BUT NOT LIMITED TO ITS ASSOCIATED FEES.



FAMILY & GRADUATE HOUSING RESIDENCE AGREEMENT

THIS RESIDENCE AGREEMENT, entered into on «CHECKINDATE».

BETWEEN

SAINT MARY'S UNIVERSITY

f k YfY]bUZfVf VW`YX`hY', I b] Yfg]mİ

OF THE FIRST PART

RESIDENT NAME(S)

f k YfY]bUZfVf VW`YX`hY', F Yg]X Ybhİ

THE SECOND PART

WITNESS that in consideration of the rents, covenants, and agreements hereinafter contained, the parties hereto covenant and agree as follows:

LEASE OF PREMISES, H Y I b] Yfg]mXcYg`fYbhİc`hY`F Yg]X Ybhİc`Ub`UdUfİa`Ybhİc`fa`]b[`dUfİcZGU]bhA`Ufİg]I`b] Yfg]mİg]: Ua`]mUbx` ; fUXi`UfY`<ci`g]b[`situated on
; cfgYVfcc_5j`Ybi`Y`]b`hY`<U`]ZU`FY[]cbU`A`i`b]V]dU`]mİfİhY', 6i`]X]b[.İ`_bck`b`Ug`5dUfİa`Ybhİ«Description»



- (3) ensure the University has an up-to-date method of communication with the Resident;
- (4) use the Premises as a private residence and for no other purpose;
- (5) maintain the Premises in good tenable repair, reasonable wear and tear excepted;
- (6) permit the University and their agents with or without workmen and others and with all necessary equipment to enter and examine the condition of the Premises;
- (7) conduct repairs according to notice in writing given by the University, reasonable wear and tear excepted;
- (8) maintain the stove, refrigerator, and electric lighting fixtures in good condition and repair, and to return them to the University in good condition and repair on the expiration or prior termination of this Residence Agreement;
- (9) give to the University prompt written notice of all accidents to or defects in the water pipes, heating apparatus, electric lights, and wires, and also of all accidents to and defects in the refrigerator, stove, and other appliances provided by the University;
- (10) return the Premises at the end of the Term in the same state of repair and condition as at the beginning of the Term, reasonable wear and tear excluded;
- (11)

ACKNOWLEDGEMENT -



- 12. Pests
The Resident agrees to immediately report all problems with pests. The Resident agrees not to attempt to treat any pest problems on their own.
- 13. Room Entry For Maintenance
Once a Resident has requested repairs or minor maintenance, staff will enter the apartment without prior notice being given. It is the responsibility of the Resident to advise the other occupants of the apartment that a work order has been submitted and that entry will be without notice
- 14. Tenant/Liability Insurance
The Resident is responsible for arranging adequate insurance coverage for their belongings and/or their liability. The University does not cover damage or loss of personal property, however caused. The University will not assume responsibility for damage or loss of personal property, however caused. The Resident is responsible for reporting stolen items and/or property to Halifax Regional Police.

_____ Occupant Initials confirming they have read and understand Schedule "A"

SCHEDULE "B": POLICY ON RETURNED RENT PAYMENTS

- 1. The provisions of this policy apply to the tendering to the University for any purpose whatsoever of rent payment(s) and to the Resident who tenders it/them whether rent payment(s) concerned are drawn in the name of that Resident or otherwise.
- 2. Returned rent payments include N.S.F. rent payments, payments on which payment is stopped by the maker, payments on a non-existent bank account, and payments on a bank account with no chequing privileges. An N.S.F. rent payment means a payment that, when presented for payment

