



Residence Application for Winter Term 2012 (January - April 2012)

Wilfrid Laurier University
Residential Services Department
75 University Avenue West, Waterloo, ON N2L 3C5

Instructions:

1. Please read complete application, provide all data requested and sign.
2. **Return completed application to Residential Services by 4:30 p.m. on Friday December 2, 2011.**

OFFICE USE ONLY: Date Rec'd: _____ Room Assignment : _____
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Please Print Clearly.

Surname _____ First _____ Other _____ Male Female

Home Address _____ City _____

Prov. _____ Postal Code _____ Telephone () _____

Birth date: ____/Day ____/Mo ____/Year WLU Student Number :

Local Address — same as above **OR** _____

Next of Kin — Name _____ Address as above **OR** _____

Street _____ City _____ Province/
Postal Code _____ Telephone () _____

Undergraduate - Please circle which year of study: 1 2 3 4 5 **OR** Graduate

EMAIL ADDRESS (please print clearly) : _____

It is important that you provide us with your email address. Residential Services will send your residence room assignment and other essential information to you at the email address (indicated above) in December 2011.

I smoke* I do not smoke (and want non-smoking roommates) I do not smoke (but smoking roommates are acceptable)

*Smoking is not permitted in any WLU building including residences. The question is designed to appropriately place smokers and non-smokers in residence rooms.

Please Read Carefully:

1. **Students who are successful in obtaining a space in residence for the Winter Term must stay in residence for the entire period of time for which they applied (January - April, 2012). Students who choose to leave residence before the end of the agreed-to occupancy period, will be held responsible for the full fees for their assigned residence room for the entire occupancy period.**
2. **Applicants who are successful in obtaining a space in residence will be assigned the mandatory meal plan for the style of residence in which they are placed (either dormitory or apartment).** Information about the meal plans may be viewed on the OneCard website at: http://waterloo.mylaurier.ca/onecard/info/meal_plans/residence_plans.htm
3. There are limited parking spaces available, and acceptance into residence does **not** guarantee you a parking permit. If you would like to apply for a permit, please contact the Parking and Transportation Resources Department. Information about parking may be found on the Laurier website at: http://www.wlu.ca/homepage.php?grp_id=98

I have read, understand and agree to this application and its contents.

Date: X Signature: X

THIS APPLICATION MUST ALSO BE SIGNED ON PAGE 2.

Residence Hall Agreement

Each applicant is required to read and comply with the following conditions regarding living in residence at Wilfrid Laurier University:

1. I am responsible for all the charges for my residence room, meal plan, and for damages and/or losses that I am considered to be accountable for by the Residential Services Office or the University.
2. Failure to abide by the financial arrangements required by the University, or failure to make payment of damages or other assessments, will result in the University withholding my examination results, transcripts or degree.
3. My assigned room will not be held for me after the Friday preceding the first day of lectures for the term to which I applied, unless I notify the Residential Services Office, in writing or by telephone, prior to that date and make satisfactory arrangements.
4. It is my responsibility to provide the Residential Services Office with my local telephone contact information while I am living in residence.
5. I may not change rooms without the consent of the Residential Services Office in consultation with the Senior Residence Life Staff. This change will not be official until I exchange my keys in the Residential Services Office.
6. I shall carry appropriate and adequate insurance coverage for fire and property damage and public liability insurance during the term of the residence agreement and any renewals or extensions thereof, at my own expense. Such policies shall be written on a comprehensive basis with limits of not less than \$2,000,000.00 for any one occurrence.
7. The occupancy period in residence begins on the official registration day of Fall Term and ends 24 hours after my last scheduled examination in Winter Term. Under exceptional circumstances, a student may request permission from the Director, Residence to exceed the occupancy period for a limited time. There may be a daily/weekly charge for occupancy before or after the official occupancy period. Under NO circumstances may a student move in prior to September 1, or stay after April 30 during any school year.
8. I will engage in and maintain registration as a full-time student at Wilfrid Laurier University in a program of studies leading to a degree. I further acknowledge, by my acceptance of the tenancy, that my failure in this regard shall constitute a breach of the within agreement.
9. If I choose to leave residence while maintaining a full-time student registration at Wilfrid Laurier University, I understand that my residence fees and charges are not refundable.
10. If I am required to leave residence for disciplinary reasons, I understand that my residence fees and charges are not refundable. Disciplinary reasons include conduct set out in paragraphs 13 and 14 of this agreement, as well as non-academic misconduct set out in the Wilfrid Laurier University Student Code of Conduct and Discipline (University Policy 12.2).
11. If I am required to leave residence as a result of a change in my registration status to “part-time student” or “no student” at Wilfrid Laurier University, my residence fees and charges will only be refunded based on the date of a completed withdrawal. A proper checkout must be completed, and the room/building keys must be returned to the Residential Services Office for the withdrawal to be considered complete. No refunds will be considered after January 31 for the Winter Term.
12. Withdrawal from residence for medical reasons is allowed when a statement from the attending physician is presented and found acceptable by the University physician and the Director, Residence. An administrative fee equivalent to the residence deposit will be charged. All residence fees and charges must be paid in full up to the date when the student withdraws.
13. If I am found to be possessing, using or trafficking illegal drugs or substances, I understand that my residence contract may be immediately cancelled and I may be required to vacate my assigned room immediately for disciplinary reasons.
14. Behaviour considered harassing or violent as determined by the Residential Services Department will result in immediate eviction from residence.
15. I have read and understood this “Residence Hall Agreement” and I agree to abide by all rules, regulations and guidelines herein, and as set out in the Residence Handbook and on the Laurier website at www.waterloo.mylaurier.ca/reslife/info/welcome

Date: _____

Signature: _____

This information is collected under the authority of the Wilfrid Laurier University Act to administer the university-student relationship. This includes but is not limited to maintaining your academic and ancillary records, contacting you, and others on your behalf, and releasing such information as is appropriate for the operation of the university. Please visit our Privacy Co-ordinator's web page www.wlu.ca (under "Resources") for more examples of potential uses of your personal information. Questions may be directed to the Co-ordinator via the contact information posted on their website.