



At UPEI, we strive to create an atmosphere within residence that is conducive to both the personal and educational growth of our students. In order to maintain this environment, it is vital that all students living in residence are committed to the same agreement.

**The key to the success of the Residence Life Program is the development of an attitude of mutual respect amongst residence students.** Students in UPEI Residences take an active role in developing this attitude and are encouraged to feel a sense of ownership of their residence buildings, which include Bernardine Hall, Bill and Denise Andrew Hall, Blanchard Hall, The New Residence Building, and the Wanda Wyatt Dining Hall.

**THIS RESIDENCE LIFE AGREEMENT CREATES OBLIGATIONS FOR YOU AND IMPOSES FINANCIAL AND OTHER PENALTIES SHOULD YOU FAIL TO MEET YOUR OBLIGATIONS. PLEASE READ THIS AGREEMENT CAREFULLY BEFORE SIGNING.**

**Please note: This is an 8 month commitment (until April 2025). If you leave residence before April, there will be financial implications.**

#### Accommodations:

- 1) You (the student) are accepting admission to live in residence at the University of Prince Edward Island (UPEI). You are contracting for the use of a residence space for the period beginning on the date you register for residence and ending on the day following your last exam in the second semester (excluding students as per sections 3 and 5). This is applicable to all residents.
- 2) **This contract does not include the December Holiday period, as defined by UPEI's academic calendar, during which time the Residence Buildings are closed.** However, special arrangements may be made on a case-by-case basis. Students who request permission to remain in residence during the December Holiday period will be required to do so through a written submission to Residence Services by a scheduled deadline date. This scheduled deadline date will be posted during the fall semester (September to December). Residence Services Management reserves the right to approve, deny, and/or re-evaluate each individual request at any given time. Associated costs for remaining in residence during this holiday period will be the responsibility of the resident.
- 3) There may be situations where a student (e.g. 1 semester exchange students, those graduating in Fall semester or participating in a cooperative education program or teaching placement) will be unable to fulfill the entire 8 month term in residence. In those cases, the Residence Services team will make determinations case by case about the length of the agreement and the financial commitment.
- 4) Priority for accommodations within residence is given to registered full-time students as per the full-time status requirements set by the UPEI Registrar's Office. Therefore, any student that does not meet the full-time student status requirement may have their acceptance in residence evaluated at any time.
- 5) Residence is intended to function as a living-learning environment. In order to structure this environment, Residence Services Management reserves the right to assign and/or reassign rooms and roommates. **Learning to live with others and to work out individual differences is a part of the residence experience.**

#### Meal Plans:

- 6) If you accept a room assignment in Bernardine Hall or Bill and Denise Andrew Hall, you are making a commitment to UPEI to purchase one of the mandatory residence meal plans (5-day or 7-day unlimited access) for the duration of this agreement. **If you wish to change your residence meal plan selection for the second semester, you must inform Residence Services in writing during the first semester prior to December 1, 2024.**
- 7) If you accept a room assignment in Blanchard Hall or the New Residence, you are not required, but do have the option, to purchase one of the available residence meal plans (5-day or 7-day unlimited access) or a commuter dining plan. Commuter dining plans are not refundable.

#### Fees:

- 8) The residence fee and meal plan fee (if applicable) per semester is payable to the UPEI Accounting Office on or before the fee due date, as per the UPEI-approved calendar dates.
- 9) Residents who have been deregistered from courses due to non-payment will be required to vacate their residence room within one week of deregistration (unless they can complete the necessary steps to re-register and confirm this with the residence services office within that week). In cases where students have been deregistered for the Winter Term,

## Deposit and Agreement:

- 12) Students offered a room for the Fall semester will be required to pay a \$300 deposit and submit a signed residence agreement (email to [residence@upej.ca](mailto:residence@upej.ca)) within the time specified in their residence offer email to confirm their room assignment. This deposit is non-refundable, and will be used to pay the first \$300 of the semester's residence fees.
- 13) If you are a student who has applied to residence with a start date in the winter semester, you will be required to submit a completed Residence Life Agreement and a \$300 Residence Deposit by the date indicated in your letter of acceptance to the residence program.
- 14) The paid deposit will not be refunded in any case except where the student's study permit was rejected and UPEI was notified at least 15 business days before the start of the semester. If a student cancels their room after paying the deposit, the deposit will not be returned. If a student has not received their study visa in time to attend that semester, the deposit will not be refunded.

## Financial Commitment:

- 14) The \$300 Residence Deposit will be applied against your residence room fee during the fall semester of the academic year. Students offered and accepted to the Residence Program with a start date in the winter semester will have the \$300 Residence Deposit applied toward their winter semester residence fee.
- 15) **You are making a commitment to the Residence Life Program for the entire 2024-25 academic year.** This commitment includes all financial obligations, whether or not you remain in residence for the entirety of that time period.

### *Fall Semester (September–December):*

- a) If you choose to leave residence at any point from the date you check-in and on or before September 30, you will be charged 50% of the fall semester residence fees and meal plan fees. Any necessary costs for repairs and/or required cleaning identified by Residence Services personnel upon a room inspection, and deemed above normal wear and tear to your assigned room, will be charged accordingly to your UPEI student account.
- b) If you are evicted from residence at any point from the date you check-in and on or before September 30, you will not be eligible for any refund of the fall semester residence fees and meal plan fees. Any necessary costs for repairs and/or required cleaning identified by Residence Services personnel upon a room inspection, and deemed above normal wear and tear to your assigned room, will be charged accordingly to your UPEI student account.
- c) If you choose to leave residence or are evicted at any point on or after October 1, during the fall semester (includes the December Holiday Break), you will not be eligible for any refund of the fall semester fees. This includes your residence fee and meal plan fee (if applicable). You will also be charged for 50% of the residence and meal plan fees for the second semester. Any necessary costs for repairs and/or required cleaning identified by Residence Services personnel upon a room inspection, and deemed above normal wear and tear to your assigned room, will be charged accordingly to your UPEI student account.

**Winter Semester (January–April):** If you choose to leave or are evicted from residence at any point in the winter semester, you will not be eligible for any refund. This includes your residence fee and meal plan fee (if applicable). Any necessary costs for repairs and/or required cleaning identified by Residence Services personnel upon a room inspection, and deemed above normal wear and tear to your assigned room, will be charged accordingly to your UPEI student account.

## Facilities:

- 16) Cleanliness and care of residence facilities are a joint responsibility of residence students and UPEI. Your responsibilities concerning these items include your assigned unit as well as other areas on your floor and in your assigned residence building. In order to carry out our responsibilities, UPEI reserves the right to periodically inspect all residence areas. Advance notification, when possible, and other reasonable measures will be taken in exercising this right.
- 17) It is expected that use of facilities, furniture, and appliances results in normal "wear and tear". However, some activities, neglect, and/or accidents may cause undue damage. If you or your guests are involved in such incidents, you will be held responsible for the costs incurred for repair, replacement, and/or extra cleaning. Further, when such damages occur to shared areas and cannot be attributed to specific individuals, costs will be shared among the residents of your room, apartment, section, or entire Hall. All identified costs will be added to your UPEI student account.
- 18) You are solely responsible for your own personal effects. UPEI is not responsible or liable for any loss or damage to personal effects belonging to you or your guests due to fire, theft, flooding, malicious, reckless or negligent conduct, or any other activity or conduct. **We strongly urge you to obtain and possess personal insurance to cover your own effects.** UPEI is also not responsible for any kind of injury, damage or loss suffered by you, your guests or invitees while they are in or about your room, the building in which your room is located, or on UPEI property.

## Emergency Contact Information:

- 19) Residence Services will maintain a level of confidentiality regarding information relating to any student living in residence.
- 20) Notwithstanding the above, Residence Services reserves the right to notify next of kin or family, or professional resources as required, where there is the potential of harm to you or fellow residents.

## Rules & Regulations:

- 21) Residents are expected to follow all Canadian and Prince Edward Island laws during their time in Residence. They are also accountable for following any UPEI policies and Residence rules as detailed in the Residence Handbook and communicated by Residence Staff. You are agreeing to abide by these guidelines, rules, regulations, procedures and obligations as published in/on the UPEI Calendar, on-line Residence Life Handbook, Residence website ([www.upei.ca/studentlife/residence](http://www.upei.ca/studentlife/residence)) and other approved publications from time to time. It is your responsibility to

ensure that you are aware of these obligations. Residence Services reserves the right to amend these guidelines, rules, regulations, procedures and obligations or establish new ones as required throughout the year.

- 22) Residents found in breach of any of the above will be subject to disciplinary actions. Effort will be made to ensure discipline is progressive and focused on de-escalation and education where possible. **Depending on the severity of the infraction(s), this disciplinary action may consist of the issuance of fines, probationary status, eviction from residence, or other measures considered appropriate in the circumstances.**
- 23) Damage of infractions caused by guests of a residence will be the joint responsibility of the guest and the resident who hosted them. Residence Services may ban guests from any of all residence buildings as appropriate.
- 24) **Notwithstanding any of the above, UPEI reserves the right to enter a student's room at any time to ensure the Residence Life Agreement and rules and regulations are not being violated.**
- 25) Only individuals who have been accepted into the Residence Life Program, signed this agreement, paid designated fees and checked into residence shall occupy residence spaces.

**Disclosure of Contact Information:**

- 26) To assist residence students in communicating with their assigned roommates (if applicable) prior to moving into their assigned residence space, Residence Services would like to provide roommate contact information (as provided on their residence application) in room assignment letters. By signing this agreement, you hereby give Residence Services permission to provide your assigned roommate (if applicable) your name and email address as indicated on your eRezLife Application.

**Checking into your room and providing evidence of study permit:**

27) Students must check into their room in residence on or before the first day of classes. Students who do not arrive before this deadline will forfeit their room and their \$300 deposit. If the student has a valid reason for arriving late, extensions may be granted on a case by case basis UPEI Residence Services.

28) Students who require a visa or study permit to study in Canada must provide evidence of that visa being granted at least 2 weeks before the start of classes. Students who have not received their visa prior to this deadline will be refunded their \$300 deposit and their room will be forfeited.

---

The signature below signifies that you (the student) have read and understood the conditions of the *2024-25 Residence Life Agreement*. You agree to be bound by this agreement as a condition of living in residence at UPEI.

**THIS IS AN EIGHT-MONTH AGREEMENT EFFECTIVE FOR THE ENTIRE 2024-25 ACADEMIC YEAR.**

_____	_____	_____
<i>Student Name (Please Print)</i>	<i>Student ID #</i>	<i>Date</i>
_____	_____	_____
<i>Student Signature</i>	<i>Signature of Parent or Legal Guardian (if the Student is under the age of 18 years)</i>	<i>University of Prince Edward Island Residence Services</i>

**In order to reserve your space in UPEI Residence, you must:**

- A. **Return a completed copy of this agreement (signed and dated) by the date indicated in your residence acceptance letter to: UPEI Residence Services, 550 University Ave., Charlottetown, PE, C1A 4P3 or [residence@upei.ca](mailto:residence@upei.ca).**
- B. **You need to make your required \$300.00 Residence Deposit. To pay your \$300.00 Residence Deposit online: sign-in to your Campus Login ([my.upei.ca](http://my.upei.ca)) and follow the instructions. Residence Deposits can also be made by cheque (*payable to University of Prince Edward Island*) or in person to: UPEI Accounting Office, Dalton Hall, 550 University Ave., Charlottetown, PE, C1A**