

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

The key to the success of the Residence Life Program is the development of an attitude of mutual respect among 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 Performing Arts Centre and Residence, and the Wanda Wyatt Dining Hall.

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

Please note: This is a contract for the term as described in the table of Section 1 – Accommodations below. If you leave residence before the end of this term, 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 Start Date and ending on either the day following your last exam in the Winter Semester or the End Date as shown in the table below, whichever comes first (excluding students as per sections 3. This is applicable to all residents.)

Term	Start Date	End Date
2025/26 Academic Year	August 29, 2025	April 28, 2026
2026 Winter Semester	January 10, 2026	April 28, 2026
AVC Term	August 22, 2025	May 2, 2026
BED Term	May 1, 2025	April 30, 2026
Other	On a case-by-case basis. Please contact residence@upeil.ca with dates and information regarding your need for a custom term.	

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 the Residence Life Office by a scheduled deadline date. The extension form for the December Holiday period, as well as the scheduled deadline will be posted on October 31, 2025. Residence Life Management reserves the right to approve, deny, and/or re-evaluate each individual request at any given time. Students staying in residence during the holiday period are required to pay an extended stay charge of \$250. Associated costs for remaining in residence during this holiday period will be the responsibility of the resident. Please note: the Dining Hall is closed during the Holiday break and is not available to students staying over.

3) There may be situations where a student (e.g. one semester exchange students, those graduating in the Fall semester, or participating in a cooperative education program or teaching placement) will be unable to fulfill the entire contracted term in residence. In those cases, the Residence Life team will make determinations on a case-by-case basis about the length of the agreement and the financial commitment.

4) Priority for accommodation 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. Residence Life Management may conduct enrollment checks to ensure that residents remain full-time students. Those registered with Accessible Learning could have different requirements related to course loads. The Residence Life Office will work with these students to support their needs.

5) Residence is intended to function as a living-learning environment. To structure this environment, Residence Life Management reserves the right to assign and/or reassign rooms and roommates before, during, and after move-in. **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. **The meal plan is mandatory in these buildings and cannot be waived**

7) If you accept a room assignment in Blanchard Hall or the Performing Arts Centre and 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 one of our other available dining options. Dining plans are not refundable. **If you wish to change your residence meal plan (5-day or 7-day unlimited access) selection for the Winter Semester, you must inform Residence Life in writing during the Fall Semester prior to December 1, 2025.**

Fees:

8) The residence fee and meal plan fee (if applicable) per semester are payable to the UPEI Accounting Office on or before September 16, 2025 for the Fall Semester and January 27, 2026 for the Winter Semester.

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 Life Office within that week). Students who are reinstated after moving out and wish to return to residence will be permitted to do so based on availability.

Deposit and Agreement:

10) Students offered a room for the Fall Semester will be required to pay a \$500 deposit and submit a signed residence agreement (email to residence@upe.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 \$500 of the semester's residence fees.

11) 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 Contract and a \$500 Residence Deposit by the date indicated in your letter of acceptance to the residence program.

12) 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 10 business days before the start of the semester.

Financial Commitment:

13) The \$500 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 \$500 Residence Deposit applied toward their Winter Semester residence fee.

14) **You are making a commitment to the Residence Life Program for the entirety of the term, as described in the table of Section 1 - Accommodations.** 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 time from the Start Date until on or before September 30, you will be charged 50% of the Fall Semester residence fees and 50% of the Fall Semester meal plan fees. Any necessary costs for repairs and/or required cleaning identified by Residence Life 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 Start Date until on or before September 30, you will not be eligible for any refund of the Fall Semester residence fees and Fall Semester meal plan fees. Any necessary costs for repairs and/or required cleaning identified by Residence Life 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 (including 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 50% of the residence and 50% of the meal plan fees for the Winter Semester. Any necessary costs for repairs and/or required cleaning identified by Residence Life 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 Life 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.

Cancellation and Financial Commitment					
Term		Deadline 1	Deadline 2	Deadline 3	Deadline 4
Academic Year (September – April)	Date	Acceptance of residence – Day before the Start Date	Start Date – September 30	October 1 – End of Fall Semester (includes the December Holiday Break)	Start of Winter Semester – End Date
	Fee	Charged \$500 room deposit.	Charged for 50% of Fall Semester residence fees and 50% of the Fall Semester meal plan fees	Charged for the entirety of Fall Semester residence fees and Fall Semester meal plan fees (if applicable). You will also be charged 50% of the residence fees and 50% of the meal plan fees for the Winter Semester.	Charged for entirety of Fall and Winter Semester residence fees and meal plan fees (if applicable).

Winter Semester Only (January – April)	Date	Acceptance of residence – Day before the Start Date	Start of Winter Semester – End Date
	Fee	Charged \$500 room deposit.	Charged for entirety of Winter Semester residence fees and meal plan fees (if applicable).

AVC Term	Date	Acceptance of residence – Day before the Start Date	Start Date – September 30	October 1 – End of Fall Semester (includes the December Holiday Break)	Start of Winter Semester – End Date
	Fee	Charged \$500 room deposit.	Charged for 50% of Fall Semester residence fees and 50% of the fall semester meal plan fees	Charged for the entirety of Fall Semester residence fees and Fall Semester meal plan fees (if applicable). You will also be charged 50% of the residence fees and 50% of the meal plan fees for the Winter Semester.	Charged for entirety of Fall and Winter Semester residence fees and meal plan fees (if applicable).

BED Term	Date	Acceptance of residence – Day before the Start Date	Start Date – September 30	October 1 – End of Fall semester (includes the December Holiday Break)	Start of Winter semester – End Date
	Fee	Charged \$500 room deposit.	Charged for 50% of Fall semester residence fees and 50% of the Fall semester meal plan fees	Charged for the entirety of Fall Semester residence fees and Fall Semester meal plan fees (if applicable). You will also be charged 50% of the residence fees and 50% of the meal plan fees for the Winter Semester.	Charged for entirety of fall and winter semester residence fees and meal plan fees (if applicable).

Room Reassignment:

15) The student may be asked to relocate to another room upon advanced written notice. The resident agrees to comply with the terms of any relocation notice and to relocate their property to the room designated in the notice. The resident would not be asked to move to a different room type or a room with a different room rate without their prior agreement.

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. 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 damage occurs to shared areas and cannot be attributed to specific individuals, costs will be shared among the residents of your room, apartment, section, or entire Building. All identified costs will be added to your UPEI student account. If there are damages or defects to your room or to any items in room, it is your responsibility to report them immediately to residence@upeil.ca to ensure a timely repair.

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.

Prohibited Items:

19) Residents must not possess any of the following items in residence: open element appliances, personal air conditioning units, heaters, hot plates, deep fryers, candles, incense, halogen lights, lava lamps, pets, illegal substances, drug paraphernalia, large common source alcohol containers (i.e. kegs, 60oz bottles), glass single serving alcohol containers (i.e. coolers, beer bottles), stereos, subwoofers, firecrackers, propane tanks, gasoline, weapons, replica weapons, any device that is designed (or could be used for) the purpose to intimidate, threaten, harm, or kill.

Emergency Contact Information:

20) Residence Life will maintain a level of confidentiality regarding information relating to any student living in residence.

21) Notwithstanding the above, Residence Life 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:

22) 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 or communicated by Residence Life Staff. You agree to abide by these guidelines, rules, regulations, procedures and obligations as published in/on the UPEI Calendar, Student Code of Conduct, on-line Residence Life Handbook, Residence website (www.upei.ca/studentlife/residence) and other approved resources. It is your responsibility to ensure that you are aware of these obligations. Residence Life reserves the right to amend these guidelines, rules, regulations, procedures and obligations or establish new ones as required throughout the year.



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23) 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.**

24) Damage of infractions caused by guests of a residence will be the joint responsibility of the guest and the resident who hosted them. Residence Life may ban guests from any of the residence buildings as appropriate.

25) **Notwithstanding any of the above, UPEI reserves the right to enter a student’s room at any time to ensure compliance with the Residence Life Contract and rules and regulations. This includes conducting maintenance or repairs, as well as performing health, safety and welfare checks.**

26) Only individuals who have been accepted into the Residence Life Program, have signed this contract, and have paid the designated fees shall occupy residence spaces.

Disclosure of Contact Information:

27) To assist residence students in communicating with their assigned roommates (if applicable) prior to moving into their assigned residence space, Residence Life 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 Life permission to provide your assigned roommate (if applicable) your name and email address as indicated on your eRezLife Application. Please note, if you wish to opt out of sharing your information with your potential roommates, you can do so on the residence application.

Checking into your room and providing evidence of study permit:

28) Students must check into their room in residence on or before the first day of classes. Students who do not inform us in writing of a late arrival and do not arrive before this deadline will forfeit their room and their \$500 deposit. If the student has a valid reason for arriving late, extensions may be granted on a case-by-case basis by UPEI Residence Life.

29) Students who require a visa or study permit to study in Canada must provide evidence of that visa being granted at least 10 business days before the start of classes. Students who have not received their visa prior to this deadline will be refunded their \$500 deposit and their room will be forfeited.

The signature below signifies that you (the student) have read and understood the conditions of the 2025-26 Residence Life Contract. You agree to be bound by this agreement as a condition of living in residence at UPEI.

Student Name (Please Print)	Student ID #	Date
Student Signature	Signature of Parent or Legal Guardian (if the student is under the age of 18 years)	University of Prince Edward Island Residence Life

To reserve your space in UPEI Residence, you must:

A. Return a completed copy of this contract (signed and dated) by the date indicated in your residence acceptance letter to: residence@upei.ca.

B. You need to make your required \$500.00 Residence Deposit. To pay your \$500.00 Residence Deposit online: sign-in to your Campus Login (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 4P3