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Damages and Liabilities

You and other residents are expected to have individual and collective concern for the protection and preservation of the residence and its grounds. Responsibility for loss or damage is based on the understanding that the individual(s) responsible for the damage, when known, will assume complete responsibility. You are responsible for what takes place in your room, and financially responsible for any damage or loss occurring in your room, and should keep your door locked.

When damage occurs in your room and the person(s) responsible cannot be found, you, as the resident responsible for that area, whether present or absent when the damage occurred, will be billed for replacement or repairs and may be subject to disciplinary sanctions. If damage occurs to a common area on your floor, and the person(s) responsible cannot be found, all the residents on your floor will share the cost of repairs.

Failure to make payment in full by the due date on a residence damage invoice, or to arrange a deferment, may result in a further assessment of academic penalties, along with the applicable financial penalties. This will prevent further registration and will not allow you to obtain a grade report, an Intent to Register form, a transcript, or degree/ diploma until the account is paid in full (by certified cheque or Interac).

Each area of all buildings has been designated public, private, or semi-private. Damage charges are billed accordingly. Any charges for damages to public, private or semi-private areas that are left uncollected will be deducted from the residents' council/association funds. This deduction may negatively affect the quality of life experienced by building residents, as planned events offered by the council/association will be reduced due to non-payment of these charges. If you are responsible for organizing or planning an event and damage occurs in any common areas used, you will be held accountable for these damages.

Please note that you will be financially liable for any damages caused by or incurred from your actions or negligence whether done maliciously or not. Disciplinary sanctions may be applied, in addition to repair costs and a standard fine. For information on damage appeals, please review our damage appeals policy.

What if something in my room was damaged before I moved in?

Before you move into your room, the University prepares a checklist indicating the number and condition of furnishings and the condition of the premises. You sign off on this list when you move in. The checklist is completed again before you vacate the room. You are financially responsible for any damages that occur during your occupancy. The University may ask you to complete an interim checklist if it has reason to believe substantial damage has occurred.

What if my room or furniture is damaged after I move in?

Report any damage to your room or its furnishings to your residence office immediately. When your damage report is received, an assessment of damages and repair costs is made. Residents responsible for damaging university property are billed for appropriate charges and may be subject to disciplinary action. To initiate a billing appeal proceeding, please contact your residence office.

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What can I leave in my room during vacations?

During Thanksgiving, winter holiday and Conference Week breaks, you may leave personal property in your room, unless the University indicates in advance a need to have the room vacated. You do not have to move out. Because the University cannot guarantee the security of personal belongings left in rooms during vacation periods, you should always take valuable items (e.g., jewelry, stereos, computers, TVs and the like) with you when you leave.

What about insurance?

The University will not be liable, directly or indirectly, for theft, damage, or loss of personal property by fire, water or any other cause, whether the items are placed in the resident's room, in storage or other areas of the residence. The University reserves the right to reassign you to an alternate residence space should facilities require repair work. **Students are strongly advised to carry insurance protection against loss or damage of their personal property.** Check your existing policy, which should confirm that the definition of "dwelling" found in that policy can be extended to include a room in residence. Where no coverage is provided for possessions housed at an off-site location, it may be possible to add a rider to the existing policy. The best protection may be achieved through a standard tenant's policy.

Are there room inspections?

All rooms are checked immediately after the residence halls close for winter break, and at the end of the academic year for maintenance, safety and security reasons. These inspections do not involve intrusion into personal belongings. Prohibited items such as pets, firearms, and unauthorized appliances will be removed, and you will be notified of the removal in writing. University officials are legally bound to report evidence of unlawful acts in plain view. If items such as drugs or weapons are found, the appropriate authorities will be notified.

How do I check out of my room?

At least two weeks prior to any closing date, you will be notified about closing procedures, closing times, and reopening times. In December and April you must vacate your room within 24 hours following the date of your final examination, test or class as recorded by the Office of the Registrar. In April, you must book a check-out appointment, remove your property from your room, complete the inventory checklist, and turn in your keys.

You must leave your room clean. You may be charged a cleaning fee if you fail to do so. You must complete the inventory checklist with a residence staff member. If the checklist is not completed, you will be held financially accountable for the condition of your room and furnishings based on inventories conducted in your absence. Appeals of charges are not allowed if your inventory checklist is not completed.

No appeals against the principle of invoicing for damages or the established rate of charges will be heard. Damage appeals may be submitted in writing, and must be received on or before the due date. When you move out, you must turn in all keys that were assigned to you. Residence staff will sign for the returned keys and adjust the records accordingly. You will be billed for any lost keys if you fail to turn in your key (s) before leaving campus.