

April 2018

IN THIS ISSUE:

- Residence Deposit Reminder
- Check Your Residence Snailmail
- 23-Hour Quiet Policy
- Exam Week Guest Policy
- Looking for Quiet Study Space?
- Residence Community Living Standards
- Checking Out of Residence
- Reminder -- Check-Out Procedures
- Improper Check-Out
- RLS Hiring
- Laundry Cards
- Summer Residence Application
- Residence for Fall '18/Winter '19
- Residence Scholarships
- Income Tax and Residence

The RESIDENCE UPDATE Newsletter is produced monthly by Student Housing Services. Need to contact us?

Email: housing@uoguelph.ca
 Phone: 519-824-4120 ext. 58700
 Twitter: @UofG_Housing
 Facebook: [facebook.com/studenthousingervices](https://www.facebook.com/studenthousingervices)
 Tumblr: [uofghousing](https://www.tumblr.com/uofghousing)
 In Person: Maritime Hall

Office Hours: 8:30 am - 4:45 pm
 Monday through Friday

Residence Deposit Reminder

If you are returning to residence and you have not yet submitted the rest of your full \$750 deposit, you must do so not later than May 1st. Please see <http://housing.uoguelph.ca/deposit> for full information about acceptable methods of payment and correct procedures for each.

Check Your Residence Snailmail

Not all residents make a habit of regularly checking their residence mailbox, but it's especially important to do so before you check out for the summer. If you are not sure where your mailbox is located, please ask the staff at your Residence Desk.

23-Hour Quiet Policy

Friday April 6, 2018 is the last day of classes. In order to maintain an environment that is conducive to studying, all residence halls will observe a 23-hours Quiet Policy **beginning at 10:00pm on April 6th until the close of residence.** During this time, please be respectful of the needs of other residents by restricting noise to a level that cannot be heard outside your personal room. The period of 9:00pm-10:00pm is a designated relaxation hour. Residence students are encouraged to participate in organized study break programming sponsored by Residence Life Staff and Hall



Councils during the relaxation hour. Relaxation hour is a time to release some study stress, and your consideration of others sleeping and studying is still required during this time.

Exam Week Guest Policy

Overnight guests are not permitted during the examination period running from 10:00pm on Friday April 6th, 2018 to the close of residence. A guest is considered to be anyone who does not reside in that specific residence building. Registered on-campus residents are permitted to visit other residences during the day until 10:00pm during this time. Please visit a Residence Desk to register and receive your guest pass. Please call your Residence Desk or speak with your Residence Assistant if you have any questions.

Looking for Quiet Study Space?

During exams, from Friday April 6, 2018 at 6:00 pm until Friday April 20, 2018 at 6:00 pm, the following locations will be open day and night for a quiet space for studying:

Town Hall Rooms 200 & 204
Lambton Games Room 001
Eccles Centre
East FPL
Lennox 285 Academic Drop in Centre
Watson 005

In addition, each residence has lounge space and rooms available for limited sign-out. Check with your Residence Desk.

Good luck with your exams and safe travels when you leave Guelph.

Residence Community Living Standards

During the examination period, beginning April 6, 2018 at 10:00pm and concluding at the close of residence, our response to violations of the **Residence Community Living Standards** is modified to reflect the needs of all community members. The following sanctions are typically applied in response to violations during this time:

- **Fines.**
- **Required early checkout (less than 24 hours after last exam).**
- **Removal from residence with one hour's notice.**
- **Charges before the University of Guelph Judicial Committee.**

Checking Out of Residence

On March 23 you were sent an email from Residence Life telling you to check what date you are expected to check out, and what you need to do to avoid problems (and charges!) concerning cleaning, missing keys, etc. Please check that information again before you leave, and contact the appropriate extension / email address (outlined in that check-out email) if you have any questions or problems.

Reminder -- Check-Out Procedures

(Don't forget to return your mattress cover before you leave!)

Complete check-out procedures must be followed. There are serious consequences for not doing so (see the next section **Improper Check-Out** for details).

1. Take your room keys, mailbox key and fob if

applicable (including any spare keys signed out from the Residence Desk) and your mattress cover to the Residence Desk to check out.

2. Return any items that you have signed out from the Residence Desk such as vacuums, irons, etc.

3. Complete your residence check out form making sure that the DATE OUT and signature section is clearly completed. Note: mail is not forwarded, you must make your own arrangements at the Post Office (change of address). Also be sure to notify all of your contacts to update them on your mailing address.

4. Ensure that you and the Desk Attendant have signed the check-out form.

5. Please remember if you are found in a residence building after your expected check out date and time you are officially trespassing and could incur fines and charges

6. Return Hockey/Bike Room keys, combination locks, spare bedroom keys, etc. to your Residence Desk.

7. Please remember to cancel your cable service when you check out of residence. Rogers Cable TV does not automatically cancel services when residences close for the summer months, and will continue to bill you.

(*East Students who need to check out after your Desk is closed - please call the Prairie Desk ext. 58123 for assistance, they will direct you on how to check out! -- A sign will be posted at the East Desk.)

Charges are also incurred if your residence room or shared common spaces are not clean - please remember to clean your residence space prior to checking out to avoid any additional charges.

Improper Check-Out

\$ Billing for Improper Check-Out:

If you do not check out of residence properly you will be billed \$125.00 for not completing the residence check-out process (signing your check-out form, or checking out of residence on your specified date). You could be billed an additional \$75.00 for a lock change IF you did not hand in your residence room keys and any other residence keys you have signed out.

Please note: other nightly charges may also apply in the event you have not left residence on your expected check-out date as specified in your MyHousing account.

If you have left residence with your residence key and/or spare keys, you need to **courier or deliver these keys back to the Facilities Office c/o Joanne Mead by no later than noon on Wednesday April 25. Please do not send your keys in regular mail or Express Post, they must be sent via COURIER in order to reach us by noon on Wednesday April 25.**

Call your Residence Desk for more information.

Residence Life Staff (RLS) is hiring!

We are seeking eager individuals interested in making a difference in the residence experience. Positions living on-campus and off-campus are available. Please visit <http://reslife.uoguelph.ca/> apply for available positions and to complete an application.

Laundry Cards

Please be sure not to overload your Laundry Cards as you near the end of the semester. Student Housing does not refund any balances left on your laundry cards.

Summer Residence Application

We are still taking applications for Summer residence! To apply, please go to our website at <http://housing.uoguelph.ca/current-residents/summer-residence>

Residence for Fall '18/Winter '19

Just a reminder that we are still accepting residence applications for the F17/W18 waiting list -- the \$750 deposit is due when you apply.

Residences open for Fall check-in on Sunday September 2 - time TBA.

If you wish to cancel your Fall residence application, please email us from your GryphMail account and tell us so. Remember to include your name and student ID number in your email. Please also note the cancellation charges which apply - they are listed in section 19.3 of the **Residence Contract**.

Residence Scholarships

3 x \$500 Returning Student Scholarships
2 X \$500 Residence Life Staff (RLS) Scholarships

Requirements:

- demonstrated financial need
- minimum 70% average
- for RLS scholarships, must attain a ResLife position

Deadline to apply is **April 30, 2018**.

Full info at:

<http://housing.uoguelph.ca/current-residents/residence-scholarships>

Note: you may apply to and be eligible for both of the above Returning Student and Residence Life Scholarships, but you cannot receive both scholarships.

Income Tax and Residence

All University of Guelph residences are *designated residences* for property tax and rent purposes, meaning that residence fees cannot be claimed as rent payments on income tax returns. The only claim that is allowed is \$25 for the year (with no receipt necessary). For this reason, the University does not issue tax receipts for residence fees. For more information see question 2 at <http://www.fin.gov.on.ca/en/credit/oeptc/faq.html>