



# CERTIFICATE PROGRAMS ACCOMMODATION REQUEST FORM

Fax to 250-391-2500

Or Email to [Housing@royalroads.ca](mailto:Housing@royalroads.ca)

## Please Print

Name: \_\_\_\_\_

Student Number: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ Province/State: \_\_\_\_\_

Postal Code/Zip: \_\_\_\_\_

Phone: (\_\_\_\_\_) \_\_\_\_\_ Email Address: \_\_\_\_\_

Date of Arrival: \_\_\_\_\_ Date of Departure: \_\_\_\_\_

Program Attending: \_\_\_\_\_

Room Type Request:  Dorm  En-suite

*(Please note that the availability of a specific room type and requested arrival/departure dates are not guaranteed until RRU-Housing has emailed a confirmation to you).*

If there is no En-suite Room available, please cancel my request.

Room Type	Cost per Night	# of Nights	Sub Total
Dorm	\$40.00 + tax		
En-suite	\$65.00 + tax		

I am agreeing to the terms of the Campus Housing Agreement and am responsible for payment of room charges and any potential damages that may be incurred while I am in residence.

Signature \_\_\_\_\_ Date \_\_\_\_\_

## Invoicing and Payment

Accommodation fees will be invoiced to your student account within 7-10 business days after the residency ends. Notification will be sent via email once the fees have been posted. Payment can be made online through [MyAdmin](#). Overdue Student Accounts will be assessed a late fee per occurrence. (Current rates will be applied).

**If you are bringing a vehicle onto campus please follow this link for the online parking application.**

<https://myadmin.royalroads.ca/secure/Pages/MyParking.aspx>

## CAMPUS HOUSING AGREEMENT

When a student accepts a room assignment to Campus Housing, a Housing Agreement is deemed to come into effect. Both parties (Royal Roads University and the student) agree to the terms and conditions described below. For all other Housing Information, please refer to our website at [www.royalroads.ca/housing](http://www.royalroads.ca/housing)

### Terms and Conditions:

#### Occupancy

- a) Rooms will be available as of 3pm on the scheduled check-in day, until 10am on the scheduled checkout day. Permission for early arrival or late departure may be given under exceptional circumstances but it should not be assumed that such approval will be given. Late departure fees may be applied if a student stays past the stipulated 10am check-out time. No guarantee can be given that the assigned room will be available outside the contract dates.

#### Housing Fees

- a) The student agrees to pay housing fees at the rate set by the Board of Directors.
- b) Residence Fees will be posted against your student account within 7-10 business days of check-out, and should be paid online at My Admin. Balances are due within 7 business days of posting.
- c) Payment may be made online through your student account by major Credit card (Visa, MasterCard, and Amex) or direct payment through Internet banking, or cheque, cash or money order.

#### Conditions

The student agrees:

- a) That the University may change his or her room assignment.
- b) Not to smoke in any building including residences as per the Capital Regional District Bylaw No. 2401.
- c) Not to sublet or assign room to another person, and further agrees to register any overnight guest with Security. Guests may not stay in excess of three consecutive nights.
- d) Not to change rooms without the approval of Campus Housing.
- e) To not use a Wireless Router anywhere in the Residence Block.
- f) Not to move any furniture into, or out of, assigned room or any common living area.
- g) Not to keep, feed or harbor animals of any kind in any of the residence buildings (with the exception of guide and assist dogs).
- h) Not to throw, place or hang anything from the residence windows.
- i) Not to use any electrical appliances for cooking food or for generating heat in assigned room, lounge or hallway.
- j) Not to have dangerous weapons, such as a firearm, any form of explosive, fireworks, hazardous chemicals, propane tanks or gasoline in any residence building or immediate vicinity.
- k) Not to bring a bicycle or motorcycle into any residence building. Bicycles must be stored in designated bicycle racks located around campus.
- l) Not to conduct any commercial enterprise from assigned room or any other area of residence or university property.
- m) Not to use the room in a manner that will interfere with the rights of other residents to a reasonable enjoyment of their privacy. No individual or group should make excessive noise that interferes with a person's right to study or sleep.
- n) Not to burn candles or incense anywhere in residence.
- o) That the University reserves the right to perform periodic spot checks in residences for unauthorized items.
- p) To maintain assigned room in a clean condition, and to do their share in maintaining the cleanliness of the shared/common areas.
- q) To pay any charges arising from work needed to restore assigned room or common area to its original condition.
- r) To accept full responsibility for the actions or conduct of their guests.
- s) Not to use barbecues in or on the premises.

#### Community Living

The student agrees:

- a) That freedom from bodily harm, threats and damage to personal property is a universal right. Any kind of abuse or harassment will not be tolerated in residence. Complaints or inquiries regarding these issues can be made to the Director of University Life, the Police and other professional agencies.
- b) That the unauthorized possession of a firearm and/or any dangerous weapon is not permitted on campus. Offenders will be evicted from Residence and are subject to disciplinary action by the University.

- c) That possession, use, exchange or sale of illicit drugs in residence or in the vicinity of the residences is in violation of the Housing Agreement and will result in eviction from residence and possible criminal charges.
- d) The violation of any alcohol regulation will result in disciplinary action and may lead to termination of the offender's Agreement. Students and visitors are subject to the provincial liquor regulations and other policies the University may establish regarding the use of liquor on the University premises. British Columbia liquor regulations apply to individual rooms and units. Liquor may not be served or consumed in public areas including hallways, computer labs and residence lounges.
- e) That any damage and/or loss to University property deemed to result from any willful action will result in disciplinary action and may lead to termination of the offender's Agreement.
- f) That Campus Housing, in consultation with the Director of University Life, reserves the right to terminate a student's Housing Agreement if it becomes apparent that essential medical information on pre-existing conditions has been withheld or if the onset of emotional or physical illness, while in residence, appears to affect the well-being of other students.
- g) That violation of any municipal, provincial and/or federal laws in residence will result in termination of this Agreement, and may also lead to prosecution under the law.
- h) Tampering with fire safety equipment, false activation of a fire alarm or failure to respond and/or evacuate any residence area in response to a fire alarm may result in immediate eviction from the residences and possible prosecution.
- i) Unnecessary damage automatically increases operational costs, which influence residence fees. The intent of this policy is to limit the amount of damage done and to recoup any repair/replacement costs from those who are responsible. Damage and/or loss will be charged to the individual(s) responsible, whenever that person or persons can be identified. Damage and/or loss caused by guests of residents will be billed directly to the host. In cases where the individual(s) responsible cannot be identified, the charges will be assessed against the most appropriate living unit.
- j) Residence Housing - The assigned occupant will be held responsible for all damage and repair charges. All floor members will be held collectively responsible for all damage and repair charges in common areas if the individual(s) responsible cannot be identified.
- k) The charges assessed will cover the cost of necessary repairs and/or replacements to restore the residence to its original state. Repair costs will be based on material and labor costs required to complete the repair.
- l) Any individual with repair/replacement charges outstanding will be considered in breach of the Housing Agreement. Repair/replacement charges will be considered to be outstanding after the due date indicated on the invoice. Students who wish to appeal may direct their inquiry to the Director of Visitor Services.

#### ***Cancellation of the Housing Agreement by Student***

The Housing Agreement may be cancelled *prior* to a students' arrival for any of the following reasons:

- a) Deferral to the next intake. No fees are charged and the student's housing request is forwarded to the next intake.
- b) Leave of Absence. No fees are charged and the student must submit a new housing request when they return from leave.
- c) Voluntary Withdrawal from program. No fees are charged.
- d) Note that cancellations with less than 24 hours' notice are charged one nights' stay.

#### ***Cancellation of the Housing Agreement by the University***

The Housing Agreement may be cancelled for any of the following reasons:

- a) If the student is in breach of the Housing Agreement, the University may give 24 hours' notice in writing to the student delivered in person or left in assigned room, that the Agreement is terminated. No refund issued.
- b) If the student is required to withdraw from the program, the University may give 24 hours' notice in writing to the student delivered in person or left in assigned room, that the Agreement is terminated. Fees will be prorated based upon occupancy plus a \$30 administration fee.
- c) If any action or conduct of a student is a real or apprehended danger to the health or physical safety of that student or any other person in residence, the University may impose sanctions including termination of the Housing Agreement and immediate eviction from residence.
- d) When a Housing Agreement is terminated, the student must completely vacate the assigned room, return all keys and leave residence on or before the termination date. Eviction will include the removal of visiting privileges to the Residences including all common and public areas, for a period determined by the Director of Visitor Services. An appeal will not halt or delay the termination date.