

Carleton University Residence Agreement 2025-2026

The Residence Agreement (the “Agreement”) contains important legal terms and conditions about your rights and responsibilities while living in Residence. Please read the conditions of the Agreement carefully, as it outlines your obligations, and financial responsibilities should you fail to fulfill your obligations.

Upon my admission to Residence, and for the term of my residency, I become the “Resident” of the assigned “Room” and hereby acknowledge that this is a **legal and binding agreement**.

This Agreement becomes effective upon receipt by Carleton University (“the University”) of the acceptance of an Offer of Residence. The acceptance of the accompanying terms and conditions shall be evidence that the Resident fully understands and agrees to be bound by the Residence Agreement and the Residence Standards as a condition of living in Residence at Carleton University.

1) Eligibility

- 1.1 The Resident must be a registered student at Carleton University to be assigned to and live in Residence. Priority for Residence will be given to full-time students in a degree program.
- 1.2 The Resident is assigned to a Room by the University. The Resident shall not assign this Agreement or permit any person to occupy the Room other than as assigned by the University.
- 1.3 The Resident agrees to comply with the express provisions of and the spirit and intent of the Residence Standards. Interpretation and application of the Residence Standards is at the sole discretion of the University. Prior to taking occupancy, the Resident shall attest to having received, read, and understood the Residence Standards. The Resident agrees to comply with and adhere to the Residence Standards and all University policies and regulations. The Resident understands that the Residence Standards and University policies and regulations may be amended, altered or updated from time to time by the University without advance notice to the Residents.
- 1.4 The Resident accepts responsibility for obtaining appropriate and adequate insurance for fire, property damage, theft and general liability during the term of the Residence Agreement.
- 1.5 The Resident shall not do or permit anything to be done in the Room or building which:
 - a) Is illegal;
 - b) Is contrary to the Residence Standards or the University’s policies;
 - c) Is a nuisance or interferes with other resident’s reasonable use and enjoyment of the Residence;
 - d) Is a danger to anyone in Residence;
 - e) Causes or could reasonably cause damage to a person or property in Residence.
- 1.6 The University may terminate this Agreement upon giving the Resident 72 hours’ notice if:
 - a) The Resident ceases to be registered in courses at the University; or
 - b) The Resident fails to make any payment owing under this Agreement by the date on which it falls due.
- 1.7 Notwithstanding section 1.6, the University may choose to, and reserves the right to, terminate this Agreement by giving the Resident 24 hours’ notice if the Resident breaches this Agreement and/or the Residence Standards.
- 1.8 The Resident agrees to abide by all University measures, policies, and instructions for health and safety on University campus. This includes, but is not limited to, any measures related to preventing or mitigating the spread of infectious disease or quarantining if a Resident is suspected of carrying an infectious disease.

1.9 The University may terminate this Agreement on twenty-four (24) hours' notice if the University determines, in its sole discretion, that it is required to do so by law or government directive, or that it is reasonably necessary or prudent to do so to maintain the health, safety, or well-being of the University community.

2) Administrative

- 2.1 The University may in its sole discretion, where circumstances warrant, assign an alternate Room (and building where applicable) to the Resident. Within 24 hours after the University provides notice, the Resident shall vacate the first Room and occupy the reassigned Room.
- 2.2 Where the Resident does not vacate the Room in accordance with this Agreement, the Resident agrees that the University or its agents may enter and occupy the Room, evict the Resident, and that the Resident shall pay the University for any occupation of the Room beyond the date that they are required to vacate the room. The Resident will further be required to reimburse the University for any expenses incurred to remove any remaining contents, clean the Room, and/or repair any damages.
- 2.3 The Resident acknowledges that they may be assigned a room/suite mate at any point throughout the academic year. And will ensure that any vacant space(s) remain clean, tidy, and ready to receive a new room/suite mate, at any point. The University will endeavour to provide 24 hours written notice when possible, but is not guaranteed.
- 2.4 The Resident shall be issued a Carleton University Campus Card that provides access to the assigned building, floor, and room.
- 2.5 The Resident accepts responsibility for the safekeeping of their Campus Card. The Resident agrees to report all lost or stolen Campus Cards in the Web Card Centre, and/or to the Residence Desk within 24 hours of them being missing.
- 2.6 The Resident agrees to always keep their Campus Card on their person. The Resident agrees to pay a fee for lock out assistance / temporary access cards / replacement Campus Cards where applicable.
- 2.7 The Resident agrees that Campus Cards will not be duplicated, loaned, given, or transferred to other individuals.
- 2.8 The Resident agrees to be accountable and responsible for their guests, ensuring the terms and conditions of this Agreement and the Residence Standards are observed by their guests.
- 2.9 Rules and regulations pertaining to the usage of any Residence and the conduct of its occupants are formulated by the University. As the living accommodation is provided by Carleton University to its residents, all major decisions relating to the living accommodations are made after consultation with student representatives.
- 2.10 The Resident hereby acknowledges that this Agreement and the Resident's occupancy in Residence is not governed by or subject to the provisions of the *Residential Tenancies Act, 2006, S.O. 2006, c.1* as amended from time to time.
- 2.11 The Resident agrees not to use the Residence or any Room for the purpose of operating a business or other commercial activity without the express written consent of the University.
- 2.12 The Resident understands and agrees that Carleton University assumes no obligation or liability for lost, stolen, or damaged items of personal property under any circumstance. Carleton University will not be liable, directly, indirectly, for any loss or theft of personal property, or damage or destruction of personal property.
- 2.13 The University shall not be liable for the failure to provide residential accommodation which is provided for in this Agreement when such failure is caused by fire, explosion, water, Acts of God, civil disobedience or disturbances, strikes, lockouts, or other labour interruptions, pandemic or epidemic, vandalism, war, riot, sabotage, failure of public

utility services, governmental rules, or any other courses which are beyond the reasonable control of the University (“Emergency” or “Emergencies”). If the Residences cannot open and/or must close for such Emergency, the University will use reasonable efforts to ensure that students are notified in advance and the University will use reasonable efforts to mitigate against the effects of the Emergency. The University is not liable for any loss in these Emergencies. There shall be no compensation whatsoever for inconvenience or discomfort suffered as a result of Emergencies or other circumstances which are beyond the control of the University. In the event that the Residences cannot open and/or must close due to the actions of third parties with respect to planned or unforeseen renovation or construction, which are beyond the control of the University but not an Emergency, the University shall make reasonable efforts to notify Residents in advance and provide substitute accommodation on- or off-campus.

2.14 If the Resident is under the age of 18 years, this Agreement must be signed by the Resident’s parent or legal guardian. The undersigned parent or guardian of the Resident hereby agrees to all of the following:

- a) The parent or legal guardian accepts full responsibility and liability for all covenants and obligations of the Resident as provided for in this Agreement including, but not limited to, payment of all Residence Fees.
- b) The University is not responsible for the care or supervision of any Resident under 18 years of age, and such Residents will be treated, wherever permitted by law, as Residents who have reached the age of majority.
- c) The parent or legal guardian acknowledges and agrees that the University is not able to provide or disclose any personal information about a Resident who is 16 years of age or older without that Resident’s express written consent.

2.15 Waiver of any procedure, right, or power by the University in certain circumstances shall not be deemed to be a waiver of such procedure, right, or power generally.

2.16 Any notice the University is required to provide to you under this Agreement shall be deemed to have been properly delivered if delivered via residence mail lockers, University email, or posted on the door to your Residence Room.

2.17 Residents may not assign or transfer this Agreement to their Room to any other person.

2.18 The Resident acknowledges that construction projects near the Residences, may, from time to time, cause noise, disruption, and/or inconvenience for some or all Residents.

2.19 The Resident will follow all health and safety measures, policies, rules, and procedures the University may implement at any time. This may include, but is not limited to, isolation, masking, and vaccination requirements.

3) Financial

3.1 The Resident shall pay to the University fees for the occupation of the Room and additional fees. These additional fees include:

- a. A Residence advanced payment \$700, as the first installment for Residence;
- b. A meal plan fee where applicable, based on designated building.
- c. RRRRA/GRC Fee: Membership in the Rideau River Residence Association (undergraduate students) or the Graduate Residence Council.

Collectively all fees referred to in this Agreement are referred to as Residence Fees.

3.2 If receiving Ontario Student Assistance Program (OSAP) funds, the Resident agrees that OSAP funds will be redirected to the University to pay for residence fees. If the amount received from OSAP does not cover the full amount of the residence fees, the Resident agrees to pay the balance owing.

3.3 The Resident agrees that failure to pay fees by the published deadline(s) will result in interest charges and at the sole discretion of Carleton University, the possible withholding of academic results, restriction on future course registration

and awarding of degrees. In addition, the failure to pay fees by the published deadline, at the sole discretion of Carleton University, may result in the termination of this Agreement and removal from the Room.

- 3.4 The Resident accepts full responsibility for the use of the assigned Room and its contents and accepts all financial responsibility for damages and/or losses incurred for the period of the agreement. The Resident agrees that rooms will be inspected from time to time. Following inspection and at the sole determination of the University, the Resident will be invoiced for any cleaning and/or repairs required.
- 3.5 The Resident understands and agrees that any damages, theft and/or loss of University property in a common area that cannot be identified as the responsibility of specific individuals, will be the responsibility of all Resident's living in the Residence section, floor or house in which the damage, theft and/or losses occurred. The Resident understands and agrees that the costs for repairs, cleaning or replacement of University property will be divided and assigned to each applicable Resident and that the Resident shall pay their proportionate share.
- 3.6 In the event of termination of this Agreement under section 1.6 and 1.7 of this agreement, the Resident shall remain fully responsible for all Residence Fees, including an administration fee of \$1000. In the event of termination of this Agreement by the University without the fault, misconduct, delinquency, or breach of the Resident, the University shall provide, at the University's discretion (i) a pro-rated credit of Residence Fees already paid by the Resident, or (ii) a pro-rated credit to the Resident's University account of Residence Fees already paid by the Resident.
- 3.7 A resident who is unable to continue living in residence due to medical reasons and/or exceptional circumstances beyond their control may submit a written application, along with any applicable supporting evidence including detailed medical documentation, to the University to request a pro-rated credit of their residence fees, as per the refund schedule. An administration and processing fee of \$1000 will be deducted from any refund, if a refund is granted. The application must be submitted within thirty (30) days of the Resident's withdrawal from Residence. Applications will be considered and determined by the University at its sole and absolute discretion.

No credit of fees shall be granted to any resident whose Agreement is terminated on or after March 1, 2026.

4) Dates and Deadlines

- 4.1 The University shall permit the Resident to occupy the room for a fixed period, as follows:
 - a. September 1, 2025 to December 21, 2025 at 12:00 pm or until 24 hours after the Resident's last exam, whichever is earlier.
 - b. January 4, 2026 to April 25, 2026 at 12:00 pm or until 24 hours after the Resident's last exam, whichever is earlier.
- 4.2 The Resident agrees that failure to arrive by 11:59 pm, September 1, 2025, without prior written notification to Housing and Residence Life Services through the submission of a Late Arrival form, means forfeiture of the Room in Residence.
- 4.3 Notwithstanding the above, rooms will not be held past September 09, 2025 for fall term arrivals or January 12, 2026 for winter term arrivals, for any resident.
- 4.4 The Resident acknowledges that Residence is officially closed during the winter break following fall term exams, to the start of the winter term. **Residence closure dates may be different than University closure dates.** *It is the Resident's responsibility to adhere to the **Residence closure dates** when making travel plans.*
- 4.5 Exceptions may be made for students needing to remain in Residence throughout the winter break closure, with additional fees. Residents must receive approval from the University to remain in residence during the winter break closure. Requests to remain in residence during the winter break closure will be *considered* for approval if the Resident completes the winter break application with the required fees by the published deadline, and all fall term fees have been paid in full by the published deadline. Please note, approval to remain in Residence during the winter break closure is at the University's sole and absolute discretion.

5) Facilities and Maintenance

- 5.1 The Resident is responsible for cleaning and maintaining an orderly state of the Room during the term of the residency, including ensuring the Room is clean and free from refuse.
- 5.2 The Resident agrees that the University reserves the right to have authorized staff enter rooms and suites for the purpose of maintenance, repairs, inspection, University investigations, emergency, or determining that the Resident is compliant with the Residence Standards.

6) Dining

- 6.1 Each residence is associated with a specific non-refundable Residence Dining Plan. The Resident must subscribe to the plan associated with the room type to which they are assigned. Residence Dining privileges are for the exclusive use of the Resident paying fees and agrees that the dining privileges may not in whole or in part be transferred to any other individual's account in accordance with Canada Revenue Agency restrictions.
- 6.2 The resident agrees and understands that Dining Plans will not be carried forward into the following academic year. Any amounts remaining in a Dining Plan account at the end of an academic year will be forfeited.
- 6.3 The resident agrees and understands that the Residence Agreement and Standards apply in all Residence Dining Areas. The resident agrees and understands the Dining Hall Guidelines set out here: [Dining Hall Guidelines | Dining Services \(carleton.ca\)](#)

7) Other

- 7.1 The Resident understands that some buildings may contain a level of asbestos in building materials such as insulation, ceiling tiles, floor tiles and decorative coatings. When these building materials are intact and undisturbed, they pose no health risk since asbestos fibres are not released into the air. To prevent damage to potentially asbestos-containing materials, the Resident agrees not to stick, tack, or nail any items to the walls, ceiling, or floor in any room.
- 7.2 **REQUESTS FOR SUPPORT AND ACCOMMODATION:** Residents seeking support or accommodation for a disability or medical condition must submit to Housing and Residence Life Services by email information and documentation signed by the health care provider who has treated the specific condition and has appropriate medical expertise for the purpose of assessing need and accommodation requirements to live in residence. Requests for support or accommodation must be made during the residence application period. The Resident understands that making a request and providing this information does not necessarily mean that the request will be granted. If, for example, your needs for support and accommodation requirements exceed the resources available within the residence community or affect the health, safety, and/or well-being of the Resident or other residents, your request for support and/or accommodation may not be granted.
- 7.3 **LIMITATION OF LIABILITY:** THE UNIVERSITY'S TOTAL AGGREGATE LIABILITY TO THE RESIDENT FOR ANY AND ALL CLAIMS RELATED TO THIS AGREEMENT OR TO THE RESIDENT'S OCCUPANCY IN RESIDENCE SHALL IN NO EVENT EXCEED THE AMOUNTS ACTUALLY PAID BY THE RESIDENT TO THE UNIVERSITY PURSUANT TO THIS AGREEMENT. IN NO EVENT WILL THE UNIVERSITY BE LIABLE FOR THE LOSS OF BUSINESS OR PROFIT OR FOR ANY SPECIAL, INDIRECT, PUNITIVE OR CONSEQUENTIAL LOSS OR DAMAGE, REGARDLESS OF WHETHER SUCH LOSS OR DAMAGE ARISES UNDER CONTRACT, TORT, OR BASED UPON STRICT LIABILITY OR OTHER THEORY OF LAW OR EQUITY, WHERE SUCH LOSS OR DAMAGE AROSE IN CONNECTION WITH THIS AGREEMENT OR THE RESIDENT'S OCCUPANCY IN RESIDENCE. THE PRICING FOR RESIDENCE REFLECTS THIS ALLOCATION OF RISK.