In residence at Carleton University we aim to create supportive and inclusive communities! Though our approach to developing communities will be altered amid COVID-19, we commit to creating the best possible living and learning environment. Read through this move-in booklet to learn more about our plan to help residents feel welcome throughout their transition as well as about some other crucial information you need to know before move-in!

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In order to make move-in weekend as smooth and safe as possible, you have been assigned a specific move-in date and time carefully coordinated to adhere to COVID-19 restrictions. The day chosen for you is included in an email sent to your Carleton email account.

Residence Registration for Returning students will take place each day between 8 AM and 8 PM in the Mail Locker area, located on the ground floor of Residence Commons (across from OASIS).

EARLY ARRIVALS
Unfortunately, we cannot accommodate students arriving before September 2nd.

If you require overnight accommodation before then, we have a list of nearby hotels on our website at https://housing.carleton.ca/moving-in/.

LATE ARRIVALS
If you intend to arrive after midnight on September 7th, you must inform the Department of Housing and Residence Life Services prior to September 4th by completing the Late Arrival Form online at https://housing.carleton.ca/moving-in.

Otherwise, your room and deposit will be forfeited.

Move-in week is from...

WEDNESDAY, SEPTEMBER 2ND TO MONDAY, SEPTEMBER 7TH

LATE ARRIVALS
If you intend to arrive after midnight on September 7th, you must inform the Department of Housing and Residence Life Services prior to September 4th by completing the Late Arrival Form online at https://housing.carleton.ca/moving-in.

Otherwise, your room and deposit will be forfeited.
To avoid congestion and enable the free flow of traffic for all students, Campus Safety has provided the following information:

1. When you arrive on campus, follow the large red signs and the directions of staff directing drivers to Parking Lot 6.

2. After parking, please proceed to the mail locker area, located on the ground floor of Residence Commons (across from OASIS), to sign for your move-in package.

3. Once you have the keys to your room, you will be permitted to move your vehicle closer to residence to unload your property.

PLEASE NOTE: As most of the roads around residence are designated as fire routes, the driver must stay with the vehicle at all times while it is being unloaded. Once it is unloaded, it must be moved immediately back to one of the parking lots.

**WHAT TO BRING & WHAT NOT TO BRING**

Residence provides students with a furnished room and several amenities so that you do not have to worry about bringing furniture from home.

For a comprehensive list of what to bring, what is included in your room and what not to bring, please visit our website at:

https://housing.carleton.ca/moving-in/what-to-pack/
MOVING IN

Before moving in, make sure that you label all of your belongings with your name and building. On the day of move-in, keep any valuables, such as wallets, laptops, and cell phones on your person.

In order to help with physical distancing and to reduce as much congestion as possible, only one person may accompany the resident to their room and assist with move-in. All residents, guardians, and/or other guests will be required to wear a mask when checking-in and everywhere else inside the residence buildings, with the exception of inside the resident’s room. Photo identification is required to claim your move-in package (a driver’s license, passport, student card, etc.).

CARE PACKAGES

Each student living in residence in September will receive a residence care package. This will include two washable face coverings (non-surgical masks), hand sanitizer, and instructions on how to use these items.

In addition, each bathroom will be provided with a cleaning kit including instructions on how to maintain cleanliness standards in the bathroom space.
As a student of Carleton University you have a 'student account' with the Business Office. When you register for classes, residence, etc., the amount (including residence fees) owed to Carleton appears as an outstanding balance on your account and as you make payments, the amounts are credited until the balance is zero.

Your student account is viewable on Carleton Central: https://central.carleton.ca/.

Any extended payment charges and interest will be charged on a monthly basis. Please find more information on:

https://carleton.ca/studentaccounts/tuition-fees/interest-charges/

If you are paying the full balance, please pay the above amount according to your room type and meal plan. Overall, it is important to note the following:

- **August 25th** - Due date for all tuition and residence fees for Fall.
- **November 25th** - Winter term fees due date.
- The $700 paid deposit acts as your first payment towards your residence fees.
- Overdue term balances are subject to the Extended Payment Charge.
If you choose this, full payment for the Fall term is due by August 25th and November 25th for the Winter term. Please see the “Making Your Payment” page for more information. You will not lose your space in residence if the payment does not reach us by August 25th, however, it is advisable that you meet the deadline to reduce any interest charges that you may incur.

Below is a two installment breakdown of the residence fees by term and building type:

**Traditional-Style Residence Buildings - Full Year (Fall & Winter Terms)**

<table>
<thead>
<tr>
<th>Room Type/Meal Plan</th>
<th>Fall</th>
<th>Winter</th>
</tr>
</thead>
<tbody>
<tr>
<td>Double Room/ All Access</td>
<td>$ 5,570.99</td>
<td>$ 5,566.72</td>
</tr>
<tr>
<td>Double Room/ All Access Plus</td>
<td>$ 5,721.41</td>
<td>$ 5,716.30</td>
</tr>
<tr>
<td>Single Room/ All Access</td>
<td>$ 6,154.14</td>
<td>$ 6,148.57</td>
</tr>
<tr>
<td>Single Room/ All Access Plus</td>
<td>$ 6,304.56</td>
<td>$ 6,298.15</td>
</tr>
</tbody>
</table>

**Suite-Style Residence Buildings: Prescott, Frontenac, Leeds House - Full Year (Fall & Winter Terms)**

<table>
<thead>
<tr>
<th>Room Type/Meal Plan</th>
<th>Fall</th>
<th>Winter</th>
</tr>
</thead>
<tbody>
<tr>
<td>Double Room/ All Access</td>
<td>$ 6,196.65</td>
<td>$ 6,193.06</td>
</tr>
<tr>
<td>Double Room/ All Access Plus</td>
<td>$ 6,347.07</td>
<td>$ 6,342.64</td>
</tr>
<tr>
<td>Double Room/ Reduced</td>
<td>$ 5,496.87</td>
<td>$ 5,492.84</td>
</tr>
<tr>
<td>Single Room/ All Access</td>
<td>$ 6,816.86</td>
<td>$ 6,811.85</td>
</tr>
<tr>
<td>Single Room/ All Access Plus</td>
<td>$ 6,967.28</td>
<td>$ 6,961.43</td>
</tr>
<tr>
<td>Single Room/ Reduced</td>
<td>$ 6,117.08</td>
<td>$ 6,111.63</td>
</tr>
<tr>
<td>Room Only (Leeds &amp; Frontenac)</td>
<td>$ 4,241.19</td>
<td>$ 4,238.52</td>
</tr>
</tbody>
</table>

Please note that first year students in traditional buildings are required to have the All Access meal plan. You can choose to upgrade to the All Access Plus if interested.
Electronic Banking (Internet/ Touch Tone Telephone Banking)
The bank will request the name and account number of the bill you wish to pay.

Name/Payee: Carleton University
Account Number: Your Student Number
Payments may take up to three business days to be applied to your student account.

OSAP and other Provincial Student Aid Programs
If you are paying residence fees with a government loan (e.g. OSAP) you may not be required to pay by the August 25th deadline as noted.
However, there are certain conditions that must be met to allow you defer payment.
Please visit the student accounts website at https://carleton.ca/studentaccounts/fee-payment/ to ensure you fully understand the student loan process.
Please note that the Extended Payment Charge will apply.

International Currency Transfer
The University’s preferred method for the receipt of fee payment from outside of the country is GlobalPay for Students. Carleton University has partnered with Western Union Business solutions to provide a fast, easy and affordable way to pay tuition and other fee costs in a student’s local currency.

The Western Union GlobalPay for Students platform allows you to pay locally from your home bank, saving money on exchange rates and banking fees and also ensuring the full value of your payment reaches Carleton University.

GlobalPay for Students also offers convenient payment options for those paying from China and India.

Please visit the students accounts website at https://carleton.ca/studentaccounts/fee-payment/payment-methods/ for step by step instructions on paying through GlobalPay.

Mail (Cheque, Money Order, Bank Draft - No cash)
Payments can be made by personal/certified cheques, money order or bank drafts and should be mailed to the following address:

Carleton University
c/o T27547
P.O Box 4275 Postal Station "A"
Toronto ON M5W5V8
Canada

Note: Be sure to include your student number, name, and details of what the payment is for (e.g. tuition, residence, UHIP, etc) on the front of the cheque. Payments at this address are processed directly by the bank. The university does not accept postdated cheques. Cheques will be processed immediately regardless of the date on it. Therefore, postdated cheques may result in non negotiable payments and service charges. Cheques must have a current date in order to be processed. The address stated above is a post office. Therefore, any payments sent by courier, that requires a signature will not be accepted.

HigherEdPoints.com Program
Students can fund their school fees by converting Aeroplan® Miles, TD Travel Rewards points, or CIBC Aventura points through HigherEdPoints.com.

35,000 Aeroplan® Miles can be converted into $250.
62,500 TD Travel Rewards points can be converted into $250.
35,000 CIBC Aventura® points can be converted into $250.

Students can also convert the loyalty points of family members and friends to help pay for their tuition. For more information and to set up an account, please visit:
http://www.higheredpoints.com/
Carleton has partnered with Coldex to help provide fridges to students who may be interested. Residence students are not permitted to bring personal refrigerators to the residence buildings.

Restricting refrigerators to those provided by Coldex ensures that all refrigerators are properly cleaned and in good condition. It also contributes to the University’s sustainability efforts.

Students can go to http://www.coldexrents.com/ for rental of a medium/large bar refrigerator for the academic year.

Please Note: Suite-style residences (Prescott, Frontenac and Leeds) have a meal preparation area in the suite which includes a full size refrigerator for use by all residents of that assigned space.
STAY TUNED!

Before you join us there are many ways you can remain connected to our community! Make sure you follow our social media accounts, which can be found below!

If you have any further questions please contact us via phone, email, or visit our website - We would love to provide you with more answers and support!