Carleton University

Housing and Residence Life Services

YOUR RESIDENCE MOVE-IN GUIDE

FALL 2022

Carleton University
Ottawa, ON, Canada
housing.carleton.ca

WELCOME!

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.

Please read through this move-in booklet to learn more about our plan to help residents feel welcome throughout their transition and additional information you will need to know before moving in!

TABLE OF CONTENTS

2-3 CHECKING IN

Move-In Dates
Early & Late Arrivals
When You Arrive
What To & Not To Bring

4 MOVING IN

Procedure
COVID-19 Precautions
Care Packages

5-9 RESIDENCE FEES

Making Your Payment
Campus Card
Coldex Rents

10 STAY TUNED!

Contact Information
Social Media

CHECKING IN

Move-in week is from
Thursday, September 1 - Sunday, September 4

Residence check-in hours will be:
Thursday, Sept 1 9am - 3pm
Friday, Sept 2, Saturday Sept 3 9 am to 4pm
Sunday, Sept 4, 9am to 2pm

In order to make move-in as smooth and safe as possible, you will be **self-selecting your preferred check-in date and time**, which has been carefully coordinated to adhere to COVID-19 restrictions.

You will receive an email, sent to your **Carleton email account**, with a link to register for your preferred check-in date and time.

EARLY ARRIVALS

Unfortunately, we cannot accommodate students who arrive before **Thursday, September 1**.

LATE ARRIVALS

If you intend to arrive **after 11:59 PM on September 4**, please complete the check-in registration choosing "Arrival after September 4" and fill out the Late Arrival Form online.

Otherwise, your room and deposit will be forfeited.

WHEN YOU ARRIVE

To avoid congestion and enable the free flow of traffic for all students, Campus Safety has provided the following instructions:

1 When you arrive on campus, follow the large red signs and the directions of staff directing drivers to **Parking Lot 7.**

Check in will be **drive-thru style**, so you will not have to leave your vehicle!

2 You will follow the signs to the **check-in tent of your assigned building**. (You will receive your building information in your email mid-August).

You will be required to present a piece of **government issued ID** (passport, driver's license, etc.) upon check-in.

3 Once you have the keys to your room, you will be permitted to move your vehicle closer to your assigned building 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 & 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:

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. There will be plenty of eager and enthusiastic student facilitators around to help you lift and carry your items to your room.

On the day of move-in, keep any valuables (i.e., wallets, laptops, cell phones, etc.) on your person.

In order to help with physical distancing and to reduce as much congestion as possible, only **two** people may accompany the resident to their room and assist with move-in.

RESIDENCE FEES

Fees include the residence room, meal plan, technology fees (internet, Wi-Fi, etc.), residence association fees (RRRA/GRC), and all utilities.

Please note that first year students in traditional buildings are required to have the **All Access** meal plan. You have the option to upgrade to the **All Access Plus** if interested.

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

Meal Plan	Single Room	Double Room	
All Access	$ 12,998.46	$ 11,774.46	Unlimited entry into the caf & $100 Dining Dollars on the Campus Card ($50 per term)
All Access Plus	$ 13,298.46	$ 12,074.46	Unlimited entry into the caf & $400 Dining Dollars on the Campus Card ($200 per term)

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

Meal Plan	Single Room	Double Room (Prescott only)	
All Access	$ 14,390.46	$ 13,088.46	Unlimited entry into the caf & $100 Dining Dollars on the Campus Card ($50 per term)
All Access Plus	$ 14,690.46	$ 13,388.46	Unlimited entry into the caf & $400 Dining Dollars on the Campus Card ($200 per term)
Reduced Plan	$ 12,885.02	$ 11,583.02	10 meals per week in the caf & $300 Dining Dollars on the Campus Card ($150 per term)
Room Only (Leeds and Frontenac)	$ 8,908.71	n/a	n/a

PAYMENT DETAILS

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.

Any extended payment charges and interest will be charged on a monthly basis. Please find more information at: 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 25** - Fall term tuition and residence fees due date
- **November 25** - 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.

PAYMENT IN INSTALLMENTS

If you choose to pay in installments, full payment for the Fall term is due by August 25 and Winter term by November 25. Please see the "Making Your Payment" page for more payment methods.

You will not lose your space in residence if the payment does not reach us by August 25, 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 - Fall & Winter Terms

Room Type / Meal Plan	Fall	Winter
Double Room / All Access	$ 5,889.40	$ 5,885.06
Double Room / All Access Plus	$ 6,039.00	$ 6,035.46
Single Room / All Access	$ 6,501.00	$ 6,497.46
Single Room / All Access Plus	$ 6,650.60	$ 6,647.86

Suite-Style Residence Buildings - Fall & Winter Terms

Room Type / Meal Plan	Fall	Winter
Double Room / All Access	$ 6,546.10	$ 6,542.36
Double Room / All Access Plus	$ 6,695.70	$ 6,692.76
Double Room / Reduced	$ 5,794.58	$ 5,788.44
Single Room / All Access	$ 7,197.30	$7,193.16
Single Room / All Access Plus	$ 7,346.90	$ 7,343.56
Single Room / Reduced	$ 6,445.78	$ 6,439.24
Room Only (Leeds & Frontenac)	$ 4,455.00	$ 4,453.71

MAKING PAYMENT

Fall and Winter Term Payments can be made by the following methods:

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 ID

Payments may take up to three business days to be applied to your student account.

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 M5W 5V8
Canada

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.

The above address is a post office box and any payments sent via courier or that otherwise require a signature upon delivery can not be accepted. Payments at this address are processed directly by the bank. Cheques will be processed immediately regardless of the cheque date.

Carleton University does not accept foreign currency or postdated cheques. Cheques must have a current date and be in Canadian dollars in order to be processed.

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 25 deadline as noted. However, there are certain conditions that must be met to allow you defer payment.

Please visit the student accounts website to ensure you fully understand the student loan process. Please note that interest charges 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 for step by step instructions on paying through GlobalPay.

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 higheredpoints.com

CAMPUS CARD

Please pre-order your Campus Card by either applying online or by mailing your application to the Campus Card Office!

If you order before **August 12**, your pre-ordered Campus Card will be placed in your Residence Move-In package. Students are strongly encouraged to pre-order their Campus Card online as they will need their Campus Card to access their building, floor, and (in some buildings) their room upon arrival. By applying in advance, you may save considerable waiting time!

Visit the Campus Card website to order your card. Students moving into residence are required to swipe their Campus Card **AND** enter a 4 digit pin in order to gain access to their building and floor. You can pre-set this PIN by visiting the CampusCard Web Center on Carleton Central.

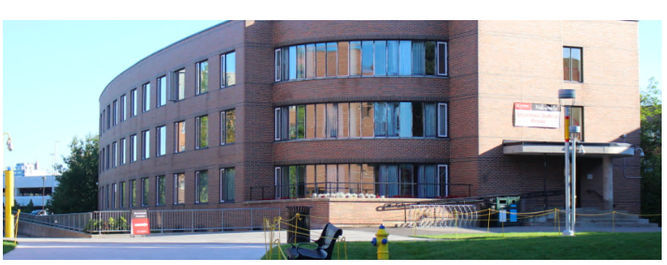
COLDEX RENTS

Carleton has partnered with Coldex to help provide fridges to students who may be interested.

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.

Visit Coldex's website to rent a medium or 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!

Department of Housing and Residence Life Services

261 Stormont House
1125 Colonel By Drive
Ottawa, ON, Canada K1S 5B6

(613) 520-5612
residence@carleton.ca
housing.carleton.ca

@carletonres
@carletonresidence
@CUinRes