Residence Move In

Checking in: General tips

- Move in weekend is **September 1st & 2nd from 9am - 4pm**
- In order to make move in weekend as smooth as possible, you have been assigned a specific move in date.
- The day chosen for you is included in the email sent to your Carleton email account.
- Any student arriving outside these times on September 1st and 2nd should report to the Residence Reception desk at Residence Commons.

Residence Registration will take place on that day between 9am and 4pm, in the foyer of your assigned building.

On your designated move in day, you will have a Community meeting led by your Residence Fellow(s).
- Time: Specific to building
- More information will be available at your building's move in table.

**IMPORTANT POINT!**

If you intend to arrive after midnight on September 3rd, you must inform the Department of Housing & Residence Life Services prior to September 1st by completing the Late Arrival Form online at [https://housing.carleton.ca/moving-in](https://housing.carleton.ca/moving-in).
Otherwise, your room and deposit will be forfeited.

If you are driving, you will be required to enter the campus at the Bronson Avenue entrance due to city and campus road closures.

**Early Arrivals**

Unfortunately, we can't accommodate students arriving before 9am on September 1st.

If you require overnight accommodation before then, we have a list of near by hotels on our website at [https://housing.carleton.ca/moving-in/](https://housing.carleton.ca/moving-in/).
When You Arrive...

To avoid congestion and enable the free flow of traffic for all students, the Department of University Safety (DUS) has provided the following information.

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

After parking, please proceed to your assigned residence building to sign for your move in package.

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. Failure to comply with this request may result in your vehicle being ticketed or possibly towed.

What if I need a Fridge?

Residence students are not permitted to bring personal refrigerators to the residence buildings. Carleton has partnered with Coldex to help provide fridges to students who may be interested.

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

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.

Please Note: Suite 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.
Tips and Tricks

Tips to make move-in easier:

Label all your belongings with your name, building and room number. There will be plenty of eager and enthusiastic student facilitators around to help you lift and carry your items to your room.

Keep any valuables such as wallets, laptops and cell phones on your person at all times.

You WILL require photo ID to claim your move-in package (driver’s license, passport, student card from previous institution, etc).

Drivers, remember to stay with your vehicles at all times while unloading by residence buildings and move it promptly so someone else can enjoy the same courtesy.
Making your Payment

Fall and Winter Term Payments can be made using 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 Number

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 M5W5V8
Canada

Note: Be sure to include your student number, name, and details of what the payment is for (eg: tuition, residence, UHIP, etc) on the front of the cheque. Payments at this address are processed directly by the bank.

**WARNING**

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.

Other options available:

**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/](https://carleton.ca/studentaccounts/fee-payment/payment-methods/) for step by step instructions on paying through GlobalPay.
HigherEdPoints.com Program.

Students can now 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/

Ontario Student Assistance Program (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.

Please Note

New to 2018:
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.
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/](https://central.carleton.ca/).

**Dates and Deadlines.**

- **August 25th** - Due date for all tuition and residence fees for Fall.
- **November 25th** - Winter 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.

This extended payment charge/interest will be charged on a monthly basis. Please find more information on: [https://carleton.ca/studentaccounts/tuition-fees/interest-charges/](https://carleton.ca/studentaccounts/tuition-fees/interest-charges/)

**Residence Fees Breakdown.**

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

### Traditional Residence - Full Year (Fall & Winter Terms)

<table>
<thead>
<tr>
<th>Meal Plan</th>
<th>Single Occupancy</th>
<th>Double Occupancy</th>
</tr>
</thead>
<tbody>
<tr>
<td>All Access</td>
<td>$11,751.63</td>
<td>$10,647.63</td>
</tr>
<tr>
<td>All Access Plus</td>
<td>$12,051.63</td>
<td>$10,947.63</td>
</tr>
</tbody>
</table>

### Suites Residence: Prescott, Frontenac, Leeds House - Full Year (Fall & Winter Terms)

<table>
<thead>
<tr>
<th>Meal Plan</th>
<th>Single Occupancy</th>
<th>Double Occupancy</th>
</tr>
</thead>
<tbody>
<tr>
<td>All Access</td>
<td>$13,051.63</td>
<td>$11,856.63</td>
</tr>
<tr>
<td>All Access Plus</td>
<td>$13,351.63</td>
<td>$12,156.90</td>
</tr>
<tr>
<td>Reduced Plan</td>
<td>$11,700.63</td>
<td>$10,505.63</td>
</tr>
<tr>
<td>Room Only (Leeds and Frontenac)</td>
<td>$8,151.63</td>
<td>n/a</td>
</tr>
</tbody>
</table>

If you are paying the full balance, please pay the above amount according to your room type and meal plan, less the $700 deposit that you have already paid. There are no double rooms in Leeds and Frontenac House.
Residence Fees

Can I make my payments in two installments?

Yes, you can make payments in two installments. 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 a Payment" page for more information.

Please Note: 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 Residence - 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>$5,303.56</td>
<td>$5,344.07</td>
</tr>
<tr>
<td>Double Room / All Access Plus</td>
<td>$5,453.41</td>
<td>$5,494.22</td>
</tr>
<tr>
<td>Single Room / All Access</td>
<td>$5,853.01</td>
<td>$5,898.62</td>
</tr>
<tr>
<td>Single Room / All Access Plus</td>
<td>$6,002.86</td>
<td>$6,048.77</td>
</tr>
</tbody>
</table>

### Suites Residence Breakdown (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>$5,905.18</td>
<td>$5,951.45</td>
</tr>
<tr>
<td>Double Room / All Access Plus</td>
<td>$6,055.30</td>
<td>$6,101.60</td>
</tr>
<tr>
<td>Double Room / Reduced Meal Plan</td>
<td>$5,232.52</td>
<td>$5,273.11</td>
</tr>
<tr>
<td>Single Room / All Access</td>
<td>$6,500.14</td>
<td>$6,551.49</td>
</tr>
<tr>
<td>Single Room / All Access Plus</td>
<td>$6,649.99</td>
<td>$6,701.64</td>
</tr>
<tr>
<td>Single Room / Reduced Meal Plan</td>
<td>$5,827.48</td>
<td>$5,873.15</td>
</tr>
<tr>
<td>ROOM ONLY (Leeds and Frontenac Only)</td>
<td>$4,060.36</td>
<td>$4,091.27</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.
Pre-Order your Campus Card.

Steps to follow:

- Pre-order your Campus Card by either applying online or by mailing your application to the Campus Card office.
- Once received, your application will be processed and your card ready to be picked up if you are attending an Orientation tour.
- Your pre-ordered campus card, if not picked up at a tour, will be placed in your Residence Move-In package.
- Students can also have their card made on the spot when they arrive at Carleton, but please note there may be considerable lineups in September and January.

Helpful Tip!

By applying in advance, you may save yourself considerable waiting time. Visit https://carleton.ca/campuscard/get-your-card/ to order your card.

Note: 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. Students can pre-set this PIN by connecting to the Campus Card Web center on Carleton Central.
Our residence life team is excited to welcome you Home and has been preparing for your arrival. To assist you with your transition, we have created a blog for you with some information about:

- Who is who in the Housing Office.
- What to bring/what not to bring.
- What to do if you are arriving late.

**Important Notice for International Students**: International students new to Carleton University entering full time studies, with a confirmed room in residence and registered to attend the International orientation on the 31st of August will be allowed to move in on the 30th of August from 3pm.

Confirmation of this date will be provided upon completion of the Orientation registration form. For more information contact the International Student Services Office at isso@carleton.ca or visit the website at http://www.carleton.ca/isso/ new-students/orientation-2/

Want to connect with future residence students and stay in touch with most recent updates? Follow us on social media!

@carletonres @carletonresidence Carleton University - Residence