

# MOVE-IN GUIDE

2023/2024



**Carleton**  
University

Housing and Residence  
Life Services

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# WELCOME!

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In residence at Carleton University we aim to create a supportive community. We are committed to providing opportunities for personal growth and academic development while promoting a safe and inclusive environment.

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

# CHECKING IN

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Move-in weekend is from **Friday, September 1 – Sunday, September 3**

**Residence check-in hours will be:**

Friday, September 1 through Sunday, September 3



**9:00 am – 5:00 pm daily**

In order to make move-in as smooth and safe as possible, you will be self-selecting your check-in date and time, which has been carefully coordinated to ensure manageable volume on our roads and in our hallways and elevators. You will receive an email, sent to your Carleton email account, with a link to register for your check-in date and time.

## Early Arrivals

Students wishing to arrive early to residence may choose August 31st as their booking date and time, limited spaces available. Please  
Note: Meals will not be available during the early move in.

## Late Arrivals

If you intend to arrive after 11:59 PM on Sunday, September 3, please complete the check-in registration choosing "Arrival after September 3" 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. Please ensure that your identification is easily accessible, (not in the trunk).
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 belongings.

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, please park in any designated parking lot outside of the residence areas towards the east side of campus closest to the Athletics complex.

## What to & 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:

[housing.carleton.ca/moving-in/what-to-pack/](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. There will be plenty of eager and enthusiastic student facilitators around to help you lift and carry your belongings 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 reduce as much congestion as possible, only two people may accompany the resident to their room and assist with move-in.

*\*Note: Facilitators will not be available on August 31st to 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. First year students in traditional buildings will automatically have the All Access meal plan. You do have the option to upgrade to the All Access Plus, meal plan if interested.

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

Meal Plan	Single Room	Double Room	
All Access	\$13,734.94	\$12,384.94	Unlimited entry into the caf & \$100 Dining Dollars on the Campus Card (\$50 per term)
All Access Plus	\$14,034.94	\$12,684.94	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	
All Access	\$15,204.94	\$13,754.94	Unlimited entry into the caf & \$100 Dining Dollars on the Campus Card (\$50 per term)
All Access Plus	\$15,504.94	\$14,054.94	Unlimited entry into the caf & \$400 Dining Dollars on the Campus Card (\$200 per term)
Reduced Plan	\$13,596.94	\$12,146.94	10 meals per week - \$300 Dining Dollars on the Campus Card (\$150 per term)
Room Only (Leeds and Frontenac)	\$9,399.94	n/a	



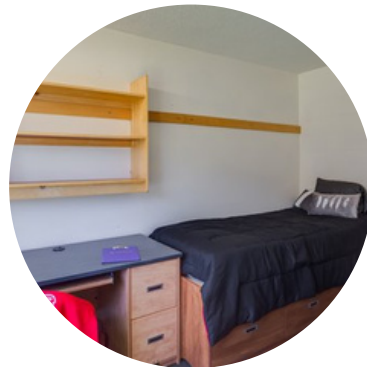
# PAYMENT DETAILS

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/](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 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 - Full Year (Fall & Winter Terms)

Meal Plan	Fall Term	Winter Term	Total
Double All Access	\$6,192.47	\$6,192.47	12,384.94
Double All Access Plus	\$6,342.47	\$6,342.67	12,684.94
Single All Access	\$6,867.47	\$6,867.47	13,734.94
Single All Access Plus	\$7,017.47	\$7,017.47	14,034.94

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

Meal Plan	Fall Term	Winter Term	Total
Double All Access	\$6877.47	6,877.47	13,754.94
Double All Access Plus	\$7,027.47	\$7,027.47	14,054.94
Double Reduced	\$6,073.47	\$6,073.47	12,146.94
Single All Access	\$7,602.47	\$7,602.47	15,204.94
Single All Access Plus	\$7,752.47	\$7,752.47	15,504.94
Single Reduced	\$6,798.47	\$6,798.47	13,596.94
Room Only	\$4,699.97	\$4,699.97	\$9,399.94

# MAKING PAYMENT

Fall and Winter payment can be made by the following options:

## 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.

## 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](https://higheredpoints.com)

## 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, certain conditions must be met to allow you to defer payment. Please visit the student accounts website to ensure you fully understand the student loan process. Please note that interest charges will apply.



# MAKING PAYMENT CONT.

Fall and Winter payment can be made by the following options:

## Mail (Cheque, Money Order, charges will apply. 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.

## International Currency Transfer

Carleton University has two options to make a payment from outside of Canada:

1. CIBC International Student Pay
2. Convera (Formerly WUBS GlobalPay)

Please visit the Student Accounts website for step by step instructions on how to make payment from one of these sources.  
<https://carleton.ca/studentaccounts/fee-payment/payment-methods/payment-from-outside-canada/>



## Campus Card

Did you know? All residence buildings, floors, and in some cases your room are accessed by your Campus Card. Please pre-order your Campus Card before August 18th to ensure that it is ready for you upon arrival! By applying in advance, you will avoid delays getting into your room. Don't forget to set your 4-digit PIN on the CampusCard Web Centre before arriving.

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 Rentals

Carleton has partnered with Coldex to provide fridge rentals to residence students. Coldex ensures that all fridge rentals are properly cleaned and in good working condition. It also contributes to the university's sustainability efforts. Please visit Coldex to order fridge rental! No external fridges are permitted.

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 listed below! If you have any questions please contact us via phone, email, or visit our website. We look forward to welcoming you to residence. CU soon!

## 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](mailto:residence@carleton.ca)

[housing.carleton.ca](http://housing.carleton.ca)

### STAY TUNED



@carletonres



@carletonresidence



@CUinRes