



**HOUSING AND RESIDENCE
LIFE SERVICES**

YOUR RESIDENCE MOVE-IN GUIDE

**CARLETON UNIVERSITY
Winter 2021**

OTTAWA, 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. 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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CHECKING IN

Move-in week is from...

TUESDAY JANUARY 5TH TO SUNDAY, JANUARY 10TH

Residence Registration will take place each day between 9 AM and 7 PM in Residence Commons. Please follow the signs posted at the building's main entrance for directions to your check-in station.

In order to make move-in week as smooth and safe as possible, you will pre-select a specific move-in date and time carefully coordinated to adhere to COVID-19 restrictions. You will receive an email from us with further information about reserving your move-in date and time.

EARLY ARRIVALS

Unfortunately, we cannot accommodate students arriving before January 5th.

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 January 10th, you must inform the Department of Housing and Residence Life Services prior to January 7th by completing the Late Arrival Form online at <https://housing.carleton.ca/moving-in>.

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 information:



- 1** When you arrive on campus, follow the directions of staff and proceed to **Parking Lot 18**.
- 2** After parking, please proceed to the main entrance of Residence Commons to complete your COVID Assessment and 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: Do not park in any designated fire routes to unload your belongings. Once your vehicle is unloaded, it must be moved immediately back to one of the parking lots surrounding Residence.

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 January 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.

RESIDENCE FEES

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

Traditional-Style Residence Buildings - Winter 2021 Term

Meal Plan	Single Room	Double Room	
All Access	\$ 6,148.57	\$ 5,566.72	Unlimited entry into the caf & \$50 Dining Dollars on the Campus Card
All Access Plus	\$ 6,304.56	\$ 5,716.30	Unlimited entry into the caf & \$200 Dining Dollars on the Campus Card

Suite-Style Residence Buildings: Prescott, Frontenac, Leeds House - Winter 2021 Term

Meal Plan	Single Room	Double Room (Prescott only)	
All Access	\$6,811.85	\$6,193.06	Unlimited entry into the caf & \$50 Dining Dollars on the Campus Card
All Access Plus	\$6,961.43	\$6,342.64	Unlimited entry into the caf & \$200 Dining Dollars on the Campus Card
Reduced Plan	\$6,111.63	\$5,492.84	10 meals per week in the caf & \$150 Dining Dollars on the Campus Card
Room Only (Leeds and Frontenac)	\$4,238.52	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: <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:

- **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.

MAKING YOUR PAYMENT

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.

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 November 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 (eg: 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/>

CAMPUS CARD

Pre-order your Campus Card by either applying online or by mailing your application to the Campus Card Office. Your pre-ordered campus card (ordered on or before December 11th) will be placed in your Residence Move-In package. Students are strongly encouraged to preorder their Campus Card online as they will need their Campus Card to access their building and floor upon arrival. By applying in advance, you may save yourself considerable waiting time. Visit <https://carleton.ca/campuscard/get-your-card/> 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. Students can pre-set this PIN by connecting to the Campus Card Web center on Carleton Central.

COLDEX RENTS

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 winter term.



COLDEX
WE'LL DO THE WORK

Keep your cool this year and **RENT** your student residence **FRIDGE** from Coldex.

coldexrents.com

Coldex delivers and picks up your rental fridge!
Pre-book by Dec. 17th and your Coldex fridge will be in your room before you move in. It's that easy!

Prices include delivery, pick up, HST and maintenance. Satisfaction is guaranteed, or your money back!

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
accommodations@carleton.ca
<https://housing.carleton.ca/>



@carletonres



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Carleton University - Residence