Residence Contract 2014/2015

Student Housing and Hospitality Services
One term only and winter session contract

Place Vanier
Totem Park
Walter Gage
Fairview Crescent
Ritsumeikan-UBC House
Marine Drive
# RESIDENCE CONTRACT
## 2014/2015

## INTRODUCTION

### SUMMARY OF CONTRACT

<table>
<thead>
<tr>
<th>Section</th>
<th>Administration</th>
<th>Residence Life</th>
<th>Residence Standards and Regulations</th>
<th>Food Services</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.0</td>
<td>Binding Contract</td>
<td>Contract Term</td>
<td>Residence Closure — Winter Holiday Break</td>
<td>Designated Roommate</td>
</tr>
<tr>
<td>1.0</td>
<td>Mandatory Meal Plan</td>
<td>ResNet Agreement</td>
<td>Type of Contract</td>
<td>Assignment Policy</td>
</tr>
<tr>
<td>1.0</td>
<td>Eligibility</td>
<td>Residence Meal Plan</td>
<td>Residence Standards Process</td>
<td>Meal Plan Fees for Place Vanier and Totem Park</td>
</tr>
<tr>
<td>1.0</td>
<td>Assignment Policy</td>
<td>Residence Meal Plan Selection and Payment</td>
<td>Meal Plan before the last month of your Session</td>
<td>Transfer of Residence Meal Plan Account Balances in the last month of your Session</td>
</tr>
<tr>
<td>1.0</td>
<td>Contract Changes</td>
<td>Food Services Residence Meal Plan Description</td>
<td>Playing Sports or Sporting Activities in Residence Buildings, Hallways or Common Areas</td>
<td></td>
</tr>
<tr>
<td>1.0</td>
<td>Rates and Payment</td>
<td>Residence Meal Plan Selection and Payment</td>
<td>Prohibited Areas</td>
<td></td>
</tr>
<tr>
<td>1.0</td>
<td>Cancellation of the Residence Contract Prior to Move-In Date</td>
<td>One-Term-Only Meal Plan</td>
<td>Raids or Pranks: Inappropriate or Destructive</td>
<td></td>
</tr>
<tr>
<td>1.0</td>
<td>Termination of the Residence Contract On or After Move-In Date</td>
<td>Cancelling Your Residence Meal Plan before the last month of your Session</td>
<td>Removal of University Property</td>
<td></td>
</tr>
<tr>
<td>1.0</td>
<td>Termination of the Residence Contract by the University</td>
<td>Transfer of Residence Meal Plan Account Balances in the last month of your Session</td>
<td>Smoking and Incense</td>
<td></td>
</tr>
</tbody>
</table>

## Food Services

### Meal Plans

#### Additional General Terms and Important Information

1.16 Overholding
1.17 Vacating Your Accommodation
1.18 Abandoned Accommodation and Personal Property
1.19 Assignment and Unauthorized Occupancy
1.20 University’s Performance
1.21 Liability
1.22 Insurance
1.23 Damages and Costs
1.24 Denial of Other University Services
1.25 Room Entry
1.26 Arrivals
1.27 Early Arrivals
1.28 Late Arrivals
1.29 Delivery of Personal Property
1.30 Bed Linen
1.31 Non-residence Furniture and Appliances
1.32 Housekeeping
1.33 Repairs and Alterations
1.34 Pest Treatment
1.35 Construction and Maintenance
1.36 Storage
1.37 Transfers
1.38 Transportation and Parking
1.39 Security
1.40 Pets and Guide Animals
1.41 Protection of Privacy
2.0 RESIDENCE LIFE
2.01 Statement of Rights and Accompanying Responsibilities of the Individual within the Residence Community
2.02 Residence Standards Overview
2.03 Residence Standards Process
3.0 RESIDENCE STANDARDS AND REGULATIONS
3.01 Alcohol in residence
3.02 Attack on the Dignity and Security of an Individual
3.03 Barbecuing and Outdoor Grilling
3.04 Cablevision
3.05 Cafeteria/Dining Room/Residence Retail Outlet Conduct
3.06 Cleanliness Standards
3.07 Cooperation with Staff and Others
3.08 Damage to Property
3.09 Dangerous Activity
3.10 Drugs
3.11 Elevator Tampering
3.12 Explosive Materials
3.13 False Identification
3.14 Guests or Visitors
3.15 Illegal Entry
3.16 Inappropriate Behaviour
3.17 Initiations/Hazing
3.18 Noise, Quiet Hours, Exam Quiet Hours
3.19 Open Flame
3.20 Parties/Social Gatherings
3.21 Pets and Guide Animals
3.22 Playing Sports or Sporting Activities in Residence Buildings, Hallways or Common Areas
3.23 Prohibited Areas
3.24 Raids or Pranks: Inappropriate or Destructive
3.25 Removal of University Property
3.26 Safety/Security/Fire Equipment
3.27 Smoking and Incense
3.28 Theft
3.29 Throwing or Falling Objects
3.30 Cooking
3.31 Unauthorized Key Possession or Entry
3.32 Unauthorized assignment
3.33 Vehicles in pedestrian courtyards
3.34 Violence/Physical Aggression
3.35 Weapons
3.36 Signs
4.0 FOOD SERVICES
4.01 General Description of the Residence Meal Plan
4.02 Your UBCARD
4.03 Meal Service Schedules for Totem Park and Place Vanier Dining Rooms
4.04 Formal Dinners
4.05 Dining Room Rules and Conduct
4.06 Additional General Terms and Important Information

## APPENDICES

### APPENDIX I
Contact Information

### APPENDIX II
Contract Related Terms

### APPENDIX III
Cancellation Prior to Move-In Date

### APPENDIX IV
Residence Fees

### APPENDIX V
Meal Plan Fees for Place Vanier and Totem Park

### APPENDIX VI
Additional information
RESIDENCE CONTRACT 2014/2015

Introduction
This Contract applies to the following residences located on the Vancouver campus of the University:

• Place Vanier
• Totem Park
• Walter Gage
• Fairview Crescent
• Ritsumeikan-UBC House
• Marine Drive (Building 5)

Students who wish to reside at residence with their children are not eligible for the residences governed by this contract and may apply for accommodation in University student family housing.

This document is important. This is a legally binding agreement between you and the University. The basic terms of your agreement are outlined in the Residence Acceptance Confirmation page created during your online acceptance process. This document, the Residence Acceptance Confirmation page created during your online offer acceptance process, and the Contract Confirmation, ID and Emergency Contact Card comprise the contractual agreement between you and the University (referred to as the “Contract”). It defines the policies and regulations governing the offer of housing and the terms and conditions of accepting residence in the student residences managed by Student Housing and Hospitality Services.

SUMMARY OF CONTRACT

Section 1.0 Administration
This section outlines administrative requirements, procedures and important deadlines. The information contained here will answer many of your questions. For other questions or clarifications, please refer to www.housing.ubc.ca, or contact the area Residence Life Manager or Student Housing and Hospitality Services at 2205 Lower Mall, building 6 (contact information is listed in Appendix I of this Contract.)

Sections 2.0 Residence Life and 3.0 Residence Standards and Regulations
These two sections of this Contract define the standards of behaviour required of all residents and their visitors while present on or about all residence property (which includes but is not limited to all residence buildings operated by Student Housing and Hospitality Services including their parking lots, and surrounding grounds), and during all residence-related events, even if the events occur off campus. Living with others in a residence is different from living in a private apartment or house. What you may feel comfortable with in private may not be safe or appropriate in a shared residential environment that has a mandate to support the University’s academic mission.

Section 4.0 Food Services
a) Totem Park and Place Vanier Residences—Mandatory Residence Meal Plan
Students who reside in Totem Park or Place Vanier residences are required to purchase a residence meal plan, each of which are referred to in this Contract as a “Residence Meal Plan.” Each Residence Meal Plan is a declining balance meal plan, with students choosing the items they wish to consume and paying à la carte for each item. Section 4, the Food Services section of this Contract, outlines the costs, options, and payment schedule for Residence Meal Plans, and the rules of conduct for the dining rooms.

b) Residents not residing in Totem Park or Place Vanier—Optional UBCcard Plan and Savings Plus Plan
Residents who do not reside in Totem Park or Place Vanier may choose to purchase the optional Food Services UBCcard Plan or Savings Plus Plan, which can be used in residence dining rooms and all Food Services outlets on campus—see Section 4.12 for a description of these optional plans. These are different from a Residence Meal Plan, but do provide cost savings and privileges.

If you have questions regarding the Residence Meal Plans, the optional UBCcard Plan or Savings Plus Plan (if available), please contact the Student Housing and Hospitality Services Main Office (contact information is listed in Appendix I of this Contract.)
1.0 ADMINISTRATION

Interpretation of Terms

In this Contract:

the resident will be referred to as “you,” “your,” “resident,” “residents,” “student,” “students”;

“your accommodation,” “the accommodation” and “your room” refers to the room identified on your Contract Confirmation, ID and Emergency Contact Card, as may be changed from time to time in accordance with the terms of this agreement and, in particular:

If you live in a studio or one-bedroom apartment, it refers to your entire living space; and

If you live in shared accommodation, it refers to your room and the living area you share with other residents. The living area that you share with other residents, together with your room and every other resident’s room is also referred to as your “unit”;

“guest” refers to your designated roommate (if applicable) and anyone who you accompany on, invite, accept or admit to the residence property (which includes but is not limited to all residence buildings operated by Student Housing and Hospitality Services including their parking lots, and surrounding grounds);

an “assessment” means a bill for an amount, determined by the University, that you owe to the University on account of one or more of the following: any damage to, repair of or loss of University property (including your keys) or extraordinary service, cleaning, administrative or other costs you, your designated roommate or your guests cause to University residence facilities whether through accident, neglect or intent;

“fees” mean the residence fees plus all other sums, amounts, charges and monies payable by you to the University pursuant to this Contract, including, without limitation, all assessments, costs, interest and amounts owing as a result of any breach of this Contract;

“Move-In Date” means the date identified as such on your Residence Acceptance Confirmation and the Contract Confirmation, ID and Emergency Contact Card, unless otherwise agreed in writing by you and an authorized representative of UBC Student Housing and Hospitality Services.

“Move-Out Date” means the date identified as such on your Residence Acceptance Confirmation and the Contract Confirmation, ID and Emergency Contact Card, unless otherwise agreed in writing by you and an authorized representative of UBC Student Housing and Hospitality Services;

“residence fees” mean the residence fees applicable to your accommodation, as set out in Appendix IV, which for greater certainty, include utilities and UBC ResNet Internet or Shaw Internet depending on which residence you are located. Telephone service is not included in residence fees. Basic cablevision is included in the common areas of units or floor lounges of Place Vanier and Totem Park residences.

“University” and “UBC” mean The University of British Columbia. Student Housing and Hospitality Services is a department of the University and has the power and authority to act on behalf of the University in respect of this Contract. References to Student Housing and Hospitality Services refer to the University, acting through Student Housing and Hospitality Services.

In the calculation of days in this Contract (for example: where five (5) days notice must be given), the first day will be excluded and the last day included.

If there is any conflict or inconsistency between the Residence Acceptance Confirmation and the Contract Confirmation, ID and Emergency Contact Card, the Contract Confirmation, ID and Emergency Contact Card governs.

1.01 Binding Contract

By clicking “Accept” on the Residence Acceptance Confirmation page created during your online offer acceptance process, you have accepted an offer from the University for accommodation in a student residence managed by Student Housing and Hospitality Services. By accepting this offer you have confirmed that you agree to comply with the terms and conditions outlined in this Contract.

Prior to moving into your accommodation you must:

• fill out and sign the Contract Confirmation, ID and Emergency Contact Card and provide photographs requested by Student Housing and Hospitality Services; and

• provide payment of the residence fees by the due date indicated in the Residence Acceptance Confirmation and in Section 1.12 of the Contract.

Even if you omit a step in the acceptance or move-in process, you agree that taking possession of validly offered accommodation establishes a contract between you and the University on the terms and conditions set out in this Contract.
1.02 **Contract Term**

The Contract term commences at 9 am on the Move-In Date and ends at 12 noon on the Move-Out Date by which time you must have vacated and surrendered your accommodation to the University.

As set out on your Contract Confirmation, ID and Emergency Contact Card, your accommodation occurs within one of the following sessions (each, a “Session”):

• Term One Session only; or
• Term Two Session only; or
• Winter Session (which is equivalent to Term One and Term Two).

These Sessions take place during the dates shown in the table below.

If after you accept this Contract for the Winter Session or the Year-round Session and you are permitted, pursuant to Section 1.08, to change your Session to a Term One Session, or a Term Two Session, then you are required to vacate and surrender your accommodation to the University no later than 12 noon on the End Date indicated for your revised Session in the table below.

1.03 **Residence Closure — Winter Holiday Break**

If you reside in Place Vanier or Totem Park and have accepted accommodation for the Winter Session, you must vacate your accommodation during the winter holiday break. The holiday break closure commences at 12 noon on December 18, 2014 and ends at 12 noon on January 4, 2015. During this period you are not permitted to access or reside in your accommodation, nor are you permitted in any of the Totem Park or Place Vanier buildings. You are permitted to leave your possessions at your accommodation. If you fail to vacate your accommodation during this period then you are in breach of this Contract and the University will pursue its remedies pursuant to Section 1.15.

1.04 **Designated Roommate**

Students who wish to reside at residence with their children are not eligible for the residences governed by this contract and may apply for accommodation in University student family housing. You are not permitted to have any other person reside in your accommodation except as follows:

If your accommodation is a studio or one-bedroom unit, you may invite a maximum of one additional person to be your designated roommate provided that person meets the minimum age requirements for your residence.

You acknowledge that the person indicated in the Additional Occupant/Designated Roommate section of the Contract Confirmation, ID and Emergency Contact card is the person you wish to have approved as your designated roommate by Student Housing and Hospitality Services.

Your designated roommate is not entitled to reside in the accommodation unless you reside there at the same time. Your designated roommate must be approved in advance by Student Housing and Hospitality Services and is not entitled to move into your accommodation prior to receiving such approval.

You are completely responsible for your designated roommate’s compliance with all conditions of this Contract. The behaviour of your designated roommate could result in you receiving standards points, or any other sanction, or may result in a breach of this Contract leading to you and your designated roommate being evicted. This is so whether or not you participated in, condoned, or were aware of your designated roommate’s behaviour. You agree that no other persons shall reside in your accommodation without the prior written consent of the University. You agree to advise the University in writing within ten (10) days of a change in designated roommate or of your designated roommate ceasing to reside in the accommodation. You acknowledge and agree that this Contract is with you alone and

<table>
<thead>
<tr>
<th>SESSION</th>
<th>COMMENCEMENT DATE</th>
<th>RESIDENCE CLOSED DURING WINTER HOLIDAY BREAK</th>
<th>END DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Term One Session</td>
<td>August 30, 2014</td>
<td>N/A</td>
<td>December 18, 2014</td>
</tr>
<tr>
<td>Term Two Session</td>
<td>January 4, 2015</td>
<td>N/A</td>
<td>April 30, 2015</td>
</tr>
<tr>
<td>Winter Session</td>
<td>August 30, 2014</td>
<td>December 18, 2014 noon through January 4, 2015 noon in Totem Park and Place Vanier residences. See Section 1.03 for information.</td>
<td>April 30, 2015</td>
</tr>
</tbody>
</table>
there is no contract between the University and
the designated roommate. When you vacate the
accommodation your designated roommate must
vacate at the same time. Student Housing and
Hospitality Services may at any time, in its absolute
discretion, require that your designated roommate
cease to occupy your accommodation and your
designated roommate's failure to comply with an
order to vacate your accommodation is a breach
of this Contract, enabling Student Housing and
Hospitality Services to pursue remedies against you
pursuant to Section 1.15.

1.05 Mandatory Meal Plan
If you reside at Totem Park or Place Vanier
residence, purchasing one of the Residence Meal
Plans described in Section 4 and Appendix V of this
Contract is mandatory. The purchase of a residence
Meal Plan is part of your Residence Acceptance
Confirmation.

1.06 ResNet Agreement
The University will provide wired computing
network access to your accommodation. If you
use the ResNet service, you agree to abide by
the conditions outlined in the ResNet Service
Agreement. You also agree to abide by the
University’s Acceptable Use and Security of UBC
Electronic Information and Systems policy.

1.07 Type of Contract
You agree that this Contract creates a licensee/ licensor relationship.

As is expressly stated in the Residential Tenancy Act
of British Columbia, the Residential Tenancy Act of
British Columbia does not apply to this Contract
and to your occupation of your accommodation.

1.08 Eligibility

1) Age Criteria

Unless you are otherwise authorized in writing by
Student Housing and Hospitality Services, you
must be 19 years of age by December 31, 2014
to reside at Ritsumeikan-UBC House, Walter
H. Gage, Fairview Crescent and Marine Drive 5
residences.

2) Term One Session or Term Two Session Criteria
Residents are generally required to contract for
accommodation for the full Winter Session. You are
not permitted to contract for the Term One Session
or Term Two Session unless you can substantiate to
the satisfaction of Student Housing and Hospitality
Services that you meet the following criteria:

a) If you apply for the Term Two Session, your
academic studies at the University will commence
or resume at the beginning of Term Two; or

b) If you apply for the Term One Session, you will not
be at the University for the Term Two Session due
either: graduation at the end of Term One, or a
University-related academic pursuit that requires
your absence from campus. Examples include, but
are not limited to, absences due to co-operative
education placements or an exchange to another
university; or

c) In the opinion of the Manager Admissions and
Assignments, there are compelling reasons to allow
you to reside for only the Term One Session or
Term Two Session.

3) Academic Criteria

To remain eligible to reside in student housing you
must:

i) if your Contract Session is the Term One Session or
Term Two Session:

a) be and remain registered in at least nine (9)
credits of undergraduate course work during the
applicable Session; or

b) be and remain registered in a full-time graduate
program in the Faculty of Graduate Studies; or

c) have been granted permission in writing from
the Manager Admissions and Assignments of
Student Housing and Hospitality Services.

ii) if your Contract Session is the Winter Session:

a) be and remain registered in at least 18 credits of
undergraduate course work, consisting of at least
nine (9) credits per term, during the 2014–2015
Winter Session; or

b) be and remain registered in a full-time graduate
program in the Faculty of Graduate Studies; or

c) have been granted permission in writing from
the Manager Admissions and Assignments of
Student Housing and Hospitality Services.

1.09 Assignment Policy

The University will not discriminate in room
or unit assignments on the basis of race, colour,
religion, place of origin, ancestry or sexual
orientation.

The University will attempt to honour, but does
not guarantee, your request for a particular type of
accommodation. Failure to provide your preferred
accommodation will not invalidate this Contract.
The University reserves the right, without notice, to assign or change roommates, to change accommodation assignments and/or to consolidate vacancies by requiring you or other residents to move from one accommodation to another. This may include requiring you to move to a different residence area, floor, building or different type of room or unit. If this happens to you, you are required to pay the residence fees stipulated for the new accommodation, including the meal plan, if applicable.

If you or your guests have mobility or agility disabilities, you are welcome to request an assignment to a unit located above the ground floor. Nevertheless, please note that elevators do break down occasionally, and may be out of order for an extended period. Inconveniences may occur for those who are unable to navigate stairs. The University will take action to repair any malfunctioning equipment promptly, however it is not responsible for service disruptions which limit access to your accommodation.

1.10 Compliance with Laws etc.
You agree to the terms of this Contract and to abide by all federal, provincial and local government laws, regulations and bylaws, University rules, regulations, policies and procedures, including but not limited to those issued from time to time by Student Housing and Hospitality Services. To the extent that there is any discrepancy between matters dealt with both in this Contract and any other publication of Student Housing and Hospitality Services, the provisions of this Contract shall prevail.

1.11 Contract Changes
Changes may not be made to the terms of this Contract without the written permission of the Managing Director of Student Housing and Hospitality Services. During the term of the Contract, the University may unilaterally change or delete any provision of this Contract or add provisions to this Contract (each, a change) by sending you an email notification to the email address you have provided to the University through the University’s Student Service Centre, or by written notification delivered to your accommodation. Changes will be effective and binding upon you on the date set out in the notification. If no date is set out in the notification, the contract changes will be effective one week from the date the notification was sent. Please note, however, that changes may be implemented immediately when, in the opinion of the Managing Director, Student Housing and Hospitality Services, the health or safety of any person may be adversely affected by a delay.

1.12 Rates and Payment
You agree to pay the residence fees which are outlined in Appendix IV and Residence Meal Plan fees (if applicable) which are outlined in Appendix V. You may either pay the entire amount due or pay the residence fees and Residence Meal Plan fees in instalments, in the amounts and on the dates outlined in Appendices IV and V. If you choose or are required to change your accommodation, you will be required to pay the fees stipulated for the new accommodation, including Residence Meal Plan fees, if applicable.

- Failure to pay the first instalment of residence fees by or on the date it is due will lead to forfeiture of your accommodation assignment.
- Charges for residence fees and residence meal plan fees (if applicable) will continue until you return all assigned keys to the Front Desk and you sign the check-out form.

See Section 4.0 of this Contract for Residence Meal Plan information.

Please note that the following terms apply to all fees and payments required by Student Housing and Hospitality Services (i.e.: residence fees, Residence Meal Plan, activities/programs, assessments, etcetera):

- Post-dated cheques will not be accepted.
- A $30 service charge will be levied on all cheques returned by your bank for any reason.
- You will pay all fees that may be imposed by the University from time to time in respect of failed electronic financial transactions, including, without limitation, electronic funds transfers and Interac transactions where, after initial processing, the transaction is cancelled or voided due to insufficient funds.
- Late payments may not be accepted. If a late payment is accepted, it will be subject to a late payment fee of $25.

1.13 Cancellation of the Residence Contract Prior to Move-In Date
You may cancel this Contract before the Move-In Date by paying the cancellation fees and following the procedures outlined in Appendix III that are applicable to your Contract Session.
1.14 Termination of the Residence Contract On or After Move-In Date

a) You may only terminate this Contract on or after the Move-In Date provided that you:
   i) pay the Termination Fee applicable to your Contract type; and
   ii) complete the check-out procedures at the Front Desk.

For greater clarity, the University cannot re-assign your accommodation until you have completed your check-out procedures at your residence Front Desk. If you wish to terminate this Contract but do not complete the check-out procedures, this Contract will continue in force and you will be charged residence fees and Residence Meal Plan fees (if applicable) until the earlier of:

• the date you return all assigned keys to your residence Front Desk and you sign the check-out form;
• the date Student Housing and Hospitality Services deems you to have abandoned your accommodation (which may take weeks or months); and
• your Move-Out Date.

For greater certainty, this section applies regardless of whether you have actually moved into your accommodation (i.e. even if you do not check-in).

b) If you have contracted for the Winter Session the applicable Termination Fee is the lesser of:
   i) 25% of the total residence fees applicable to your Session and your accommodation type as outlined in Appendix IV; or
   ii) the remainder of the residence fees applicable to your Session and your accommodation type owed from the date you complete the check-out procedures at the Front Desk until the Move-Out Date.

c) If you have contracted for the Term One Session or Term Two Session the applicable Termination Fee is the lesser of:
   i) 50% of the total residence fees applicable to your Session and your accommodation type as outlined in Appendix IV or;
   ii) the remainder of the residence fees applicable to your Session and your accommodation type owed from the date you complete the check-out procedures at the Front Desk until the Move-Out Date.

d) There are two circumstances in which the University will exempt you from paying the Termination Fee:
   i) you are:
      an undergraduate student or graduate student not enrolled in the UBC Faculty of Graduate Studies; and
      you choose to:
      a) graduate at the end of Term One; or
      b) move out of residence in order to participate in one of the following activities:
         • a co-op work placement in Term Two,
         • a student exchange program in Term Two, or
         • a teaching practicum in Term Two.

   In these circumstances, to be exempted from paying the Termination Fee, you must do both of the following:

• complete and submit an online contract cancellation request, and submit documentation satisfactory to Student Housing and Hospitality Services that confirms your eligibility to graduate, or otherwise your participation in the co-op work placement, exchange program enrolment, or education practicum, by October 31, 2014; and

• vacate your room by the end of Term One (December 18, 2014) or such other date approved by Student Housing and Hospitality Services.

For greater certainty, failure to give notice or the required confirmations by October 31, 2014, even if you do vacate by December 18, 2014, will result in the resident being charged the Termination Fee.

ii) you are:

   a graduate student enrolled in the UBC Faculty of Graduate Studies, and
   a resident for the Winter Session;

   and you anticipate that your Program Completion and Closure Date (defined below) will occur during the Term.

   In these circumstances, to be exempted from paying the Termination Fee, you must do both of the following:

• complete and submit an online contract cancellation request at least two (2) months prior to the last day of the month in which your anticipated Program Completion and Closure Date falls, that identifies a move-out date that is on the last day of the month in which your anticipated Program Completion and Closure Date falls;
• submit documentation satisfactory to Student Housing and Hospitality Services that confirms your anticipated Program Completion and Closure Date; and

• vacate your room by the move-out date indicated on your contract cancellation request.

For example, if you expect that your Program Completion and Closure Date will be some time in November, you must submit a contract cancellation request and the required confirmations by September 30, and depart on November 30.

In this section, “Program Completion and Closure Date” means the date the University closes your academic program. Note, this is different from the date of your convocation.

Acknowledging that your Program Completion and Closure Date may be unpredictable, Student Housing and Hospitality Services encourages you to give yourself sufficient time to fulfil your program completion and closure requirements. If you’ve submitted a contract cancellation request and you then come to expect that your Program Completion and Closure Date will not occur until after the move-out date indicated on your contract cancellation request, please notify Student Housing and Hospitality Services immediately. Student Housing and Hospitality Services will make all reasonable efforts to allow you to remain in your accommodation, and if that is not possible, Student Housing and Hospitality Services will offer you alternative accommodation, if available, on a short-term basis. The alternative accommodation may not be in your current residence, and, in any case, the terms and conditions, including fees, will be those applicable to that alternative accommodation.

For additional information about the documentation that Student Housing and Hospitality Services will find satisfactory to demonstrate your eligibility to graduate, complete your graduate program, or otherwise to participate in the co-op work placement, exchange program enrolment, or education practicum, please see Appendix VI.

1.15 Termination of the Residence Contract by the University

If at any time:

i) you fail to pay when due any of the fees stipulated in this Contract;

ii) you fail to pay when due any assessments assessed pursuant to the terms of this Contract;

iii) the University becomes aware that the offer of accommodation made to you was based upon incorrect information or a mistake as to your eligibility for residency in your accommodation;

iv) you no longer meet the eligibility requirements for residency in your accommodation;

v) the Manager Residence Admissions and Assignments of Student Housing and Hospitality Services has revoked the approval previously given pursuant to section 1.08 (2)(c) or section 1.08 (3) (i)(c) or section 1.08(3)(ii)(c) for you to reside in residence.

vi) you have failed to pay, when due, monies owed to Student Housing and Hospitality Services with respect to matters other than this Contract;

vii) you have violated University rules, policies or procedures and/or the residence standards and regulations as stated in Sections 2 and 3 of this Contract, as they may be amended from time to time;

viii) you fail to provide the requested recent photographs and other information required to complete the Contract Confirmation, ID and Emergency Contact Card; or

ix) you breach any provision of this Contract; then, in addition to any other available remedies, the University may, without notice, terminate this Contract, re-enter and take possession of your accommodation, remove you and all other persons and property and use such force and assistance as the University deems necessary to take possession of the accommodation. In the event of termination of this Contract and eviction, you will remain indebted for any fees, including assessments accrued pursuant to the terms of the Contract and any that may arise:

• from your occupation, use of and departure from your accommodation and the residence;

• due to the cost of cleaning or repairing your accommodation including the cost of storing and disposing of any possessions left in the accommodation; or

• otherwise from your failure to comply with the terms of this Contract, including, for greater certainty, fees for the balance of the Contract term remaining after your eviction. In most cases, this amount will exceed the Termination Fee payable in accordance with Section 1.14.

1.16 Overholding

If you remain in occupation of your accommodation after the Move-Out Date or your eviction date, no new right of occupation is
1.17 Vacating Your Accommodation

Vacating your accommodation means, completing the check-out procedures at the Front Desk, returning all keys to the Front Desk and removing all persons and personal possessions from your accommodation. If you fail to provide vacant possession when required pursuant to this Contract, then in addition to the University’s other remedies, you will pay all the University’s costs arising from such failure to vacate including, without limitation, the cost to the University incurred to clean your accommodation and to provide hotel and meals for the incoming resident who is scheduled to take possession of your accommodation.

You acknowledge that any of your personal property and the personal property of your guests remaining at the residential property after the termination of this Contract (whether by expiry, early termination or abandonment), will be removed and disposed of without compensation to any person. You agree that the University will be under no obligation to store any property left in your accommodation or to sell them or otherwise recover their value. In the event the University chooses to store any such belongings remaining in the accommodation or to sell them or otherwise recover their value, you agree that the University will be under no obligation to store such belongings or to sell them or otherwise recover their value.

1.18 Abandoned Accommodation and Personal Property

Your accommodation and your and any of your guests’ personal property may be deemed by the University to be abandoned when:

a) a substantial amount of your personal property is removed and your residence fees are unpaid after the date that they are due; or

b) your residence fees remain unpaid after the date they are due and the University has not received a response from you for a period of 14 days after sending you a notice.

1.19 Assignment and Unauthorized Occupancy

You alone and, if expressly permitted pursuant to this Contract, your designated roommate, may occupy your accommodation. This Contract and your accommodation cannot be assigned, “sublet,” lent or otherwise shared with another person without the prior written authorization of the University. This is so even when money or other consideration are not exchanged. The University’s authorization is exercised by the University in its absolute discretion and may be withheld or withdrawn for any reason. Unauthorized assignment, “subletting,” lending or sharing is a breach of this Contract and will result in the eviction of the other person(s) occupying or sharing your accommodation and may result in the University evicting you.

1.20 University’s Performance

The University, insomuch as it is within the University’s control, will provide the
accommodation pursuant to the terms and conditions stated in this Contract.

To the extent that the University is unable to fulfil, or is delayed or restricted in fulfilling, its obligations under this Contract by any cause beyond its control, the University shall be relieved from the fulfilment of its obligations during that period and you shall not be entitled to any reduction in fees or compensation as a result thereof. Without restricting the generality of the foregoing, the University shall not be responsible for:

• failing to meet its obligations under this Contract due to a strike by its employees, a lock-out of employees by the University or any other form of job action or labour unrest, acts of God including fires, floods, storms, earthquakes, intervention by civilian or military authorities, acts of war, acts of terrorism, public health emergencies, or new or amended federal, provincial or local government laws, regulations, bylaws or policies. or

• the failure to provide any utility to the accommodation, or a reduction in the quality or quantity of a utility, whether such utility is provided by the University, or by third party providers.

1.21 Liability

The University is not responsible for property belonging to you or any of your guests which is lost, stolen or damaged in any way, regardless of cause, whether or not this may occur in your accommodation or on the residence property, including storage facilities. The University is not responsible for any injury, death, damage or loss whatsoever caused to you or your guests while in or about your accommodation, the residence property or the University campus or while engaged in activities organized or sponsored by the University. Without limiting the generality of the foregoing, the University shall not be responsible for injury, damage or loss to you or your guests due to:

• the use of residence facilities and equipment, including but not limited to exercise equipment, sports equipment, barbecues, tennis courts and basketball courts;

• taking part in socials, dances, plays or other organized or sponsored activities; and

• taking part in organized or sponsored off-campus activities including ski trips and tours.

You agree you will not do, or permit to be done, any act or thing which may render void or voidable any insurance policy of the University. You agree to indemnify and save harmless the University from and against any expense, loss or damage suffered by the University by reason of your breach or non-performance of any term of this Contract.

1.22 Insurance

The University carries insurance for its own benefit (See Risk Management Services http://riskmanagement.ubc.ca/insurance for more information). The University does not provide you with general insurance, liability insurance or property insurance for your personal belongings. It is recommended that you arrange for your person and all your personal effects in residence rooms, units, apartments, storage rooms, and all other residence property including in all residence buildings be covered by private insurance. The University strongly advises you to obtain a residential insurance policy that covers:

a) loss of personal property; and

b) liability for personal injury and property damage.

Insurance may be available as an extension of your family's home insurance policy, or you can obtain your own insurance package. See Appendix II for more information.

1.23 Damages and Costs

You agree to pay for damages, lost property or extraordinary service or administrative costs you, your designated roommate, or your guests cause to University residence facilities whether through accident, neglect or intent. See Appendix II for more information about assessments.

All residents of a floor or house or unit may be assessed for cleaning, damages, lost property or extraordinary service costs where the person(s) responsible cannot be ascertained by the University but where the damages, lost property, or excessive mess were reasonably believed by Student Housing and Hospitality Services to be caused by one or more residents of a floor or house or unit. Where charges and costs have not been paid by the specified date, a late fee will be added.

Failure to pay assessments may result in the relocation of you or other resident(s) to another floor or unit, denial of future residence assignment or eviction from residence. To appeal an assessment you must follow the written appeal procedure outlined on the assessment form. Appeals will only be considered if you are not in arrears for any other fees, charges or amounts owed to Student Housing and Hospitality Services.
1.24 Denial of Other University Services
In addition to any other remedies available to it pursuant to this Contract or at law, the University may, pursuant to University Policy 67, suspend your student privileges and deny you student services if any fees, or other monetary amounts owing pursuant to this Contract remain unpaid by you either during the term of this Contract or after its termination or conclusion for any reason.

1.25 Room Entry
Authorized personnel of the University may enter your accommodation, without prior notice, for any of the following reasons: to ensure health, safety or general community welfare, to make deliveries, to make repairs to your accommodation and the equipment servicing it, to inspect the condition of your accommodation and to investigate compliance with and possible breaches of this Contract. In addition, Authorized personnel of the University may enter the common areas of your accommodation to deliver housekeeping services described in Section 1.32 Housekeeping.

1.26 Arrivals
You may check into residence at the Commonsblock Front Desk after 9 am on the residence Move-In Date. Residents may not arrive earlier than the Move-In Date unless they qualify under Section 1.27 below.

1.27 Early Arrivals
Written permission to arrive early may be permitted in certain limited circumstances. Please contact Student Housing and Hospitality Services for more information.

1.28 Late Arrivals
If you plan to arrive more than five (5) days after your Move-In Date, you must notify Student Housing and Hospitality Services in writing. If you do not move into your accommodation within five (5) days of your Move-In Date, this Contract will be cancelled and your accommodation will be reassigned without further notice.

1.29 Delivery of Personal Property
The University will not accept personal property delivered to the residence prior to your arrival. You are required to make arrangements to have all personal property held in storage off campus until you have checked into residence. The University does not accept any responsibility for personal property delivered to the Front Desk or left in residence areas.

1.30 Bed Linen
You are supplied with a mattress pad. Upon check out you must leave the mattress pad folded on the bed (not in a drawer, on a shelf, in a closet, with your roommate, or anywhere else). Failure to do so will result in an assessment for the missing item.

1.31 Non-residence Furniture and Appliances
Residence rooms and shared units are furnished. Additional furniture and appliances are not permitted to be placed in your room or common areas of your accommodation without prior written authorization from the Residence Life Manager. (See Appendix I for RLM email contact information.) While small pieces of furniture (i.e.: bookshelf, end table) will typically be authorized, pieces larger than 3’ x 3’ x 3’ (i.e.: sofa, bureau, etcetera) are prohibited. Further, in Totem Park and Place Vanier residences, only furniture supplied by Student Housing and Hospitality Services is permitted in common areas. Costs associated with removing additional furniture or appliances will be assessed as outlined in Section 1.23 (Damages and Costs).

1.32 Housekeeping
Following check-in you have seven (7) days to complete a “room inventory and condition” report available via the Online Service Centre at secure.housing.ubc.ca. This will create a report regarding the condition of your accommodation (i.e.: any existing damage), and the condition of and/or any missing inventory items including bed linen. After your departure the room and common areas and their contents will be inspected. Any missing items, damage not documented on the room inventory and condition report, or required cleaning will be assessed to you and/or deducted from any residence fee refund. Submission of the online room inventory and condition report is an integral part of any assessment appeal consideration. If there is a question regarding responsibility for damages to the room or unit or furnishings, this report will be used in determining responsibility for the damages. Failure to complete the report may result in you being assessed for all damages and missing items.

Common areas in units will be inspected from time to time during the year to ensure they are kept clean and safe. If you fail to keep common areas/units clean it will result in assessment and/or the possible relocation of you or other residents, and/or denial of a future residence offer.
1.33 Repairs and Alterations

All repairs and alterations to accommodations will be carried out by the University. Residents are prohibited from repairing or altering the exterior or interior of their room or unit and should report any required repairs using the Online Service Centre at secure.housing.ubc.ca. Without limiting the foregoing, residents are prohibited from painting or wallpapering their accommodation or attaching mailboxes, planters, satellite dishes, signage of any kind or any other thing to the exterior of their room, unit or any residence building(s).

1.34 Pest Treatment

You shall not allow conditions to exist that, in the opinion of Student Housing and Hospitality Services, may encourage the infestation or propagation of insects, rodents or other vermin. You are required to promptly report the presence or suspected presence of pests (including bedbugs) in your accommodation to Student Housing and Hospitality Services. In accordance with Section 1.25, personnel authorized by the University may enter your accommodation, without notice and without your presence, to inspect for pests. Should, in the opinion of Student Housing and Hospitality Services, treatment be required, you will be required to comply with the prescribed treatment methods and protocol which may include preparing your accommodation for treatment in accordance with instructions from the University, or otherwise fail to follow the University’s directions regarding pest treatment, you may be held responsible for the cost of rescheduled or additional treatments of your accommodation, or of other portions of the residence property.

1.35 Construction and Maintenance

There are on-going maintenance, renovation and construction projects taking place in and around the residences. The work typically takes place during regular business hours, but may begin earlier or extend into evenings or weekends. On-going construction or renovation projects will continue through midterm and final exam periods. The University will take measures to ensure that prudent construction practices are followed, but there may be noise, dust, and temporary interruption of some services. Residents may be required to temporarily or permanently relocate to facilitate construction or renovations to their residence area. There will be no compensation or reduction to your residence fees due to disruption and/or relocation.

1.36 Storage

There is no storage space available outside the units at Ritsumeikan-UBC House, Fairview Crescent, Walter Gage or Marine Drive residences. Totem Park and Place Vanier have limited storage space for trunks, cases, boxes, etcetera.

A rental fee may apply for some storage spaces. This space is not available for furniture storage. The storage space provided is not secure. The University does not assume liability for loss, theft, or damage of articles stored in these areas regardless of how such theft or damage occurs. All items in storage must be labelled with current identification tags which are available at the Commonsblock Front Desk. Anything not labelled with current tags will be removed and disposed of after each Session without further notice or compensation. Nothing can be kept on balconies in Walter H. Gage Residence.

1.37 Transfers

There are two types of transfers:

a) The first, called a “room switch,” is between two residents of the same gender who mutually agree to exchange or “switch” accommodation of the same type, in the same residence area. For example—a male resident occupying a single room in a shared unit can only switch with another male resident occupying a single room in equivalent shared unit in the same residence area. Please enquire at your residence Front Desk regarding this procedure. Residents who wish to switch between different unit types, or with a resident of a different gender, or between different residence areas, should enquire at the Student Housing and Hospitality Services Main Office at Marine Drive Building 6. The fee for a room switch is $10 per person.

b) The second type of transfer constitutes a move to new accommodation when it becomes available. The fee for this transfer is $50.

If you wish to change accommodation after moving into residence, you may request a transfer to other accommodation. Transfers are not guaranteed and must be approved by Student Housing and Hospitality Services. Unauthorized transfers or
switches may result in you being required to move back to your assigned accommodation and/or standards action. You are required to pay the difference in residence fees when you move to more expensive accommodation. Refunds due to a transfer to less expensive accommodation will be credited to your account. You agree to be bound by the terms of the contract governing your new accommodation.

Eligibility for Transfers: You must meet the minimum age and academic program requirements outlined in Section 1.08 to be eligible for a switch or transfer to specific residence areas.

Transfer Application Dates: The first date that you may apply for a transfer or a room switch is the later of the date you move into residence and September 5, 2014. An online transfer/switch application is available on the Student Housing and Hospitality Services Online Service Centre at housing.ubc.ca.

Transfer Completion Dates: Transfers must be completed within 72 hours of notification of approval from Student Housing and Hospitality Services, or additional fees may be assessed.

1.38 Transportation and Parking

a) Motorized Vehicles

Parking of motorized vehicles (which includes, but is not limited to, cars, motorcycles, mopeds, and scooters) on the University campus is strictly regulated. Residence parking spaces are limited and a parking assignment is not guaranteed.

b) Bicycles

Bicycle theft is a common problem throughout the British Columbia Lower Mainland, including the University campus. Good quality locks or chains are recommended for all bicycles. All of the residences have bicycle storage areas. Bicycles must not be stored in hallways, lounges or in areas that impede exit from buildings. Bicycles must be stored on the racks or bars designed for that purpose. Bicycles found in any other areas (for example: attached to posts, railings, trees, et cetera) will be removed and disposed of without compensation to the resident or to the owner of the bicycle (if not the resident).

Abandoned bicycles are common at residence. Periodically the residence bicycle racks/bars will be inspected, and bicycles that appear to be abandoned will be tagged for a reasonable notice period, as set out on the tag. If the resident does not deal with their bicycle in the manner set out on the tag or otherwise remove the tag, after the expiry of the notice period, the University will remove and dispose of such bicycles. Residents are required to check their bicycles at least every two weeks to ensure it has not been tagged for removal. The University shall not reimburse or otherwise compensate any resident nor the owner of any bicycle (if not the resident) for loss or loss of use of a bicycle deemed to be abandoned and disposed of in accordance with this section.

c) Theft or damage

The University is not responsible for theft or damage to cars, bicycles, motorcycles, mopeds, scooters, or any other vehicle, or any contents stored on or within them.
1.39 Security
The University has received reports of break-ins and thefts from units, including where access has been gained from upper storey balconies. You are responsible for taking reasonable precautions to ensure that your accommodation and the building in which it is located are protected from a breach of security. This includes, but is not limited to, locking your door(s) and window(s) (even on upper floors and upper storey balconies), not forcing or propping open building entrance doors, not permitting unknown persons into residence buildings, and immediately reporting strangers or security concerns. You are not permitted to copy any key or keycard provided by Student Housing and Hospitality Services.

1.40 Pets and Guide Animals
Residents are not permitted to keep pets or animals in the accommodation or on the residence property, even temporarily. Guests may not visit the accommodation with pets or animals. If, during the term of this Contract, you or your designated roommate requires that a guide animal reside in your accommodation, even temporarily, you must follow the process described below, before the arrival of the animal at residence.

The resident or their designated roommate may keep a guide animal (as defined in the Guide Animal Act of British Columbia) in their accommodation provided the resident applies to Student Housing and Hospitality Services and provides such documentation acceptable to Student Housing and Hospitality Services to verify that:

a) the guide animal is certified as a guide animal pursuant to the Guide Animal Act of British Columbia; and

b) the guide animal is required by the resident or their designated roommate at the accommodation due to a documented disability.

You acknowledge that Student Housing and Hospitality Services requires at least 60 days to make those arrangements and accommodations that Student Housing and Hospitality Services deems to be reasonable and suitable for residents requiring guide animals and those other residents that may be affected by the presence of guide animals. Accordingly, you will apply to Student Housing and Hospitality Services and provide the information described above as soon as reasonably possible after learning about your or your designated roommate's requirement to reside with a guide animal. You also acknowledge that a failure to submit your application 60 days before the arrival of the guide animal at residence may result in your relocation to another accommodation or residence property, either on a temporary basis, or for the remainder of the Contract term. Any guide animal must be kept in such a manner so as not to disturb, threaten or create a nuisance to other persons or Student Housing and Hospitality Services and, without limiting the foregoing, keep the guide animal in accordance with the applicable Student Housing and Hospital Services policies, rules and regulations.

1.41 Protection of Privacy
Personal information in possession of Student Housing and Hospitality Services about the resident will not be released to persons outside the University administration, including family members or friends, without the written consent of the resident, unless permitted or required by law.
2.0 RESIDENCE LIFE

2.01 Statement of Rights and Accompanying Responsibilities of the Individual within the Residence Community

The well-being of the residence community rests on the balance of the community’s ability to meet the needs of the individual and vice versa. This balance is best achieved when everyone is aware of their rights and accompanying responsibilities to themselves, others and the community. The following guiding principles describe the rights and accompanying responsibilities of the individual within the residence community:

- Every person in the community can expect consideration and respect for their feelings and needs, and in return has the responsibility to conduct themselves in a civil manner and to show respect for the rights of every other person in the community.
- Every person in the community can expect to live in an environment where their possessions and the communal space are shown respect by every other person.

2.02 Residence Standards Overview

The University is committed to ensuring that all members of the University community are able to study and work in an environment of tolerance and mutual respect, free from harassment and discrimination. The standards and regulations stated here strive to protect the well-being, safety and security of residents and contribute to a residence community that is conducive to residents’ academic success, personal growth and development. These standards are applicable on or about all residence properties managed by Student Housing and Hospitality Services (which includes but is not limited to all residence buildings operated by Student Housing and Hospitality Services including their parking lots, and surrounding grounds), and during all residence-related events, even if these events take place outside residence property.

Living with others in a residence is different from living in a private apartment or house. What you may feel comfortable with in private may not be safe or appropriate in a shared residential environment that has a mandate to support the University’s academic mission.

2.03 Residence Standards Process

When an alleged violation of the residence standards and regulations is brought to the attention of the Residence Life Manager, he or she is responsible for ensuring that an investigation is conducted. The Residence Life Manager will then decide on the balance of probabilities, taking into account the relevant evidence (including circumstantial evidence), whether a violation has occurred, and if it has, the appropriate sanction.

If you are found in violation of a residence standard or regulation outlined in Section 3.0 of this Contract you may be warned or assigned one or more standards points. If four or more points are received or accumulated, the University may terminate this Contract, evict you from your accommodation and bar you from visiting University residences. Standards points remain on record for twelve months, or as stipulated upon eviction.

In addition to the assignment of standards points, other discretionary conditions or learning opportunities may also be required and form part of the sanction. These conditions may include restriction of privileges, required transfer to different accommodation, a behavioural contract, work assignments, service to the University, or other related assignments including, but not limited to, research and a written statement or paper, awareness programs for alcohol/drug misuse, or any other sanction deemed appropriate by the University.

In addition to a sanction, you may be required by the Residence Life Manager to participate in a professional health assessment or minimum number of counselling sessions to ensure your safety and well-being or that of other residents.

Your failure to comply with the sanctions or other measures imposed under this Section is, itself, a violation of these residence standards and regulations and may result in further action by the University pursuant to this Contract.

If the Managing Director of Student Housing and Hospitality Services, or his or her designate, is of the opinion that you pose a threat to the well-being or ability to study of yourself, or any other resident, then he or she may, without notice impose immediate sanctions including eviction from your accommodation, a ban from all residence property, including your accommodation, your residence building, parking lots, and surrounding grounds, and termination of this Contract.

You may appeal the assignment of standards points and/or the sanctions imposed according to the procedures outlined by Student Housing and Hospitality Services in its residence standards appeal brochure, as it may be amended from time to time.

In addition to being investigated and acted upon by the Residence Life Manager, incidents may be:

- referred to the University’s Equity office, and/or
- investigated under the University’s discipline procedures, and/or
- investigated under any other applicable policy of the University, and/or referred to the police or other law enforcement agency.

For more information about the residence standards process and procedures, please consult the following link: www.housing.ubc.ca/after-move-in/residence-standards, and/or see your Residence Life Manager.
3.0 RESIDENCE STANDARDS AND REGULATIONS

You are expected to use reasonable foresight to choose actions that do not place the safety or well-being of yourself or others at risk. These standards and regulations are an important part of this Contract. Violation, or actions that contribute to or facilitate the violation, of any of the following regulations are a breach of this Contract and may result in a standards action, sanction and eviction from residence, as well as other actions described in Section 2 above and this Section 3, below. The University will not accept ignorance, anger, alcohol or substance abuse as an excuse, reason or rationale for violation. If you choose to be part of a group that is violating residence standards and regulations you may collectively and individually be held responsible for the violation.

3.01 Alcohol in residence

Residents who choose to consume alcohol must do so responsibly in compliance with the law, and will be accountable for their actions.

a) Drinking alcoholic beverages or carrying unsealed liquor is permitted only in residents’ rooms, floor lounges that the Residence Life Manager has designated for this purpose, and at licensed residence events.

b) Drinking alcoholic beverages or carrying unsealed liquor is not permitted in any other areas including, but not limited to, patios, courtyards, elevators, washrooms, laundry rooms, phone booths, hallways, stairwells, commonsblock corridors, main floor foyers, house lounges (except as expressly permitted by the Residence Life Manager), and areas outside the residence building.

c) Participating in drinking games is not permitted. Drinking games are games which involve the consumption of alcohol and usually involve swift consumption and/or high volume consumption. Some examples are: “beer pong,” “funnelling,” “shotgunning” using a bier stick or otherwise, “quarters,” and “floor crawls.” This list is not exhaustive, and the University may stop and take action against any resident participating in any activity, whether listed above or not, which is, in the Residence Life Manager’s opinion, a drinking game.

d) Possession and/or consumption of ‘common source’ alcohol (for example: keg cans, large containers of pre-mixed alcohol, growlers, et cetera) within residence is prohibited.

e) Brewing and distilling alcohol are not permitted in your accommodation, in your residence building, or on any other residence property. This includes brewing beer, cider, or wine and distilling spirits (i.e. any kind of hard alcohol).

f) Residence/house/floor funds may not be used to subsidize or provide alcohol.

g) All parties in residence must be registered with the Residence Life Manager. See Appendix II for more information. To register a party, obtain the Function Responsibility Form from the Residence Life Manager and complete and return it before organizing the party. Parties are permitted on Friday and Saturday evenings. Parties are not permitted during exam periods when extended quiet hours are in effect. Alcohol may not be sold, and floor/house/residence funds may not be used to subsidize or provide alcohol. Policies specific to hosting a party are printed on the Function Responsibility Form. Violation of these rules may result in standards action. Parties are not permitted in Totem Park and Place Vanier residences.

h) Before organizing or hosting a licensed event in residence, contact the Residence Life Manager to obtain information about and permission to obtain a Special Occasion License and review the provincial laws and residence rules and regulations related to the use of alcohol in residence. Licensed events are only permitted to occur in a specific location in each residence. At a residence event where alcohol is served or sold, the event organizer(s) will adhere to provincial laws, the University's rules, policies and procedures, and residence rules related to the use of alcohol including, without limitation, applying for the appropriate liquor license and complying with all obligations thereunder. All servers, paid and unpaid, must: (a) have received Serving It Right training, and (b) provide upon request a copy of their Serving It Right certificate.

Failure to adhere to the law and the rules, regulations, policies and procedures of the University and Student Housing and Hospitality Services governing the use of alcohol in residence may result in the function being terminated at once, the withdrawal of future party privileges, the suspension of further licensed events, and/or the assessment of standards points and discretionary conditions, and/or eviction from residence.

3.02 Attack on the Dignity and Security of an Individual

Activity (verbal, written, graphic, or physical) that is threatening, racist, sexist, homophobic, or that constitutes any form of discrimination, harassment, sexual harassment or unwanted sexual attention is prohibited, and may result in eviction from residence. This can include, but is not limited to:
posting or distributing material and/or behaving in a manner that is offensive and may contribute to an intimidating, hostile or uncomfortable environment; putting offensive posters/pictures in areas available to public view, including windows or common areas; using social media, text messaging, e-mail or other electronic messaging, voice mail, message boards, mail, computer networks or other media to convey obscene or otherwise objectionable messages or materials; writing graffiti anywhere on residence buildings or property, encouraging or engaging in offensive acts or behaviour, threats of violence, or repeatedly following or attempting to make unwanted contact with another person.

3.03 Barbecuing and Outdoor Grilling
Barbecuing and outdoor grilling is only permitted in areas authorized by the Residence Life Manager. It is not permitted inside residence buildings, on balconies, or on walkways. Where barbecuing and outdoor grilling is permitted, the grill or barbecue must be attended at all times. Barbecuing and outdoor grilling must be carried out a sufficient distance away from the building as to not to create a nuisance, disturbance or inconvenience to other residents or other members of the University community, or cause damage to or otherwise endanger any person’s property.

3.04 Cablevision
Tampering with television cable, cable splitting or splicing, diverting the signal or attempting any other unauthorized access to cablevision is prohibited.

3.05 Cafeteria / Dining Room / Residence Retail Outlet Conduct
Inappropriate or disruptive behaviour in a University cafeteria or residence dining room or retail food outlet located in a residence managed by Student Housing and Hospitality Services is not permitted and may result in sanctions, including eviction.

3.06 Cleanliness Standards
Residents are expected to keep shared living areas and the exterior of their room/unit doors clean. Failure to do so may result in cleaning charges, and/or further action as may be deemed appropriate by Student Housing and Hospitality Services. Common area damage or unreasonable mess may result in shared assessments, the possible relocation of the residents of the unit, and/or denial of future residence assignment. See Section 1.32 Housekeeping.

Nothing can be kept on Walter H. Gage Residence balconies.

3.07 Cooperation with Staff and Others
Residents and guests shall cooperate with requests from staff members, emergency personnel and police. Failure to cooperate with, and/or verbal or physical harassment or abuse of a staff member (residence life staff, housekeepers, Front Desk personnel, trades staff, third-party contractors, emergency and/or police personnel, et cetera) may result in standards action, eviction from residence, and/or referral to the University disciplinary process. Misleading or not cooperating with a standards investigation may result in standards action.

3.08 Damage to Property
Damage to the personal property of other residents or damage to residence or residence association property including, but not limited to, posters and advertising materials is prohibited and may result in eviction from residence and an assessment for, without limitation, damages. See Appendix II for additional information.

3.09 Dangerous Activity
Participating in activities that are dangerous or potentially harmful to any person or property is prohibited and, any participation in such activity, regardless of whether it is you, your designated roommate or your guest(s) that are actually engaging in the activity, may result in eviction. Restricted activities include any activity that, in the opinion of the Residence Life Manager, is dangerous or potentially harmful to any person or property. This includes, but is not limited to: smashing objects, breaking glass, dangerous horseplay (for example: “dog piling,” wrestling, et cetera), climbing the outside of buildings or other structures, climbing into any building through a window, setting fires of any size in or about the accommodation or anywhere in residence or on residence grounds, which includes setting any objects, regardless of size, on fire (except as expressly authorized in this Contract, see Sections 3.03 Barbecuing and Outdoor Grilling and 3.27 Smoking and Incense).

3.10 Drugs
The possession, use, trafficking (which includes manufacture, sale, giving, administering, transporting, sending, delivery, distributing) or offering to do anything related to the possession,
use or trafficking of illegal drugs is prohibited. Any involvement, whether direct or indirect, in any illegal drug or drug-related activity is prohibited. For greater certainty, being present where others are consuming illegal drugs or engaging in illegal drug-related activity is not permitted—if others are engaging in this activity you must leave. Possession of paraphernalia that is associated with the possession, use or trafficking of illegal drugs (for example: bongs, vaporizers, scales, grinders, etcetera) is prohibited. These activities may result in eviction and referral to the police.

For greater certainty:
• marijuana, hashish and their derivatives are considered illegal drugs for the purposes of this Contract; and
• trafficking in prescription drugs is considered an illegal drug activity for the purposes of this Contract, regardless of the amounts involved, and regardless of whether or not money or any other form of consideration are exchanged. Without limitation, both selling and sharing (giving away) methylphenidate (commonly sold under the name Ritalin) are prohibited.

3.11 Elevator Tampering
Tampering with elevator safety systems or engaging in activities that may damage or interfere with the operation of the residence elevators are prohibited, and will result in an assessment for, without limitation, the cost of repairs and possible eviction from residence.

3.12 Explosive Materials
Possession of explosive or flammable material including, but not limited to firecrackers, fireworks, dynamite, gasoline, or other such materials, is not permitted on residence property. Possession of the same may result in eviction. Propane tanks are not permitted in residence buildings.

3.13 False Identification
Using false identification for any reason, including gaining access to a licensed event when underage or signing out a key, is prohibited, and may result in referral to the police.

3.14 Guests or Visitors
Residents are responsible for their guests’ behaviour whether they participated in, condoned or were aware of the guests’ behaviour or not. Anyone who is invited to, accompanied on, accepted or admitted to the residence property (which includes but is not limited to all residence buildings, parking lots, and surrounding grounds) is deemed to be a guest of that resident.

A resident who facilitates the access (for example: opening a locked door) of a stranger or ‘unhosted’ person to residence property will be deemed to be the host of that person and will be held responsible for that person’s behaviour as if the person were their guest.

Residents must be present as hosts of their guests at all times, however their failure to be present does not mitigate or relieve their responsibility for their guests’ behaviour. Residents are responsible for their guests’ actions until the guests leave the residence property.

Accompanying or acting as a host to a former resident who was evicted and does not have visiting privileges, and/or a person whose visiting privileges have been revoked, is prohibited.

Residents are responsible for activities that take place in their room or unit whether they are present at the time of the activity or not. A resident’s failure to lock their door does not mitigate their responsibility for the actions of others that occur in the resident’s room or unit.

Residents may accommodate overnight guests in their rooms for a maximum of four (4) nights in any given month. Residents may be evicted for guests’ stays which exceed this period of time or are a disturbance to the floor, unit/apartment. No extra bedding is available and guests may not sleep in the lounge or common area. No person may be the guest of more than one resident in succession. In exceptional circumstances, extensions may be granted by the Residence Life Manager.

Roommates are only permitted for certain types of accommodation in accordance with the provision of Section 1.04.

3.15 Illegal Entry
You must have written permission to enter another person’s unit when they are not present. You must only enter residence property, your accommodation and any other place you are duly permitted to enter by using the prescribed key in the prescribed manner. Manipulating locks, doors and windows is prohibited. Unauthorized entry for any reason is prohibited, and may result in eviction and referral to the police.
3.16 Inappropriate Behaviour

In addition to the other provisions of Section 3, any conduct which is inappropriate or disruptive to the residence community or the University, as determined by the Residence Life Manager, is prohibited and may result in eviction.

Without limiting the foregoing, inappropriate behaviour includes "mooning," public urination and nudity visible outside of the resident’s room.

3.17 Initiations/Hazing

Initiation or hazing activities that single out particular residents and/or create mental or physical discomfort, and/or exposes another to undue embarrassment or ridicule, and/or may be physically or emotionally harmful to others, are prohibited. Encouraging, initiating, participating in and/or supporting such activities is prohibited and may result in eviction.

3.18 Noise

Residence is a densely-populated community, located in a vibrant and growing community. You must expect some reasonable living noise. Absolute silence is not possible. However, as is set out in this Section, residents are not permitted to create excessive noise.

In all residences, residents are expected to be considerate of their neighbours 24 hours a day, seven days a week. An individual’s right to reasonable quiet study and sleep supersedes others’ rights to make noise. In cases of dispute, the residence life staff will determine what is reasonable. If someone asks that you be quiet, respect that person's wishes and reduce your noise.

There may be no loud playing of radios, televisions, stereo or other audio equipment or musical instruments except during approved parties. Audio equipment may not be played such that sound, and especially the bass (low frequency sound) can be heard outside of the resident’s room or unit. Subwoofers are not permitted in your room, accommodation or unit.

Musical instruments may not be practised or played in the resident’s room or unit except as authorized by the Residence Life Manager. Residents may be required to practise their musical instruments elsewhere on campus. Instruments that are stationary or not easily transported to a practise area (for example: acoustic pianos, et cetera) are not permitted in residence.

The use of the outdoor sports facilities such as the basketball or tennis courts near residences is restricted to “non-quiet” hours, and there may be special, limited hours of use during examination periods, or other times as designated by the Residence Life Manager.

In addition to being considerate at all times, quiet hours are those times during which residents are prohibited from making noise which can be heard outside of their unit, or which may disturb the resident's roommate in any way (if applicable), or which can be heard outside the residence building and may disturb a resident inside the building. This refers primarily, but not exclusively to talking, noise from audio equipment, radios, televisions, musical instruments, computer equipment and telephones.

Quiet Hours

The quiet hours are as follows:

Place Vanier and Totem Park, including Ritsumeikan-UBC House
Sunday—Thursday 9 pm to 7 am
Friday and Saturday nights 1 am to 7 am

Walter Gage, Fairview Crescent, Fraser Hall, Marine Drive, Thunderbird, and Ponderosa Commons
Sunday–Thursday 10 pm to 7 am
Friday and Saturday nights 1 am to 7 am

Exam Quiet Hours

During exam periods, starting no later than the first Saturday following the last day of classes and through to the last day of exams, quiet hours are from 6 pm to 7 am daily. These may be further extended in each residence area.

Noise regulations may not be changed by a vote of residents of the building. See Section 1.35 Construction and Maintenance.

3.19 Open Flame

Unattended open flames, and leaving anything burning, such as a burning candle or incense, are not permitted in residence.

3.20 Parties/Social Gatherings

Parties must be registered and conducted in accordance with the requirements of Section 3.01(g). Parties are not permitted in Totem Park or Place Vanier residences.

3.21 Pets and Guide Animals

Residents are not permitted to keep pets or animals in the accommodation or on the residence property, even temporarily. Guests may not visit the accommodation with pets or animals. You must seek prior approval in accordance with Section 1.41 if you or your designated roommate require that a guide animal reside in your accommodation.
3.22 **Playing Sports or Sporting Activities in Residence Buildings, Hallways or Common Areas**

Residents are not permitted to engage in physically active games/activities inside residence buildings, including but not limited to: games/activities that involve throwing, kicking or shooting an object (such as ball hockey, football, golf, soccer, Frisbee, hacky sac), games/activities that may result in participants running (such as tag, and water fights), cycling, skateboarding, et cetera.

3.23 **Prohibited Areas**

Residents are not permitted access to unauthorized areas unless accompanied by a representative from Student Housing and Hospitality Services. This includes areas not normally used by persons other than staff, and includes but is not limited to the top of covered walkways, roof tops, fields/recreation areas marked “closed,” mechanical rooms, hot water tank rooms, or any area marked “off-limit to unauthorized personnel,” “staff only” or “closed,” et cetera. Accessing these areas is prohibited and may result in eviction and/or referral to the police.

3.24 **Raids or Pranks: Inappropriate or Destructive**

Initiating, encouraging, supporting or participating in raids or pranks that are inappropriate, disruptive, offensive or hostile toward residents and/or staff, or that jeopardize the safety and security of others is prohibited and may result in eviction.

3.25 **Removal of University Property**

Removing furniture or property from lounges and other common areas without permission of the Residence Life Manager is not permitted.

Taking university property out of a residence area without permission of the Residence Life Manager is considered theft and may result in eviction and referral to the police.

3.26 **Safety/Security/Fire Equipment**

Safety equipment including sprinklers, smoke detectors, heat sensors, fire exit signs, fire extinguishers, pull stations, hoses, alarm bells, and any other safety equipment is necessary to safeguard residents. Activating, handling, using, or interfering with any fire or safety equipment for any reason other than an emergency is prohibited and may result in eviction whether such actions were intentional or not. Examples include but are not limited to discharging fire extinguishers, touching fire alarm pull stations or fire hoses, hanging objects from sprinkler heads, or striking safety equipment with an object, et cetera. See Appendix II for additional information.

Residents are required to evacuate buildings in the event of a fire alarm or other emergency. Failure to evacuate during these situations is prohibited.

Propping open a door and leaving it unattended is prohibited.

3.27 **Smoking and Incense**

The term “smoking,” as used in this Contract, and in the policies, rules and regulations applicable in respect of your accommodation and the residence property, is deemed to include, without limitation: smoking cigarettes, cigarillos, and cigars; smoking using pipes, hookahs, shishas, and any other smoking devices; and the use of electronic cigarettes.

Smoking is not permitted in residence buildings or on residence balconies. Residence rooms and all common areas, such as house or floor lounges, study rooms, laundry rooms, elevators, washrooms, Commonsblock halls, main floor foyers, stairwells and hallways are non-smoking areas. Smoking outside buildings will take place a minimum of eight (8) metres from the outermost exterior of the building (i.e.: building overhangs, balconies, entrance canopies, et cetera).

At the request of the Residence Life Manager, the resident shall refrain from the burning of incense or scent, or certain kinds of incense or scent, in their unit or elsewhere in residence. At the request of the Residence Life Manager, the resident shall remove hookahs, shishas or any other smoking device from their accommodation.

3.28 **Theft**

Theft or possession of another person's property without permission is prohibited and may result in eviction, and/or referral to the police.

3.29 **Throwing or Falling Objects**

Throwing, dropping, knocking or ejecting objects from residence buildings, windows, balconies or stairwells, whether intentionally or unintentionally, is prohibited and may result in eviction. For greater clarity, you must not place objects on windowsills close to any windows that open and you must ensure that all objects on balconies are secured such that they will not fall or be blown off the balcony.

Nothing can be kept on Walter H. Gage Residence balconies.
3.30 Cooking

Cooking devices that are open-coil, open-flame or gas-based, including but not limited to hot plates and butane-burners, are not permitted in residence buildings. For barbecues, see Section 3.03 Barbecuing and Outdoor Grilling.

Residents must be in attendance at all times while preparing food in/on any cooking appliances, including but not limited to microwaves, toasters, electric grills/sandwich makers, stoves, et cetera. A complete list of permitted cooking appliances for your residence can be found in Appendix VI. Permitted cooking appliances may only be used in designated areas.

3.31 Unauthorized Key Possession or Entry

Unauthorized possession or unauthorized use of residence keys is prohibited and may result in eviction. The resident is not permitted to copy, tamper with or compromise any key, keycard or keyfob provided by Student Housing and Hospitality Services.

Tampering with, forcing or disabling a door's locking mechanism is prohibited.

3.32 Unauthorized Assignment

You alone, and, if expressly permitted pursuant to this Contract, your designated roommate, may occupy your accommodation. This Contract and your accommodation cannot be assigned, “sublet,” lent or otherwise shared with another person without the prior written authorization of the University, such authorization is exercised by the University in its absolute discretion and may be withheld and withdrawn for any reason. This is so even when money or other consideration are not exchanged. Unauthorized assignment, “subletting,” sharing or lending is a breach of this Contract and will result in the eviction of the other person(s) occupying or sharing your accommodation and may result in the University evicting you.

If you wish to apply for a temporary sublet of your accommodation, please Appendix VI for terms and conditions applicable to temporary sublets and the request form. For greater certainty, the University does not guarantee approval of any request for a temporary sublet.

3.33 Vehicles in pedestrian courtyards

Vehicles, including motorcycles and mopeds and scooters, are not permitted to be driven or parked in pedestrian courtyards or fire lane areas. Consequently, they may be ticketed or towed at the owner's expense. During residence check-in and check-out times, between 8 am and 10 pm, residents must obtain written authorization from the staff at the Front Desk to bring a vehicle into the pedestrian courtyard or area to load or unload their belongings.

3.34 Violence/Physical Aggression

Physical aggression, violence, and/or sexual assault are not tolerated in residence.

Physical aggression and violence include any physically aggressive or violent behaviour, such as fighting, hitting, punching, slapping, kicking, pushing, pulling, throwing objects at another, et cetera.

Sexual assault includes any unwanted act of a sexual nature imposed by one person on another without consent, such as fondling or sexual intercourse.

Behaviours described in Sections 3.02, 3.09, 3.17 may also be considered as violence and are not tolerated in residence.

Anyone engaging in physically aggressive behaviour, violence or sexual assault may be evicted from residence, and may be referred to the police and/or University Disciplinary Committee and/or Equity office.

The need for self-defence is recognized. Physical self-defence is acceptable only when the resident has no other means to escape another's physical aggression, and then only at a level necessary to escape. See Appendix II for additional information.

3.35 Weapons

Residents and their guests are not permitted, at any time, to bring onto or keep in your accommodation or the residence property, any of the following:

• any real or replica projectile weapons, including but not limited to real or replica firearms, air guns, cross-bows, sling shots, paint-ball guns and air guns, which includes BB guns;
• blades including but not limited to swords, bayonets, épées, and blades used in martial arts; and
• any other weapons, whether used for martial arts or other forms of combat training, or otherwise.

Wielding any object, including but not limited to the weapons listed above, in a threatening or aggressive manner may result in eviction and referral to the police.

3.36 Signs

No signs (electric or otherwise), posters, banners or flags of any size may be hung outside, or around the residence, except with permission from the Residence Life Manager.
4.0 FOOD SERVICES

4.01 General Description of the Residence Meal Plan

All students living in Totem Park or Place Vanier residences must purchase a Residence Meal Plan. Each student must choose one of the Residence Meal Plan options outlined in Appendix V. Accepting an assignment in Totem Park or Place Vanier residence is an automatic acceptance of a Residence Meal Plan account and an acceptance of all of the terms and conditions of the Residence Meal Plan.

After the purchase of a Residence Meal Plan and before the second Residence Meal Plan fee instalment is due, students may switch to a different Residence Meal Plan (see Section 4.01 for important details and 4.08 for payment instalment dates).

Your UBC student identification card (the “UBCard”) is your meal card. In order to make purchases under your Residence Meal Plan, you must present your UBCard at the point of sale.

Your Residence Meal Plan is for your personal use only; it is non-transferable and you may not transfer funds to another resident’s Residence Meal Plan.

If you have questions regarding the Residence Meal Plan, UBCard Plan or Savings Plus Plan (if available), please contact the Student Housing and Hospitality Services Main Office (see Appendix I for contact information.)

4.02 Your UBCard

UBC will issue you a UBCard. As described above, your UBCard is the way you make purchases under your Residence Meal Plan. You are responsible for obtaining a UBCard prior to your first meal in residence. Please visit www.ubccard.ubc.ca, for details. If you are a returning student and already have a UBCard, your card will be automatically activated as your meal card prior to your arrival at residence.

It is your responsibility to have your UBCard with you at all transactions. If you do not have your UBCard or if your UBCard is not working properly, you will not be allowed to make purchases on your Residence Meal Plan.

If your UBCard is lost or stolen, you must immediately report its loss or theft to the UBCard Office at www.ubccard.ubc.ca or in person at the UBCard Office (or as otherwise directed by the UBCard Office). In addition, you must suspend your Campus Plan Account online at our Online Service Centre. Once you have obtained a replacement UBCard or have located your missing UBCard, you must return to your Campus Plan Account at the Online Service Centre and reactivate your UBCard, before you can use your UBCard to make purchases. Failure to reactivate your card will result in your transaction being denied.

If your UBCard is unavailable to you and you wish to make purchases using your Residence Meal Plan, visit the Dining Room Office in either residence during office hours and with proper identification (e.g. your driver’s licence) to request a temporary voucher. Temporary vouchers are valid for one meal.
only. Temporary vouchers will be made available to you for a maximum of three business days plus any weekend or holiday before, during or immediately following this three business day period. Temporary vouchers are issued for a limited period of time in order to provide you ample opportunity to reactivate or obtain a new UBCcard. Your UBCcard can be replaced at the UBCcard Office.

In addition to the above, you must comply with the policies, terms and conditions applicable to your UBCcard. In particular, note the following:

- You are responsible for the security of your UBCcard and student number. Do not give out your student number. Treat your card like cash and keep it in a safe place at all times. You are responsible for all use made of this card and for any indebtedness arising from such use.

4.03 Meal Service Schedules for Totem Park and Place Vanier Dining Rooms

The schedule of first and last meal service dates is as follows:

**Term One**
First meal: August 30, 2014, lunch
Last meal: December 18, 2014, breakfast

**Term Two**
First meal: January 4, 2015, dinner
Last meal: April 30, 2015, breakfast

The schedule for meal service throughout these periods will be posted from time to time at your residence’s dining room and at www.food.ubc.ca.

4.04 Formal Dinners

Twice a year, near the end of each term, Food Services provides a formal dinner for the residents of Place Vanier and Totem Park. These winter and spring formal dinners are included in the cost of all Residence Meal Plans, but due to seating limitations, require tickets to be picked up in advance. Please visit the Dining Room Office in your residence for further information. During these two special events, you must eat in your own residence only and are not permitted to host non-residents.

4.05 Dining Room Rules and Conduct

In addition to the other rules regarding conduct set out elsewhere in this Contract, you are required to abide by the following dining room rules and conduct standards.

1. Trays, dishes and cutlery are not to be removed from the dining room. The loss of dishware and cutlery increases your costs, inconvenience, and the use of disposable dishes. Additionally the accumulation of dirty dishes in residence is not desirable.

2. A resident or their guest(s) found responsible for any of the following may be subject to residence standards actions against the resident, compensation to Food Services, a fine, and/or referral to the police:
   - misuse of the UBCcard or number;
   - removal of any product or dining room property from a Food Services facility without payment;
   - consumption of a food item prior to payment; or
   - damage to Food Services’ property or equipment.

3. All individuals must wear clean, appropriate clothing in the residence dining room (shirt, shorts, pants or skirt, and shoes). Pyjamas, slippers, and bathrobes are not allowed. Muddy cleats and dirty athletic wear are not allowed.

4. Alcohol is not permitted in the dining room.

5. Food Services staff may refuse to serve any individuals that appear to be under the influence of alcohol or illegal drugs, or who are acting in a threatening manner, and may ask those individuals to leave the dining room. If you are asked to leave the dining room, you will comply with such request. Please speak to your Residence Life Manager if you have any questions or concerns.

6. Use of in-line skates, skateboards, etc. are prohibited in the dining room. Bicycles may not be brought into the dining room area. Please use the bike lock area outside the commonsblock.

4.06 Additional General Terms and Important Information

1. If you have any special dietary needs, including but not limited to those due to health or religious beliefs, you must contact Food Services immediately to provide particulars of your needs. Food Services will determine whether your needs can be met.

2. Advance notice is required for any dietary restrictions, such as allergies or food sensitivities. UBC Food Services will endeavor to provide individual options for guests upon notice but due to the communal nature of the service environment, we cannot guarantee that cross contamination will not occur at service points. By accepting this Contract with UBC Food Services, the student agrees that UBC, its Board of Governors, employees
and agents, shall not be liable for any loss or damages resulting from any food allergies or food sensitivities.

3. For take-out convenience, Food Services will provide each student with a membership in the Eco-to-Go container exchange program as part of their Residence Meal Plan at no additional cost. For more information on the Eco-to-Go program, please visit the website at www.food.ubc.ca. Compostable take-out containers are also available to residents wishing to take food out of the dining room; however in support of sustainability, students are urged to use the Eco-to-Go container exchange and are given a 15¢ discount each time they do so.

4. Your guest(s) are permitted to dine with you at your residence’s dining room on the following conditions:
   a) you and your guest(s) are in compliance with all of the provisions in this Contract that relate to guests (see, for example, Sections 3.14 and 4.05 above); and
   b) your guest(s) will be charged the retail prices listed in the dining room.

For greater certainty, you are not permitted to use your Residence Meal Plan privileges to purchase items or obtain discounts for your guest(s) at any Food Services locations including Totem Park and Place Vanier dining rooms.

Basic Meal Dollars cannot be transferred to your Flex Dollar account (described below). This restriction ensures that the Residence Meal Plan maintains its tax exempt status.

If you run out of Basic Meal Dollars but have Flex Dollars left in your account, Flex Dollars will be used to make the purchases described above. Flex Dollars will automatically be transferred to your Basic Meal Dollars account to cover each purchase you make, until your Flex Dollars run out.

**Flex Dollars** This declining balance amount is available for the purchase of the following items:

- all items at Hubbards at Place Vanier, Magdas at Totem Park and the Gage Mini Mart at the advertised retail price;
- alcoholic beverages at Sage, Triple O’s and the Point Grill at the advertised retail price subject to appropriate taxes; and
- food and beverage at non-Food Services operations who are authorized campus partners, eateries and restaurants, as listed on the Food Services website;
- participating vending machines in residences and on campus.

If you run out of Basic Meal Dollars but have Flex Dollars left in your account, Flex Dollars will be used to make the purchases described in the Basic Meal Dollars section above. Flex Dollars will automatically be transferred to your Basic Meal Dollars account to cover each purchase you make, until your Flex Dollars run out.

When you run out of Flex Dollars, you may purchase additional Flex Dollars—see Section 4.08 Residence Meal Plan Selection and Payment.
4.08 Residence Meal Plan Selection and Payment

Meal Plan Selection
- Review Appendix V of this Contract for a description of each Residence Meal Plan.
- You may switch to a different Residence Meal Plan at any time before the second instalment of your Residence Meal Plan fees is due.

Meal Plan Payment
- Review Appendix V of this Contract for the Residence Meal Plan fee payment schedule.
- If you are registered in the Winter Session, you must pay your Residence Meal Plan fees in three instalments. The first instalment is due upon acceptance of this Contract. The second instalment is due by September 26, 2014. The third instalment is due January 9, 2015.
- If you are registered in the Term One or Term Two only session, the full amount of your Residence Meal Plan fees is due upon acceptance of this Contract.
- Late payments will be subject to a $25 late payment fee, in addition to any other remedies UBC may have under this Contract or in law.
- Failure to pay the fees by or on the dates stipulated in this Contract may, in the University's sole discretion, result in the denial of further meals and/or termination of this Contract and eviction from residence.
- Cheques that are returned “NSF” are subject to a bank charge of $25 and an administration charge of $10. Only certified cheques or bank drafts will be accepted after February 28, 2015.

Purchase of Additional Flex Dollars
After your Residence Meal Plan is fully paid, you may purchase additional Flex Dollars as needed. No additional Overhead Charge is charged. Additional Flex Dollars may be added:
- at the Student Housing and Hospitality Services Main Office, Marine Drive Building #6, 2205 Lower Mall, Monday–Friday, 8:15 am to 5 pm using Visa, MasterCard, debit card, cheque or cash;
- by using the Food Services (Student Housing and Hospitality Services) online Service Centre on line payment option secure.housing.ubc.ca.

4.09 One-Term-Only Meal Plan
Fees for students registered for Term One Session only or Term Two Session only are outlined in Appendix V. Students with a residence assignment date other than the start of the term will have their fees pro-rated based on the residence assignment date.

4.10 Cancelling Your Residence Meal Plan before the last month of your Session
For easy reference, the last month of your Session is one of the following:
- If you are registered in the Winter Session or Term Two Session, March 31 to April 30, 2015
- If you are registered in the Term One Session, November 30 to December 18, 2014
- If you are registered in the Term Two Session, November 30 to December 18, 2014

a) For students registered for the Winter Session or the Term Two Session
If you cancel this Contract prior to your Move-In Date: the first payment of your Residence Meal Plan will be refunded less a $25 cancellation fee.

b) For students registered for the Term One Session
If you cancel this Contract prior to your Move-In Date: the first payment of your Residence Meal Plan will be refunded less a $25 cancellation fee.

If, on or after your Move-In Date and before March 31, 2015, you cancel this Contract, or transfer to another residence managed by Student Housing and Hospitality Services where the purchase of a Residence Meal Plan is not required, then:
- if you make a written request within one week of completing the residence check-out procedures at the Front Desk, you may opt to have the remaining Basic Meal Dollars, Flex Dollars and Overhead charge in your account, transferred to a UBC Card Plan (note, as set out above, the CIF is non-refundable).
- if you do not make a written request within one week of completing the residence check-out procedures at the Front Desk or if you otherwise opt not to transfer your remaining Basic Meal Dollars, Flex Dollars and Overhead charge to a UBC Card Plan, you will be refunded the remaining Basic Meal Dollars, Flex Dollars and Overhead charge in your account, less a $25 administrative fee (note, as set out above, the CIF is non-refundable).
purchase of a Residence Meal Plan is not required, then:

- If you make a written request within one week of completing the residence check-out procedures at the Front Desk, you may opt to have the remaining Basic Meal Dollars, Flex Dollars and Overhead charge in your account, transferred to a UBCcard Plan (note, as set out above, the CIF is non-refundable).
- If you do not make a written request within one week of completing the residence check-out procedures at the Front Desk or if you otherwise opt not to transfer your remaining Basic Meal Dollars, Flex Dollars and Overhead charge in your account, less a $25 administrative fee (note, as set out above, the CIF is non-refundable).

If your Contract is terminated or if you cancel your Contract on or after November 30, 2014, your Residence Meal Plan accounts will be dealt with in accordance with Section 4.11 below notwithstanding the termination or cancellation of the Contract.

4.11 Transfer of Residence Meal Plan Account Balances in the last month of your Session

In the last month of your Session (described in Section 4.10), the following shall apply:

a) Basic Meal Dollars Balance

Basic Meal Dollars not used by the later of: the date you actually move out of your accommodation; and the last scheduled residence meal service date in your Session will be treated as follows:

i) If your Basic Meal Dollar balance is less than $2,198.98 then all of your Basic Meal Dollars will be either:
   1) automatically transferred at no charge to a Carryover Plan (see below for details of this plan); or
   2) if you apply in accordance with the terms and conditions set out in Section 4.12 (Other Plans), transferred to a Gift Card, less a $25 administration charge.

ii) If your Basic Meal Dollar balance is over $2,198.98, then the amount of $2,198.98 will be either:
   1) automatically transferred at no charge to a Carryover Plan (see below for details of this plan); or
   2) if you apply in accordance with the terms and conditions set out in Section 4.12 (Other Plans), transferred to a Gift Card, less a $25 administration charge; and the balance will be refunded to you.

b) Flex Dollars Balance

Flex Dollars not used by the later of: the date you actually move out of your residence; and the last scheduled Residence Meal Plan date in your Session, will be automatically transferred at no charge to a UBCcard Plan.

Carryover Plan

For residents on a Residence Meal Plan described above (i.e. Totem Park and Place Vanier residents), Basic Meal Dollars not used by the last scheduled residence meal service date in your Session will be automatically transferred at no charge to a Carryover Plan in the manner described above in this Section 4.11.

Basic Meal Dollars transferred to this plan are non-refundable, cannot be redeemed for cash and/or applied as payment to any other Food Services accounts. Once in the Carryover Plan, these funds do not expire.

This plan will enable you to purchase food and non-alcoholic beverages at any Food Services outlets at a 5% discount.

OTHER OPTIONAL MEAL PLANS

Descriptions of the UBCcard Plan, Savings Plus Plan and Gift Cards

4.12 Other Plans

UBCcard Plan

The UBCcard Plan offers all UBC students, faculty and staff a 5% discount on every food and non-alcoholic beverage purchase at all participating Food Services locations where UBCcard Plan holders can use their UBCcard as their payment method. In addition, the UBCcard Plan can be used at any of our campus partners, eateries and restaurants (Prices and promotions are at the discretion of each campus partner, eatery and restaurant. Normally, full retail pricing applies). Please refer to the Food Services website for further details about our campus partners, eateries and restaurants.

You may add money onto your UBCcard Plan at any Food Services cash register, at the Student Housing and Hospitality Services Main Office, Marine Drive Building #6, 2205 Lower Mall,
Student Housing and Hospitality Services  
Residence Contract  
2014/2015  
One-term only and winter session  

FOOD SERVICES

Monday–Friday, 8:15 am to 5 pm using Visa, MasterCard, debit card, cheque or cash, or online at www.food.ubc.ca.

In addition to the above, Flex Dollars transferred to a UBCcard Plan can be either:

a) refunded to you, less a $25 administration fee, if you submit a written request form to the Meal Accounts Coordinator no later than May 8, 2015 (the refund request form is available at www.food.ubc.ca); or

b) transferred to a Gift Card in the manner set out in the Gift Card section below, less a $25 administration fee.

Savings Plus Plan
The details of the Savings Plus Plan are set out at www.food.ubc.ca/campus-plans/savings-plus-plan.

Below is a short description of the Savings Plus Plan; however, if there is any discrepancy between the short description below, and the information on the Food Services website set out above, the details on the Food Services website govern.

The Savings Plus Plan allows students to purchase food and non-alcoholic beverages at participating Food Services locations at a 7% discount, and sales tax free. This plan cannot be used at our campus partner, eatery or restaurant locations.

There are three types of Savings Plus Plans: monthly, semester and academic year. You can purchase your Savings Plus Plan online at www.food.ubc.ca or in person at the Meal Plan Account Office.

Once your Savings Plus Plan passes its expiry date, any unused balances automatically transfer to a Carryover Plan. Dollars transferred to a Carryover Plan are non-refundable and cannot be redeemed for cash and/or applied as payment towards any other Food Services accounts. Once in the Carryover Plan, these funds do not expire. The Carryover Plan can be used at all Food Services outlets at a 7% discount (except for Gage, Hubbards and Madgas.

Note: The Savings Plus Plan is under review and may be discontinued at any time. The terms of the Savings Plus Plan are subject to change without notice. Please see www.food.ubc.ca/campus-plans/savings-plus-plan for the most current details of the Savings Plus Plan.

Gift Cards
If you have the option to have any dollars in your Residence Meal Plan or UBCcard Plan accounts transferred to a Gift Card (see above), Food Services will issue a Gift Card to you provided that you:

a) Submit a completed request form (found at www.food.ubc.ca) by May 8, 2015 to the Meal Accounts Coordinator at the Student Housing and Hospitality Services Main Office or fax the form to 604-822-6935, Attention: Meal Accounts Coordinator. Forms will not be forwarded by other Food Service units.

Please note, as set out in section 4.11, if you do not submit your form by May 8, 2015, your Residence Meal Plan balance will be assigned to a Carryover Plan and/or UBCcard Plan.

b) Pick up your Gift Card(s) from the Student Housing and Hospitality Services Main Office, in person, during regular business hours, with photo identification, by September 18, 2015. No reminder will be sent.

You acknowledge and agree that if you fail to pick up your Gift Card(s) by September 18, 2015, you forfeit your Gift Card(s) and the amounts represented by the Gift Card(s).

Please note:
• Gift cards will not be mailed out. This is for security reasons.
• Gift cards will be available for pick up between May 25, 2015 and September 18, 2015.

Gift Card Use
• Basic Meal Dollars transferred to a Food Services Gift Card are non-refundable, cannot be redeemed for cash and/or applied as a payment to other Food Services accounts.
• Gift Cards may be used to purchase any items sold at any Food Services location, paying the posted retail price.
• The value of the Gift Card will not be replaced if the Gift Card is lost, stolen or damaged.
APPENDIX I

Contact Information

If you have questions regarding housing assignments, meal plans, services, facilities, rates and payments, contact:

Student Housing and Hospitality Services
SHHS Main Office, Marine Drive building 6, 2205 Lower Mall
Vancouver, BC V6T 1Z4
Phone: 604-822-2811
Fax: 604-822-6935
E-mail: information@housing.ubc.ca
Website: www.housing.ubc.ca

If you have any questions about residence life programs, staff, activities, residence standards, contact the Residence Life Manager of the residence in which you are interested:

Patrick Grydziuszko 604-822-2374
Totem Park south
E-mail: patrick.grydziuszko@ubc.ca

Kyle Lethbridge 604-827-3036
Totem Park north
Email: kyle.lethbridge@ubc.ca

Joey Cheng 604-822-6832
Place Vanier
E-mail: joey.cheng@ubc.ca

Pamela Wettlaufer 604-822-0959
Fairview Crescent, Fraser Hall, Ritsumeikan-UBC House and Thunderbird Residences
E-mail: pamela.wettlaufer@ubc.ca

Tiffany Mintah 604-822-1071
Walter H. Gage
E-mail: tiffany.mintah@ubc.ca

Amy Stewart 604-827-3200
Marine Drive
Email: amy.stewart@ubc.ca

Johanna Webber 604-822-6389
Acadia Park and University Apartments
E-mail: johanna.webber@ubc.ca

APPENDIX II

Contract Related Terms

Physical Aggression, Violence and Self Defence

Refer to Section 3.34 Violence/Physical Aggression. The need for self-defence is recognized. Physical self-defence is acceptable only when the resident has no other means to escape another’s physical aggression, and then only at a level necessary to escape. You are expected to:

1) Avoid (conflict) situations that escalate to the point that your physical safety is at risk.

2) Walk or run away. Get away from the unsafe situation, even if it means a loss of face or pride. Shout for help. Then immediately seek assistance from the residence life staff.

3) If those strategies fail, you are expected to use only the amount of force required to create the opportunity for escape, and immediately seek assistance from the residence life staff.

Guests, Visitors, and Parties

Refer to Sections 3.01 Alcohol in Residence and 3.20 Parties/Social Gatherings. Friends and socializing are an important part of life on campus. In residence, as in life, it is important that your social agenda does not disrupt others. So, we have some basic rules about social gatherings and parties. First we consider it a party if:

• There are seven or more people present.
• Alcohol is being consumed.
• You are noisy enough to attract attention or distract others.
Parties are not permitted in Totem Park and Place Vanier. If you are having a social gathering or party in suite-style residence (Walter Gage, Marine Drive, Ritsumeikan-UBC House, Fairview Crescent), you are required to pre-register your function with your Residence Life Manager. To do so meet with your Residence Life Manager at least 48 hours before your function to complete a Function Responsibility Form; it is not a lengthy process. If you’re not sure if your social gathering needs to be registered, consult with your Residence Life Manager.

Registered parties/social gatherings must abide by the terms of the Function Responsibility Form. One other thing to note — floor or house or private social functions aren’t permitted on the same nights as Residence Association or residence-wide events.

**Safety Equipment**
Refer to Section 3.26 Safety/Security/Fire Equipment.

- Do not disturb or hang things from the fire safety sprinkler heads in your room, lounge, or corridors. If they are accidentally activated the resulting damage will be extensive and expensive for you.
- Never cover or disconnect the smoke or heat detector in your room. If it malfunctions immediately call the Front Desk and the staff will advise you what to do. If a smoke or heat detector is found disconnected or disabled (without permission), all the residents of that room or unit will be at risk of standards action, and will be assessed for reconnection or repair.

**Damage to Walls**
Refer to Section 3.08 Damage to Property.

- Do not use nails, screws, hooks, glue-on hangers, scotch/masking/duct tape on your walls. You will be at risk of receiving an assessment for, without limitation, the damage.
- To hang posters, please use only poster magic mounts which are available at the Front Desk (for free), or the 3M Command poster strips available at retail stores.
- To hang pictures or decorations use the removable 3M Command picture strips or sawtooth/wireback picture hangers. These are inexpensive and widely available at grocery or hardware stores.

**Assessments**
Refer to Section 1.0 for the definition of an assessment and 1.23 Damages and Costs. Upon receiving an assessment notice choose one of these two options:

1. Pay the assessment online by the due date, or request an extension from the Residence Front Desk Services Coordinator or Residence Life Manager before the due date. Reasonable requests will be accommodated.
2. Appeal the assessment online before the due date. You have to pay the assessment when you submit your appeal.

If you do not pay or appeal your assessment by the due date, it will be applied to your university account. If your account with the University is not in good standing, you will be blocked from future academic registration and residence accommodation.

**Protect your Electrical Equipment**
Refer to Section 1.21 Liability. Computers and other electronic equipment are sensitive to electrical disturbances. These disturbances can occur frequently and have the potential of disrupting or damaging your sensitive electronic equipment. You can take the following actions to reduce the risk of electrical problems:

- Limit the amount of equipment plugged into one outlet.
- Use three-pronged plugs for equipment that requires them. Never remove the grounding pin from the plug.
- Purchase a good quality “surge suppressor.” This is different from a power bar.

**Carry Insurance**
Refer to Section 1.21 Liability and 1.22 Insurance. Please consider the following:

- What does your insurance cover (e.g. damage or loss due to theft, water, fire, earthquake, flood)?
- Is your coverage right for your needs (e.g. depreciated or replacement value)?
- How much insurance do you need to fully protect your belongings?
- Ask your insurance agent about terminology you don’t fully understand.
APPENDIX III

Cancellation Prior to Move-In Date
To cancel the Contract before the Move-In Date you are required to give written notice of cancellation online at secure.housing.ubc.ca or to Student Housing and Hospitality Services, 2205 Lower Mall, Marine Drive building 6 by the applicable dates outlined below. Residence fee refunds will be based on the refund and forfeiture policies outlined below. The Residence Meal Plan refund policy is provided in Section 4.0 of this Contract.

Term One Session, Winter Session
If you are registered for the Term One Session only, or for the Winter Session:
a) The $50 residence application fee is non-refundable.
b) The $250 Residence Allocation Process deposit (if applicable) that has been applied to your account is not refundable after May 1, 2014.
c) From July 1, 2014 until August 15, 2014 residence cancellations will be subject to an additional $300 cancellation fee. The $300 cancellation fee will only be refunded in the circumstances noted in sub-section (e).
d) From August 16, 2014 until your scheduled Move-In Date, residence cancellations will be subject to a cancellation fee of either: $800 if you have not paid a Residence Allocation Process deposit; or $550 if you have paid a Residence Allocation Process deposit. The cancellation fee will only be refunded in the circumstances noted in sub-section (e).

e) Criteria to qualify for the exceptions noted in (c) and (d) are as follows. Evidence acceptable to Student Housing and Hospitality Services must be provided with your written notice of cancellation and must be received at Student Housing and Hospitality Services, 2205 Lower Mall, Marine Drive building 6, by August 29, 2014 demonstrating that:
1. You are not admitted to UBC; or
2. You have a substantiated medical condition preventing University attendance; or
3. The University has cancelled your courses.

Term Two Session
If you are registered for the Term Two Session only:
a) The $50 residence application fee is non-refundable.
b) The $250 Residence Allocation Process deposit (if applicable) that has been applied to your account is not refundable after May 1, 2014.
c) From November 15, 2014 until December 15, 2014 residence cancellations will be subject to an additional $300 cancellation fee. The $300 cancellation fee will only be refunded in the circumstances noted in (e).
d) From December 16, 2014 until your scheduled Move-In Date, residence cancellations will be subject to a cancellation fee of either: $800 if you have not paid a Residence Allocation Process deposit; or $550 if you have paid a Residence Allocation Process deposit. The cancellation fee will only be refunded in the circumstances noted in sub-section (e).

e) Criteria to qualify for the exceptions noted in (c) and (d) are as follows. Evidence acceptable to Student Housing and Hospitality Services must be provided with your written notice of cancellation and must be received at Student Housing and Hospitality Services, 2205 Lower Mall, Marine Drive building 6 by December 31, 2014 demonstrating that:
1. You are not admitted to UBC; or
2. You have a substantiated medical condition preventing University attendance; or
3. The University has cancelled your courses.
### APPENDIX IV

#### 2014/2015 Residence Fees*

**Standard room rate payment schedule**

<table>
<thead>
<tr>
<th>RESIDENCE</th>
<th>WINTER SESSION¹</th>
<th>DUE</th>
<th>DUE</th>
<th>DUE</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>September–April</td>
<td>on acceptance</td>
<td>September 26/14</td>
<td>January 9/15</td>
</tr>
<tr>
<td><strong>Walter H. Gage</strong> (fee includes ResNet, utilities and basic cablevision)</td>
<td>Tower rooms</td>
<td>$5,493.00</td>
<td>$800.00</td>
<td>$2,681.16</td>
</tr>
<tr>
<td></td>
<td>One-bedroom</td>
<td>$10,000.00</td>
<td>$1,450.00</td>
<td>$4,887.45</td>
</tr>
<tr>
<td></td>
<td>Two-bedroom per person</td>
<td>$6,047.00</td>
<td>$1,450.00</td>
<td>$2,382.26</td>
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<tr>
<td></td>
<td>Studio</td>
<td>$7,520.00</td>
<td>$1,050.00</td>
<td>$3,715.76</td>
</tr>
<tr>
<td><strong>Fairview Crescent</strong> (fee includes ResNet, utilities and basic cablevision)</td>
<td>Small single room</td>
<td>$5,052.00</td>
<td>$800.00</td>
<td>$2,401.68</td>
</tr>
<tr>
<td></td>
<td>Medium Single</td>
<td>$5,493.00</td>
<td>$800.00</td>
<td>$2,681.16</td>
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<tr>
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<td>Medium large single</td>
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<td>$2,435.66</td>
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<td>Large single</td>
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<td>$800.00</td>
<td>$2,875.09</td>
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<tr>
<td></td>
<td>One-bedroom</td>
<td>$9,226.00</td>
<td>$1,450.00</td>
<td>$4,396.93</td>
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<tr>
<td><strong>Ritsumeikan-UBC House</strong> (fee includes ResNet, utilities and basic cablevision)</td>
<td>Single rooms</td>
<td>$5,493.00</td>
<td>$800.00</td>
<td>$2,681.16</td>
</tr>
<tr>
<td></td>
<td>One-bedroom</td>
<td>$5,000.00</td>
<td>$1,450.00</td>
<td>$3,550.00</td>
</tr>
<tr>
<td></td>
<td>Two-bedroom per person</td>
<td>$3,023.50</td>
<td>$1,450.00</td>
<td>$1,573.50</td>
</tr>
<tr>
<td></td>
<td>Studio</td>
<td>$3,760.00</td>
<td>$1,050.00</td>
<td>$2,760.00</td>
</tr>
<tr>
<td><strong>Totem Park and Place Vanier</strong> (fee includes ResNet, utilities and basic cablevision)</td>
<td>Shared room</td>
<td>$4,218.00</td>
<td>$800.00</td>
<td>$2,109.00</td>
</tr>
<tr>
<td></td>
<td>Single room</td>
<td>$4,833.00</td>
<td>$1,450.00</td>
<td>$2,416.50</td>
</tr>
<tr>
<td></td>
<td>Large single room</td>
<td>$5,186.00</td>
<td>$1,450.00</td>
<td>$2,875.09</td>
</tr>
<tr>
<td></td>
<td>Connected single</td>
<td>$5,374.00</td>
<td>$1,450.00</td>
<td>$3,065.74</td>
</tr>
<tr>
<td></td>
<td>Single–private bath</td>
<td>$5,802.00</td>
<td>$1,450.00</td>
<td>$3,876.93</td>
</tr>
<tr>
<td><strong>Place Vanier</strong></td>
<td>Shared room</td>
<td>$4,218.00</td>
<td>$800.00</td>
<td>$2,109.00</td>
</tr>
<tr>
<td></td>
<td>Single room</td>
<td>$4,833.00</td>
<td>$1,450.00</td>
<td>$2,416.50</td>
</tr>
<tr>
<td><strong>Korea-UBC House and Tec-UBC House</strong> (all single rooms)</td>
<td>Single room</td>
<td>$5,186.00</td>
<td>$800.00</td>
<td>$2,875.09</td>
</tr>
<tr>
<td><strong>Marine Drive</strong> (fee includes ResNet, utilities and basic cablevision)</td>
<td>Shared three/four-person</td>
<td>$6,483.00</td>
<td>$800.00</td>
<td>$3,308.57</td>
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<tr>
<td></td>
<td>XL Shared two-person</td>
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<td>$1,050.00</td>
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<tr>
<td></td>
<td>Studio</td>
<td>$7,833.00</td>
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<tr>
<td></td>
<td>Large studio</td>
<td>$8,472.00</td>
<td>$1,050.00</td>
<td>$4,319.09</td>
</tr>
</tbody>
</table>

*All residence fees are subject to approval by UBC’s Board of Governors.

¹Winter Session August 30, 2014 to April 30, 2015

### 2014/2015 Residence Fees (Term One Only)

#### Term One only

<table>
<thead>
<tr>
<th>RESIDENCE</th>
<th>TERM ONE ONLY²</th>
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<th>DUE</th>
<th>DUE</th>
<th>DUE</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>on acceptance</td>
<td>September 26/14</td>
<td>January 9/15</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Walter H. Gage</strong> (fee includes ResNet, utilities and basic cablevision)</td>
<td>Tower rooms</td>
<td>$2,746.50</td>
<td>$800.00</td>
<td>$1,946.50</td>
<td>$2,746.50</td>
</tr>
<tr>
<td></td>
<td>One-bedroom</td>
<td>$5,000.00</td>
<td>$1,450.00</td>
<td>$3,550.00</td>
<td>$5,000.00</td>
</tr>
<tr>
<td></td>
<td>Two-bedroom per person</td>
<td>$3,023.50</td>
<td>$1,450.00</td>
<td>$1,573.50</td>
<td>$3,023.50</td>
</tr>
<tr>
<td></td>
<td>Studio</td>
<td>$3,760.00</td>
<td>$1,050.00</td>
<td>$2,760.00</td>
<td>$3,760.00</td>
</tr>
<tr>
<td><strong>Fairview Crescent</strong> (fee includes ResNet, utilities and basic cablevision)</td>
<td>Small single room</td>
<td>$2,526.00</td>
<td>$800.00</td>
<td>$1,726.00</td>
<td>$1,546.00</td>
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<td></td>
<td>Medium single</td>
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<td>$800.00</td>
<td>$1,946.50</td>
<td>$2,746.50</td>
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<tr>
<td></td>
<td>Medium large single</td>
<td>$2,789.50</td>
<td>$800.00</td>
<td>$1,989.50</td>
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<td>Large single</td>
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<td>$2,099.50</td>
<td>$2,899.50</td>
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<tr>
<td></td>
<td>One-bedroom</td>
<td>$4,613.00</td>
<td>$1,450.00</td>
<td>$3,163.00</td>
<td>$4,613.00</td>
</tr>
<tr>
<td><strong>Ritsumeikan-UBC House</strong> (fee includes ResNet, utilities and basic cablevision)</td>
<td>Single rooms</td>
<td>$2,746.50</td>
<td>$800.00</td>
<td>$1,946.50</td>
<td>$2,746.50</td>
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<tr>
<td></td>
<td>One-bedroom</td>
<td>$4,459.50</td>
<td>$1,450.00</td>
<td>$3,009.50</td>
<td>$4,459.50</td>
</tr>
<tr>
<td><strong>Totem Park and Place Vanier</strong> (fee includes ResNet, utilities and basic cablevision)</td>
<td>Shared room</td>
<td>$2,109.00</td>
<td>$800.00</td>
<td>$1,309.00</td>
<td>$2,109.00</td>
</tr>
<tr>
<td></td>
<td>Single room</td>
<td>$2,416.50</td>
<td>$800.00</td>
<td>$1,616.50</td>
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<tr>
<td></td>
<td>Large single room</td>
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<td>$800.00</td>
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</tr>
<tr>
<td></td>
<td>Connected single</td>
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<tr>
<td></td>
<td>Single–private bath</td>
<td>$2,901.00</td>
<td>$800.00</td>
<td>$2,101.00</td>
<td>$2,901.00</td>
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<tr>
<td><strong>Place Vanier</strong></td>
<td>Shared room</td>
<td>$2,109.00</td>
<td>$800.00</td>
<td>$1,309.00</td>
<td>$2,109.00</td>
</tr>
<tr>
<td></td>
<td>Single room</td>
<td>$2,416.50</td>
<td>$800.00</td>
<td>$1,616.50</td>
<td>$2,416.50</td>
</tr>
<tr>
<td><strong>Korea-UBC House and Tec-UBC House</strong> (all single rooms located in Place Vanier residence)</td>
<td>Single room</td>
<td>$2,593.00</td>
<td>$800.00</td>
<td>$1,793.00</td>
<td>$2,593.00</td>
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<td><strong>Marine Drive</strong> (fee includes ResNet, utilities and basic cablevision)</td>
<td>Shared four-person</td>
<td>$3,241.50</td>
<td>$800.00</td>
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<td>$3,241.50</td>
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<tr>
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<td>XL Shared two-person</td>
<td>$3,916.50</td>
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<tr>
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<td>Studio</td>
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<td>$1,050.00</td>
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<td>$3,916.50</td>
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<td>$4,236.00</td>
<td>$1,050.00</td>
<td>$3,186.00</td>
<td>$4,236.00</td>
</tr>
</tbody>
</table>

²Term One only August 30 to December 18, 2014

³Term Two only January 4 to April 30, 2015
APPENDICES

APPENDIX V

Meal Plan Fees for Place Vanier and Totem Park

The residence dining rooms are managed by UBC Food Services. Meal plans are required for students living in Totem Park and Place Vanier. The following meal plan options are available:

• **Minimum Plan** is designed for students with a smaller appetite that are occasionally on campus on weekends.

• **Regular Plan** is for students with an average appetite, who are on campus on alternate weekends.

• **Varsity Plan** is designed for those students with a hearty appetite or those who would be spending most weekends on campus.

The Residence Meal Plan costs are:

<table>
<thead>
<tr>
<th></th>
<th>MINIMUM PLAN</th>
<th>REGULAR PLAN</th>
<th>VARSITY PLAN</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIF*</td>
<td>$65.00</td>
<td>$65.00</td>
<td>$65.00</td>
</tr>
<tr>
<td>Overhead Cost</td>
<td>$1,111.92</td>
<td>$1,111.92</td>
<td>$1,111.92</td>
</tr>
<tr>
<td>Flex Dollars</td>
<td>$375.16</td>
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<td>$745.80</td>
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<td>Basic Meal Dollars</td>
<td>$2,198.98</td>
<td>$2,490.52</td>
<td>$2,671.32</td>
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<td>Total Plan Costs</td>
<td>$3,751.06</td>
<td>$4,187.24</td>
<td>$4,594.04</td>
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</tbody>
</table>

*Capital Improvement Fund

Fee Payment Schedules

Winter Session Contracts (September–April)

The Residence Meal Plan fee payment schedule for Winter Session Contracts is as follows:

<table>
<thead>
<tr>
<th></th>
<th>MINIMUM PLAN</th>
<th>REGULAR PLAN</th>
<th>VARSITY PLAN</th>
</tr>
</thead>
<tbody>
<tr>
<td>Deposit due on acceptance</td>
<td>$1,300.00</td>
<td>$1,300.00</td>
<td>$1,300.00</td>
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<tr>
<td>Second payment due September 26, 2014</td>
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<tr>
<td>Third payment due January 9, 2015</td>
<td>$1,076.46</td>
<td>$1,203.84</td>
<td>$1,322.64</td>
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Suggested Balances for Meal Dollars and Flex Dollars for the Winter Term Contract

<table>
<thead>
<tr>
<th></th>
<th>SUGGESTED BALANCE (BASIC Dollars Plus FLEX Dollars)</th>
<th>SUGGESTED BALANCE (BASIC Dollars Only)</th>
<th>SUGGESTED BALANCE (FLEX Dollars Only)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>2014</td>
<td>2014</td>
<td>2014</td>
</tr>
<tr>
<td>CIF*</td>
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<td>Overhead Cost</td>
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<td>Flex Dollars</td>
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<td>$287.04</td>
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<tr>
<td>Basic Meal Dollars</td>
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<td>$948.68</td>
<td>$388.67</td>
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<tr>
<td>Total Plan Costs</td>
<td>$3,751.06</td>
<td>$3,751.06</td>
<td>$3,751.06</td>
</tr>
</tbody>
</table>

---

*Reflects the increase from instalment payments on September 26, 2014 and January 9, 2015.
## ONE-TERM ONLY CONTRACTS

### September to December or January to April

The Residence Meal Plan costs for a one-term-only Contract are as set out above. The fee payment schedule is as follows:

<table>
<thead>
<tr>
<th>MINIMUM PLAN</th>
<th>REGULAR PLAN</th>
<th>VARSITY PLAN</th>
</tr>
</thead>
<tbody>
<tr>
<td>Payment for September–December due on acceptance</td>
<td>$1,909.10</td>
<td>$2,121.40</td>
</tr>
<tr>
<td>Payment for January–April due on acceptance</td>
<td>$1,956.96</td>
<td>$2,180.84</td>
</tr>
</tbody>
</table>

### Suggested balance, including Meal Dollars and Flex Dollars for a one-term-only Contract

#### Term One

**SUGGESTED BALANCE (BASIC Dollars Plus FLEX Dollars)**

<table>
<thead>
<tr>
<th>DATES</th>
<th>MINIMUM PLAN</th>
<th>REGULAR PLAN</th>
<th>VARSITY PLAN</th>
</tr>
</thead>
<tbody>
<tr>
<td>2014</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>September 1</td>
<td>$1,298.46</td>
<td>$1,518.48</td>
<td>$1,723.68</td>
</tr>
<tr>
<td>October 1</td>
<td>$939.68</td>
<td>$1,098.90</td>
<td>$1,247.40</td>
</tr>
<tr>
<td>November 1</td>
<td>$586.59</td>
<td>$685.98</td>
<td>$778.68</td>
</tr>
<tr>
<td>December 1</td>
<td>$244.89</td>
<td>$286.38</td>
<td>$325.08</td>
</tr>
</tbody>
</table>

**SUGGESTED BALANCE (BASIC Dollars Only)**

<table>
<thead>
<tr>
<th>DATES</th>
<th>MINIMUM PLAN</th>
<th>REGULAR PLAN</th>
<th>VARSITY PLAN</th>
</tr>
</thead>
<tbody>
<tr>
<td>2014</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>September 1</td>
<td>$1,109.22</td>
<td>$1,256.28</td>
<td>$1,347.48</td>
</tr>
<tr>
<td>October 1</td>
<td>$802.73</td>
<td>$909.15</td>
<td>$975.15</td>
</tr>
<tr>
<td>November 1</td>
<td>$501.10</td>
<td>$567.53</td>
<td>$608.73</td>
</tr>
<tr>
<td>December 1</td>
<td>$209.20</td>
<td>$236.93</td>
<td>$254.13</td>
</tr>
</tbody>
</table>

**SUGGESTED BALANCE (FLEX Dollars Only)**

<table>
<thead>
<tr>
<th>DATES</th>
<th>MINIMUM PLAN</th>
<th>REGULAR PLAN</th>
<th>VARSITY PLAN</th>
</tr>
</thead>
<tbody>
<tr>
<td>2014</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>September 1</td>
<td>$189.24</td>
<td>$262.20</td>
<td>$376.20</td>
</tr>
<tr>
<td>October 1</td>
<td>$136.95</td>
<td>$189.75</td>
<td>$272.25</td>
</tr>
<tr>
<td>November 1</td>
<td>$85.49</td>
<td>$118.45</td>
<td>$69.95</td>
</tr>
<tr>
<td>December 1</td>
<td>$35.69</td>
<td>$49.45</td>
<td>$70.95</td>
</tr>
</tbody>
</table>

### Term Two

**SUGGESTED BALANCE (BASIC Dollars Plus FLEX Dollars)**

<table>
<thead>
<tr>
<th>DATES</th>
<th>MINIMUM PLAN</th>
<th>REGULAR PLAN</th>
<th>VARSITY PLAN</th>
</tr>
</thead>
<tbody>
<tr>
<td>2015</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>January 1</td>
<td>$1,275.68</td>
<td>$1,491.84</td>
<td>$1,693.44</td>
</tr>
<tr>
<td>February 1</td>
<td>$1,008.02</td>
<td>$1,178.82</td>
<td>$1,338.12</td>
</tr>
<tr>
<td>March 1</td>
<td>$689.10</td>
<td>$805.86</td>
<td>$914.76</td>
</tr>
<tr>
<td>April 1</td>
<td>$336.01</td>
<td>$392.94</td>
<td>$446.04</td>
</tr>
</tbody>
</table>

**SUGGESTED BALANCE (BASIC Dollars Only)**

<table>
<thead>
<tr>
<th>DATES</th>
<th>MINIMUM PLAN</th>
<th>REGULAR PLAN</th>
<th>VARSITY PLAN</th>
</tr>
</thead>
<tbody>
<tr>
<td>2015</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>January 1</td>
<td>$1,089.76</td>
<td>$1,234.24</td>
<td>$1,323.84</td>
</tr>
<tr>
<td>February 1</td>
<td>$861.11</td>
<td>$975.27</td>
<td>$1,046.07</td>
</tr>
<tr>
<td>March 1</td>
<td>$588.67</td>
<td>$666.71</td>
<td>$715.11</td>
</tr>
<tr>
<td>April 1</td>
<td>$287.04</td>
<td>$325.09</td>
<td>$348.69</td>
</tr>
</tbody>
</table>

**SUGGESTED BALANCE (FLEX Dollars Only)**

<table>
<thead>
<tr>
<th>DATES</th>
<th>MINIMUM PLAN</th>
<th>REGULAR PLAN</th>
<th>VARSITY PLAN</th>
</tr>
</thead>
<tbody>
<tr>
<td>2015</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>January 1</td>
<td>$185.92</td>
<td>$257.60</td>
<td>$369.60</td>
</tr>
<tr>
<td>February 1</td>
<td>$146.91</td>
<td>$203.55</td>
<td>$292.05</td>
</tr>
<tr>
<td>March 1</td>
<td>$100.43</td>
<td>$139.15</td>
<td>$199.65</td>
</tr>
<tr>
<td>April 1</td>
<td>$48.97</td>
<td>$67.85</td>
<td>$97.35</td>
</tr>
</tbody>
</table>
APPENDIX VI

Additional Information—Cancellations & Refunds After Moving In

Cancellation policies AFTER moving into residence are clearly defined in your Residence Contract. Cancellation MUST be completed online using the Online Service Centre.

Cancellation requests after moving in must be supported by documentation:

Graduation—provide a letter from your faculty advising office confirming the date you are expected to complete your degree requirements.

Work term placement—provide a letter from your co-op office confirming the dates of your work term.

Go Global Student Exchange Program—provide a letter from the Go Global office confirming the dates of your exchange program.

Teaching practicum—provide a letter from the Teacher Education Office confirming your practicum dates.

Graduate Students—provide a copy of your program completion and closure date memo from the Faculty of Graduate Studies.

Additional Information—Permitted Cooking Appliances in residences

The following appliances are permitted in residence. You are required to be in attendance at all times while preparing food or beverages in or on any permitted appliances.

• Hot sandwich maker
• Toaster
• Electric kettle
• Coffee maker
• Mini fridge
• Rice cooker
• Toaster oven