



ccnm
CANADIAN COLLEGE OF
NATUROPATHIC MEDICINE

Residence Agreement (External Applicants)

Preamble

The Canadian College of Naturopathic Medicine (CCNM) Resident Agreement is a legal contract that outlines the obligations of the Resident and Institution. Terms and conditions of this agreement are designed to facilitate a safe, respectful living environment, conducive to academic success. Residents are expected to respect the rights of others and conduct themselves in a manner that promotes this purpose. Residents are required to read and agree to the terms of this contract along with their application form. In addition, residents must initial each page in the bottom right hand corner.

CCNM residence is governed by the following documents:

- CCNM Resident Agreement - contractual agreement between each Resident and the Residence.
- Residence Community Standards - an outline of behavioral expectations for all residents and consequences of breaches of such standards.

The Residence Community is also subject to all provincial, federal and municipal laws.

The Resident hereby acknowledges the following:

This contract and the relationship between the Resident and the Residence are not subject to the provisions of the Residential Tenancies Act (Ontario) and amendments thereto. In this contract, The Canadian College of Naturopathic Medicine is referred to as "Residence" and the Resident is referred to as "Resident"

Holidays

During the following holidays, there will be a reduced level of service with Housekeeping, the Residence Centre, as well as annual maintenance and repairs possibly taking place. Security services will not be reduced during these periods.

Thanksgiving Weekend:	October 7 to 10, 2016
Holiday Break:	Dec 22 – Jan 2, 2017
Reading Week:	Feb 13 to 17, 2017
Easter Weekend:	April 14 - 17, 2017
Victoria Day Weekend:	May 19 to 22, 2017
Canada Day:	July 1, 2017
Civic Day Weekend:	August 4- August 7 2017

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PRINT NAME _____

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Acknowledgement of Services and Responsibilities

The Resident acknowledges that the Residence provides living accommodations for independent students who are responsible and accountable for their personal needs and their interactions with their fellow residents. The Residence is responsible for the maintenance and operation of the residence, including security measures designed to enhance the safety of residents.

1.1 Conditions for Occupancy Eligibility: An individual may not be a Resident occupying a room in residence, unless:

1. They have received a documented offer of admission to an accredited institution and are enrolled in a programme that consists of a minimum course load of fifteen (15) hours per week, or a full time student at a College or University level. The offer of admission must also indicate the start and completion date of the programme. The completion date of the programme (plus a maximum of 30 days) will be used to determine the departure date.
2. They have completed all required portions of the Resident Agreement, the Residence Living Community Standards and paid in full all deposit and rent fees as stated in the Residence fees section.
3. They have proof of Medical Insurance Coverage for the full period of stay in Residence or proof of Canadian Citizenship.
4. They must be at least eighteen (18) years of age.

Any requests for extensions to the initially established departure date must be made in writing and be accompanied by documentation confirming the extended enrollment (with revised completion date) of the current programme being attended, or new documentation (see 1.1 / 1) of the new Institution and/or programme.

1.2 Force Majeure: Notwithstanding anything in this agreement, if the Residence is bona fide delayed or hindered in or prevented from the performance of any term, covenant or act required under this agreement (including without limitation, delivery of occupancy of the room) by reason of unscheduled staff absence, inability to procure material or services; power failure; act of God, or other reasons whether of a like nature or not, which is not the fault of the party delayed in performing work or doing acts required under the terms of this agreement, then the performance of that term, covenant or act is excused for the period of the delay and the party delayed will be entitled to perform that term, covenant or act within the appropriate time period after the expiration of the period of delay.

1.3 No Assignment: This agreement and the rights and privileges granted to the Resident under it are not assignable by the Resident and the Resident may not sublet the room. The Resident may not permit the use of the room by any other person other than a person authorized by the Resident Coordinator. The room or residence services/facilities including mailbox, internet, phones or data connection may not be used for any business use.

1.4 Lounge Assignment: Residents are assigned to a particular lounge and are required to use only the lounge and kitchen supplies to which they are assigned.

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Residence Procedures

2.1 Move-In Procedures: The Resident must follow all move-in times, dates and procedures outlined by the Resident Coordinator. The Resident will be notified of the date and time that the resident may move into the room. Care is to be exercised in moving in personal belongings to avoid damage to floors, walls doors, door frames, residence furniture and other parts of the Residence and College. The Resident shall be responsible to pay forthwith to the Residence, the cost of any damage to the Room, Residence or College arising from the move-in.

Upon arrival to the Residence, the Resident is to proceed directly to the Security office to receive the room access code, mail box key and a fob for internal access. A room evaluation form will be provided and must be returned to the Resident Centre the same day as the move-in. Failure to do so may nullify the Resident Agreement. The Resident must indicate on the room evaluation form, all damage to and deficiencies in the room and its furnishings, fixtures and equipment.

2.2 Move-Out Procedures: Residents must be fully vacated from their room no later than 12 noon on the day of their departure. A check-out list will be provided to the Resident seven (7) days prior to the scheduled departure date. At this time, a refund form must be completed in order to allow Residence to refund the damage deposit back to a credit card (no cash refunds). These forms must be completed and returned to the Resident Centre prior to departure. Once received, an inspection of the room will take place once the Resident has vacated the room. Providing there are no violations or damage to the room observed by the inspection team, the designated portion of the deposit will be refunded to the Resident. Any violations or damages observed will be photographed and damage repair will be assessed to determine what portion of the deposit will be forfeited in order to enable repairs.

2.3 Early Departures: Residents wishing to move out prior to the date indicated on the Resident Agreement must provide 30 days' notice to the Resident Centre in writing (Termination Notice form is available at the Residence Centre). Failure to do so will result in either the charging of the months' rent to cover the absence of notice or the forfeiting of the deposit.

2.4 Extended Stay: Residents wishing to extend their stay, beyond the date indicated on the Resident Agreement should submit their request 30 days prior to their original departure date to the Resident Coordinator by email (residence@ccnm.edu). Approval for an extended stay will be based on room availability and meeting Residence eligibility requirements (see section 1.1 / 1).

2.5 Room Reassignment: Residents requesting a relocation of rooms must submit their request in writing (residence@ccnm.edu) to the Resident Centre. A reason for the requested relocation must be included. Approval for the relocation is at the discretion of the Resident Coordinator. If approved, a \$50 charge will be applied to the Resident account.

2.6 Refunds : Residents who have reserved a room and paid in full and need to cancel MUST give 30 days notice in writing in order to receive a full refund. If the 30 day notice is not given, their rent and deposit will be forfeited.

2.7 Mail and Deliveries: Residents are assigned a mailbox and key for the duration of their stay in Residence. Items too large for the mailbox will be held at Shipping and Receiving. A notice will be placed in the mailbox and items will be held for no longer than two (2) weeks. After which, items will be returned to sender. Only mail addressed to the owner of the mailbox will be accepted. If the resident wishes, on a temporary basis, to have mail redirected from a third party, a request must be made in writing to the Residence Centre (residence@ccnm.edu) identifying the reason and name of the individual whose mail will be directed to the residence mailbox. Approval for this exception is at the sole discretion of the Resident Coordinator

Responsibility for Damages

At all times during their stay in residence, Residents must maintain the room and its furnishings, fixtures and equipment to the same standard and condition as exists at the time possession to the room is given to the resident, subject to normal wear and tear. The Resident will be liable for any damage to or deficiency in the room and its furnishings, fixtures and equipment, other than the damage and deficiencies noted on the room evaluation form. The Resident must give prompt written notice of any accidents, damage, or malfunctions of any kind to the room, or its furniture, fixtures and equipment.

Liability of Resident

The Resident is liable for any damage to the building structure, fittings, finishes, furniture and equipment beyond the confines of the residents room should the damage arise from the negligence or willful act of the resident. CCONM and Residence do not assume any responsibility for personal property that is lost, stolen or damaged from any cause. The resident should obtain insurance for any valuables contained in the room to cover the above liabilities. Residence does not purchase such protection for personal property. The resident must also take positive steps to ensure their safety by locking room doors, and ensuring only authorized individuals enter the room and residence.

Damages to Common Areas

Residents are responsible for taking all actions associated with good citizenship, including reporting information about damages and vandalism, and those allegedly responsible for causing the damage. Common areas include and are not limited to; corridors, lounges, stairwells, laundry rooms, the exterior of room doors, parking lot, cafeteria and other public areas of Residence and the College.

Room Inspection

The Resident agrees to allow Residence and Security staff to conduct semesterly room inspections, to ensure appropriate community hygiene and safety standards are being maintained. Save and except in situations of emergency as determined in the absolute discretion of Residence and Security staff, the resident shall be provided with at least 24 hour prior notice in writing of the intent to inspect. Residents who wish to be present during the inspection must notify the Resident Centre. An inspection time will be provided to the Resident; however the visitation will be required to take place within the established day and time frame that has been scheduled for room inspections. Should a room be found to not meet community hygiene/safety standards, the resident will, depending on the circumstances of the room, be given a period of time to bring the room back to acceptable standards, be advised that Residence housekeeping /facilities staff will be required to conduct cleaning/repairs to the room, or provide notice to the resident of intent to evict.

Room Entry

CCONM subscribes to the principle that Residents are entitled to enjoy a reasonable right to privacy in residence rooms. However, the resident acknowledges that CCONM Residence is entitled, without notice and without the Resident being present, to have Residence staff, Security staff, emergency services or the police to enter the room under the following conditions: (a) to provide emergency repair, that would otherwise result in significant damage to the room in question and neighboring rooms; (b) to ensure the safety and security of the Resident and/or when there is reasonable cause to believe that terms of this agreement are, and/or the law is being violated.

Maintenance

Throughout the year, Facilities staff will inspect, repair and replace elements of the Residence in order to maintain a state of repair, complying with health, safety and fire standards required by law. If any damage/repairs are noted in the washroom, lounge, kitchen or room, please report the repair request to the Residence Centre.

Housekeeping

Housekeeping services will be provided to clean the kitchen area (not including personal Resident belongings), lounge, washrooms and hallway areas on a regularly scheduled basis. Residents must ensure all counters; sinks stoves and other appliances are cleared of any personal belongings when not using kitchen facilities.

Garbage, Recycling and Composting

Residents are expected to comply with and appropriately use all three methods of disposal.

Heating of Room

CCNM Residence will provide a heating system sufficient to provide a comfortable temperature in the room and will operate, maintain and repair the heating system. During any period which the heating system is not functioning to the standard set above, Residence will use commercially reasonable efforts, after receiving notice of deficiency to have the system repaired and functioning as soon as may be possible in the circumstances. In no event however, is Residence liable to the resident for any consequential illness or discomfort and Residence shall not be deemed to be in default of its obligations under this agreement, so long as it is using commercially reasonable efforts to have the system repaired.

Prohibited Items

Only refrigeration appliances supplied with the room are to be used. Appliances and electrical devices such as and not limited to open plate stoves, toasters, toaster ovens, microwaves and air conditioning units (not installed by the Residence) are not permitted in the room. All Residence supplied electrical food preparation devices are to be kept in the kitchen / common lounge area. Residents are responsible to utilize electrical outlets in the room in a manner that does not overload the capacity they are designed for. The Resident may not install furnishings or equipment of any kind, including and not limited to shelving, light fixtures, satellite dishes or antennas without the prior consent of the Resident Coordinator. If any such equipment or device is discovered that has not been approved by the Resident Coordinator, the Resident will be required to remove it immediately, or if deemed hazardous, Residence staff will arrange to have it removed, without notice or liability to the Residence for any damage that might occur to the material being moved. The resident is responsible for all repairs and damage that has occurred as a result of the installation of furnishings or devices, even if having been approved by the Resident Coordinator. With the exception of service animals, no pets of any kind are permitted in residence.

Air Conditioning Units:

CCNM provides a limited number of window air conditioning units throughout the residence. If you have an air conditioning unit in your room there is a fee from May 1 – September 1. This fee is dependent on changes due to cost of electricity yearly. If a resident is found to have placed their own air conditioning unit in their room, you will have 24 hours to remove the unit and repair any damages that resulted from the installation.

Fragrance Free Environment

CCNM has a scent-free policy that extends to the Residence. Please keep this in mind and only apply perfume or cologne right before you are leaving the building, or if it is possible, take your cologne or perfume with you and apply it once you have left the building. When living in a communal living environment, it is important to be cognizant of other people's sensitivities.

No Moving or Substitution of Supplied Furnishings

All furnishings and equipment supplied with the room shall be the responsibility of the Resident for the duration of their stay and shall not be removed from the room. Residents may request the storing of some of the original items from their room in writing (residence@ccnm.edu); however the Residence staff will only accommodate this request if there is available storage space at the time of the request. Residents can use supplied furnishings only for their intended purpose.

Decorations

The only acceptable form of affixing items to walls is the use of white sticky tack or 3M command strips. Spikes, hooks, tacks or nails or any permanent adhesion material cannot be used in the room. The Residence Coordinator reserves the right to require the

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removal of decorations both inside the room and outside on or around the room door if found to be offensive to others or hazardous to the resident and/or community.

Lounge Meetings

Lounge meetings will be held at least once per month. These meetings inform residents about upcoming events, changes in residence and lounge concerns and give residents a forum to voice their concerns and discuss solutions. You are required to attend these lounge meetings. If you are unable to attend you must notify your RA in advance so that you can be informed about residence updates.

Parking

Parking is very limited at CCNM and there is often a waiting list. Residents are encouraged to apply early. Parking applications should be downloaded from and submitted to Precise Parklink (www.preciseparklink.com).

Emergency Contacts

The Resident, in executing this contract, is required to provide emergency contacts and accepts the contact policy outline below. It is strongly advised that these contacts be parents or legal guardians of the resident. In most circumstances, Residents will be treated without reference to their emergency contacts. Residence will utilize emergency contacts if a) a Resident requires hospitalization and Residence, to the best of their ability, determines the Resident is unable to initiate contact on their own. b) If it is deemed by Residence, through observation, or reports by classmates or residence neighbors, that the Resident is demonstrating behaviour that is believed to be detrimental / hazardous to their health or c) if it is reported by classmates and/or resident neighbors that the Resident not been seen, without explanation for a period of time causing concern.

Freedom of Information

"I consent to the Residence and CCNM collecting and disclosing to each other personal information about me concerning any misconduct or alleged misconduct by me, or any misconduct of others reported or witnessed by me, for the purpose of Residence and CCNM using that personal information to administer their respective rules of conduct and disciplinary proceedings. Personal information includes and is not limited to academic status and academic standing; Personal information also includes exchanging student identification numbers and any photo identification."

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