

**Policy No. & Title: C207: RESIDENCE OPERATIONS**

*Policy Sponsor:* Senior Manager, Retail, Residence and Conference Services

*Effective:* 2015-09-29

*Next Review:* 2020-09-29

*Approvals:* 2007-11-07/AC-07-02; 2009-12-09/AC-09-04; 2011-04-27/SLC-10-18;  
2011-12-15/SLC email vote; 2014-01-26/President; 2015-08-14

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**1. PURPOSE**

The purpose of this policy is to establish principles on which College residence operations are based.

**2. POLICY**

The Policy Sponsor, based on consultation with the College Residence Committee and others as necessary, develops, maintains and implements principles and guidelines that achieve the objectives of this policy. Such standards and guidelines align with the College mission, vision and strategic goals, and reflect best practices and College values.

**3. REFERENCES**

College Policies:

[A128: Student Appeals](#)

[A130: Student Code of Conduct](#)

[P103: Safe College Campus](#)

[P208: Respectful College Community and Prevention and Harassment and Discrimination](#)

Residence Code of Conduct

Student Residence Agreements

**4. ADDENDA**

Standard 1: OPERATING PRINCIPLES AND PRACTICES

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*Policy No. & Title:* C207: RESIDENCE OPERATIONS

*Addendum:* **Standard 1: OPERATING PRINCIPLES AND PRACTICES**

*Issued by:* Senior Manager, Retail, Residence and Conference Services

*Effective:* 2015-08-14

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## 1. PURPOSE

The purpose of this document is to elaborate the principles on which College residence operations are based.

## 2. DEFINITIONS

*Guest:* A person who is not a resident, but who has either been signed in by a resident; or who has booked a room during the summer season (May – August).

*Residence:* Rental suites operated by or on behalf of the College.

*Resident:* A student who has been accepted into residence or is in process of being accepted.

*Residence Administrator:* The College administrator assigned overall responsibility for residence operations.

*Residence Manager:* A third-party service provider under contract with the College. The Residence Manager is responsible for day-to-day operation of the residence.

*Student:* A person registered full-time in a program at Fanshawe College or who has expressed an interest in becoming registered in a full-time program at Fanshawe College.

## 3. GENERAL OPERATIONS

3.1. From September to April, the availability of the residence is restricted to students. From May to August, the residence is available on a first-come, first-served basis to any client willing to pay for services provided.

3.2. Residents and guests are expected to comply with all College policies while staying on Fanshawe College property. In addition, residents are required to sign a Student Residence Agreement that outlines the terms and conditions of their accommodation and acknowledges they have read, understood and agreed to comply with College policy A130: Student Code of Conduct and with the Residence Code of Conduct, that outline appropriate conduct and the consequences of inappropriate conduct.

## 4. ADMISSIONS (from September to April)

4.1. Students interested in residence submit an application within established timelines and process.

4.2. Up to 15% of the rooms available in residence are reserved for returning students.

- 4.3. Admission to the Residence is determined as follows:
  - 4.3.1. Following the student's acceptance of the College's offer of academic admission, the student becomes eligible to apply to the Residence.
  - 4.3.2. Students who have submitted a complete application form and paid a non-refundable deposit determined by the Residence Manager, are accepted into residence.
- 4.4. Students not accepted into residence are placed on a wait-list in ascending order of their application date, and are selected on this basis should a room become available.
- 4.5. The following spaces are reserved :
  - 4.5.1. 1 bedroom for the President of the Fanshawe Student Union;
  - 4.5.2. 3 suites for on-site residence management staff;
  - 4.5.3. 20 bedrooms for students with mobility impairment;
  - 4.5.4. 2 bedrooms for students providing attendant care (not as volunteers);
  - 4.5.5. 90 bedrooms for international students (coordinated by the Fanshawe International department);
  - 4.5.6. 80 bedrooms for students in collaborative academic programs or applied degree programs; and
  - 4.5.7. 10 bedrooms for students where there is active recruitment to one or more of the College's varsity sport teams.

These reservations expire within established timelines such that the rooms may be made available to other students and to ensure full occupancy.

- 4.6. Failure to pay or make arrangements to pay within established timelines may result in cancellation of an offer of residence admission, and reassignment at the discretion of the Residence Manager.

## 5. **WITHDRAWALS**

- 5.1. If a resident chooses to withdraw from residence prior to the first payment deadline then the resident shall receive a full refund of all fees paid, less the non-refundable deposit.
- 5.2. If a resident chooses to withdraw after the first payment deadline, the withdrawal procedure as outlined in the Student Residence Agreement shall apply.
- 5.3. In all other situations, refunds for withdrawing from residence are not provided.

## 6. **OTHER OPERATIONS**

- 6.1. Fees for services are determined by the Residence Administrator upon recommendation from the Residence Manager.
- 6.2. Failing to comply with the Student Residence Agreement or the Residence Code of Conduct may result in demerit points that lead toward either a fine or an eviction from the residence.

- 6.3. If a resident is suspended from the College, the resident may be immediately evicted from the residence depending on the suspension decision.
- 6.4. If a resident is expelled from the College, the resident is immediately evicted from the residence.
- 6.5. Decisions to award demerit points, to levy a fine, to evict a guest or to evict a resident from residence, rest solely with the Residence Manager.
- 6.6. The Resident has the right to an appeal eviction from Residence. Such an appeal is heard by a Residence Appeals Committee comprised of the following:
  - The Senior Manager, Retail, Residence and Conference Services, who acts as chair of the committee;
  - One administrator from Counselling and Accessibility Services;
  - One representative from Campus Security; and
  - One representative from the executive of the Fanshawe Student Union.

The Committee hears testimony from the Resident and from the Residence Manager and decides whether the eviction stands or not, and may make other recommendations appropriate in the circumstances. The decision of the Residence Appeals Committee is final and binding.
- 6.7. If the College is able to reassign the room of an evicted resident to another student, the evicted resident receives a pro-rated refund of unused days, less a withdrawal fee.

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