

Room and Board Residential Agreement between Trinity Western University (TWU or the university) and student (resident).

Term: This agreement is for a fixed term beginning on **Saturday, September 3, 2022 at 9 a.m.** and ending on **Saturday, April 28, 2023 at 10 a.m.** at which time the student must have vacated and surrendered the accommodation to the University.

Winter Break: All Room and Board housing at TWU is closed during the break between the Fall and Spring semesters (Dec 17, 2022 - Jan 8, 2023). Students are permitted to leave their belongings in their accommodation but may not access their residence during the break without permission.

Insurance

TWU does not provide insurance for, nor take liability directly or indirectly for, student property or personal liability. Students are strongly encouraged to obtain a residential insurance policy (or an extension on family's home policy) for personal property, and liability for personal injury to others or loss or damage to the property of others.

Residence Standards

By applying to live in a TWU residence you agree to foster a positive environment that reflects the expectations and responsibilities valued by our community as outlined in the following documents:

- The Student Code of Conduct
- Policies and guidelines in the [Student Handbook](#)
- Any Public Health Order(s) and related TWU policies in force during the term of the agreement.

Failure to abide by these policies could result in a requirement to relocate to another accommodation on campus or removal from TWU housing.

Housing Fees

1. **Payment of Housing Fees:** the student will pay the appropriate posted fees each semester, as per the payment schedule for tuition fees. Failure to maintain your account in good standing could result in removal from TWU housing.
2. **Included in housing fees:** water, electricity, heat, wireless network access, and furnishings appropriate to the layout.
3. **Meal Plan:** a meal plan is mandatory for students living in Room and Board housing.
4. **Housing Deposit:**
 - Fall Semester: The housing deposit is refundable until June 1. It will be held until the Add/Drop deadline of the Spring semester, after which it will be applied to the student's account unless the student has withdrawn from housing.
 - Spring Semester: The housing deposit is refundable until December 1. Students withdrawing from housing after December 1 are not eligible for a refund of the housing deposit.
5. **Withdrawing from Housing:**
 - To withdraw, students must submit a Housing Withdrawal form to the Housing Helpdesk.
 - Students withdrawing prior to the semester Add/Drop deadline will receive a full refund for housing and meal plan fees (minus the housing deposit and meal plan value used if applicable).
 - For students withdrawing after the Add/Drop deadline, housing fees will be refunded using [the same pro-rated schedule as tuition refunds](#).
 - Students withdrawing from housing after the 6th week of the semester are not eligible for a refund.
 - Meal plans are not refundable after the Add/Drop deadline.

Accommodation Condition Inspections

1. At the end of the term, students are responsible to return the accommodation to the university in the same condition as when they moved in.
2. When students move into their accommodation, they will be provided with a Room Condition Report (RCR) to record the condition of the room and note any damages or deficiencies existing at the beginning of the term. When completed, the RCR should be submitted to university staff to be retained until the end of the term. *Failure to submit an RCR will not limit the university's right to charge fines for damage to the room, common areas and/or furnishings, for cleaning, and/or for disposal of items abandoned by the student.*
3. Upon completion of the term, university staff will inspect and reassess common areas and the student's accommodation utilizing the RCR if one was completed. Fines will be assessed for damages, cleaning, and/or disposal of garbage or abandoned items. Roommates will bear equal responsibility for fines within the accommodation, and all residents of a floor will bear equal responsibility for damages to common areas unless a degree of responsibility can be individually assigned.
4. TWU reserves the right to perform periodic maintenance and safety checks of all rooms within campus housing as necessary and may assess related fines if cleaning or repairs are required due to damages or violations to policies.
5. Students causing excessive or willful damage to university property are subject to eviction.
6. Students will not be held responsible for reasonable wear and tear to residential property.

Repairs

1. Housing department's obligation:

- The Housing Department must provide and maintain the residential property in a reasonable state of repair, suitable for occupation by a student.
- The Housing Department must comply with health, safety, and housing standards required by law.

2. Student's obligation:

- Students must maintain reasonable health, cleanliness and sanitary standards in the assigned room and common areas.
- Students must seek to prevent damage to the residential property caused by the actions or neglect of the student or any of their guests.
- Student must take the necessary steps to arrange for repair of any damage within their room or in the adjoining common areas (hallways, etc.) by submitting a Facilities Services Helpdesk request.

3. Emergency Repairs:

- If emergency repairs are required, the student must make every effort to contact the Facilities Department (during regular business hours) or Security (after 5pm) as soon as possible.
- Emergency repairs are those that are considered urgent and necessary for the health and safety of persons or preservation or use of the residential property, such as major leaks in pipes or the room, damaged or blocked water or sewer pipes or plumbing fixtures, the primary heating system, damaged or defective locks that give access to a rental unit, or the electrical systems.

Security, Safety, and Keys

- Students will be provided with a key and ID card to access their accommodation. There is a charge for replacement keys/locks and ID cards that contains an administrative fee.
- Students are responsible to maintain the safety and security of their accommodation, which includes locking windows when not in the accommodation, not propping open fire or exterior doors, and following all [fire safety guidelines](#).

By agreeing below, the university and student are bound by the terms of this residential agreement. *A copy of this agreement is available on the Housing website twu.ca/housing.*

I Agree

Signature of student, dated