

PM 06**Residence Admissions**

Classification:	Property Management
Responsible Authority:	Director, Campus Services
Executive Sponsor:	Vice President, Finance and Administration
Approval Authority:	Algonquin College Executive Team
Date First Approved:	2004.05.01
Date Last Reviewed:	2019.05.01
Mandatory Review Date:	2024.05.01

PURPOSE

To establish a process to admit students to the residence for both the Academic and Summer Sessions.

SCOPE

All full-time and part time Algonquin College students.

DEFINITIONS

Word/Term	Definition
Academic Session	Includes the Fall and Winter terms
New Residents	Students who have previously not lived in the Residence
Returning Students	Students who have lived in the Residence for a minimum of one full academic year
Summer Session	Includes the Spring term and extends to the end of August

POLICY

1. The College will provide students, new and returning, the opportunity to experience the convenience and community associated with living in residence.
2. The College will set aside a number of beds in the residence for the following student groups:
 - 2.1 International Students
Seventy five (75) beds will be reserved for international students. After July 15th, any of the 75 beds not filled by international students will be made available to other students. International students will also be able to fill beds beyond the 75 reserved.

- 2.2 Barrier-Free Rooms
A total of twenty (20) beds are barrier-free and will be allocated to students requiring a barrier-free room. After July 15th, if they are not filled by eligible students, they may be allocated to other students.
 - 2.3 Returning Students
Two hundred and twenty (220) beds will be reserved for students returning to the College residence who apply by May 1st.
 - 2.4 Indigenous Students
Twenty-five (25) beds will be reserved for Indigenous students. After July 15th, any of the 25 beds not filled by indigenous students will be made available to other students. Indigenous students will also be able to fill beds beyond the 25 reserved.
 - 2.5 Selection of Residents
Acceptance into the residence will be on a “first come first served” basis while respecting the group allocations and their due dates as stated above.
 - 2.6 Summer Session
All students who apply to the Residence for the Summer Session will be admitted to the Residence, as there are no set admission requirements during this period.
 - 2.7 Off Cycle Intake
Applications received outside of the established application intake process will be admitted on a first come, first served basis provided there is space available at the time of the application.
- 3. Residence fees will provide a furnished suite, utilities, local telephone calls, and internet access. Staying in residence during the College closure between the Fall and Winter terms (twenty four hours after the end of the Fall semester in December until the College re-opens in January) is not included in the fees. Students requiring residence accommodation during this time will be charged an additional fee.
 - 4. Applications to residence for students entering their first year will be accepted after the College acceptance letters have been mailed.
 - 5. The Residence General Manager will administer this policy and develop and implement all necessary procedures. The Residence General Manager will evaluate on a case by case basis requests from residents for an exception to any clause of this policy.
 - 6. Residence Services will review annually and revise if necessary this policy to ensure it is responsive to changes in the campus housing environment.

PROCEDURE

<u>Action</u>	<u>Responsibility</u>
1. Apply online for a bed in residence after the College acceptance letters have been mailed.	New resident
2. Apply online for a bed in residence by May 1 if returning to the Residence for the following academic session.	Returning student
3. Read and respect the rules and regulations found in the Student Residence Agreement and the Residence Community Living Standards.	Residence students

SUPPORTING DOCUMENTATION

None

RELATED POLICIES

SA 07 Student Conduct

RELATED MATERIALS

Student Residence Agreement

<https://www.algonquincollege.com/residence/files/2019/02/Algonquin-SRA-2019-2020.pdf>

Residence Community Living Standards

https://www.algonquincollege.com/residence/files/2019/02/Algonquin-RCLS-2019_2020.pdf