

PM06

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
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Date to Complete Mandatory Review:	2029-04-24

PURPOSE

To establish a process to admit students to the Residence at the Ottawa Campus.

SCOPE

All Algonquin College students.

DEFINITIONS

Word/Term	Definition
Residence	Student living accommodations at Algonquin College's Ottawa Campus
Residence Community Living Standards	The Residence Community Living Standards is an extension to the Student Residence Agreement and exists to ensure the residence community is a place that promotes a safe and peaceful environment that supports the academic success of Residents as well as their personal and social development.
Residence Operator	Third-party partner who manages the day-to-day operations of our Ottawa Campus Residence.
Residence Student Leader	All students in Residence who are selected as Residence Life student staff members.
Student Residence Agreement	The Student Residence Agreement is a legal contract that outlines the obligations of the Resident, the Institution, and the Residence Manager. The terms and conditions of this Agreement have been designed to ensure that Residents enjoy a safe, respectful community living environment that is conducive to academic success.

POLICY

1. The College provides Residence to allow students the opportunity to experience the convenience and services associated with campus living. A primary goal is to support students with resources through the transition to post-secondary education. The College uses a Residence Operator to administer programming and develop all necessary procedures.
2. Acceptance into the Residence will be on a “first-come, first-served” basis. For the Fall Term, the College will set aside beds in the Residence for the following student groups as stated below:
 1. International Students: One hundred and twenty-five (125) beds will be reserved for International students. After June 15, any of the 125 beds not filled by International students will be made available to other students. International students will also be able to fill beds beyond the 125 reserved.
 2. Barrier-Free Rooms: A total of twenty (20) rooms are barrier-free and will be allocated to students requiring a barrier-free room. After June 15, if they are not filled by eligible students, they may be allocated to other students.
 3. Indigenous Students: Fifty (50) beds will be reserved for Indigenous students. After June 15, any of the 50 beds not filled by Indigenous students will be made available to other students. Indigenous students will also be able to fill beds beyond the 50 reserved.
 4. Residence Student Leaders: Twenty-five (25) beds will be reserved until June 15 for students in Residence who are selected as Residence Life student staff members.
 5. Waitlist: Once the Residence has received applications and fee deposits to match available rooms, taking into account the rooms that have been set aside for International students, Indigenous students, and those requiring barrier-free rooms, a waitlist will be started. Waitlist position will be first-come, first-served.
3. 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.
4. Applications to Residence can be submitted upon the opening of the Residence portal.
5. Fall Term Residence applicants must be confirmed in an academic program at the College by June 15.
6. 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 Term 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.
7. Residents are required to read and agree to the terms of the Student Resident Agreement before completing their application, which includes the Residence Community Living Standards.
8. 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.
9. The Director of Campus Services will monitor the bed allocations set out in Section 2 on an annual basis, and revise if necessary, to ensure it is responsive to changes in the campus housing environment.

PROCEDURE

	Action	Responsibility
	Application and Admission	
1.	Apply online for a room in Residence once the Residence application portal is open.	Student Applicant
2.	A non-refundable application fee is required to validate the application.	Student Applicant
3.	Monitor applications and ensure adherence to PM06 Residence Admissions Policy.	Residence Operator
4.	Provide an Offer of Residence to students.	Residence Operator
5.	Accept the Offer of Residence by paying a Fee Deposit by the deadline provided.	Student Applicant
6.	Upon receipt of the Fee Deposit to accept the Offer of Residence, additional Application steps open including the requirement to sign the Student Residence Agreement.	Student Applicant
	Waitlist	
1.	If no space is available, create a waitlist and communicate with students on the waitlist about the process and their waitlist position.	Residence Operator
2.	Maintain a waitlist that can be viewed by students in the Residence portal, communicate with students on waitlist, and offer spaces as they become available.	Residence Operator
3.	Residence spaces are offered in alignment with the Residence Admissions Policy.	Residence Operator
4.	Waitlisted students are periodically prompted to update their application status to ensure idle applications are cancelled.	Residence Operator / Student Applicant

RELATED POLICIES

SA07: Student Conduct

RELATED MATERIALS

[Student Residence Agreement](#)

[Residence Community Living Standards](#)