

POLICY

Aurora College is committed to supporting its students by providing safe and secure student housing using a fair allocation process.

PRINCIPLES

1. A safe and secure living environment contributes to student success.
2. The primary purpose of Aurora College student housing is to provide students with a safe and secure living environment while they are on campus attending classes, typically September through June.
3. Aurora College has a limited number of student housing units. As such, Aurora College allocates student housing units using criteria and priorities that take into consideration program of study, duration of the program, and the student's primary community of residence.
4. It is important to apply policy and process in a consistent manner; however, different campus environments and individual circumstances may require flexibility in the application of policy on occasion.
5. Where feasible, barrier free units will be reserved for and allocated to students with physical disabilities in accordance with the criteria and priorities used for allocating housing.

SCOPE

This policy applies to Aurora College students and prospective students living in or applying to live in Aurora College student housing.

DEFINITIONS

Full-time student

A person enrolled in a post-secondary program taking a minimum 60 per cent of a 100 per cent course load, or a person with a permanent disability taking a minimum 40 per cent of a 100 per cent course load.

Immediate Family

For the purposes of Policy D.05 Student Housing, immediate family is defined as a student's spouse and dependent children. Dependent children include persons who:

- i. have not attained the age of 18 years; or
- ii. are between the ages of 18 and 21 years and are attending school; or
- iii. have attained the age of 18 years and are dependent on their parent because of a mental or physical infirmity.

Children may be biological children, step-children, foster children, if the foster arrangement existed before the student came to Aurora College, and any child for whom the student has legal guardianship.

In-town applicant / student

A person who, at the time of application to Aurora College is resident in a community located less than 40 km from the community where the person will be attending Aurora College.

Out-of-town applicant / student

A person who, at the time of application to Aurora College, is resident in a community located 40 km or more from the community where the person will be attending Aurora College.

Resident in a community

For the purposes of policy D.05 *Student Housing*, a person is defined as resident in a community when:

- a) A person has been living in the community for 12 continuous months or more; or
- b) A person is in K-12 outside the community where their custodial parent is resident.

Resident of the NWT

For the purposes of policy D.05 *Student Housing*, Aurora College uses the NWT Student Financial Assistance criteria for determining if an applicant is a resident of the NWT.

Family or Multi-Person Housing

Family or multi-person housing refers to housing units that have one or more bedrooms and self-contained bathroom and kitchen facilities.

Single Room Housing

Single room housing refers to dormitory-style housing units that have multiple, private bedrooms and shared bathroom and kitchen facilities.

1 ELIGIBILITY

- 1.1 Generally, only full-time Aurora College students are eligible for student housing, although exceptions may be made. (See section 1.8 below.)
- 1.2 If applicants for Aurora College student housing or their spouses own housing in the community where they are applying to attend college, the applicants are not eligible for student housing.
- 1.3 For the purposes of determining eligibility for housing, full-time status may be determined based on different factors (e.g. number of courses, number of hours). The Vice President, Student Affairs (or designee) is responsible for consulting with program staff and determining annually what constitutes full-time status.
- 1.4 Students may take distance courses sanctioned by their program and students may take courses that are not part of their program of study; however, to be eligible for student housing a minimum of 50% of their course load will be Aurora College courses and a

minimum of 50% of their course load will be courses that count towards completion of their program.

- 1.5 Individuals who have outstanding accounts with the College will not be eligible for student housing until their accounts are paid in full.
- 1.6 Letters of reference and an applicant's history as a resident in Aurora College student housing will be taken into account when determining eligibility for housing. An applicant's history includes conduct, damage to unit, etc. during any previous tenancy in student housing.
- 1.7 Students who have been evicted from student housing for reasons other than non-payment of rent or dismissal from their program of study will not be eligible to reapply for student housing until one calendar year from the date of their eviction. When reapplying for student housing, they will be treated as prospective students.
- 1.8 The Vice President, Student Affairs has the discretionary authority to allocate student housing to students who would not normally be eligible for student housing or to move students up the waiting list where circumstances merit such action.

2 APPLYING FOR HOUSING – NEW APPLICANTS

- 2.1 Students who want to live in student housing must complete and submit an application.
- 2.2 Applicants should apply for housing at the same time as they apply for admission to a program. An applicant's housing application will not be deemed to have been received until his or her program application is complete.
- 2.3 In order for a student to be considered for housing based on the College's criteria and priorities (see section 4, below) the student's housing application must be received before the date that housing is assigned.
- 2.4 Students who apply for student housing and who are not accepted in one academic year must apply again for the next academic year. Waiting lists do not carry over from one academic year to the next.

3 APPLYING FOR HOUSING – RETURNING STUDENTS

- 3.1 Returning students who require housing must apply before the date that housing is assigned.
- 3.2 Students living in student housing who are returning in the fall can apply to live in the same unit during the summer and the subsequent academic year. Assignment of the same

unit or a unit for the summer is subject to availability, based on the College's commitments and obligations (e.g. repair and maintenance work or summer programming).

- 3.3 Students who are leaving student housing for the summer and who are planning to return in the fall may leave their belongings in their housing unit for the summer. They must apply to leave their belongings and complete a storage agreement at least 30 calendar days before their student housing agreement ends. Students who owe money to Aurora College will not be permitted to store their belongings.
- 3.4 Students who withdraw from their program and then reapply to Aurora College must apply as prospective students for student housing.

4 ASSIGNMENT OF HOUSING

- 4.1 The Vice President, Student Affairs (or designee) is responsible for:
- i. establishing dates for assigning housing;
 - ii. establishing criteria and priorities for assigning student housing; and
 - iii. ensuring that the dates, criteria, and priorities for assigning student housing are published on the Aurora College website.
- 4.2 Student housing is assigned to returning, out-of-town students first. Student housing is then assigned to new students and returning, in-town students using the criteria and priorities established for this purpose.
- 4.3 The criteria and priorities for assigning student housing will take into account the applicant's program of study and community of residence (same community as the campus, other NWT community, other territory or province, international). While out-of-town NWT applicants will generally be given priority, in-town applicants may also be assigned housing annually, subject to availability.
- 4.4 The Student Housing Officer / Residence Life Manager / Residence Life Officer (or designee) will assign student housing in accordance with the established criteria and priorities for applications that are received before the date that housing is assigned.
- 4.5 Applications received on or after the date that housing is assigned will be considered based on date received.
- 4.6 Single students who want to share a unit may be assigned a family or multi-person housing unit, subject to the following conditions:
- i. sharing a unit must be at the written request of the students;
 - ii. sharing is subject to availability of units – families are first priority;
 - iii. assignment of the unit is for the current academic year only (i.e. there is no guarantee that the students will be able to share a unit in the next academic year);

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- iv. all students in the unit will sign a rental agreement and will pay rent;
 - v. all students in the unit will have a shared responsibility for any damages; and
 - vi. if one of the students leaves student housing, the remaining students may be moved to a smaller unit, subject to availability of and demand for housing.

4.7 Aurora College may reserve some housing units, usually single room housing, for students in short-term programs (one term or less).

4.8 The criteria and priorities established for assigning housing to students in short-term programs may be different than those established for assigning housing to students in long-term programs.

5 WAITING LISTS

5.1 When there are more applicants for housing than available housing units, applicants who are not assigned a housing unit but who applied before the date that housing was assigned will be put on a waiting list in descending order of priority.

5.2 Applicants with the same priority will be added to the waiting list according to the date of receipt of their application for housing.

5.3 Applicants who applied on or after the date that housing was assigned and who are not assigned a housing unit will be added to the waiting list according to the date of receipt of their application for housing.

5.4 Applicants on the waiting list will be assigned appropriate sized student housing units as they become available. In some instances, applicants may be assigned a larger unit, based on availability, with the expectation that they will move to a smaller unit if one becomes available and if there is somebody waiting for the larger unit.

5.5 A new waiting list will be established each academic year.

6 STUDENT HOUSING AGREEMENT

6.1 All students living in Aurora College student housing will sign a student housing agreement.

6.2 The standard student housing agreement will be for the duration of the student's College program year, plus a maximum of one week before and after the end of their College program year, provided they remain in good financial standing with the College.

6.3 Students living in student housing who have school-age children who are attending school must apply if they want to extend their student housing agreement to coincide with the end of their children's school year.

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- 6.4 Students who are returning in the fall and who have been given permission to remain in their housing unit over the summer must complete a new student housing agreement before the end date of their existing agreement.
- 6.5 The provisions outlined above will depend on other College requirements for the units, as well as other criteria outlined in this policy.

7 ABSENCES FROM HOUSING

- 7.1 The Student Housing Officer / Residence Life Manager / Residence Life Officer (or designee) in consultation with the Office of the Registrar and appropriate program staff may evict students accepted into housing or remove waitlisted students who do not register within the first two weeks of their program. A shorter no-show time period may be used for shorter programs (e.g. Apprenticeship).
- 7.2 Students who do not return as scheduled to their housing unit following a break (e.g. summer, Christmas, reading week) will be notified via registered mail that they must arrange to remove their belongings within 30 calendar days of receiving the registered mail. The registered mail will be deemed to have been served on the 14th calendar day after the mailing date. After 30 calendar days, Aurora College may dispose of the student's personal belongings, at the student's expense, as the College sees fit.
- 7.3 Students who must be absent from student housing for an extended period of time during the academic term (e.g. family emergency, field camp, practicum/internship) may leave their belongings in their housing unit during their absence for a maximum of 30 days without completing a storage agreement. Before leaving the unit, students must inform the Student Housing Officer / Residence Life Manager / Residence Life Officer (or designee) in writing of their departure date, as well as their expected date of return.
- 7.4 Students who live in, and pay rent for, student housing at one Campus ('A') and leave that Campus to complete their practicum/internship at a different Campus ('B') during the term of their Student Housing Agreement, may reside rent-free in student housing at the other Campus ('B'), provided that student housing is available and practicum/internship arrangements have been made and confirmed in writing.
- 7.5 Students who are away for an approved extended period of time during the academic term and do not return to their housing unit by the expected date, must contact the Student Housing Officer / Residence Life Manager / Residence Life Officer (or designee) as soon as possible and no later than five working days after their expected date of return to arrange one of the following:
- i. an extension; or
 - ii. the removal of their belongings no later than 30 calendar days after their expected date of return.

- 7.6 Aurora College will have a student's belongings packed and put in storage, at the student's expense, if the removal time is beyond 30 calendar days of his/her expected date of return. If the student does not return to his/her housing unit or contact the Student Housing Officer / Residence Life Manager / Residence Life Officer (or designee), Aurora College may dispose of the student's personal belongings, at the student's expense, 30 calendar days after the student's expected date of return.

8 STUDENT HOUSING RULES

- 8.1 The Vice President, Student Affairs, in consultation with Aurora College staff and students is responsible for establishing housing rules that are in compliance with Aurora College bylaws.
- 8.2 Housing at the campuses differs; rules and procedures may vary among the campuses.
- 8.3 Residents of Aurora College student housing will be held responsible for their unit and the actions of their dependants and guests in that unit.

9 EVICTIONS

- 9.1 In accordance with the Aurora College bylaws, students may be evicted from student housing and students generally have the right to appeal when they receive a Notice of Eviction. Evictions for non-payment of rent are not subject to appeal.
- 9.2 Students who choose not to appeal a Notice of Eviction will vacate the housing unit within five working days of receiving the notice.
- 9.3 Students who appeal a Notice of Eviction are generally allowed to remain in the housing unit until the completion of the appeal process. The approved period of time for vacating the housing unit will vary depending upon the appeal process.
- 9.4 If a student who has been evicted does not vacate the housing unit within the approved period of time, residence staff may have the student's belongings packed and put in storage and change the necessary locks, at the student's expense, to enforce the eviction.
- 9.5 In the event of an eviction, no rent refund will be issued. Any expenses incurred for the cleaning and/or repair of the unit will be billed to the student. After 30 days from the date of eviction, Aurora College may dispose of the student's personal belongings, at the student's expense, as the College sees fit.
- 9.6 A student evicted from student housing may be permitted to continue with their studies. (Bylaw #3 *Student Loss of Privileges, Penalties, Sanctions, and Appeals*, section 7.3)

10 GENERAL

- 10.1 When students move into an Aurora College housing unit, they will complete a check-in procedure that will allow them to report existing damage in the unit.
- 10.2 When students move out of an Aurora College housing unit, they will complete a check-out procedure that will allow them to document the condition of the unit.
- 10.3 Students will be invoiced for cleaning, damages, and repairs beyond normal wear and tear.

SUPPORTING PROCEDURES, FORMS, AND RULES

The Vice President, Student Affairs (or designee) is responsible for managing the supporting procedures, forms, and rules for this policy.

RELATED POLICIES

- C.12 *Program Application, Admission and Continuation*
E.05 *Health and Safety*
J.02 *Fees*
J.04 *Student Financial Credit*
J.07 *Collection of Accounts Receivable*

RELATED AURORA COLLEGE BYLAWS

- Bylaw #1 Student Conduct
Bylaw #2 Academic Standards
Bylaw #3 Student Loss of Privileges, Expulsions, and Appeals

FACT SHEET**DATES:**

1986	New policy issued – <i>Student Accommodations</i> . August 1986
1998-06-12	Policy revised. Policy and Programs Committee Motion #PP40-1998 Board of Governors Motion #BG107-1998 Implemented January 1999.
2010-09	Policy revised. Board of Governors Motion #BG53-2010. Implemented November 1, 2010.
2011-04-07	New format approved and implemented. Board of Governors Motion BG#14-2011.
2018-04-05	Policy revised and renamed – <i>Student Housing</i> . Approved by Public Administrator Ref.#Admin-14-2018 Implemented April 5, 2018.