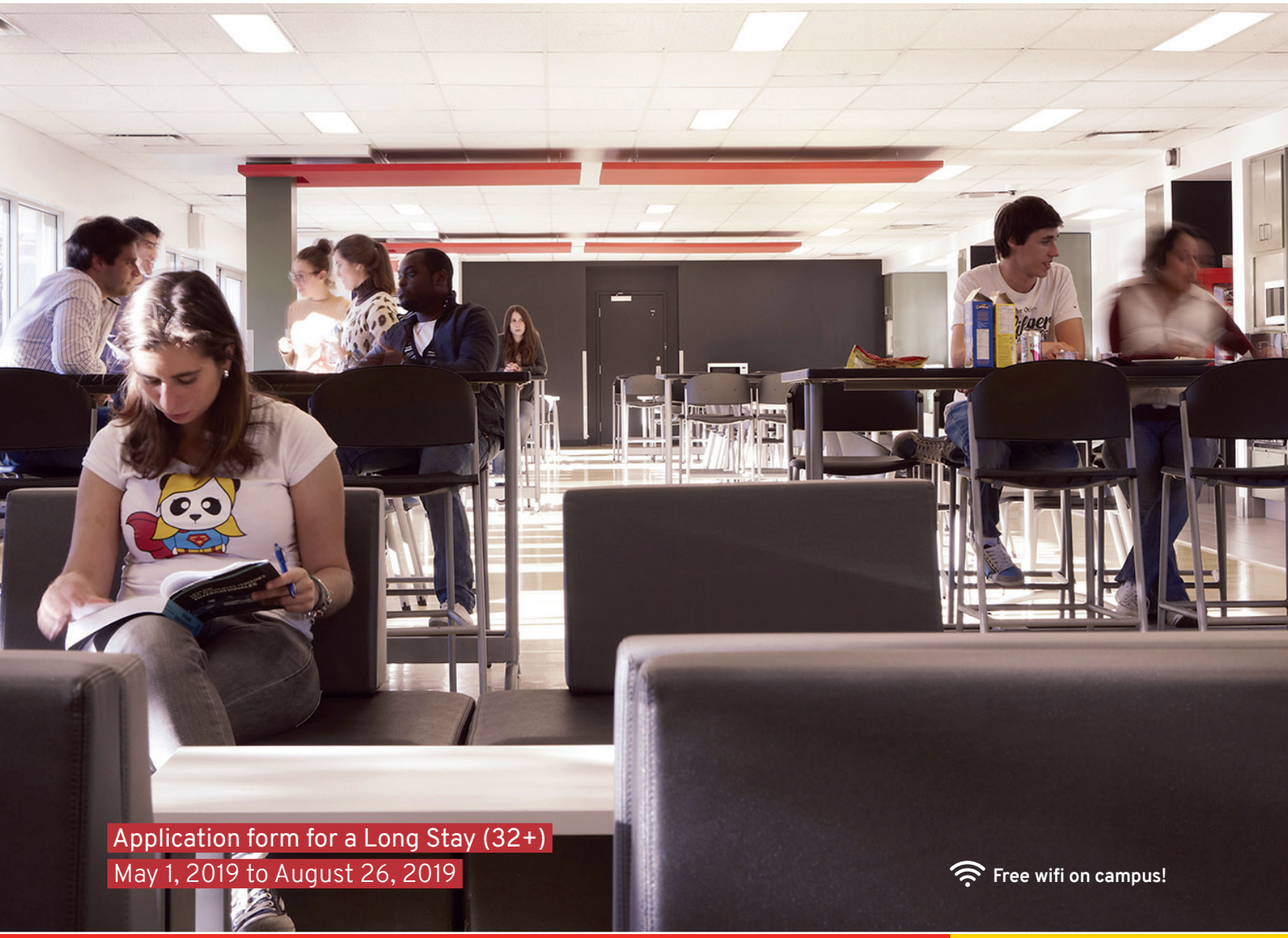
Residences at Université Laval

A HOME ON CAMPUS!



Application form for a Long Stay (32+)
May 1, 2019 to August 26, 2019

Free wifi on campus!

ulaval.ca/residences

Service des résidences

UNIVERSITÉ LAVAL

RESIDENCE AT UNIVERSITÉ LAVAL, A HOME ON CAMPUS

More than anything, living in residence means choosing practical, affordable housing in a welcoming environment. It means choosing independence over isolation. By taking advantage of the variety of services offered in residence, not to mention its enriching multicultural environment, you can experience the real benefits of having a home on campus.

Long Stay – One month (31 nights) and more
From September to April, priority in residence is given to students enrolled in full-time studies at Université Laval and to students on an internship as part of a course of studies at Université Laval. During the summer, our non-smoking rooms are made available to anyone wishing to have a pied-a-terre in Quebec City.

Our co-ed buildings are composed of men floors, women floors and mixed floors on which the bathrooms are not mixed.

Standard University Room
Rooms measure approximately 3.05 m x 3.65 m and are furnished, including a sink. There are

common washrooms on each floor. Each residence building also features common areas – a shared kitchen, study rooms, lounges and game rooms – that are available at all times.

The following are included in the rent:

> Heating and electricity, basic television (local programming), telephone and voice mail. Long distance calling is not included but is available (for example, using calling cards).

> Assistance and activities, mail distribution and upkeep of the various common areas, as well as access to the common kitchens, common areas, study rooms and washroom facilities. Storage services are also available.

Rooms contain the following furnishings:

> A sink, bed, desk and lamp, phone, bookshelf, desk chair, arm chair, dresser, closet, and draperies. Some housing options offer bedding (bedspread, sheets, pillows and pillow cases) that can be included at extra cost. Dishes and cooking utensils are not provided.

Residents can choose to have a small refrigerator, microwave oven, auto shut off electric kettles and CSA-certified toaster in their rooms if they wish. No other appliance used to cook or heat food may be kept or used in a room or any area other than the common kitchens.

We recommend using a refrigerator with built-in freezer smaller than 5 ft cube (142 liters); other refrigerators and small freezers are allowed, but will not be put into storage.

Other services available
Refrigerators, microwave ovens, TVs, DVD players and safes are all available for rent by a private company located on campus.

Food services (not included in the rent) are available in different buildings on campus.

Laundry rooms and equipment are available through a specialized supplier in all residences.

Wireless internet access is provided for free by the University. Residents can also sign up for complementary cable internet service offered by the Service des résidences at a competitive rate.

A network of underground foot tunnels connects all the buildings on campus, including the residence buildings.

If you own a car, visit www.ssp.ulaval.ca/stationnement to find out about their rates for parking passes.

Buses from the Réseau de transport de la capitale (RTC) make regular stops on campus. For more information, go to www.rtcquebec.ca.

RESIDENCE APPLICATION CHECKLIST

How?

- ☐ Read Terms and conditions and Bylaws of the Service des résidences.
- ☐ Complete and sign all parts of the Reservation for a Long Stay (32+) (Form 1).
- ☐ Enclose a recent photo.
- ☐ Complete and sign all parts of Form 2, Consent and other information.
- ☐ Complete and sign Form 3, Personal information to third parties.
- ☐ Enclose a deposit for the first week's rent.

  The deposit required with the residence application is equal to one week's rent and covers either the first week's rent or any cancellation fees, as applicable. Two options are available: one including bedding (bedspread, sheets, pillows and pillow cases) and a service that includes changing the bedding once a week, or one that includes neither bedding nor housecleaning.

Deposit:

- Deposit by cheque, dated (cashable) the day the application is sent and made payable to Université Laval. Make sure that the information on your cheque (account number, date, signature, etc.) is accurate
- Money orders (in Canadian dollars) must be made out to Université Laval and cashable in a Canadian bank. Include a copy of the receipt for the money order with your completed application forms.
- Payment by credit card (Visa or MasterCard) is accepted. Write your credit card number and expiration date legibly in the appropriate space on Form 2, Consent and other information.

☐ Send your completed application by mail or email to:

Service des résidences de l'Université Laval
Pavillon Alphonse-Marie-Parent
2255, rue de l'Université
Local 1604
Université Laval
Québec (Québec) G1V 0A7
Canada

sres@sres.ulaval.ca

UNIVERSITÉ LAVAL

Service des résidences

FORM 1
(required)

RESERVATION FOR A LONG STAY (32+) IN A STANDARD UNIVERSITY ROOM

For the period from May 1, 2019 to August 26, 2019 – Minimum of 32 nights
Contact us directly to inquire for availability outside those dates

RECENT PHOTO

I would like a room from _____ to _____
Y Y Y Y-MM-DD Y Y Y Y-MM-DD

I have previously lived in residence or applied for a room: ☐ Yes ☐ No

I am: ☐ A man ☐ A woman

I prefer to receive most of my communications in: ☐ French ☐ English

Student ☐ with bedding, $124.95/week ☐ without bedding, $101.85/week
Non-student ☐ with bedding, $144.55/week ☐ without bedding, $119,70/week

For students, please specify the following: Educational Institution: _____ Student ID _____

(please print)

Last name

First name(s)
tel qu'inscrit sur votre demande d'admission à l'Université Laval

Number, street /P.O. Box Apt.

City Province *if applicable*

Country Postal code

Telephone 1 *Home* Telephone 2 *Mobile*

Date of birth (YYYY-MM-DD)
Complete form 4, "Person Under 18", if applicable Citizenship

Email
Important information will be sent to you via email.

By **signing** this form,

- I affirm that the personal information given in this document is complete and accurate.
- I consent that the information provided therein will be used for the processing of my application for residence and the management of my file and kept for the period necessary for the purposes for which they were requested.
- I acknowledge that I have read and accept the Terms and Conditions, the Bylaws and the information and rules listed in this brochure.

L'Université Laval ensures the protection of personal information and the respect of the private life of the members of its community. The relationship between you and l'Université Laval is governed by Quebec law and Canadian law which applies to Quebec. For more information on information privacy and access requests, visit our «Avis de confidentialité» page.

Signature : Date :
Y Y Y Y-MM-DD

FOR ADMINISTRATIVE USE ONLY
Usager : Date et heure de réception : Attente :
☐ PCH ☐ PVI / PMC ☐ Mandat ☐ TRS ☐ Incomplet Client : Séjour :

UNIVERSITÉ LAVAL

Service des résidences

FORM 2
(required)

CONSENT AND INFORMATION

Last name: First name:

INSURANCE

I acknowledge having read, under point H of the Other Services and Conditions of the Bylaws of the Service des résidences, that I must take out insurance to cover my belongings and civil liability.

Signature: Date:
Y Y Y Y-MM-DD

CONFIDENTIALITY

Under the Act respecting access to documents held by public bodies and the Protection of personal information, the Service des résidences cannot share your contact information (name and telephone number) without your consent. Unless you have valid reasons for choosing otherwise, we recommend that you allow your information to be shared; if you opt for your information to remain private, no one (including relatives, friends, teachers or employers) will be able to reach you, even if they simply misplace your phone number.

Please, chose one of the two following options, sign and date.

☐ I agree to my personal information being shared. (N).

☐ I wish for my personal information to remain confidential (Y). Note: It will be impossible for others to find your telephone number.

Signature: Date:
Y Y Y Y-MM-DD

DISABILITY OR MEDICAL CONDITION

If you have a disability or a particular medical condition and that you think it is relevant to inform us, please mention it below. If necessary, we will contact you to obtain information related to your accommodation request.

Disability or medical condition: _____

If your situation involves special needs, it is your responsibility to contact us to see if we are able to respond to it.

If you need accommodation or support regarding your university studies in relation to this situation, we also invite you to contact the Centre d'aide aux étudiants de l'Université Laval (www.aide.ulaval.ca) at this email address: acsesh@aide.ulaval.ca.

PAYMENT OF THE DEPOSIT BY CREDIT CARD
Applicants living outside Canada and the U.S. only

I authorize the Service des résidences to charge an amount of $ _____ $. ☐ Visa ☐ Master Card

Signature: Date:
Y Y Y Y-MM-DD

▼ THIS INFORMATION WILL BE DESTROYED AFTER PAYMENT IS MADE ▼

Card number: Expiration date: Security Code CSC:
Y Y Y Y-MM 3 digits on the back

UNIVERSITÉ LAVAL

Service des résidences

FORM 3
(required)

PERSONAL INFORMATION TO THIRD PARTIES

In the event of a serious or urgent situation regarding my health or my safety taking over, I authorize the Director of the Service des résidences, or a person designated by him, to contact one of the people described below, to the extent that they agree that such action is likely to bring me aid and assistance in the circumstances. During these communications, I authorize the disclosure of my personal information that is necessary or useful for the help and assistance that we want to give me in the circumstances to the exclusion of all others.

NAMES AND CONTACT INFORMATION

Last Name: _____

First Name: _____

Relationship to this person: _____

Address: _____

_____

Telephone: _____

Cell: _____

Email: _____

I also authorize, under such circumstances, the Director of the Service des résidences, or a person designated by him, to communicate the names and contact information described above to a health facility where I was admitted or a police department.

This authorization shall be effective from the date of signing my lease with Université Laval and will remain in force until the advent of the first of the following:

a) its revocation by me in writing; and

b) the loss of my tenant status of one of the residences of Université Laval.

Signature: _____

Date: _____
YYYY-MM-DD

TERMS AND CONDITIONS

The policies of the Service des résidences apply to all tenants. Consequently, terms and fees are non-negotiable.

A. To be eligible for the Long Stay (32+) option, the renter must

1. be at least 18 years of age;
2. have no outstanding debt with Université Laval or its departments or with the Service des résidences;
3. stay in residence for at least one month (32 nights). If the stay is shorter, the renter agrees to pay the Short Stay rate in effect and all applicable taxes without the possibility of being reimbursed.

B. Assignment of residence buildings and rooms

New renter are informed of their assigned residence building and room number only upon arrival. Applying or arriving early does not improve your chances of being assigned a room in the building of your choice.

C. Moving in

Upon arrival, the lessee must pay the rest of the first month of rent in order to obtain his or her room and keys. The lessee may move in as of the date indicated on the reservation confirmation issued by the Service des résidences. The date can be changed, but confirmation via email from the Service des résidences is required.

Late arrival without prior notice:

Any tenant who has not taken possession of his or her room by the date agreed upon with the Service des résidences may see his or her reservation cancelled. A reservation can be restored only if a room is available upon the tenant's arrival.

D. Extended stay

Any lessee who wishes to extend his or her stay will be able to do so according to availability but will not be able to extend beyond the end of the summer period. The lesse will be asked to pay rent for any days extending the program's defined period.

E. Rent increase

The rate of the lease is valid for the period indicated on the lease. After that period, the weekly rate will be adjusted to take into account the regular rent increase.

F. Changing rooms or buildings

Requests to change rooms must be sent by email. The reasons for the request must be clearly stated. Fees apply to any authorized room change.

Changes are made based on the number of available rooms. Priority is given to names on the waiting list.

G. Cancellation and refunds

Applicants who cancel their registration will be charged a cancellation fee equal to the amount of the deposit.

Cancellation requests can be sent by mail or email. The official cancellation date is the date the request is received. If applicable, please give the reason for the cancellation and the address to which the refund is to be sent.

Refunds are made by direct deposit or credit card depending on the method of payment initially used. The credit card details are destroyed after the payment has been entered, these will have to be redirected to us. Refunds are made within 4 to 6 weeks.

If your cheque is refused for whatever reason (insufficient funds, stop payment order, etc.), you will be charged a fee by both the university and your financial institution, in addition to the cancellation fees.

Note:

- Incomplete applications are not processed. The absence of any required information will lead to the application being denied. Applications are processed in the order they are received.
- Applying to residence does not guarantee you a room.
- An application does not constitute a reservation confirmation. Only an email sent by the Service des résidences confirms the reservation.

BYLAWS OF THE SERVICE DES RÉSIDENCES DE L'UNIVERSITÉ LAVAL

(BY-LAWS OF THE IMMOVABLE)

THE FOLLOWING FORM PART OF THE LEASE OR RENTAL AGREEMENT

In order to guarantee the best possible quality of life and security in residence and to ensure that individual liberties are respected, residents or visiting clients, hereinafter referred to as « tenants », are encouraged to actively participate in residence life. As tenants are entitled to the best possible living and studying environment, it is essential that all tenants act in the public interest and respect the following regulations:

1. CIVISME

A. Université Laval residences are for the sole use of tenants. Tenants must act in such a way as to protect the individual liberties, peace and quiet and well-being of other tenants. Unauthorized room transfers, subletting and cohabitation are prohibited. (art. 1860 C.c.Q.)

B. Firearms (including replicas) are prohibited in residence, as are flammable, explosive, corrosive, or otherwise dangerous substances.

C. Culture, possession, consumption, or drug trafficking or other illegal activities are strictly prohibited in residences.

D. Drunkenness and disorderly conduct caused by alcohol or marijuana will not be tolerated.

E. Alcoholic beverages can be consumed (responsibly) in private rooms and common kitchens only. Oversized bottles and beverage containers are not allowed in kitchen areas.

F. The tenant agrees to respect l'Université Laval's Policy for a smoke-free environment. In accordance with institutional policy, the common areas as well as the rooms of the residences are considered to be non-smoking (smoking including marijuana, vaping, shisha, drugs, etc.). (Only smoking tenants who have signed their lease before March 2017 and have indicated that they wish to smoke in their room have a vested right to smoke in their room if they live in the A.M.-Parent lodge.)

ulaval.ca/fileadmin/Secretaire_general/Politiques/Politique_pour_un_environnement_sans_fumee.pdf

G. The tenant agrees to respect l'Université Laval's Policy governing the use of cannabis at the university. In accordance with institutional policy, smoking is prohibited in any university location, including residences. Ingestion of cannabis is permitted exclusively in rooms and kitchens.

ulaval.ca/fileadmin/Secretaire_general/Politiques/Politique_usage_cannabis.pdf

H. All forms of sale and solicitation, as well as gambling, are prohibited in residence.

I. The use of bicycles, inline skates and skateboards is prohibited in all residence buildings.

J. Visitors must be accompanied by a tenant who invited them. They are subject to the rules in effect on campus. The Service des résidences and the Service de sécurité et de prévention reserve the right to expel any visitor who fails to respect those rules from any room or common area in residence. The tenant is also responsible for his guests or any person he allowes in residence and the restricted areas. He must remain vigilant to the presence of any intruder when opening of the doors and inform the

Service de sécurité et de prévention of any problematic situation concerning this matter.

K. Tenants must respect other tenants' right to peace and quiet at all times, but especially between 11 p.m. and 8 a.m. Any noise or use of a noise-making object that disturbs the sleep, comfort or well-being of other tenants is considered a nuisance and is therefore prohibited. The level of noise in a room must not exceed ambient noise levels.

L. Throwing objects out of windows or down air wells or light shafts is strictly prohibited.

M. All animals (pets or otherwise) are prohibited within residence buildings. Furthermore, the Service des résidences reserves the right to ban from private rooms and residence buildings anything that may result in complaints from other tenants or that may infringe on the individual liberties of other residents.

ssp.ulaval.ca/securite/securite-incendie/lois-reglements-et-normes

N. The tenant agrees to respect the safety rules in terms of fire prevention by keeping the access to his room free. He leaves no personal effects that can obstruct access to the exit and passage in the corridor.

Negligent use and damage to fire prevention, access control, evacuation and emergency equipments, including the room's smoke alarm, are subject to prosecution.

Fees may apply if staff must travel to ensure the safety of the premises and the proper functioning of the fire prevention equipment.

ssp.ulaval.ca/securite/securite-incendie/lois-reglements-et-normes

2. PROPERTY AND FURNISHINGS

A. All furniture must remain in the room.

B. The use of small refrigerators, less than 5 ft3 (142 liters), with built-in freezer is recommended. Other refrigerators are allowed in rooms, but will not be put into storage. The use of microwave ovens, auto shut off electric kettles and CSA-certified – Canadian Standards Association (CSA) –toasters is permitted. No other appliance used to cook or heat food may be used or kept in a room or any area other than the common kitchens. The use of toaster ovens is strictly prohibited.

C. Tenants are prohibited from attaching anything to walls or woodwork (except in approved areas), from placing objects in windows or other rooms in the residence building and from otherwise misusing the furnishings and commodities at their disposal.

D. Tenants undertake to pay, upon request, any damage caused to any room, common area or furnishings by their own act or fault, carelessness, negligence, or incompetence.

E. Tenants are prohibited from altering any room or common area without the written consent of the Service des résidences. This includes, but is not limited to, changes to the electrical wiring. Tenants must also protect plumbing fixtures from the cold by closing windows, especially during their absence.

BYLAWS OF THE SERVICE DES RÉSIDENCES DE L'UNIVERSITÉ LAVAL

(BY-LAWS OF THE IMMOVABLE) – CONTINUED

F. Tenants must keep their rooms in an appropriate state of cleanliness. Fees may be charged if the time required to clean the room after it has been vacated is deemed excessive.

G. The tenant has the obligation to report any insect-related problem. The costs incurred by pest management operations are the responsibility of the landlord.

I. Tenants are assigned a locker, bearing the same number as their room, to store non-perishable food items and cooking utensils (not provided). The lock placed on the locker is the property of the Service des résidences. Upon moving out of residence, tenants must make sure that the locker is clean and empty and that the lock is in place. Failure to do so could result in the tenant being charged a replacement fee.

I. A key, card or access chip is given to the tenant upon arrival and is the only valid and authorized means of access to access the buildings of residences and restricted areas. The tenant is responsible for his key, card or access chip and its exclusive use. In the event of loss or theft, the tenant must immediately report the situation to the Service des résidences or the Service de sécurité et de prévention.

J. Upon moving out of the residence, tenants must return to the Service des résidences all the keys, cards or access chips provided to them upon arrival. Failure to do so will result in the tenant being charged keys, cards or access chips and lock replacement fees. All keys, access card or chip must be returned upon departure and cannot be returned later on.

K. The Service des résidences does not keep any items found in the rooms, lockers and kitchen lockers after the tenant's departure and assumes no responsibility for this.

Before disposing of unclaimed items, regardless of their value, usual items (clothing, household items, dishes, utensils, bedding, etc.) will be sorted out and offered to charitable or residents with a view to sustainable development. Defective electronic equipment and small electrical appliances will be handed over to specialized recycling companies. Items containing personal information will be destroyed in accordance with best practices.

The Service des résidences will not contact the former tenants before disposing of the items stored in their name.

3. OTHER SERVICES AND CONDITIONS

A. The following are included in the rent: heating, electricity, basic television (local programming), telephone and voice mail. Long distance calling is not included but is available (for example using calling cards).

Rooms contain a sink and the following furnishings: bed, desk and lamp, telephone, bookshelf, desk chair, arm chair, dresser, closet, and curtains.

Dishes and cooking utensils are not provided. Nor is bedding (bedspread, sheets, pillows and pillow cases) provided, except for certain hotel packages. A residence bedding and towels kit is offered at low cost on arrival.

Rent also covers residence assistance and activities, mail distribution, upkeep of the various common areas, and access to the common kitchens, common areas, study rooms and laundry and washroom facilities. Storage services are also available.

B. The tenant agrees not to change room without authorization, or to lend to another person or to cohabitate. He cannot sublet his room or assign his lease. (art. 1981 C.c.Q.)

C. Tenants must respect the general rules and regulations governing the student residences, which are laid down by the university and are considered part of the lease or rental agreement.

D. Tenants undertake to move to a different room or residence building if the lessor so requests for valid reasons. (art. 1980 C.c.Q.)

E. Under the university's policy on admission and registration fees, any student who has not paid all rent owed to the Service des residences for a previous semester will not be awarded a transcript or diploma (*Règlement sur les frais d'admission et d'inscription de l'Université Laval*, a. 9.3.1).

www.ulaval.ca/les-etudes/droits-de-scolarite/reglement-frais-dadmission-et-dinscription.html

F. For the purposes of the lease to be signed, the leased premises constitute the Université Laval full-time registered student tenant's elected domicile.

G. Rooms may be inspected by a representative of the Service des résidences at least once per semester to monitor their overall condition and to ensure that rules of hygiene, cleanliness and safety are being respected. (art. 1857 C.c.Q.)

H. Tenants must take out insurance to cover their possessions and civil liability from the insurance company of their choice. Tenants are solely responsible for the possessions in their room and/or in storage, as well as for any damage that may result from their own negligence or misuse of the premises (fire, theft, vandalism, water damage, etc.).

The University assumes no liability to the lessee or any other person for losses caused by the theft, or for damages suffered or caused by the fault of the lessee or a third party who is in the rented premises or by the material property that said tenant has in his custody.

In addition, the University is not responsible for accidents that may occur to the lessee or to third parties in the current leased premises or in any other part of the building in which these places are located.

I. Should the premises become unlivable as a result of fire or other disaster, the lease or rental agreement will be automatically terminated and the tenant reimbursed for any rent paid in advance.

J. Unisex buildings are composed of men floors, women floors and unisex floors with non-unisex bathrooms. In order to accommodate a maximum of students, the Service des résidences reserves the right to accommodate men or women on a floor initially meant for the other gender in its unisex buildings. In these cases, the affected tenants will be notified in advance.

K. L'Université Laval provides its community with a mail reception office. The tenant authorizes l'Université Laval and le Service des résidences to receive parcel and letter mail, for which signature may or may not be required, addressed to or in care of, the tenant, until otherwise notified in writing.