

STUDENT HOUSING AGREEMENT – 2025/2026

Northwestern Polytechnic Housing
10609 - 104 Ave. Grande Prairie AB T8V 8C3

PREAMBLE

The Student Housing Agreement is a legal contract that outlines the obligations of the Student, the Institution and the Manager. The terms and conditions of this agreement have been designed to ensure that Students enjoy a safe, respectful community living environment that is conducive to academic success. Students are expected to respect the rights and privileges of others and to conduct themselves in a manner that promotes this purpose. Through the online Housing Application process Students are required to read and agree to the terms of this agreement before completing their application. Students are advised to download a copy of this document and save it for their records. Students are also advised to share a copy of this document with their Primary and Secondary Contacts identified in the application process. In some circumstances, the Manager may require that a hard copy of this agreement is signed, and in those circumstances, each of the pages of this agreement must be initialed by the Student.

1. INTRODUCTION

This agreement made this _____ day of _____, 20 ____

Between: **Campus Living Centres Inc.** (the "Manager"), as agent for: **The Board of Governors of Northwestern Polytechnic** (the "Institution"), and: _____ (the "Student").

In consideration of the mutual covenants and agreements contained in this Student Housing Agreement (this "Agreement"), the parties covenant and agree as follows:

1.01 Room. The Manager grants the Student occupancy of single space within a shared Student unit in Housing owned by the Institution known as: "**Northwestern Polytechnic Housing**" and "Housing") for the duration of the Term. The number of Students sharing the unit is dependent on the unit assigned to the Student.

1.02 Term. The Term is related to the academic semesters of the Institution and Housing "Move-in" and "Move-out" days detailed in **Table 1**. There are five types of Terms: (a) "Academic Year", (b) "Fall Semester", (c) "Winter Semester", (d) "Summer Semester", and (e) "Apprentice Term," Each semester commences at 08:00 a.m. on the "Move-in Day" and ends at 11:00 a.m. on the earlier of (i) the day following the completion of the Student's last examination of the semester, or (ii) the "Move-out Day." The Academic Year consists of two Institution semesters, the "Fall Semester" and the "Winter Semester." The Term of the Academic Year does not continue during the time in between the Fall and Winter Semesters, called the "Winter Break." Current Students must apply to Housing for each Summer Semester and new Academic Year, with acceptance determined by merit, academic, and/or lottery considerations. In addition, and without limitation, Housing acceptance may be denied as a result of any previous violations of this Agreement. The Student must complete the Housing application process for each term listed below. A new Housing Agreement will be issued to correspond with each term as per the Student's current Housing application. Apprentice term move-ins commence the Sunday prior to the first day of the Student's program at 9:00 a.m. Apprentice term move-outs commence the Friday of the Student's program completion at 11:00 a.m.

TABLE 1: Terms	Start ("Move-In Day")	End ("Move-Out Day")	Total Days In Term
Academic Year 2025-2026	August 30, 2025	April 25, 2026	238
Fall Semester 2025	August 30, 2025	December 20, 2025	112
Winter Semester 2026	January 3, 2026	April 25, 2026	112
Apprentice Term 2025-2026	Based on program dates	Based on program dates	Based on program dates
* Customized By Manager			

1.03 Winter Break. The Student may apply to occupy a Room during the Winter Break period as detailed in **Table 2**. Winter Break applications will be made available to Students by the Manager. Applications are due on or before **December 1 at 5:00 p.m.** If the Student's application is approved, they may be required to pay a small fee (detailed in Table 2) for Winter Break occupancy before the beginning of the Winter Break. During the Winter Break there is limited supervision of Housing, all services are reduced or suspended, and annual maintenance and renovations may occur. To ensure the safety and security of the Student and the Housing facilities, it is the intention of the Manager to limit the number of Students staying during the Winter Break to a small number of individuals that demonstrate a significant need for Housing accommodations.

TABLE 2: Winter Break	Start	End	Winter Break Fee
Academic Year 2025-2026	December 21, 2025	January 3, 2026	N/A
Apprentice Term 2025-2026	Based on program dates	Based on program dates	N/A

1.04 Extended Terms. The Term of this Agreement may be extended by the Manager if the Student applies in writing for an "Extension" in accordance with the Manager's published policies about Term Extensions. Extensions are subject to availability. Priority will be given to Students travelling from great distances, who demonstrate a special need, or who are enrolled in orientation or academic programs that begin early or continue beyond the Housing Term. Extensions may also be granted for any 'Early Move-In', 'Late Move-Out' or 'Summer Housing' programs offered by the Manager. Students granted Extensions are subject to the fees detailed in **Table 3**. Any Student found occupying a Room outside of the Term without approval from the Manager are subject to additional fees over and above those detailed in **Table 3**.

TABLE 3: Extended Terms	Start ("Move-In Day")	End ("Move-Out Day")	Fees
Summer Semester 2025	N/A	N/A	\$50.00/per day
Academic Year 2025-2026	N/A	N/A	\$50.00/per day
Fall Semester 2025	N/A	N/A	\$50.00/per day
Winter Semester 2026	N/A	N/A	\$50.00/per day
Apprentice Term 2025-2026	N/A	N/A	\$50.00/per day
* Customized By Manager			

1.05 Acknowledgement of Services and Responsibility of the Manager. The Student acknowledges that neither the Manager nor the Institution stands in loco parentis with respect to the Student. The Manager provides living accommodations for independent Students who are to be responsible and accountable for their personal needs and their interactions with their fellow Students as opposed to Student care. The Manager is responsible for the maintenance and operation of Housing and adds additional levels of personal safety, security and social activities not present in other types of accommodations.

1.06 Conditions of Occupancy. The Student may not occupy a Room, unless (i) the Student is currently enrolled and maintaining status as a full-time student in good standing at the Institution; or participating in a work-integrated learning placement at the Institution; (ii) this Agreement is executed by all parties; (iii) all Housing Fees then due and payable are paid in full as stated in section **2.03**; (iv) the Manager has designated a Room for the Student and (v) the Student meets any additional conditions to occupancy established by the Institution, including any vaccination conditions. Students who are identified as registered, but who are classified as part-time status will be contacted by the Housing team to confirm their enrollment status. Please note that Students who experience a change in their full-time student status may be required to vacate their room, as priority is given to full-time students.

1.07 Force Majeure. Notwithstanding anything in this Agreement, if either the Manager or the Institution is bona fide delayed or hindered in or prevented from the performance of any term, covenant or act required under this Agreement (including, without limitation, delivery of occupancy of the Room) by reason of strikes, labour troubles; inability to procure materials or services; power failure; restrictive governmental laws or regulations; riots; insurrection; sabotage; rebellion; war; act of God; or other reasons whether of a like nature or not, which is not the fault of the party delayed in performing work or doing acts required under the terms of this Agreement, then the performance of that term, covenant or act is excused for the period of the delay and the party delayed will be entitled to perform that term, covenant or act within the appropriate time period after the expiration of the period of the delay.

1.08 No Assignment. This Agreement and the rights and privileges granted to the Student under it are not assignable by the Student and the Student may not sublet the Room. The Student may not permit the use of the Room by any other person, other than a person designated by the Manager. The Room or Housing services/facilities including the mailbox, internet or data connection may not be used for any business use. The Student Housing Agreement is a legal contract that outlines the obligations of the Student, the Institution and the Manager. The terms and conditions of this agreement have been designed to ensure that Students enjoy a safe, respectful community living environment that is conducive to academic success. Students are expected to respect the rights and privileges of others and to conduct themselves in a manner that promotes this purpose.

1.09 Scope. The terms of this agreement apply to all Students, for the entire duration of their stay, regardless if the dates of residency are outside of those listed in tables 1 or 2.

2. HOUSING FEES

2.01 Payment of Fees. All amounts payable by the Student under this Agreement are payable to “CLC NORTHWESTERN POLYTECHNIC” and payment must be delivered to the Manager. All amounts payable under this Agreement may be paid by cash, certified cheque, bank draft, money order, debit, or online as designated by the Manager. Personal cheques will not be accepted. Academic results may be withheld and/or other academic sanctions are possible for failure to maintain an up to date financial account with the Manager.

2.02 Deposit. Prior to the Student's first payment of Housing Fees, the Student must pay a deposit (the “Deposit”) to be held by the Manager and applied to the cost of repairing damage to the Room, any additional cleaning charges, and to any unpaid amounts owing by the Student under this Agreement. The amount of the deposit is detailed in **Table 4**. Upon the termination of this Agreement, provided that there are no damage claims or unpaid amounts then owing, the Deposit will be refunded to the Student as described in **section 8** of this Agreement.

2.03 Housing Fees. The Student must pay the “Housing Fees” in accordance with the Rates and Payment Schedules detailed in **Table 4** for the right to occupy a Room during the Term. **Tables 2, 3 and 4** also detail additional Fees that the Student is subject to, including the mandatory Housing Life Activity Fee and the cost of Extended Terms. If a hard copy of this agreement is required by the Manager, the Student is required to select one of the payment schedule options, by initialing their desired option.

TABLE 4: Fees & Payments

1. The deposit for the Summer Semester 2025, Academic Year 2025-2026, Fall Semester 2025, Winter Semester 2026, Apprentice Term 2025-2026 is **\$150.00**.
2. The total amount payable for the Academic Year 2025-2026 includes a mandatory non-refundable **\$50.00** Housing Life Activity Fee, and the Fall Semester 2025 and Winter Semester 2026 includes a mandatory non-refundable **\$25.00** Housing Life Activity Fee, which subsidizes events and activities organized by the Housing Life Staff and Housing Council.
3. Summer Semester 2025, Academic Year 2025-2026, Fall Semester 2025, Winter Semester 2026, Apprentice Term 2025-2026 Payment Schedule all require an additional non-refundable **\$100.00** administration fee.
4. Fall Semester 2025 requires an additional non-refundable **\$250.00** administration fee.
5. Apprentice Term 2025-2026 Payment Schedule requires an additional non-refundable **\$195.00** short-term stay fee.

Apprentice Term 2025-2026 - Payment Schedule - Shared Unit

- (a) **\$30.00/day for accepted length of stay in days due 60 Days prior to move-in at 5:00 p.m. or if accepted within 60 days prior to move-in payment is due immediately.**

Academic Year 2025-2026 - Payment Schedule – 4 Bedroom Townhouse:

- (a) **\$5,040.00 due August 1, 2025 at 5:00pm or if accepted after August 1, 2025 payment is due immediately.**
- (b) **\$5,140.00 payable as to \$2,620.00 on or before August 1, 2025 at 5:00 p.m. and as to \$2,520.00 on or before November 15, 2025 at 5:00 p.m.**

Academic Year 2025-2026 - Payment Schedule – 3 Bedroom Townhouse:

- (a) **\$5,040.00 due August 1, 2025 at 5:00pm or if accepted after August 1, 2025 payment is due immediately.**
- (b) **\$5,140.00 payable as to \$2,620.00 on or before August 1, 2025 at 5:00 p.m. and as to \$2,520.00 on or before November 11, 2025 at 5:00 p.m.**

Academic Year 2025-2026 - Payment Schedule – Family Housing:

- (a) **\$10,200.00 due August 1, 2025 at 5:00pm or if accepted after August 1, 2025 payment is due immediately.**
- (b) **\$10,300.00 payable as to \$5,200.00 on or before August 1, 2025 at 5:00 p.m. and as to \$5,100.00 on or before November 15, 2025 at 5:00 p.m.**

Customized By Manager – Academic Year 2025-2026 – Payment Schedule - _____

- (a) **\$_____, payable on or before _____, 20__ at 5:00 p.m. or**
- (b) **\$_____, payable as to \$_____ on or before _____, 20__ at 5:00 p.m. and as to \$_____ on or before _____, 20__ at 5:00 p.m. and as to \$_____ on or before _____, 20__ at 5:00 p.m.**

Fall Semester 2025 – Payment Schedule – 4 Bedroom Townhouse:

- (a) **\$2,520.00 due August 1, 2025 at 5:00pm or if accepted after August 1, 2025 payment is due immediately.**

Fall Semester 2025 – Payment Schedule – 3 Bedroom Townhouse:

- (a) **\$2,520.00 due August 1, 2025 at 5:00pm or if accepted after August 1, 2025 payment is due immediately.**

Fall Semester 2025-2026 - Payment Schedule – Family Housing:

- (a) **\$5,100.00 due August 1, 2025 at 5:00pm or if accepted after August 1, 2025 payment is due immediately.**

Customized By Manager – Fall Semester 2025– Payment Schedule - _____

(a)	\$ _____, payable on or before _____, 20__ at 5:00 p.m. or
(b)	\$ _____, payable as to \$ _____ on or before _____, 20__ at 5:00 p.m. and as to \$ _____ on or before _____, 20__ at 5:00 p.m. and as to \$ _____ on or before _____, 20__ at 5:00 p.m.
Winter Semester 2026 – Payment Schedule – 4 Bedroom Townhouse:	
(a)	\$2,520.00 due November 15, 2025 at 5:00pm or if accepted after November 15, 2025 payment is due immediately.
Winter Semester 2026 – Payment Schedule – 3 Bedroom Townhouse:	
(a)	\$2,520.00 due November 15, 2025 at 5:00pm or if accepted after November 15, 2025 payment is due immediately.
Winter Semester - 2026 - Payment Schedule – Family Housing:	
(a)	\$5,100.00 due November 15, 2025 at 5:00pm or if accepted after November 15, 2025 payment is due immediately.
Customized By Manager – Winter Semester 2026– Payment Schedule - _____	
(a)	\$ _____, payable on or before _____, 20__ at 5:00 p.m. or
(b)	\$ _____, payable as to \$ _____ on or before _____, 20__ at 5:00 p.m. and as to \$ _____ on or before _____, 20__ at 5:00 p.m. and as to \$ _____ on or before _____, 20__ at 5:00 p.m.

2.04 Non-Student Rates. The Housing Fees payable under this Agreement are a special student rate for full-time students of the Institution. If the Student ceases to be a full-time student of the Institution, and wishes to continue to occupy a Room: (i) the Student must deliver a written request to the Manager no later than two (2) business days after ceasing to be a full-time student of the Institution, which the Manager may accept or reject in its sole and unfettered discretion, and (ii) if the request is accepted by the Manager, the Student must pay within two (2) business days of receiving notice of that acceptance (a) any unpaid Housing Fees (whether or not otherwise due) and (b) a supplementary fee equal to the difference between (1) the product of the number of days remaining in the Term as of two (2) business days after the date on which the Student ceases to be a full-time student of the Institution and the daily conference rate then charged by the Manager for rooms in Housing, minus (2) the Housing Fees.

2.05 Interest. Any amount payable by the Student under this Agreement which is not paid may be sent to a third-party collection agency. In lieu of interest charges, the Manager may choose to implement a late payment fee.

2.06 No Waiver of Fees. Nothing in this Agreement, nor any entry or repossession of the Room by the Manager releases the Student from any liability for the payment in full of all amounts payable under this Agreement for the Term.

3. HOUSING PROCEDURES

3.01 Move-In Procedure. The Student must follow all move-in times, dates and procedures outlined by the Manager. The Student will be notified of the date and time that the Student may move into the Room. If the Student wishes to move-in prior to the scheduled move-in day, the Student may do so at the Manager's then posted nightly rate and subject to availability (detailed in **Table 1 & 3**). Care is to be exercised in moving-in heavy objects to avoid damage to floor coverings, walls, doors and frames and any other part of Housing. The Student shall be responsible to pay forthwith to the Manager the cost of any damage to the Room or Housing arising from the move-in.

3.02 Move-Out Procedure. Prior to either (i) the expiry of the Term, or (ii) the date on which the Student is to vacate Housing (detailed in **Table 1 & 3**), the Manager, or designate, can be requested in advance by the Student to complete a visual inspection of the Suite to view the state of cleanliness and repair. If no request to inspect the suite is made by the Student, the inspection will take place once the Student has vacated the suite. In the event the Student chooses to have the inspection completed prior to vacating the suite, the Manager, or designate, will inspect the suite and inform the Student of potential damage and/or cleaning charges and outline what steps the student may take to mitigate charges. On vacating, all garbage and belongings of

the Student must be removed, and the suite must be cleaned to the point of restoring the suite to its original condition. Once the Student has vacated, the Manager, or designate, will complete a documented visual inspection of the Suite. In the event deficiencies are found, the cost of cleaning the suite and restoring it to its original state may be deducted from the Student's original Deposit. There is a minimum cleaning charge of **\$25.00** and damage charges will be billed accordingly at the cost of restoring the suite to its original condition. Any items left behind by the Student will be immediately discarded; Housing shall not be liable to the Student for any loss of property as a result. As with the "move in procedures", care must be exercised to avoid damage to doors, frames, walls, floor coverings and any other part of Housing. The Student is financially responsible to pay forthwith for any damage caused on moving out of Housing.

3.03 Roommates. The Student may be notified prior to move-in the name and contact information of their roommate (and vice-versa). This disclosure is to enable the roommates to get acquainted and to arrange bringing common supplies for their shared space. Roommate changes may be requested for cause at any time. The Manager's first priority is to try to mediate any dispute between roommates. If a roommate change is required, roommates may be moved to different Rooms (subject to availability within Housing and to the Manager discretion), unless another agreement can be reached amongst all parties involved. Roommate assignments are subject to change without notice.

3.04 Room Reassignment. The Manager may in its sole and unfettered discretion, relocate the Student to another Room upon 48 hours advance written notice. The Student agrees to comply with the terms of any relocation notice and to remove and relocate the Student's property to the Room designated in the relocation notice. If the Student does not remove and relocate the Student's property as set out in the relocation notice, then the Manager may remove and relocate the Student's property (whether or not the Student is present at the time), at the Student's expense, without further notice and without liability to the Institution or the Manager for any damage to or loss of the Student's property.

3.05 Deliveries. The Manager may control access for deliveries.

3.06 Lost Keys, Lock Outs. The Student will be responsible for the cost of replacing lost keys (e.g., room key, mailbox key, etc.) at a cost determined by the Manager, to a maximum of \$400.00 per key. If the Student is locked out of the Student's Room, the Student will pay a fee for letting the Student into the Room, to a maximum of \$5.00, or will be provided with a temporary key to be returned immediately after use. Failure to return a temporary card in the time allotted will result in a replacement fee to a maximum of \$400.00.

4. HOUSING FACILITIES, MAINTENANCE AND SERVICES

4.01 Responsibility for Damages. Within 24 hours of taking possession of the Student's assigned Room, the Student must complete an "Inspection Report", listing all damage to and deficiencies in the Room and its furnishings, fixtures and equipment. The Student must give the Manager prompt written notice of any accidents, damage or malfunctions of any kind to the Room or its furnishing, fixtures and equipment. The Student shall keep a copy of each such notice. (i) The Student is individually liable for any damage to or deficiency in the Room and its furnishings, fixtures and equipment, other than damage and deficiencies noted in the Inspection Report which are not repaired by the Manager. At all times during the Term, the Student must maintain the Room and its furnishings, fixtures and equipment to the same standard and condition as exists at the time possession of the Room is given to the Student (or if the Manager repairs any damage or deficiency noted in the Inspection Report, to the same standard and condition as exists after repairing that damage or deficiency), subject to typical wear and tear. (ii) The Student and any other person sharing a Room with the Student are jointly and individually liable for any damage to or deficiency in the Room and its furnishings, fixtures and equipment, other than damage and deficiencies noted in the Inspection Report which are not repaired by the Manager. At all times during the Term, the Student(s) must maintain the Room and its furnishings, fixtures and equipment to the same standard and condition as exists at the time possession of the Room is given to the Student (or if the Manager repairs any damage or deficiency noted in the Inspection Report, to the same standard and condition as exists after repairing that damage or deficiency), subject to typical wear and tear.

4.02 Liability of Student. The Student is liable for any damage to the building structure, fittings, fixtures, finishes, furniture and equipment comprising the Student's Room, except only if such damage is caused by the proven negligence of the Institution or the Manager. The Student is liable for any damage to the building structure, fittings, finishes, furniture and equipment beyond the confines of the Student's Room should the damage arise from the negligence or willful act of the Student. The Manager and the Institution do not assume any responsibility for personal property that is lost, stolen or damaged from any cause. The Student is strongly encouraged to obtain insurance to cover the above liabilities. Manager does not purchase such protection for personal property. The Student must also take positive steps to ensure their safety by locking Room doors, and ensuring that only authorized persons enter their room and/or the building.

4.03 Damages to Common Areas. Students are responsible for taking all actions associated with good citizenship, including reporting information about damages and vandalism, and those allegedly responsible for causing the damage. The Student may be held financially responsible for damage to any part of the building (interior/exterior common areas) if the Student, or guest of the Student is found to be directly or indirectly involved in said damage. Common areas include and are not limited to: the corridors, lounges, laundry rooms, stairwells, the exterior of Room doors, parking lots and any other public areas of the building. All charges for damages to common areas in building that cannot be traced to those directly responsible will be split equally among the occupants of the building, wing, floor, or section of the building deemed fair and appropriate by the Manager.

4.04 Room Entry. The Manager subscribes to the principle that Students are entitled to enjoy a reasonable right to privacy in Housing. However, the Student acknowledges that the Manager is entitled, without notice and without the Student being present, to have authorized staff, the Institution's security services, emergency services, or the police enter the Room at reasonable times under the following conditions: (a) to provide repair and maintenance services as detailed in **section 4.05** of this Agreement; (b) to provide housekeeping services as detailed in **section 4.06** of this Agreement; (c) to ensure the safety and security of the Student and/or when there is reasonable cause to believe an emergency situation has arisen; (d) during the Winter Break to provide routine maintenance; (e) when there is reasonable cause to believe that terms of this Agreement and/or the Housing Community Living Standards detailed in section 7.01 and/or the law is being violated. Authorized staff are supplied with a uniform and identification that is visible at all times.

4.05 Maintenance by the Manager. Throughout the Term the Manager will inspect, maintain, repair and replace elements of the building in order to keep the building in a good condition and state of repair, complying with health, safety and fire standards required by law. This includes, but is not limited to, inspecting and testing fire safety equipment, major appliances, electrical, bathroom fixtures and plumbing.

4.06 Cleanliness. The Student shall, at all times during the Term, keep all parts of the Room clean, including and not limited to; floor coverings, doors, walls, ceilings, kitchenette appliances, counters, cupboards, faucets, sinks, furniture, glass, window frames, and other furnishings. Vacuums, brooms, and mops may be signed out at the front desk, subject to availability.

4.07 Limitation on Liability of Manager. Unless arising as a result of their gross negligence, the Manager and the Institution shall not be liable to the Student for any loss or damage, however caused, to the property of the Student or to the property of the Student's guest(s) while in the building or on the lands on which the building is situated. Without limiting the generality of the foregoing, such property includes and is not limited to, vehicles and their contents and damage includes and is not limited to; damage caused by the failure of the plumbing or heating system or any other building system, defects in the structure of the Building, water or snow penetration, exterior weather conditions, damage arising from any cause beyond the control of the Manager or Institution, and any damage or injury arising from the activities of employees, contractors or agents of the Manager and the Institution.

4.08 Prohibited Items. Only refrigeration appliances supplied with the Room are to be used. No other refrigeration items are to be brought into the Room. In order for appliances to be used in Housing, they must bear a visible serial number and a CSA or UL identification tag. Irons, toaster ovens, coffee makers, electric kettles protected by automatic "shut off" may be used. Appliances found in rooms that do not bear a CSA or UL identification tag will be removed by the Manager at the Student's expense, without liability to the Manager for spoilage or damage to the appliance removed. The following are prohibited: open coil hot plates, deep fryers, indoor barbecues, fondues and the like; pets; candles, incense, lava lamps, halogen lamps, bicycles, large musical instruments or noise producing devices such as subwoofers and PA systems, illegal substances, alcohol and illegal drug paraphernalia, single serving glass alcohol containers (i.e. beer bottles, coolers, etc.), novelty glass liquor bottles, and large common source containers (i.e. kegs, 60oz containers); weapons, replica weapons, or any device that is designed for (or could be used for) the purpose to intimidate, threaten, harm, or kill.

4.09 Utilities and Services. The following utilities and services are provided to each Student: electricity, gas, water, sewer and data (internet). The Student agrees to use the utilities in a conservative and economic manner. Housing shall not be liable for damages or loss of persons or property resulting from the interruption of any electrical or utility service or the failure of any defect in any equipment or appliance within Northwestern Polytechnic Student Housing. With respect to Internet Services, the Institution may at its discretion only allow either the standard provided service or the approved alternate service and not both at the same time (Students will need to complete the Institution's standard forms issued by their IT department). Cutting of wiring, boring of holes, the use of wireless routers, routers, or switches are not permitted. Any unauthorized services or equipment may be removed by the Manager, at the Student's expense, without notice or liability. All Students are subject to the Institution's and/or Service Provider's current Internet enrolment and usage policies.

4.10 No Moving of Supplied Furnishings. All furnishings and equipment supplied with the Room shall remain in the Room for the duration of the Term. All furnishings, if rearranged, must be returned to their original position found at the commencement of the Term. No common area furniture is to be moved into the Room.

4.11 No Removal or Substitution. The Student may not remove, alter or change any property in the Room which is provided on occupancy or at any other time during the Term, including and not limited to; furnishings, fixtures, equipment, television sets, appliances, window screens, floor coverings and any mattress covering. The Student shall use all such items only for their intended purpose.

4.12 No Renovation or Installation. The alteration or renovation of Housing facilities, furniture, fixtures, or equipment supplied in the Room is not permitted. The lock(s) provided by the Manager are the only locks to be used to secure the door to the Room. No other locks may be installed by the Student and the Student may not change the keying of the lock(s) which are provided. Unauthorized changes to temperature settings or duct or diffuser settings in the Room, and any attempt to make changes to the heating system in the Room are prohibited. The Student may not install any electrical equipment which will overload the capacity of a circuit. Altering or otherwise tampering with electrical systems is prohibited. The Student may not install furnishings or equipment of any kind (including and not limited to; shelving, light fixtures, audio or visual equipment, satellite dishes and radio or television antenna(e)), without the prior written consent of the Manager. If any such furnishing or equipment is installed without the Manager's consent, the Student will immediately remove it after notice from the Manager, failing which the Manager may remove the furnishing or equipment at the expense of the Student without further notice and without liability to the Student for any damage to the furnishing or equipment so removed. The Student is responsible to pay the costs of repairing all damage to the Room or Housing caused by the installation and removal of any furnishing or equipment installed by the Student, whether installed with or without the Manager's consent. The Student also is liable for any damage to property of others and for any injury to or death of any person caused by the installation, existence or removal of any furnishing or equipment installed by the Student, whether installed with or without the Manager's consent.

4.13 Decorations. The only acceptable form of affixing items to walls is the use of white sticky tack, and must be removed by the Student prior to move out, or be subject to removal charges. Spikes, hooks, screws, tacks, nails or any permanent adhesion type tape shall not be put into or on the walls or woodwork, ceilings, furnishings, doors or windows of any part of Housing. Students may not decorate the outside of their suite door unless for special occasions approved by the Manager. Strings of indoor lights should not be in direct contact with any flammable materials and should not be left on while the suite is unattended.

4.14 Parking. Students must park vehicles in designated spaces only, purchased through and allotted by the Institution. The Student shall affix to each vehicle's windshield such decal, label or other distinguishing marker as the Institution directs for identification. Students parking cars or other motor vehicles in unauthorized areas without the payment of fees or without a formal written agreement with the Institution may be charged with trespassing and, in addition, the vehicle may be removed at the Student's expense without notice and without any liability by the Institution or the Manager for damages of any kind. Students may not bring onto the building property any unlicensed or uninsured motor vehicle. If any vehicle become uninsured or has its license expire while parked on the building property, it must be removed by the Student, failing which, after notice, the Institution may remove the vehicle at the Student's expense, without any liability by the Institution or the Manager for damages of any kind. Bicycles must be stored or kept only in such locations that may be designated by the Manager. All vehicles and bicycles and their contents, if any, are brought onto the building property at the sole risk of the owner.

4.15 Fire Alarms. The sounding of a fire alarm must be taken seriously. In the event of an alarm, Students are to vacate the premises immediately and follow the directions of Housing Staff, Northwestern Polytechnic Security, and any fire safety and/or police personnel responding to the emergency. Students will be instructed by Housing Staff when it is safe to return to their Room. Students who do not vacate their Room during a fire alarm are subject to disciplinary action. The intentional sounding of a fire alarm outside of an emergency situation is a criminal offense and a breach of the Student Housing Agreement. Students who activate a fire alarm through cooking or other means will be assessed charges as directed by the Fire Department; these charges can reach and exceed \$1000.00

5. ROLE OF THE PRIMARY AND SECONDARY CONTACTS

5.01 Primary and Secondary Contact(s). The Student, in executing this Agreement, is required to identify a "Primary Contact" and a "Secondary Contact". It is strongly recommended that these contacts are parents or legal guardians of the Student. The Primary Contact serves as the individual that is contacted by the Manager if concerns or problems arise with the Student, as detailed in **section 5.02** below. If the Primary Contact is not available, the Secondary Contact will be contacted.

5.02 Consent to Contact Primary and Secondary Contact(s). In most circumstances, Students will be treated without reference to their parents, guardians or primary/secondary contacts (i.e. student conduct situations). However, the Manager or the Institution may contact the Primary or Secondary Contact at any time and for any purpose, including, without limitation, to advise them of (i) any accident or injury to the Student, (ii) overdue financial payments, (iii) termination of this Agreement, and/or (iv) any situation where the Student may cause harm to themselves or to another, or (v) if the Student is placed on Housing Probation or issued any behavioural contract or Eviction by the Manager. The Manager or the Institution may disclose the Student's personal information in such communications, and the Student hereby consents to this disclosure.

6. FREEDOM OF INFORMATION

6.01 Freedom of Information. "I consent to the Manager and the Institution collecting and disclosing to each other personal information about me concerning any misconduct or alleged misconduct by me, or any misconduct of others reported or witnessed by me, for the purpose of the Manager and the Institution using that personal information to administer their respective rules of conduct and disciplinary proceedings. Such information includes, and is not limited to, my academic status, any alleged misconduct by me, my response to such an allegation, the substance and status of any disciplinary proceedings and the penalty, if any, imposed. Personal information includes, and is not limited to the Institution confirming to the Manager, my status as a full time student, academic status, federal loan status, and provincial loan status for the purpose of room allocation. Personal information also includes, but is not limited to access my official Northwestern Polytechnic identification number and photograph in order to verify my identity for the facilitation of services and for investigations that are being conducted by the Manager or the Institution." For the purposes of this consent, the Manager and the Institution include their officers, employees and security contractors who have a reasonable interest in receiving the personal information.

6.02 Activity Waiver. On an on-going basis, the Institution and/or the Manager arranges a number of social, sporting and other activities for Students of the building, both in the building and at other on-campus and off-campus locations (individually, an "Activity" and collectively, the "Activities"). Activities may have inherent risks associated with participation in them. Participation in all Activities is completely voluntary and the Student may elect not to participate in any Activity. The Student specifically acknowledges that in the event that the Student elects to participate in any Activity, (i) the Student is warned that participation in the Activity may involve certain inherent risks, including, without limitation, risks of physical injury, (ii) the Student has voluntarily elected to participate in the Activity notwithstanding those risks. The Student acknowledges and assumes all risks of personal injury and all other hazards (i) arising from or related in any way to participation in an Activity, (ii) arising or resulting from any cause whatsoever (including risks inherent in the Activity and negligence), and (iii) whether occurring prior to, during or after the Activity and the Student agrees that the Institution and the Manager and each of their respective officers, directors, shareholders, employees and agents (as applicable) are expressly released and forever discharged by the Student from all claims of any nature or kind whatsoever (i) arising from or relating to the Student's participation in an Activity, (ii) arising or resulting from any cause whatsoever (including risks inherent in the Activity and negligence), and (iii) whether occurring prior to, during or after the Activity.

6.03 Photograph Waiver. The Student grants permission to the Institution and/or the Manager to use photographs or videotapes taken of the Student in or about the building for use (i) in advertising, direct mail, brochures, newsletters and magazines relating to the Institution or the building, (ii) in electronic versions of the same publications or on web sites or other electronic form or media relating to the Institution or the building, and (iii) on display boards within the building or the Institution, all without notification. The Student waives any right to inspect or approve any finished photograph or videotape or any electronic matter that may be used in conjunction with a photograph or videotape now or in the future and waives any right to royalties or other compensation arising from or related to the use of any such photograph, videotape or electronic matter.

7. RULES AND REGULATIONS

7.01 Housing Community Living Standards. The Housing Community Living Standards ("HCLS") forms a part of this Agreement. It details the rights, responsibilities, and privileges of Students as well as the Housing conduct process. Each Student is responsible for reading, understanding, and adhering to the terms outlined within the HCLS. The Manager and the Institution may amend the terms of the HCLS from time to time and may post the amendments in the building. Failure to abide by the HCLS may result in eviction from Housing and termination of this Agreement as per the violations and sanctions outlined in the HCLS, and as stated in **section 8.01(d)**. The HCLS can be found online at: www.nwpolytech.ca/student-life/campus-housing

7.02 Institution Standards. Students are also responsible for reading, understanding and adhering to the academic and non-academic policies and procedures that have been established by the Institution, including the Code of Conduct and its penalties.

8. TERMINATION AND CANCELLATION

8.01 Termination by the Manager. This agreement may be terminated by the Manager if: (a) the Student fails to check into their assigned Room within five (5) days of the first day of the Semester; (b) the Student abandons their Room as detailed in **section 8.03** of this Agreement; (c) the Student decides not to accept the Room they were assigned, or any alternate rooms offered to them during the course of this Agreement; or (d) the Student violates any of the terms of this Agreement, including violations of the Housing Community Living Standards or Institution Standards.

Written Notice of Termination of Housing will be delivered to the Student, and if necessary, the Manager may notify the Primary or Secondary Contact by phone or e-mail of the termination of the Student's housing. If the Student is unavailable to receive service of the notice in person, then delivery of the notice to the Student's Room shall be deemed proper service and delivery. The Student will be allowed 24 hours from the date and time of delivery of the Notice of Termination of Housing to fully vacate and remove all personal belongings from the building.

8.02 Termination or Cancellation by the Student. Cancellations occur prior to the Student occupying the Room. If the Student wishes to cancel this Agreement or their Housing application, the Student must notify the Manager in writing via the online Housing cancellation process prior to occupying the Room. Withdrawals occur after the Student has occupied the Room. If the Student wishes to withdraw from Housing, the Student must complete a Housing Withdrawal Form online within 5 business days of the anticipated departure date. Please note that Housing operates independently from the Institution and if the Student cancels their application or enrolment at the Institution, they will also need to cancel their Housing application. Refunds will be issued by the Manager as detailed in **section 8.06**.

8.03 Abandonment. If the Student vacates the Room for a period greater than 15 days prior to the expiry of the Term without the Manager's prior agreement, the Room will be deemed abandoned by the Student. In that event, the Manager may (i) repossess the Room without liability to the Manager, and (ii) enter into an agreement for the occupancy of the Room with a third party.

8.04 Termination Procedures. Upon the termination of the privileges of this Agreement, the Student shall vacate the Room within the time frame given, and deliver to the Manager vacant possession of the Room together with all of the furnishings, fixtures, appliances and telephones of Housing, and the furnishings and fixtures shall be in good condition, with reasonable wear and tear excepted. The Student will follow the Move-out Procedures explained in **section 3.02** of this Agreement and all additional directions communicated by the Manager.

8.05 Failure to Vacate. If the Student does not vacate Housing on the expiry or early termination of this Agreement, (i) the Student is liable for any financial loss sustained or incurred by the Institution or the Manager, and (ii) the Manager may remove the property of the Student from the Room (whether or not the Student is present at the time), and place the property in temporary storage in a location in Housing of the Manager's choice, at the Student's expense, without notice to the Student and without liability to the Manager for any damage to or loss of the Student's property.

8.06 Refund Procedures. Upon the termination of this Agreement or Housing application by the Student, as detailed in **section 8.02**, Housing may be entitled to a partial refund of Housing Fees, without interest, within eight (8) weeks of the Student vacating the building or cancelling their Housing application. The refund will be in the form of a cheque mailed to the Student's permanent address on file in the Student's name only. If a student requires a cheque to be reissued as a result of the Student not providing an updated address prior to vacating Housing and/or canceling their Housing application, a charge of \$50.00 will be applied. Refunds are issued based on the following:

8.06 (a) Academic Year and Fall Applications/Agreements (Detailed in Table 5)

- (i) If the Student's written cancellation request is received by the Housing Manager on or before **June 1 (Deadline 1)**, whether the Student has been accepted into Housing or not, the Student will receive a full refund of the Deposit and any Housing Fees paid to date.
- (ii) If the Student has been accepted into Housing and the Housing Manager receives the Student's written cancellation request after **June 1 (Deadline 1)** but on or before **June 1 (Deadline 2)**, then the Student's Deposit will be forfeited. The Student will receive a full refund of any Housing Fees paid to date.
- (iii) If the Student is on the wait list for Housing and the Housing Manager receives a written cancellation request before the Student is accepted to Housing, then the Student will be refunded the full Deposit.
- (iv) If the Student is on the wait list and a space becomes available after **June 1 (Deadline 1)**, the Student will be offered a space in Housing and asked to confirm the status of the Student's Housing acceptance within 24 hours. After confirmation to the building, all regular cancellation policies and payment deadlines apply.
- (v) If the Student has been accepted into Housing and the Housing Manager receives the Student's written cancellation request after **June 1 (Deadline 2)**, but on or before **July 1 (Deadline 3)**, then the Student's deposit will be forfeited.

- (vi) If the Student has been accepted into Housing and the Housing Manager receives the Student's written cancellation request after **July 1 (Deadline 3)**, but on or before **August 1 (Deadline 4)**, then the Student will be charged a late cancellation fee. The cancellation fee will be equivalent to **15 days** of Housing Fees. The Deposit will be refunded less any damages, charges or money owing to the Housing.
- (vii) If the Student has been accepted into Housing and the Housing Manager receives the Student's written cancellation request after **August 1 (Deadline 4)**, but on or before the **first day of the Term (Deadline 5)**, then the Student will be charged a late cancellation fee. The cancellation fee will be equivalent to **30 days** of Housing Fees. The Deposit will be refunded less any damages, charges or money owing to the Housing.
- (viii) If the Student has been accepted into Housing and the Housing Manager receives the Student's written cancellation request after the **first day of the Term (Deadline 5)**, then the Student will be charged a late cancellation fee. The cancellation fee will be equivalent to **60 days** of Housing Fees. The Deposit will be refunded less any damages, charges or money owing to the Housing.

8.06 (b) Winter and Summer Applications/Agreements (Detailed in Table 5)

- (i) If the Student's written cancellation request is received by the Housing Manager on or **before Deadline 1**, whether the Student has been accepted into Housing or not, the Student will receive a full refund of the Student's Deposit and any Housing Fees paid to date.
- (ii) If the Student is on the wait list for Housing and the Housing Manager receives a written cancellation request before the Student is accepted to Housing, then the Student will be refunded the full Deposit.
- (iii) If the Student is on the wait list and a space becomes available, the Student will be offered a space in Housing and asked to confirm the status of the Student's Housing acceptance within 24 hours. After confirmation to Housing, all regular cancellation policies and payment deadlines apply.
- (iv) If the Student has been accepted into Housing and the Housing Manager receives the Student's written cancellation request after **Deadline 1**, but on or before **Deadline 2**, then the Student's Deposit will be forfeited.
- (i) If the Student has been accepted into Housing and the Housing Manager receives the Student's written cancellation request after **Deadline 3**, but on or before the **first day of the term (Deadline 4)**, then the Student will be charged a late cancellation fee. The cancellation fee will be equivalent to **30 days** of Housing Fees. The Deposit will be refunded less any damages, charges or money owing to the Housing.
- (ii) If the Student has been accepted into Housing and the Housing Manager receives the Student's written cancellation request after the first day of the term (**Deadline 4**) then the Student will be charged for each day they occupy a Housing Room plus a cancellation fee. The cancellation fee will be equivalent to **60 days** of Housing Fees. The Deposit will be refunded less any damages, charges or money owing to Housing.

TABLE 5: Refunds, Cancellation Fees, and Deadlines

Late applicants will be subject to the same cancellation deadlines outlined below. The cancellation date is the date the student vacates the Housing.

Terms		Deadline 1	Deadline 2	Deadline 3	Deadline 4	Deadline 5
Summer Applications & Agreements	Date	On or before March 30, 2025	On or after March 30, 2025	On or after Move-In		
	Fee	Full refund of Housing Fees.	Forfeit Deposit \$150	Charged for each day they occupy a Housing room plus a cancellation fee equivalent to 60 days of Housing Fees.		
Academic Year Application & Agreements	Date	On or before June 1, 2025	On or after June 1, 2025	On or after July 1, 2025	On or after August 1, 2025	On or after Move-In
	Fee	Full refund of Deposit and Housing Fees.	Forfeit Deposit \$150	Deposit and Housing Fees refunded. Cancellation fee equivalent to 15 days of Housing Fees.	Deposit and Housing Fees refunded. Cancellation fee equivalent to 30 days of Housing Fees.	Charged for each day they occupy a Housing room plus a cancellation fee equivalent to 60 days of Housing Fees.

Fall Applications & Agreements	Date	On or before June 1, 2025	On or after June 1, 2025	On or after July 1, 2025	On or after August 1, 2025	On or after Move-In
	Fee	Full refund of Deposit and Housing Fees.	Forfeit Deposit \$150	Deposit and Housing Fees refunded. Cancellation fee equivalent to 15 days of Housing Fees	Deposit and Housing Fees refunded. Cancellation fee equivalent to 30 days of Housing Fees.	Charged for each day they occupy a Housing room plus a cancellation fee equivalent to 60 days of Housing Fees.
Winter Applications & Agreements	Date	On or before November 15, 2025	On or after November 15, 2025	On or after December 1, 2025	On or after Move-In	
	Fee	Full refund of Deposit and Housing Fees.	Forfeit Deposit \$150	Deposit and Housing Fees refunded. Cancellation fee equivalent to 15 days of Housing Fees	Charged for each day they occupy a Housing room plus a cancellation fee equivalent to 60 days of Housing Fees.	
Apprentice Applications & Agreements	Date	90 days or more prior to move-in day	Less than 90 days and more than 30 days prior to move-in day	Less than 30 days prior to move-in day	On or after Move-In Day	
	Fee	Full refund of Deposit and Housing Fees.	Forfeit Deposit \$150	Deposit and Housing Fees refunded. Cancellation fee equivalent to 15 days of Housing Fees.	Charged for each day they occupy a Housing room plus a cancellation fee equivalent to 30 days of Housing Fees.	

8.07 Payment after Notice of Termination. The Manager's acceptance of any payment of arrears or of any other payment for the use or occupation of the Room, after delivery of a notice terminating this agreement to the Student, does not operate as waiver of a notice of termination, nor reinstatement of this Agreement.

8.08 Binding Effect. Each reference in this Agreement to the Manager, the Institution, and the Student includes their respective heirs, estate trustees, legal representatives, successors and assigns, as applicable.