



# RESIDENCE CONTRACT



# 2026-27



# HOUSING



# OUR MISSION

To create a supportive, inclusive community for students to live, learn and flourish.

# OUR VISION

To be the foundation of the Western experience where students build character, succeed in their academic journey and establish connections to last a lifetime.

# OUR VALUES

We care deeply about our students, and together, we embrace the following core values:

## **Collaboration and Communication:**

Sharing diverse skills, knowledge, ideas and perspectives to achieve greater and more inclusive results.

## **Innovation:**

Prioritizing creative thinking, experimentation, and adaptability in how we solve problems, make decisions and plan for the future.

## **Leading with Integrity:**

Being honest, ethical and consistent in our behaviour while treating others equitably and with respect.

## **Pursuit of Excellence:**

Striving to achieve higher standards of quality, performance and achievement.

## **Safety and Inclusion:**

Intentionally fostering spaces and places where all people feel physically and psychologically safe, valued and included.

## **Sustainability:**

Striving to meet the needs of our present communities while ensuring the needs of future generations are met.

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## Land Acknowledgement

We acknowledge that Western University is located on the traditional lands of the Anishinaabek, Haudenosaunee, Lūnaapéewak and Chonnonton Nations, on lands connected with the London Township and Sombra Treaties of 1796 and the Dish with One Spoon Covenant Wampum. With this, we respect the longstanding relationships that Indigenous Nations have to this land, as they are the original caretakers. We acknowledge historical and ongoing injustices that Indigenous Peoples (First Nations, Métis and Inuit) endure in Canada and we accept responsibility as a public institution to contribute toward revealing and correcting miseducation as well as renewing respectful relationships with Indigenous communities through our teaching, research and community service.



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# INTRODUCTION

Welcome to Western's Residence community! This important document is the Residence Contract (the "Contract"), it outlines your rights and responsibilities while living in residence. This is a legal document between you and Western University ("Western") as represented by Western's Housing and Ancillary Services Department ("Housing" or "we"), so please read it carefully. We may update the terms of the Contract from time to time and we will update you by email on any important changes.

This Contract applies to your day-to-day residence living activities and extends to all residence-related events, whether in residence, on campus or hosted off campus, including Orientation Week, programs and Residents' Council events such as dances and formals.



While living in residence, you must comply with the laws of Ontario and Canada. You must also comply with Western's policies, including Western's Code of Student Conduct and Western's Policy on Gender-Based and Sexual Violence. Failure to do so may result in your removal from residence.

Please know that your privacy is important to Western and Housing protects your privacy in the following ways: we will not release information about your whereabouts should we receive inquiries by phone, in person or at our residence front desks. We will not provide your room number or verify whether or not you live in the building without your consent.



We're all part of Western's diverse community. We embrace, appreciate and celebrate people of all races, nationalities, sexes, ages, gender identities and expressions, affectional and sexual orientations, socioeconomic statuses, spiritual practices, abilities and any other dimension of identity. Our community is strengthened by diversity and the growth fostered by an inclusive residence environment. Every person has equal worth and deserves to be treated with dignity and respect. We live and learn together, maintaining an environment of mutual respect and interpersonal curiosity, while striving to have positive interactions with one another. We can learn from each other to gain a greater understanding and appreciation for our fellow people.

We're responsible for our actions and our behaviour reflects our values. Any form of abuse, harassment, threat or violence is incompatible with our philosophy and will not be tolerated. We don't accept ignorance, anger, alcohol or substance abuse as a valid excuse, reason or rationale for negative behaviour.

Together, we create a supportive, inclusive community for students to live, learn and flourish.



# COMMITMENT TO DIVERSITY



# FEES, CHARGES AND FINES

You agree to pay all [Residence Room and Meal Plan Rates](#) for the applicable academic year. In addition, you may be subject to additional fees, charges, and fines, including but not limited to damages, lockouts, cleaning assessments and policy violation fines. A complete Schedule of Fees, Charges and Fines is set out in Appendix A, which forms part of this Agreement. By accepting this Agreement, you acknowledge and agree to the fees, charges and fines outlined in Appendix A. All applicable fees, charges and fines will be applied to your Student Account.

Please note that all these rates, charges, fees and fines are subject to change without notice.

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## Late Payments

Payments must be received by Housing by the instalment deadlines, otherwise your payment will be considered late. Allow 2–3 business days for a payment to be processed to your account. If your payment is not received by the deadline, this may also result in the loss of your residence space or your placement in extended housing (e.g. combining multiple residents into rooms). Your late payment information will be shared with Western International College and will prevent future registration and will not allow you to obtain a grade report, a transcript or degree/diploma until the balance owing is fully paid. If there is an outstanding balance of your fees at the end of April (for January intake, if there is an outstanding balance at the end of December), any unused balance of your meal plan food credit will be applied toward your outstanding balance.

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## Residence Eligibility

To be eligible for residence, you must be a single student without dependents who has been admitted for full-time studies at Western International College.

If you voluntarily withdraw from residence or cease to be a full-time student, you will be required to submit your withdrawal through the myHousing Portal and follow the withdrawal process.

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## Cancellations, Withdrawals and Termination

### Cancellations Prior to Move-In

All residence cancellations must be submitted through the [myHousing Portal](#). If you cancel before your first instalment deadline, \$450 of your \$900 residence prepayment will be refunded. After this deadline, the prepayment is non-refundable. If you cancel after your scheduled move-in date, residence fees (including meal plan overhead and Capital Improvement Fee) will be prorated for the period your room was held for you. Students who are deemed not academically admissible by Western International College will receive a full refund of their residence prepayment. Students whose

study permits are denied may request a waiver of the cancellation fee by providing an official denial letter to [housing@uwo.ca](mailto:housing@uwo.ca).

### Withdrawing From Residence

If you wish to withdraw from residence, you will need to submit a withdrawal request through the myHousing Portal prior to your planned move-out date. You are also required to review and sign a Residence Withdrawal Form at the front desk on the day of your actual move out from residence. For your withdrawal to be processed, all belongings must be removed from the residence space.

#### **Academic Withdrawal: Student has withdrawn academically for the current term**

If you withdraw or are required to withdraw from residence and you withdraw academically from Western International College for any reason, you will be responsible for your room and meal plan charges incurred up until the time of your withdrawal and check out from residence. A \$900 withdrawal fee will be assessed, not as a penalty, but to cover the costs of processing the withdrawal.

#### **Non-Academic Withdrawal: Student has withdrawn from residence, but remains a Western International College student**

If you withdraw from residence but remain a Western International College student, you will be held financially responsible for your full residence fee (including meal plan overhead and Capital Improvement Fee costs). If you move out of residence in the last month of your contract, you will be considered as a student that moved out early rather than a student that withdrew. Your residence charges will not be adjusted and the withdrawal fee will not be applied.

### Termination From Residence

If your Residence Contract is terminated, you will be held financially responsible for your full residence fee (including meal plan overhead and Capital Improvement Fee costs). Your residence fees will not be reimbursed if you withdraw from Western International College following termination of your Residence Contract, or if you have been suspended or expelled from Western International College under the Code of Student Conduct, Gender-Based and Sexual Violence Policy, or a Scholastic Offence Policy. It will be considered a termination and the terms outlined in this Contract will apply.



# MOVING IN AND OUT

Students will be able to sign up for a move-in date and time specific to their residence through the myHousing Portal.

Students may remain in residence during Fall Reading Week and Spring Reading Week; however, limited food service is available in designated residence dining halls during this time.

## Checking Out

When moving out of your residence room you must:

- Remove your property as well as all garbage and recycling from your room.
- Turn in all keys that were assigned to you when you moved in including your mailbox key. You will be billed if you fail to turn in your key(s) before leaving campus.
- Leave your room, fixtures and appliances clean and return furniture to its original position. You may be charged a cleaning fee if you fail to do so.
- Room damages will be assessed after you move out and will be reflected on your account.
- Pay community damages at your residence front desk prior to moving out of residence.

You will be held financially accountable for the condition of your room and furnishings based on inventories and assessment conducted after you move out. Within three days of moving in, you are required to complete a Room Inventory and Condition Checklist (RICC), which can be found on the myHousing Portal. Failure or refusal to bring prior damages to our attention on move-in could be detrimental to you and will not be considered unless brought to our attention via the RICC form.

Upon move-out, you will be required to complete the End-of-Year Residence Inventory Condition Checklist (ERICC) and could be fined should you not complete that process. Any property left in a residence following building closure will be assumed to be unwanted and donated or disposed of accordingly.

Students who do not follow the ERICC may be charged the Improper Check-Out Fee.

Should you wish to appeal any charge relating to damage, contact [residenceappeals@uwo.ca](mailto:residenceappeals@uwo.ca) for more information.

Under exceptional circumstances, Housing may grant approval for a later departure. Requests must be submitted through the myHousing Portal during the designated period. Students who remain in residence beyond their official residence departure date without written approval will be charged.

### Notice to Vacate

We reserve the right to refuse admission or readmission to Housing or your Contract during the academic year if you fail to meet Housing requirements, standards, policies and/or regulations, or in the event of arrest or criminal conviction. You will be held financially responsible for your full residence fees in such cases.





# ROOM ASSIGNMENTS

Housing reserves the right to assign rooms based on availability, including combining multiple residents into rooms (within reasonable limits of safety and comfort) in situations of high demand.

We reserve the right to terminate your Residence Contract, reassign residences or rooms and to effect other measures for reasons that include, but are not limited to, the safety, security and conduct of the residence program.

You will be responsible for paying any difference in prorated room charges if your room type changes (e.g. the single room rate is charged if you are moved from a double to a single room). You are not permitted to sublet your residence room or offer residence spaces on rental services such as (but not limited to) Airbnb.

Living in residence is a shared community experience. It involves learning to navigate differences, communicate respectfully and take responsibility for how your actions affect others. Room placements are based on the Residence Placement Questionnaire and students are responsible for providing accurate information.

All students sharing a room or suite must complete a mandatory roommate agreement. This helps start conversations about expectations for noise, cleanliness, guests, schedules and other shared space issues. If the agreement is not completed by the deadline, Residence Life Staff will schedule a mandatory meeting to ensure it is finished. Students are expected to use the strategies outlined in the agreement to resolve conflicts respectfully.

## ROOMMATE CONFLICT VS. RESIDENCE CONTRACT VIOLATIONS

Interpersonal or lifestyle conflicts with roommates (e.g., noise, cleanliness, guests or schedules) are handled through conflict resolution, coaching and mediation. Participation in mediation may be required if Residence Life Staff determine it is a reasonable way to address concerns. As residence is a real-life learning environment, mediation helps students develop practical skills in communication, accountability and conflict resolution. These conflicts do not count as violations of the Residence Contract if the behaviours fall within agreed-upon expectations and residence policies.

Alleged violations of the Residence Contract or residence policies (e.g., prohibited behaviour or safety concerns) are handled through the Residence Conduct Process. Residence Life Staff will decide whether a concern meets the threshold for a conduct investigation.

Residence Life Staff can provide guidance, coaching and mediation if behaviour conflicts with residence policies or community standards. Room changes are not a standard response to roommate conflict and are only considered when a policy violation cannot be resolved through mediation.

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## Vacancy and Consolidation Policy

Housing reserves the right to move you to a different space in residence to reduce losses in revenue and to fill vacancies that may occur throughout the year. You will be notified in advance that consolidation will be taking place. If a vacancy occurs in your room or suite, you must:

- Keep the unoccupied portion of the room in a condition that would allow a new roommate to move into the room on short notice; and
- Display a welcoming attitude of respect, cooperation and acceptance toward any resident who is newly assigned to your room/suite.

Failure to comply with the above may result in applicable room set-up/cleaning charges and/or disciplinary sanctions.

The Housing Office will endeavour to fill the space as quickly as possible by:

- Consulting the residence waiting list; and
- Consolidating vacancies from within the floor, unit or building.

You may be given the option of retaining the room privately for the remainder of the academic year at an adjusted rate in the rare event that there is space available and there is not a current demand for housing by other students. Your double room is then defined as a “super-single”. Housing reserves the right to reassign you to an alternate residence room if you choose not to pay the premium.



# LIABILITY INSURANCE

## **YOU ARE REQUIRED TO CARRY TENANT INSURANCE**

Tenant insurance is a requirement for all students living in residence at Western. You will automatically be issued tenant insurance through a recommended insurance broker. This charge is included as part of your residence room rate. A complete description of the coverage provided under the program including all terms and conditions, policy provisions, limitations and exclusions, can be found on the [Marsh Canada website](#).

Housing is not responsible for property belonging to you or any of your guests which is lost, stolen or damaged in any way regardless of cause; whether or not this may occur in your accommodation or on the residence property, including storage facilities.

You will be held financially liable for damage to residence buildings or property that results from willful or negligent actions by either you or your guest(s). Even though it may not be your intention to damage Housing property, you will be held liable for any such damages. Further, you will be held responsible for any and all damage costs resulting from frozen and/or burst pipes caused by you or your guest(s) due to events such as failure to keep your windows closed in cold temperatures.

## Responsibility for Your Valuables

Housing will not be responsible for any loss or damage occurring to any of your belongings during the move-in process even if they were moved in by a Western and/or Housing volunteer or Residence Staff. You are expected to clearly label your luggage, boxes, bags and other belongings with your first and last name. You are responsible for moving valuable items into residence yourself. Do not allow Housing volunteers or Residence Staff to handle any personal items of monetary or sentimental value.

This includes but is not limited to: laptops, computers, cell phones, tablets, electronics, video game systems, musical instruments, jewelry, textbooks, cash, gift cards, etc. You will not be compensated for items

that are lost, misplaced, damaged or broken (by any means) during the move-in process.

You may leave personal property in your room during statutory holidays, the winter break and Reading Weeks, unless Housing indicates in advance a need to have the room vacated. You should always take valuable items (e.g., jewelry, computers, TVs and etc.) with you when you leave as Housing cannot guarantee the security of personal belongings in your room. It is your responsibility to ensure your doors and windows are locked whenever you are not in your room. You will be held responsible if theft or damage occurs if you leave your door unlocked.



# BEHAVIOUR EXPECTATIONS

**At Western, our behaviour management process is designed to:**

- Educate students in regard to their actions and responsibilities
- Protect the residence community from conduct violations
- Maintain an environment that supports learning
- Repair any harm that is done to the community

Our behaviour management process actively fosters the personal and social development of students who are held accountable for violations of the Contract. This process is designed to promote self-discipline and increase students' capacity to respect the rights of others. When appropriate, we emphasize informal conflict resolution measures before formal measures are considered.

## Behaviour Expectations

This section outlines what we expect of you as a Residence Student. These expectations are in place to help ensure the safety and security of you and your Residence community and to help foster a positive living environment for all.

### Orientation Week

Alcohol and cannabis are not permitted during the September move-in period and until the Monday following Orientation Week, regardless of your age. This means that you can neither possess nor consume these substances during Move-In and Orientation Week. We reserve the right to notify your parent/guardian/emergency contact and/or suspend you from residence for the remainder of Orientation Week should you come to our attention during Orientation Week for substance-related behaviour.

Hazing is not a part of the orientation experience and is strictly prohibited. Behaviours considered to be hazing will result in disciplinary sanctions, ranging from probation to termination of your Residence Contract. There is a no guest policy in effect during Orientation Week.

### Community Concerns

#### Overall Community Expectations

As a member of the Residence community there are certain expectations, outlined below, that ensure everyone can have a safe and positive residence experience. You are expected to familiarize yourself with these expectations to ensure you understand how to be a positive member of your community. Please also review the Caretaking, Cleaning and Facilities section of this Contract.

- Engaging in any activity that violates the Criminal Code, other federal or provincial laws or published Western University policies—including the Code of Student Rights and Responsibilities (MAPP 1.46)—is not permitted.
- Misrepresenting oneself is not allowed and will result in sanctions under the Contract.
- Dishonesty, collusion or deliberate attempts to cover up the facts are considered violations

of the Residence Contract. You are expected to cooperate with Housing Staff during fact finding and not work with others to deliberately cover up facts and evidence.

- Participating in sport or sport-related activities in residence is not permitted. This includes, but is not limited to, throwing a ball or frisbee, rollerblading, using a slip and slide, bicycling, wrestling, rough and boisterous play and chasing people. Some buildings have designated recreation areas where games and sports may be played.
- Pranks and other disrespectful behaviour are unacceptable in residence. Pranking staff or other residents or participating in other disruptive activities intended to fool, scare or intentionally/unintentionally negatively impact others is not permitted.
- Hosting or promoting parties in residence is not permitted. This includes advertising parties, whether through posters or on social media as well as promotion of, or participating in, events that promote excessive consumption of cannabis. It also includes the promotion of, or participating in, mass-alcohol consumption events such as drinking games and floor/building crawls.
- Gambling, defined as playing games of chance for money, in any form is prohibited in Residence.
- You (or any guest) should never throw or allow any object(s) to drop from a window, balcony, rooftop or stairwell. Do not throw anything at a residence building.

#### Noise

Excessive and repetitive noise can be especially impactful in a residence community. No Residence student has the same schedule and lifestyle and thus noise can impact someone at any time of day. If you hear excessive noise you are encouraged to try to address it with your peer directly. You can call the front desk if someone is ignoring your requests to reduce or stop the noise.

- You are encouraged to use headphones to avoid disturbing others.

- Every building has quiet hours Sunday through Thursday from 11:00 p.m. to 8:00 a.m. Quiet hours begin at 1:00 a.m. on Friday and Saturday nights and continue until 11:00 a.m. the following morning. 24-hour quiet times are in effect throughout examination periods in December and April. You may be required to leave residence early during exam periods if you create excessive noise or disruption.

## Respect of Staff

All Housing Staff are vital members of your Residence community without whom Residence would not provide the same experience for students.

- Members of the residence, hospitality, caretaking, maintenance, front desk and guest registration staff are to always be treated with respect and courtesy. Behaviour that creates a hostile work environment or that is disrespectful to Housing Staff, including intimidation, threats, directed expletives, bullying, electronic surveillance or other forms of harassment will not be tolerated.
- Students are expected to comply with requests and directions from Housing Staff and Western University officials, including those pertaining to established regulations, policies and guidelines.

## Damages & Decorating

Please review the Caretaking, Cleaning and Facilities and Guests in Residence sections of this Contract for specific expectations. If you see damage occurring or are aware of information regarding damage that has occurred, you are strongly encouraged to share that information with your Don or other Housing Staff. Students are also responsible for Damages or Vandalism that is discovered during room inspections, general cleaning and maintenance or is discovered after move-out. Labour and supplies can be costly so it is best to notify Housing Staff when damage occurs.

## Use of Facilities

As a member of a residence community, you are responsible for contributing to the safety and security of the community and its facilities. This includes permitting access to your community, not sharing your access cards and using public spaces and

furniture in a respectful manner. Please also review the Caretaking, Cleaning and Facilities and Residence Access and Keys sections of this Contract.

- Do not lend your keys or ONECard to others; disciplinary sanctions may be applied if you do. Housing Staff will confiscate keys (and Western ONECard or other identification) held by individuals to whom they do not belong. Anyone found in possession of unauthorized key(s) will be subject to a minimum fine of \$75 and a letter of warning for the first offence and further disciplinary action for subsequent offences.
- Operating a commercial business and/or solicitation is not permitted in residence. Residence front desks will not accept mail or deliveries on behalf of businesses, clubs, organizations or corporate entities (Residents' Council excepted).
- All posters in Residence must be approved by the Residence Life and Education Office before they are posted. Email posters to [residencelife@uwo.ca](mailto:residencelife@uwo.ca) for approval. University Students' Council Poster Patrol does not regulate residence postings.
- Every residence has areas where access is restricted for your safety. Accessing restricted areas in Residence is not permitted. This includes but is not limited to, accessing another student's room and spaces without expressed permission or accessing spaces that could have hazards such as the roof of a building, spaces that have mechanical infrastructure and any space labeled as having restricted access.
- You are expected to treat all Western Property with respect and refrain from tampering with safety mechanisms and items in place to ensure a safe and secure environment for all students. This includes, but is not limited to, window screens, window bars, window mechanisms, window and door locks and all other infrastructure and safety features in Residence. (Please refer to the Safety and Emergencies Section of the Contract for further details and details pertaining to Fire Safety Equipment).

## Alcohol

Western promotes responsible and safe consumption of alcohol in Residence and enforces the guidelines under the Ontario Liquor License Act and the Alcohol Gaming Commission of Ontario. Western students and residents are also subject to the conditions of the [Campus Alcohol Policy](#). The expectations below are in place to minimize the risks associated with alcohol consumption and promote positive behaviour while consuming alcohol. Violations and/or inappropriate behaviour resulting from alcohol use may lead to Housing notifying your parent/guardian/emergency contact and result in significant disciplinary measures (including termination of your Residence Contract).

- Alcohol in single-serve glass bottles is not allowed in Residence.
- Open alcohol or consumption of alcohol in any common space is not permitted in residence. Additionally, unsealed containers must be closed with a proper lid. If you are of legal age, alcohol can be consumed in your residence room after Orientation Week.
- Large volume containers such as kegs, mini-kegs, and any container that holds more than 500ml of beer, 1L of wine or 40 oz/1,183 ml of any type of alcohol, are not permitted in residence. Similarly, funnels, drinking hats and any other high-risk consumption devices are not permitted in residence.
- Alcohol containers and related alcohol paraphernalia are not to be displayed in windows or on doors.
- Making wine, beer or any other alcoholic beverage is not permitted in residence.
- Purchasing alcohol for, or supplying alcohol to, a minor is not allowed. The sale of alcohol to others regardless of age is not permitted. Additionally, as per the Ontario Liquor License Act, underage students may not be in possession of open or closed alcohol.
- Alcohol intoxication, regardless of age, is never an excuse for inappropriate behaviour. It is your responsibility to manage your health and well-being regarding your alcohol intake and act respectfully and appropriately while under the influence. Repeated behaviour or serious incidents involving alcohol may trigger more severe disciplinary sanctions.

## Cannabis

Western promotes responsible and safe consumption of cannabis and upholds the provincial and federal legislation as defined by Bill C-45, the Smoke-Free Ontario Act and the Occupational Health & Safety Act.

- Cannabis may not be consumed by any person under 19 years of age. Likewise, those under 19 cannot be in possession of cannabis or any cannabis paraphernalia used for cannabis consumption. Additionally, the distribution of cannabis to underage students and the sale of cannabis to others regardless of age is not permitted and may be considered trafficking.
- Possessing in excess of 30 grams of cannabis is not allowed.
- Cannabis must be stored in a sealed airtight container when not in use. Hookahs, bongs, vaporizers, grinders or any other cannabis paraphernalia must be stored in a sealed airtight container. Furthermore, cannabis containers and related cannabis paraphernalia are not to be displayed in windows or on doors.
- Possession and/or cultivation of cannabis plants or cannabis related products is not allowed in residence.
- Cooking/baking with cannabis is not permitted in residence due to the potential community impacts. Additionally, in keeping with SmokeFree Western, smoking and vaping cannabis in any residence and/or on Western property is not permitted.
- Sending or receiving cannabis in the mail, except for deliveries to of-age students directly from the Ontario Cannabis Store, is not allowed.

## Smoking/Vaping and Tobacco Use

Western University is a smoke free campus as per Western's Policy on Smoking, Vaping and Tobacco Use (Policy 1.16). This means that smoking is prohibited anywhere on campus including in Residence as it is a fire hazard and can be negatively impactful on your Residence community. The term Smoking applies to vaping, loose tobacco, Dokha, shisha, cigars, clove cigarettes, cannabis and any other form of smoking and/or tobacco use in Residence.

- Signs of smoking or vaping in Residence, including

ashes, scent, sight of smoke or cigarette butts, will be considered evidence of smoking/vaping in residence and a violation of the Residence Contract.

- The distribution of tobacco products to underage students and the sale of tobacco products to others regardless of age, is not permitted. Students are not permitted to send or receive tobacco in the mail except for deliveries to of-age students.

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## Illegal Substances

In keeping with provincial and federal laws, the use of illegal drugs, controlled substances and prescription medication that is not prescribed to you is prohibited in residence. A resident who violates this section of the contract may be referred to the Code of Student Conduct and/or Western Special Constables which could lead to prosecution under the Criminal Code. You are strongly encouraged to keep prescription medication in a locked container.

- Any suspected use, possession or supplying of such substances will be referred to Western Special Constables and Western's Code of Student Conduct.
- We may investigate if you are found to be under the influence of illegal drugs (or drugs taken without a prescription or abused for recreation) while in residence, regardless of where you originally consumed those drugs. We reserve the right to notify your parent/guardian/emergency contact about unlawful activity or any behaviour that threatens the safety or wellbeing of yourself or others.

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## Physical Assault

Physical Assault of any kind is not tolerated in Residence. This includes engaging in physical actions which are threatening, physically abusive and/or compromise the safety and security of any individual and/or group. Western Housing reserves the right to share information pertaining to physical assault with Western's Code of Student Conduct, Western Special

Constables and/or London Police Services for further follow-up.

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## Theft

Theft of Residence property or that of other residents will not be tolerated and may result in the issue being referred to appropriate legal authorities such as, Western Special Constables, London Police and/or the Code of Student Conduct depending on the situation. While Housing will investigate theft, we are not responsible for the replacement or return of stolen belongings.

- The theft of items belonging to others is considered a violation of the Residence Contract. Students who believe they have items that have been stolen should contact their Residence Life Staff and/or Western Special Constables.
- Theft of Western property is prohibited. This includes but is not limited to dishes, cutlery and trays from the dining hall, wet floor signs, Residence signage and door numbers.

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## Weapons and Explosives

Any item that is perceived to be intimidating and/or intended to cause harm will be considered a weapon. Examples of prohibited items are firearms, knives, Swiss army knives, pellet guns, cap guns, bb guns, paintball guns, firecrackers, fireworks and explosives. Also included are items that are replicas and may not be functional but could be perceived to be real and functional.

- Weapons will be confiscated by the appropriate authority depending on the severity, or the student will be asked to take it out of the building as soon as possible.

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## Fire Safety

Western's Fire Safety department enforces the laws and regulations of the provincial government in Western's residences. Any behaviour that violates these laws may result in criminal and/or provincial charges and fines. Housing may also issue sanctions with regard to this type of behaviour.

- Open flame in residence is not allowed. This includes the act of lighting a candle, incense, cigarettes and any flammable object (paper, furniture, ceiling tiles, etc.). Evidence of burning such as ashes, smell of smoke and smell or sight of burnt candles are examples of having had an open flame and can be considered a violation. Please consult with your Residence Life Coordinator if you wish to use candles, an open flame or smoke for religious, ceremonial or cultural purposes.
- Fire equipment is only to be used in an emergency. Tampering with or obstructing fire equipment is a violation of this Contract. This includes behaviour that is perceived to be malicious or accidental. Fire equipment includes pull stations, pull station covers, smoke and heat detectors, sprinklers, fire hoses and extinguishers, exit signs and emergency exits.
- In the event of a building wide fire alarm, students are expected to evacuate the building in a reasonable time frame to ensure their own safety and the safety of emergency personnel.
- Emergency exits are in place to provide a safe exit during an emergency and are not to be used otherwise.
- Accidentally setting off a fire alarm is a very serious offense and can result in significant impacts to the Residence and broader London Community. This includes situations where it seems more than likely that the fire alarm was engaged accidentally, not maliciously. The London Fire Department may issue a fine for the misuse of their services. This fine may be passed on to the student(s) found responsible.
- Maliciously setting off a fire alarm is a serious and potentially criminal act, when not for emergency purposes. This includes but is not limited to pulling

an alarm when there is no emergency, and/or other acts that appear to have been more than likely intentional. The London Fire Department may issue a fine for the misuse of their services which may be passed on to the student(s) found responsible. This is behaviour that can be considered mischief under the Criminal Code and may be referred to Western Special Constables for review.

- Power outlets and appliances are expected to be used safely. You are responsible for your actions when cooking or using other devices such as microwaves, dryers, hair dryers, etc. This includes not overloading electrical outlets or leaving appliances operating unattended. (e.g. microwaves and stoves).

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## Animals

Western Residence is a pet free environment, which ensures a safe space for everyone and protects against the mistreatment of animals in residence.

- Service animals are permitted where a resident has a disability-related need for a service animal (as defined in Western's MAPP Accessibility policy, section 1.47) verified by Western's Accessible Education and has entered into an agreement with Western's Housing and Ancillary Services through a Residence-Accessibility Request.
- If you are found to have an unauthorized animal (including fish) in residence, you will be required to immediately find it a new home.
- Negligence or misconduct toward any animal(s), may be considered animal cruelty.

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## Gender-Based and Sexual Violence

You must comply with the Policy on [Gender-Based and Sexual Violence](#). The policy defines gender-based and sexual violence as any sexual act or act targeting a person's sexuality, gender identity and gender expression, whether the act is physical or psychological in nature, that is committed, threatened or attempted against a person without the person's consent and

includes sexual assault, sexual harassment, stalking, indecent exposure, voyeurism, cyber harassment and sexual exploitation. Consent is direct, active, voluntary and a conscious choice. Consent cannot be assumed and must be given freely. Asking for consent and respecting the response you receive ensures everyone involved feels safe and wants to proceed. You must obtain consent before initiating and continuing with intimate and/or sexual activity.

### Consent is not:

- Given by a third party.
- Obtained through pressure, abuse of power, abuse of trust or abuse of authority.
- Obtained through coercion, force or threat of force.
- Obtained if the person is unconscious, sleeping or significantly impaired by drugs or alcohol.
- Obtained if the person does not say yes, says no or through words or behaviour that indicate no.
- Obtained when the person changes their mind and chooses to no longer engage in sexual activity; consent can be revoked at any time. Consenting to one kind of sexual activity does not mean that consent is given for another sexual activity.
- Read more about Consent at: [uwo.ca/health/gbsv](http://uwo.ca/health/gbsv).
- In cases where allegations of gender-based and sexual violence are made, the Office of Student Support and Case Management will lead the

investigation. Potential sanctions include, but are not limited to, termination of the residence contract, suspension and/or expulsion from Western. A student who is alleged to have committed gender-based and sexual violence may be removed from residence or relocated to another residence pending completion of an investigation.

All students living in residence must complete mandatory gender-based and sexual violence education (as determined by Western) as a condition of living in residence. This education consists of an introductory asynchronous learning module, as well as a live-facilitated workshop. Students who refuse or fail to complete such training may have their Residence Contract terminated.

## Harassment and Discrimination

All students and members of the University community are required to abide by Western's [policies on harassment](#). Western Housing reserves the right to share information pertaining to issues with harassment and discrimination with Western's Code of Student Conduct, Western Special Constables and/ or London Police Services.





- We will not tolerate verbal, written or online abuse, threats, intimidation, violence or other forms of harassment against any member of our community for any reason including, but not limited to, culture, race, religion, gender identity or sexual orientation.
- We will not tolerate discrimination in any of its forms, under the Ontario Human Rights Code, including any comments or jokes. Housing will not accept ignorance, anger, alcohol or substance abuse as an excuse, reason or rationale for such behaviour.
- You are expected to refrain from any form of hazing, which includes, but is not limited to: any action or activity which does not contribute to the positive development of a person; which inflicts or intends to cause physical or mental harms; and which may demean, degrade or disgrace any person, regardless of location, intent or consent of participants.
- Displaying or communicating objectionable and obscene material is not permitted in residence. This includes racist, homophobic or sexist jokes, hate literature, pornographic materials and any other materials that may be offensive to others or negatively reflect upon the reputation of Western, its employees or residences. This includes verbal communication and posting or publishing of material, whether in writing or electronically, within residence, including in your room. No objectionable or obscene material may be in view of others.

## Prohibited Items in Residence

The following is a list of items prohibited in Residence. Should any of these items be discovered by Housing Staff, they may be disposed of at your expense in addition to any sanctions imposed upon you for violating this provision. If you require accommodation for items, please submit a Residence Accessibility Request that can be found on the myHousing Portal.

- Alcohol paraphernalia and large-volume alcohol containers and single-serve glass containers
- Cannabis plants
- Candles, diffusers and incense. If you are required to burn any substance for religious purposes, please contact your Residence Life Coordinator.
- Heaters and heat lamps
- Personal furniture (including but not limited to desks, chairs, mattresses, beds, headboards, waterbeds, tables and office chairs, etc.)
- Water coolers
- Appliances (microwaves, freezers, washers, dryers, rice cookers, hot plates, sandwich makers, grills, coffee makers, etc.). Students living in suite-style residences can bring kettles, coffee makers, toaster ovens, rice cookers and cooking grills provided they comply with Canadian Electrical Standards and have an automatic shutoff. Students living in hybrid-style residences can bring kettles or coffee makers, provided they comply with Canadian electrical standards and have an automatic shutoff.
- Halogen lamps, LED strip lighting
- Exercise machines (treadmills, stationary bikes, etc.)
- Drum sets and pianos
- Speaker systems
- Draperies
- Flammable liquids and gases
- Gas-powered equipment
- Barbeques
- Hoverboards and other self-balancing scooters
- E-bikes and E-scooters
- Weapons and imitation weapons (firearms, knives, Swiss Army knives, pellet guns, paintball guns, firecrackers, cap guns, etc.)

## Privacy

You must show respect for the privacy, property and wellbeing of fellow residents and their right to quiet enjoyment of private and public spaces. Housing has installed or may install video cameras throughout a residence's common areas to promote safety. They are used in accordance with Western's video monitoring policy.

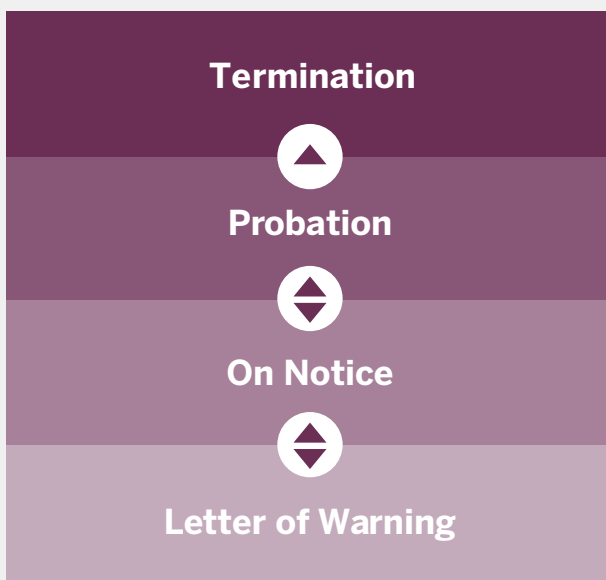
- Entering another student's room or suite and/or disturbing another resident's property may only be done with permission. Students must have written permission to enter another's room when that resident is not present and may do so only with authorized use of the prescribed key from Housing Staff.
- Recording individuals in any format without their knowledge, even within your private personal space, is unacceptable behaviour and you may be sanctioned.
- Public display of private or confidential information, whether it belongs to you or others, is not allowed. This includes the public display of conduct outcome letters.
- Failure to knock and wait for an invitation to enter, electronic eavesdropping or surveillance or uncomfortable encroachment on personal space can have a troubling impact on an individual's sense of security.
- Ask permission before using your roommate's belongings

## Behaviour Management Process at a Glance

The following are highlights of the Behaviour Management Process. You can review the entire process online. This process has been developed keeping in mind the principles of Procedural Fairness and with the intention of upholding a respectful community. Your Neighbourhood Conduct Coordinator can also review the process with you.

### Behaviour Management Ladder

As indicated in the behaviour management ladder below, Housing believes in progressive discipline. We determine appropriate consequences and/or support to help residents improve behaviour, while taking into account their individual circumstances. The goal is to help prevent inappropriate student behaviour from reoccurring. Within this context, the severity of the behaviour, its impact on others and/or behaviour that escalates or is repeated may result in more serious consequences.



### Educational or Discretionary Sanctions

Educational sanctions or learning opportunities may form part of a disciplinary sanction. These conditions may include (but are not limited to) writing an apology, participating in educational seminars, the restriction of privileges, completing a written assignment, attending meetings, with community partners or participating in awareness programs.

### Substance Use Concerns

Western Housing takes an educational approach to alcohol and cannabis consumption. Students who overconsume might be assigned 1:1 informational meetings, alcohol/cannabis workbooks and seminars, safe consumption planning and check-ins, or access to campus and community resources. When the substance use has become an impact to the Community, is causing the student serious harm and/or is a repetitive behaviour, Housing may implement a Substance Behaviour Contract. The Substance Behaviour Contract restricts the consumption and possession of alcohol and cannabis and being under the influence of alcohol and cannabis while in Residence. In significant cases, a student may have their Residence Contract terminated. resulting from a room or building change and are responsible for transporting all of their belongings to their new room or building.

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## Notice of Trespass

Housing reserves the right to restrict access to any residence and their grounds through the Trespass to Property Act. A Notice of Trespass will list which areas are restricted. Any violation of a Notice of Trespass may result in charges under the Code of Student Conduct and/or additional sanctions under the Contract.

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## Suspensions

A residence suspension temporarily bans a student from residence for a defined period of time, after which they may be eligible to return. Conditions for readmission may be specified in the decision letter. In the event of a suspension, you will be denied access to any of the residences and their grounds. You will be charged under the Trespass to Property Act if you violate a suspension. All regular residence fees and charges will apply throughout the suspension period. The reasons for a suspension may include but are not limited to:

1. Ensuring the safety and wellbeing of members of the residence community or the preservation of residence property.
  2. Your violation of a behavioural contract.
  3. You pose a risk to the normal operations of residence.
  4. Your involvement or alleged involvement in a serious incident while the investigation of such incidents is ongoing.
- 

## Relocation

Housing reserves the right to relocate residents off campus, or to another room or building within the residence system as a response to violations or alleged violations of their Contract, Code of Student Conduct or Gender-Based and Sexual Violence Policy. Residents are responsible for any additional fee increase resulting from a room or building change and are responsible for transporting all of their belongings to their new room or building.

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## Interim Measures

When a situation arises where the health and safety of an individual or the community are of concern, interim measures may be issued as a temporary resolution. Interim measures may be issued at any time during the fact-finding and adjudication process and will not be considered a finding of violation. Housing may review interim measures to ensure measures remain necessary and appropriate to the circumstances.

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## Terminations

Severe or persistent misconduct may result in the termination of your Contract.

You will be held financially responsible for the full amount of your fees if your Contract is terminated. Western University reserves the right to collect such payment for any outstanding residence room and meal plan overhead charges. Housing reserves the right to terminate a Contract for a single violation which, in the view of Housing, represents a significant departure from the behaviour expected of residents or which endangers the safety or wellbeing of the community (e.g. physical and/or sexual aggression, display of a weapon, theft, misuse of fire-safety equipment, use/possession/trafficking of illegal drugs, etc).

In addition to termination, you may also receive a Notice of Trespass, prohibiting access to all residences. Your parent/guardian/emergency contact will be notified of Contract termination if you are under the age of 18.

Remember, serious behaviour that may warrant termination of your Contract may result in a less serious sanction if you come forward and take ownership of and responsibility for your actions, you cooperate during the incident follow-up and investigation and you are truthful throughout the entire process.

## Additional Consequences of Discipline

If your status reaches “On Probation” or “Termination” you will be denied the opportunity to become a Student Leader in residence. Eligibility to live in any on-campus building operated by Housing will be suspended for the following specified terms:

- On Probation: two academic years.
- Termination: five academic years.

Behaviour resulting in On Probation status will result in a student’s ineligibility for winter break stay, extended stays or early arrival periods. You may also be subject to disciplinary sanctions based on Western’s Code of Student Conduct depending on the nature of your behaviour. It is expected that you will familiarize yourself with the Code, as violations have severe consequences.

The residences are not a sanctuary separate and apart from the laws of our country or from community standards. Housing may share information about serious incidents and behaviour with Western Special

Constable Service and Western’s Student Support and Case Management office. Housing will notify Western Special Constable Service and/or the London Police Service if a crime is committed in residence or otherwise. Housing may conduct an investigation and impose disciplinary sanctions in addition to any criminal charges or sentences.

We reserve the right to notify your parent/guardian/emergency contact about unlawful activity or any behaviour that threatens the safety or wellbeing of yourself or others.

## Appeals Process

If you believe that you have grounds to appeal your disciplinary sanction, contact your Residence Life Coordinator or email [residenceappeals@uwo.ca](mailto:residenceappeals@uwo.ca) with the appeal information outlined on the Housing website. Appeals must be written by you and are due within three days of receipt of your disciplinary outcome.





# TECHNOLOGY AND INTERNET USE

The use of Western's computing resources is a privilege, available if you honour the requirements and obligations set out in the University's Code of Behaviour for Use of Computing Resources and Corporate Data. If you are found to have breached any of these policies, you are subject to the full range of University disciplinary procedures. Sanctions include the temporary or permanent loss of access privileges, financial restitution, termination of your Residence Contract, expulsion from the University and/or legal sanctions. Commercial or criminal use is strictly prohibited, as is any use that may seriously impact the performance of the network. Use of software that is not legally licensed is an infringement of copyright. You are advised to carefully read the University's policies and interpret documents.

- The file-sharing functions of your computer are considered to be in the public domain and therefore you must not use your network connection in residence for file sharing of objectionable materials. The possession, creation, distribution and publication of objectionable or obscene material and/or child pornography is a criminal offence in accordance with those sections of the Criminal Code of Canada (e.g., section 163).
- Recording individuals in any format without their knowledge, even within your private personal space, is unacceptable behaviour and you may be sanctioned. You may not make recordings of or conduct surveillance on Housing employees without their permission.
- Unpiloted aerial vehicles or drones on or near residence property are not permitted, as their video and photography features may intrude on the privacy of others.

## Conditions of Use

As a condition of the activation of the Connect-IT internet service, users are required to agree to the following:

- All network traffic originating from your port and/or devices is your responsibility. This includes user activity, regardless of: (i) whether or not you generate it, (ii) whether or not you know what you are doing, (iii) whether or not you realized that you have violated any specific policies.
- Computing resources, particularly email, web servers and/or bulletin boards may not be used to send harassing, obscene or fraudulent messages.
- No action may be performed that would impair the functions of the campus and/or residence network.
- Providing access to University computing resources to those who are not entitled to such access is not permitted.
- Scanning or packet analyzer programs are prohibited.
- Using your internet connection to run a commercial enterprise or to support other activities designed to provide income or other considerations is not permitted.
- Reproducing, sharing or distributing copyrighted materials without the expressed written permission of the copyright holder is not allowed.

- Any action that denies another network user access to network resources, including actions such as mass mailing or denial-of-service attacks are prohibited.
- Due to the limited network capacity, you may not operate servers or other services that make high demands on network resources.

It is important to observe all University regulations regarding computing resources, including policies established by the Division of Housing and Ancillary Services. The Connect-IT Conditions of Use highlight some of the more important conditions contained in the Acceptable Use Policy (AUP).

- The AUP must be reviewed and signed prior to obtaining access to University computing resources, including Connect-IT.



# CARETAKING, CLEANING AND FACILITIES

Common areas of residences (such as lounges, music practice rooms and study spaces) are intended for the use and enjoyment of all residents. Your use of common spaces must not interfere with others' ability to use and access them. You may not sleep in lounges or otherwise claim common spaces as your own. We reserve the right to limit access to common spaces following damage or inappropriate use. You will be billed if you organize or plan an event and common areas are damaged as a result.

You are expected to have concern for the protection and preservation of the residence and its grounds. Individuals who are responsible for damage will assume complete responsibility for said damage when identified. If you cause damage to residence property in conjunction with others and Housing is unable to determine who is specifically responsible for each damage, all individuals will be held responsible for the total cost of the damage. You will be held financially liable for any damages caused by or incurred from your negligence, misadventure or carelessness (or that of your guests) regardless of intent.

Disciplinary sanctions, ranging from a letter of warning to termination of your Residence Contract, may be applied in addition to repair costs. You are not permitted to undertake do-it-yourself repairs because of the many regulations and building code requirements imposed on Housing.

You may submit a damage appeal form if you feel that the damage charge was in error. Please contact [residenceappeals@uwo.ca](mailto:residenceappeals@uwo.ca) for more information about damage appeals.

Remaining damage costs may be split evenly among all members of the floor, unit or building community when the person(s) responsible cannot be identified. You will pay for your portion of shared residence damages at the residence front desk when you check out of residence at the end of the Fall and Winter Terms. Similar to what happens at your private residence or home, if someone damaged your property and you were unable to identify the perpetrator, you would be financially responsible for repairing the damage.

For health, sanitary and/or safety reasons, Housing reserves the right to permanently reassign you to more suitable accommodation if Housing believes the situation cannot be rectified or if repairs are extensive or unable to be completed in a timely manner.

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## Damages Identified on Move-In

Housing prepares a Room Inventory Condition Checklist (RICC) indicating the number and condition of furnishings and the condition of the premises before you move in. You must complete this online checklist within three (3) days after you move into residence, on the myHousing Portal. You are financially responsible for any damages that occur during your occupancy. Housing may ask you to complete an interim checklist if it has reason to believe substantial damage has occurred.

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## University Right of Entry

Students residing in residence agree to the maintenance and support of a safe and healthy living environment. We reserve the right for authorized representatives of Housing to enter and inspect an accommodation at any time in the following cases:

- To plan or perform maintenance.
- When there is probable cause to believe a violation of the Residence Contract may have or is taking place in the room/suite.
- When a clear and present danger requires such entry.

Housing reserves the right to enter rooms/suites to conduct monthly inspections and ensure appropriate safety and sanitary conditions are being maintained by the occupants. If evidence of a violation of the Residence Contract is found while entering or inspecting a residence room or suite, Housing may refer the resident(s) for disciplinary action. Housing may use evidence obtained during the entrance and/or inspection for residence during the disciplinary proceedings. Evidence obtained may also be used in criminal proceedings.

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## Room Inspections

For purposes of safety, security and maintenance, all rooms are inspected periodically throughout the year, including but not limited to Fall Reading Week, Winter Break and Spring Reading Week. Particular attention is paid to sanitary conditions and to ensure windows are closed and locked. These inspections do not involve intrusion into personal belongings. Any visible dishes, cutlery, trays or other property belonging to Housing and any lounge furniture will be removed. You will be notified of the removal and will be subject to applicable removal charges and/or fines. Evidence of burning candles or smoking in the room, such as but not limited to ashes, smell of smoke or cigarette butts, will be reported to the Residence Life Coordinator and may result in disciplinary action. Prohibited items such as pets, weapons and unauthorized appliances will be removed. In addition to these checks, Housing Staff will conduct room inspections throughout the April exam period.

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## Cleaning and Maintenance

Charges for cleaning up waste or mess will be charged to your account if you have not cleaned the affected area(s) within a reasonable length of time or if immediate clean up would pose a hazard to the building or its occupants. Caretaking staff have the right to remove property of Housing from your room without prior permission. You are required to maintain at least a minimum standard of cleanliness for health and safety reasons, this includes regular removal of food waste, garbage and recycling, cleaning of in-suite washroom fixtures and keeping walkways clear of your belongings.

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## Bedbugs

Sometimes bedbugs are unknowingly brought to the residence by a student in their luggage or belongings. Contact your residence front desk immediately if you suspect your room has bedbugs. We will investigate and involve a professionally licensed pest control company if the presence of bedbugs is confirmed. We will check adjacent rooms to reduce the likelihood of further infestation. Your cooperation and active participation in dealing with the treatment will also be required, including (but not limited to) laundering your linens and clothing using the hottest washing/drying cycle possible. We will steam clean the carpet in your room which will require you to move your personal belongings in order to provide access.

No refund or reduction of residence fees will occur should bedbugs be confirmed. You will not be relocated due to the increased risk of spreading the pest. Bedbug eradication can be a lengthy process and it may take repeated treatments to be successful.

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## Use of Facilities

Use of the residences and their facilities is restricted to you and your guests. Any use by a large group requires the prior approval of the Residence Life Coordinator. You must leave any facilities or equipment that you use in the same condition as you find them.

Please refer to the Fees, Charges and Fines section of this Contract for more information.

## Decorating and Furnishing Your Room

- Do not paint any part of your room, place stickers (incl. LED stick-on lights), use nails, screws or brackets on the walls, furniture or fixtures.
  - Decorations cannot obstruct or be hung from smoke detectors, fire alarms or sprinklers.
  - Do not post anything in or outside of your room that may be offensive or upsetting to others.
  - Only Housing-issued furniture is permitted in student rooms.
  - Do not bring furniture from common areas of the building into your room.
  - Furniture is not to be disassembled or reassembled in a manner for which it was not originally designed.
  - Nothing may be hung in or out of windows or around residence property.
  - Alcohol and/or cannabis containers or related items cannot be displayed in windows and doing so will result in disciplinary sanctions.
- Refrigerators brought into residence must be in excellent working condition and conform to all safety, health and size regulations. The maximum size allowed for personal refrigerators is 53 cm x 55 cm x 84 cm (21" x 21.5" x 33").
  - You are not permitted to publicly display discipline letters.
  - You will be billed if repairs are needed to restore the room to its previous condition.





# GUESTS IN RESIDENCE

## A Guest is a Non-Resident of Your Residence Building

Anyone visiting you (whether signed in under your name or not) is considered to be your guest even if they live in a different Western residence.

### Guest Policy

Guests are required to be a minimum of 18 years of age. You are able to preregister a guest prior to their arrival or at the door. This can be done on the myHousing Portal. Overnight resident guests may stay at your discretion however, your roommate's/ suitemate's consent is required prior to inviting anyone for an overnight stay. You may have one overnight guest per night no more than eight nights per semester and no more than two nights in the same week. Parents/guardians are not permitted to stay overnight in residence out of consideration for your roommate/suitemates and your residence community.

Resident guests must show their Western ONECard (Western students) or government-issued photo ID (non-Western students) when entering residence, be met at the front door on arrival and be accompanied throughout their stay. Resident guests without a

valid wristband risk having their visitation privileges revoked. Housing Staff have the right to refuse or revoke guest privileges if their behaviour is deemed inappropriate. You are responsible for your guest and you may be sanctioned for their inappropriate behaviour.

### Guest Restrictions

There is a no-guest policy in effect throughout the month of September (including Orientation Week and Homecoming weekends). During Halloween, Frost Week and St. Patrick's Day and the weekends surrounding these dates, one guest from a residence in your neighbourhood (North, South and East) will be permitted. Housing reserves the right to restrict guest privileges at other periods of the academic year (such as during exams) and amend guest policies as required.





# RESIDENCE ACCESS AND KEYS

## Keep Your Room and/or Suite Door Locked At All Times

Carry your keys and student card with you at all times to access the residence and be mindful of whom you are allowing to enter the building.



### No Lending Residence Keys

Do not lend your keys to others or tamper with locks; disciplinary sanctions may be applied if you do. Residence Staff will confiscate keys (and Western ONECard or other identification) held by individuals to whom they do not belong. You are the only person who is permitted possession of the residence keys that have been issued to you by Housing. Keys are not to be duplicated; doing so will result in severe penalties. Anyone found in possession of unauthorized key(s) will be subject to a minimum fine of \$75 and a letter of warning for the first offence and further disciplinary action for subsequent offences. Misuse of keys is a serious infraction and may result in the termination of your Residence Contract. Do not punch holes in key cards as it will deactivate them.

### Spare Key Access

You may sign out your spare keys once each calendar month without an administrative charge. An administrative charge will be issued each time you sign out your spare key in excess of once per calendar month. An administrative charge will be issued for each additional spare key issued. The charge will be \$15 for the second key and each subsequent key.

Please refer to the Residence Fees, Charges and Fines section of this Contract for more information.



**YOUR  
MENTAL  
HEALTH AND  
WELLNESS**

## Need to Talk?

Residence Counselling & Student Support provides free, professional, confidential counselling and case management services to residence students on a wide variety of issues.

Email us at [needtotalk@uwo.ca](mailto:needtotalk@uwo.ca) to book an appointment.

We are committed to supporting and promoting the mental health and wellness of our students and residence communities, respecting and recognizing the impact on both. We strongly encourage early help-seeking behaviour, as reaching out at the first sign of concern can make support more effective and help prevent challenges from becoming overwhelming.

Western offers a variety of services in support of student wellbeing and Housing works in close collaboration with these services to facilitate your healthy and successful residence experience.

Be sure to access Mental Health Support on the Western website. This site brings together all of Western's mental health resources in one location and provides information to students and parents with links to our campus and London community resources.

Should there be concerns regarding your mental wellbeing, you may be asked to join us in implementing a Self-Care and Safety Plan which outlines the supports and resources available including those available on a 24/7 basis. The intention of the Self-Care and Safety Plan is to highlight a shared accountability in self-care and safety planning, available resources and the support available to access those resources. At times, we will also reach out to involve parents, guardians or primary supports who can support in your self-care and safety. Should your behaviour and/or health issues cause us serious concern, we may notify your parent, guardian or other close relative or friend to facilitate contact with

you and/or to discuss whether we can safely and effectively continue to support you in residence for your current year or in future academic years.

Out of concern for your wellbeing and the wellbeing of other residents and staff, in situations where your behavioural and mental health issues jeopardize your wellbeing and/or the wellbeing and safety of others or otherwise exceed our capacity to support you, you may be required: (i) to take a leave from residence until your health is restored; (ii) to find alternate accommodations off campus that better suit your needs; and/or (iii) to hire a professional personal support worker (at your expense) to provide increased supervision and support.





# SAFETY AND EMERGENCIES

Western's Fire Safety department enforces the laws and regulations of the provincial government in Western's residences. Any behaviour that violates these laws may result in criminal and/or provincial charges and fines. You will also receive disciplinary sanctions from Housing.

Residents are permitted to smudge in their rooms as part of Indigenous cultural or spiritual practices. Because ventilation and fire-detection systems vary by building, residents are required to consult with the Housing Office before smudging so we can support safety and help prevent accidental fire-alarm activation.

Fire equipment, including pull stations, smoke and heat detectors, sprinklers, fire hoses and extinguishers, exit signs and emergency exits, are only to be used in an emergency. You will receive severe disciplinary sanctions if you tamper with fire-related equipment. Your Residence Contract will be terminated if your tampering results in the building alarm being activated.

Smoking and vaping are forbidden in residence due to the sensitivity of fire detection equipment. No open flame (e.g. candles or incense) is allowed in or around residence. Your Residence Contract will be terminated and you may face criminal and/or provincial charges and fines if you intentionally set objects on fire in or around residence. You may not bring furniture or natural Christmas trees into residence due to fire code regulations. Foam pillows and mattress toppers are not permitted in dryers as they can catch on fire. High-voltage appliances are not allowed in residence.

Residents of suite-style buildings are obligated to ensure that their cooking appliances are clean and in good working order. You are expected to keep your suite's hallway door closed and your exhaust fan turned on when cooking in residence. Failure to do so may result in a false fire alarm and associated sanctions and costs.

Overloading power outlets is a violation of building safety codes and you may face disciplinary sanctions for doing so. You will be asked to remove equipment that causes overloading. You will be held responsible for damage or threat to safety resulting from noncompliance with these regulations.

Toaster ovens, cooking grills and rice cookers are only permitted in any suites with a kitchen, provided they are breaker approved by Canadian Standards Association (CSA) and have an automatic shutoff. Other items that need to be CSA approved are high wattage electrical equipment (such as computers and some musical instruments), extension cords, power bars that have surge protectors and built-in circuit breakers.

Do not use multiple outlets, plugs or extension cords simultaneously. Check your electronics to ensure cords are not frayed or damaged. Recreational items that have a heightened risk of causing fires (for example, hoverboards, e-Scooters or other self-balancing scooters) are not permitted in residence.

If you wish to use candles, an open flame or smoke for religious, ceremonial or cultural purposes, please consult with your Residence Life Coordinator.

Familiarize yourself with your residence's emergency exit locations, what to do in an emergency, evacuation procedures and the fire alarm system. Speak with Residence Staff and/or a Residence Life Coordinator if you have any questions about fire safety.

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## Fire Alarms

Fire alarms are activated by pulling a pull station, spraying fire extinguishers, opening fire doors, discharging fire hoses and by creating smoke or excessive steam. Fire alarms are dangerous to residents and responding Fire Safety department personnel.

Causing a false fire alarm by any means will result in a fine and/or recovery of related costs by the Fire Department. Depending on the circumstances, your Residence Contract may be terminated. You will be held accountable if the behaviour of your guests results in a fire safety infraction.

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## Evacuations

You must evacuate residence during fire drills and alarms. Students who fail to evacuate will face disciplinary sanctions and a \$100 fine. Contact [housing@uwo.ca](mailto:housing@uwo.ca) when you move into residence or indicate in your Residence Onboarding Process (ROP) if a physical limitation prevents you from safely exiting during a fire alarm so that Housing has a plan to support you during an evacuation. You are expected to follow the instructions of Fire Department members, Residence Staff and Fire Wardens during fire alarms.

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## Smoke Detectors

All rooms have smoke detectors and some have heat detectors. Tampering with or misusing your smoke or heat detector will result in disciplinary sanctions. Do not cover, obstruct or hang objects from your smoke detector. Immediately report any power outages or activations of heat or smoke detectors in your room or in common areas.

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## Fire Sprinklers

All rooms in Ontario Hall are equipped with sprinklers. Sprinkler heads may be mounted on walls and/or the ceiling and will be either exposed or recessed. Sprinklers are fragile and heat activated, do not expose them to any heat source and do not attach or hang anything to them. Sprinkler heads are fragile; nothing should be attached to or hung from them. Avoid all contact with sprinkler heads. Unnecessary activation, even by accident, will cause water damage and you will be held liable for damage to Housing and private property due to your negligence or intentional misconduct.

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## Fire Extinguishers

Fire extinguishers are located on every floor of the building and should only be used in emergency situations by those with proper training. The dust inside a fire extinguisher triggers fire alarms via particle detectors. You will face severe sanctions if you tamper with fire extinguisher seals or pins or discharge a fire extinguisher or hose unnecessarily.

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## Fire Doors

Fire doors are designed to automatically close in the event of a fire alarm. Opening an exterior fire door triggers an alarm at the front desk. You will face severe disciplinary sanctions and a fine if you prop a fire door open, tamper with its mechanisms or open an exterior fire door when there is no fire alarm in the building.

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## Personal Safety

- Keep your door and windows locked, especially when you (or your roommate) are sleeping or are not occupying the room. Always carry your keys with you.
- Window screens and/or bars must remain in place at all times. There is a \$50 fine for removing or tampering with screens or window mechanisms.
- Be mindful of whom you allow to enter the building.
- Report any suspicious persons, activities or hazards to the residence front desk or Western Special Constable Service.
- Secure computers with security cables. Most desks are equipped with a grommet hole. Please alert your front desk if you would like one installed.
- Consider adding a mobile number to your Alert WesternU account using your Western ID login at [alert.westernu.ca](http://alert.westernu.ca). It's Western's emergency mass notification system and students are automatically enrolled.

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## State of Emergency

A state of emergency or other unforeseen developments (e.g., severe weather, fire, flood, labour disruption, pandemic, epidemic, illness outbreak) may make normal residence operations difficult or impossible to sustain. Utilities may not be available and food services may be limited. Housing reserves the right to require you to vacate your room if any such situation occurs. Should this occur, all residences (or sections thereof) will remain closed and inaccessible until further notice. We may reassign you to an alternate residence space should facilities require sufficient repair work. In the event that accommodations assigned are destroyed or otherwise made unavailable and Housing does not furnish other accommodations, the Contract will terminate with fees prorated to the date of termination; all further rights and liabilities of the parties will end, except your obligation to make payment for amounts owing prior to termination and for damage.

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## Health and Safety

You are required to follow reasonable directions from the University related to health and safety. Such directions are for your safety and the safety of others and may include

(but are not limited to) a vaccination requirement, direction to submit to testing, a direction to wear a mask, a direction to self-isolate should you become ill and/or a direction to maintain a safe physical distance from others. Failure or refusal to follow these directions may lead to sanctioning up to and including the termination of your Contract.

When we become aware that a resident has contracted a contagious communicable illness (for example, COVID-19, chicken pox, mononucleosis, norovirus, among others) and in consultation with Public Health officials, residents

should return home for the duration of their recovery. We may temporarily relocate residents who have been infected or exposed to such illnesses in the interests of the health of the residence community.

In compelling circumstances, Western may need to communicate with your emergency contacts to provide assistance or make necessary decisions if you are unable to do so. In support of your health and safety, all residents are required to provide and maintain updated emergency contacts through the myHousing Portal.

## Appendix A: Schedule of Fees, Charges and Fines

<b>Fees</b>		<b>Charges</b>		<b>Fines</b>	
Students are assigned fees as specific costs for services rendered.		Students are assigned charges because of direct out-of-pocket expenses incurred by Housing & Ancillary Services.		Students are assigned fines as a deterrent to certain behaviour.	
<b>\$900</b>	Residence prepayment	<b>\$150– \$225</b>	Lock change/ reprogramming charge	<b>\$15 (begins)</b>	Fine for each excessive use of spare key (in excess of one time per calendar month)
<b>\$450</b>	Cancellation fee before the 1st instalment deadline date	<b>\$30</b>	Minimum biohazard clean up (vomit and other bodily fluids)		<b>\$75</b>
<b>\$900</b>	Cancellation fee after the 1st instalment deadline date	<b>\$200</b>	Unauthorized extended stay per night	<b>\$25</b>	Malicious damage fine plus restitution
<b>\$900</b>	Withdrawal fee	<b>\$25</b>	Dish/tray/cutlery removal from dining halls	<b>\$30</b>	Single-serve alcohol glass bottle fine
<b>\$40</b>	Processing fee for food credit refund	<b>\$300</b>	Accidental fire alarm (e.g. cooking)	<b>\$50</b>	Screen, closet door or bed board removal fine
<b>\$50</b>	Early move-in accommodation fee (per day)	<b>\$800</b>	Unintended fire alarm resulting from prohibited activity (e.g. hall sports, horseplay)	<b>\$50</b>	Smoking fine
			Malicious fire alarm (e.g. tampering with fire equipment plus damages)	<b>\$50</b>	Misuse of a fire door
				<b>\$50</b>	Tampering with fire equipment
				<b>\$100</b>	Failure to evacuate during a fire alarm
				<b>\$100</b>	Unauthorized access to building (including residents' guests)
				<b>\$120</b>	Improper check-out

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