

TERMS AND CONDITIONS

The Service des résidences has policies that are fair to all tenants. Therefore, terms and fees are non-negotiable.

To apply for a room in residence, your application for admission to Université Laval must be pending or have already been accepted. Applications are processed by their reception date. They could be placed on a waiting list if no more rooms are available when the application is received.

Students enrolled in the Faculté d'aménagement et d'architecture, both of which is located in downtown Quebec City, should note the distance (about ten kilometres) separating them from the main campus. Students studying for the Quebec Bar may stay in residence using the Internship housing option. The reservation form for this option is also available on our website.

Le Service des résidences recognizes full-time student status for training and research interns as well as for postdoctoral researchers. They can live in residences under the same conditions as a full-time student. Note that for shorter stays, the Intern or Short Stay housing package may be more advantageous.

A. The lease

The lease covers the eight-month period from September 1st to May 1st when it starts at the fall semester and the four-month period from January 1st to May 1st when it starts at the winter semester. Rent is \$410 per month and must be paid to the Service des résidences the first day of each month. The \$410 deposit required to reserve a room covers your first month of rent.

B. Residence buildings and rooms assignment

A room reservation request allows you to obtain a place among standard rooms located in one of the residence buildings. New tenants are informed of their assigned residence building and room number only upon arrival. Applying or arriving early does not improve your chances of being assigned a room in the building of your choice.

C. Moving in

Your lease takes effect September 1 for the fall semester and January 1 for the winter semester. Enter your estimated arrival date on Form 2. You can change this date via email at sres@sres.ulaval.ca, provided you respect the deadline.

> Early arrival:

The tenant who wish to arrive before the beginning of the lease (September 1 for the fall semester and January 1 for the winter semester) must indicate the date of his arrival on form 2 of his application form.

If rooms are available, he will be able to lodge in the residences under a summer rental agreement. These additional days will be charged in proportion to the monthly rent. We cannot guarantee that this will be his final room.

> Late arrival:

You must notify the Service des résidences via email at least one week (7 days) before the effective date of the lease if you plan to move in after the first day of the lease to ensure that your room is held.

> Late arrival without advance notice:

If you have not taken possession of your room by the first day of the lease and failed to notify us of your intention to do so, your reservation may be cancelled, and fees charged. Your reservation may only be restored if there are rooms available.

D. Changing rooms or residences after moving in

Requests to change rooms must be sent by email. The reasons for the request must be clearly stated. A fee of \$85 will be charged for any authorized room change.

No room changes will be made before October 1 (fall semester) or before February 15 (winter semester). Changes are made based on the number of rooms available. Priority is given to students on a waiting list.

E. Cancellation and refunds

Applicants who cancel their application before August 1 for the fall semester and December 1 for the winter semester will be charged a \$125 fee. After this date, the fee will increase by \$25 per day, up to the amount of the deposit.

Cancellation requests can be sent by mail or email. The effective cancellation date is the date the notice is received. Please provide the address to which the refund is to be sent if applicable.

Refunds are made by direct deposit or through the Dexero platform depending on the payment method initially used. Refunds are made within 3 to 4 weeks.

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

Exceptionally, and under certain conditions, a room reservation can be postponed to the following semester. If the postponed reservation is later cancelled, the deposit will not be refunded. The applicant must also remain informed of the Terms and Policies, as well as the Bylaws that may be updated at a later date.

F. Mandatory full-time status

To qualify for a place in the residences, students must be enrolled in full-time studies at Université Laval.

Every semester, the Service des résidences confirms each resident's full-time student status with the registrar's office. Residents who are not registered as full-time students will have to justify their situation.

Those who wish to remain in the residences without being registered as full-time students may ask for the privilege to stay. Cases will be studied separately. If the Service des résidences accepts to grant them this privilege, they will be invited to stay in the residences on a rental agreement under the terms and conditions set out in the Long Stay housing option.

TERMS AND CONDITIONS – CONTINUED

G. Terminating the lease

By signing a lease, you agree to occupy your room for an eight-month period when it starts in the fall semester and a four-month period when it starts in the winter semester.

Subletting or assignment of the lease is prohibited. The end date of the lease, however, can be changed under certain conditions. In any case, contact the administration of the Service des résidences in advance by transmitting an official notice in person or by email.

Students leaving residence in April must pay rent for the month of April in full. There is no need to terminate the lease, but each resident must indicate the date of his departure in advance.

Lease termination conditions:

1. FULL-TIME REGISTERED STUDENT

The Service des résidences allows residents (full-time registered students) to terminate their lease, if they wish to do so, by paying rent up to the date of their departure, plus fees equivalent to one month rent.

Special cases of termination:

To invoke these following special provisions, the tenant must provide an official supporting document attesting to the change in their student status (certificate of end of program from an authority of his Faculty, research or program director email, etc.).

2. STUDENT WHO CEASES TO BE A FULL-TIME STUDENT

A tenant who ceases to study full-time and wishes to terminate his lease during the semester must give at least one month's notice (art. 1982 C.c.Q.). He must pay the rent up to the moment of his departure, with the exception of the months of December and April which are payable in full.

In the absence of the one month's notice, he must pay for each day missing to the notice, a compensation calculated in proportion to the rent. Furthermore, when a student ceases to be a full-time student, the educational institution may resiliate his or her lease by giving one month's notice.

3. STUDIES OR EXCHANGE ENDING IN DECEMBER

The tenant who completes his study program or exchange session at the end of the fall semester must pay the rent in full for the months of September to December and leave no later than December 31st.

If he confirms the termination of his lease before December 1 (one month's notice), the termination is done without additional fees.

If he confirms the termination of his lease after this date, he must pay for each day missing to the notice, a compensation calculated in proportion to the rent.

An audit may be carried out later to ensure that the tenant who is protected by this modality is no longer a student at the winter session. If he is registered, fees may apply.

4. INTERNSHIP OR STUDIES OUTSIDE QUEBEC

The student who leaves Université Laval during the semester in the course of his studies (internship, study abroad, data collection, etc.) must give a notice as soon as possible.

He must pay the rent until the moment of his departure, with the exception of December and April which are payable in full.

The tenant cannot protect invoke this modality if he leaves the residences more than a month before the beginning of his internship.

5. INITIAL THESIS SUBMISSION

Master's or doctoral student whose initial deposit is formalized and who wishes to terminate his lease must give at least one month's notice and pay the rent until the moment of his departure, with the exception of December and April which are payable in full. In the absence of the one month's notice, he must pay for each day missing to the notice, a compensation calculated in proportion to the rent. He must provide a certificate from the Faculté des études supérieures et postdoctorales (FESP).

H. Summer rental agreement and renewing the lease

During the winter semester, tenants are invited to conclude a summer rental agreement if they wish to stay in residence during the summer and/or to renew their lease for the next fall and winter semesters (8-month term). Tenants must confirm their intention of renewing the lease at least one month prior to the end of the current lease according to the law.

I. Waiting list

If no rooms are available, you will be placed on a waiting list. You must, however, submit a completed application and a deposit. As soon as a room becomes available, a reservation is made and a confirmation is sent. To avoid having to pay the applicable cancellation fee, the student must ask to have his name removed from the waiting list before a reservation is made. His deposit will then be refunded minus a \$50 file management fee.

If a room becomes available once the semester has begun, the lease takes effect on the date the reservation is made and the email confirmation is sent. Rent must be paid from that day on.

Note

- Applications are processed in the order they are received. Failure to include the deposit or provide the requested information may result in your application being refused.
- Submitting a residence application does not guarantee you a room in residence. A confirmation email from the Service des résidences is the only valid confirmation that a room has been reserved in your name.
- Admission to Université Laval does not guarantee you a room in residence. Similarly, cancellation fees are applicable even if it is due to a refusal of admission.