

 Policies & Procedures Manual	# Pages: Page 1 of 2	Policy Number: SS-04-01
	Approved by: President's Council	
Section: Student Services - Residence	Effective Date: June 17, 2019	
Title: Housing and Residence Admission	Replaces: New	

POLICY STATEMENT

Residence facilities and housing accommodations are available for students in The Pas and Thompson. University College of the North (UCN) believes in fairness and equitable access to housing accommodations for students.

PURPOSE OF POLICY

Accommodations are available to students enrolled full time in a college/university accredited program. The admission process ensures that all students are admitted in a consistent and equitable manner.

PROCEDURES

1. Admission for Carroll Residence:

- a) Completed Application form
- b) Proof of payment-residence life fee, application fee, and 4 weeks residence fee

2. Admission for Family Housing/Apartments:

- a) Completed Application form with the following supporting documents: Guarantor form, income information and UCN acceptance letter.
- b) The applicant must produce proof of payment. Damage deposit and 1st month rent must be paid.
- c) The applicant must meet with Associate Residence Director/Residence Manager to sign papers, receive keys and do the required housing/apartment check-in papers.

3. After Hours Admissions procedures (Family Housing/Apartments/Carroll Residence):

- a) Security will receive an occupancy listing of all students who are living in residence along with a list of students who are scheduled to check-in during the week.
- b) Security will receive a second list of students who may be arriving afterhours for the week.
- c) Security will admit UCN students who arrive after hours based on the occupancy listing and the student showing ID.
- d) Security will have a priority listing of UCN housing/residence staff to contact in case of emergency. List is as follows:
 - i. Resident Attendant
 - ii. Resident Manager
 - iii. Associate Residence Director
 - iv. Dean of Students