

STUDENT RESIDENCE AGREEMENT - 2017/2018

Northern College Residence Haileybury

640 Latchford St, Temiskaming Shores, ON P0J 1K0

PREAMBLE

The Student Residence Agreement is a legal contract that outlines the obligations of the Resident, the Guarantor, the Manager and the Owner. The terms and conditions of this agreement have been designed to ensure that Residents enjoy a safe, respectful community living environment that is conducive to academic success. Residents are expected to respect the rights and privileges of others and to conduct themselves in a manner that promotes this purpose.

INTRODUCTION

This agreement made this ____ day of _____, 20__

Between: **Northern College Residence Haileybury** (the "Manager") as agent for: **Campus Development Corp.** (the "Owner"),

And: _____ (the "Resident"),

And: _____ (the "Guarantor")

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

1.01 Unit and Term. The Manager grants the Resident shared occupancy (with three other persons of the same gender designated by the Manager) of a standard furnished unit (a "Unit") in the residence located on the campus of the Institution known as: "**Northern College Residence Haileybury**" (the "Residence") for two (2) Institution semesters, commencing **11:00 a.m. on September 2, 2017** and ending **11:00 a.m. on December 31, 2017** (the "Fall Semester") and commencing **11:00 a.m. on January 2, 2018** and ending **11:00 a.m. on April 30, 2018** (the "Winter Semester") (Fall and Semesters together called the "Term"). Residents enrolled in academic programs that continue beyond the Term are subject to additional fees over and above those stated in **section 2.02**. Current residents must apply to residence each year, with acceptance determined by merit,

academic, and/or lottery considerations. In addition, and without limitation, residence acceptance may be denied as a result of any previous violations of this Agreement. The Term of this agreement may be extended by the Manager if the Resident is granted an early move-in, a late move-out, or occupancy during the spring/summer semester.

1.02 Acknowledgement of Services and Responsibility of the Manager. The Resident and Guarantor acknowledge that neither the Manager, nor the Owner stands in loco parentis with respect to the Resident. The Residence provides living accommodations for independent students who are to be responsible and accountable for their personal needs and their interactions with their fellow residents as opposed to residential care. The Manager is responsible for the maintenance and operation of the residence and adds additional levels of personal safety and security not present in other types of accommodations.

1.03 Pre-Conditions to Occupancy. The Resident may not occupy a Room, unless (i) the Resident is currently enrolled and maintaining status as a full-time student in good standing of Conferation College; (ii) this Agreement is executed by all parties, with all information required on the last page of this Agreement completed in full; (iii) the Security Deposit as to section 2.03 is paid in full; (iv) all Residence Fees then due and payable are paid in full as stated in section 2.02; (v) and the Manager has designated a Room for the Resident.

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

1.05 No Assignment. This Agreement and the rights and privileges granted to the Resident under it are not assignable by the Resident and the Resident may not sublet the Unit. The Resident may not permit the use of the Unit by any other person, other than a person designated by the Manager. The Unit or Residence services/facilities including but not limited to the mailbox, may not be used for any business use.

RESIDENCE FEES

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

2.02 Residence Fees. The Resident must pay one of the following fees (the “Residence Fees”) for the right to occupy a Unit during the Term.

Option 1) \$7170 on or before May 25, 2017 at 5:00 p.m. or,

Option 2) \$7370 Payable as \$4422 on or before May 25, 2017 at 5 p.m. and \$2,948 payable on or before October 1st, 2017 at 5 p.m.

Option 3) Available upon request and approval.

2.03 Security Deposit. At the time of the Resident’s application to the Residence, the Resident must pay the sum of **\$500.00** as a deposit (the “Security Deposit”). The Security Deposit is payable to “**Campus Development Corp**” to be held by the Manager and applied to the cost of repairing damage to the Unit and to any unpaid amounts owing by the Resident under this Agreement. Upon the termination of this Agreement, provided that there are no damage claims or unpaid amounts then owing, the Security Deposit will be refunded to the Resident as described in **section 8** of this Agreement.

2.04 Non-Student Rates. The Residence Fees payable under this Agreement are a special student rate for full-time students of the Institution. If the Resident ceases to be a full-time student of the Institution, and wishes to continue to occupy a Unit: (i) the Resident must deliver a written request to the Manager no later than two (2) business days after ceasing to be a full-time student of the Institution, which the Manager may accept or reject in its sole and unfettered discretion, and (ii) if the request is accepted by the Manager, the Resident must pay within two (2) business days of receiving notice of that acceptance (a) any unpaid Residence Fees (whether or not otherwise due) .

2.05 Interest. Any amount payable by the Resident under this Agreement which is not paid when due bears interest at the rate of twenty-four percent (24%) per annum, compounded monthly, from the date on which the amount was due to the date on which the amount, and all accrued interest on it, are paid in full. In lieu of interest charges, the Owner may choose to implement a late payment fee.

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

RESIDENCE PROCEDURES

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

3.02 Move-Out Procedure. Prior to either (i) the expiry of the Term, or (ii) the date on which the Resident is to vacate the Residence, the Manager will inspect the Unit to view the state of cleanliness and repair. After inspection, the Manager will inform the Resident of pending damage and cleaning charges outlining the condition in which the Unit is to be left on vacating. If acceptable to the Manager, the Resident will be permitted to correct the deficiencies prior to vacating the Residence. At an arranged time on the date set for vacating the Residence, the Manager will again inspect the Unit and, in the event deficiencies are found, the Manager will inform the Resident of all actions necessary to restore the Unit to original conditions including any pending damage and cleaning charges. The cost to restore the Unit shall be paid by the Resident or, alternatively, by making satisfactory arrangements prior to removing the Resident’s belongings from the Unit. On vacating, all garbage and belongings of the Resident must be removed, failing which, the cost of removal will be charged to the Resident. As with the “move-in procedures”, care must be exercised to avoid damage to doors, frames, walls, floor coverings and any other part of the Residence. The Resident is financially responsible to pay forthwith for any damage caused on moving out of the Residence.

3.03 Roommates. The Resident may be notified prior to move-in the name and phone number of his or her roommate (and vice-versa). This disclosure is to enable the roommates to get acquainted and to arrange bringing common supplies to the Residence. Roommate changes may be requested for cause at any time. The Manager’s first priority is to try to mediate any dispute between roommates. If a roommate change is required roommates may be moved to different Units (subject to availability within the Residence and to the Manager discretion), unless another agreement can be reached amongst all parties involved.

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

3.05 Deliveries and Solicitation. The Manager may control access to the Residence for deliveries. The Manager may allow reasonable access to political candidates or their representatives for the purpose of canvassing for support and delivering pamphlets.

3.06 Lost Keys, Lock Outs. The Resident will be responsible for the cost of replacing lost keys at a cost determined by the Manager. If the Resident is locked out of the Resident's Unit, the Resident will pay the Manager's then current fee for letting the Resident into the Unit.

RESIDENCE FACILITIES, MAINTENANCE AND SERVICES

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

4.02 Liability of Resident. The Resident is liable for any damage to the Unit including its furnishings, fixtures and equipment, and for any damage to the Residence arising from the willful acts or the negligence of the Resident. The Manager and the Institution do not assume any responsibility for personal property that is lost, stolen or damaged from any cause. Residents are advised to insure their personal property through a qualified insurance agent. Residence does not purchase such protection for personal property. Residents must also take positive steps to ensure their safety by locking doors and ensuring that only authorized persons enter their Unit.

4.03 Damages to Common Areas. Residents are responsible for taking all actions associated with good citizenship, including reporting information about damages and vandalism, and those allegedly responsible for causing the damage. All residents (including the Resident) in common with each other are responsible for damage to any part of the interior or exterior common areas of the Residence caused by a person or persons unknown. Common areas include and are not limited to; the living room, hallways, laundry room, stairs, kitchen, the exterior of bedroom doors, parking lots and any other public areas of the Residence. All charges for damages to common areas in residence that cannot be traced to those directly responsible will be split equally among the occupants of the Units, or section of the residence deemed fair and appropriate by the Manager.

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

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

4.06 Cleanliness and Inspections. No housekeeping services will be provided to the Unit. The Resident shall, at all times during the Term, keep all parts of the Unit clean, including and not limited to; floor coverings, doors, walls, ceilings, kitchen appliances, counters, cupboards, faucets, sinks, furniture, glass, window frames, and other furnishings. Vacuums, brooms, and mops may be signed out at the front desk, subject to availability. The Unit will be inspected on a regularly scheduled basis as posted by the Manager. Should the Unit be found in an unhygienic state, the Resident (s) will be given 24 hours to return it to a proper state, or it will be cleaned at the discretion of the Manager and all associated cleaning/administrative costs will be charged to the Resident.

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

4.08 Heating of Unit. Throughout the Term the Manager will provide a heating system sufficient to provide a comfortable temperature in the Unit and will operate, maintain and repair that heating system. During any period in which the heating system is not functioning to the standards set out above, the Manager will use commercially reasonable efforts, after receiving notice of the deficiency, to have the system repaired and functioning as soon as may be possible in the circumstances. In no event however, is the Manager, Institution or Owner liable to the Resident for any consequential illness or discomfort and the Manager, Institution or Owner shall not be deemed to be in default of its obligations under this Agreement, so long as it is using commercially reasonable efforts to have the system repaired.

4.09 Prohibited Items. Open hot plates, deep fryers, indoor barbecues, fondues and the like are prohibited. Irons, toaster ovens, coffee makers, electric kettles protected by automatic "shut off" may be used. Each resident must identify and register their appliances with the Manager. In order for appliances to be approved for use in the Residence, they must bear a visible serial number and a CSA or UL identification tag. Appliances found in units that have not been registered with the Manager and/or do not bear a CSA or UL identification tag will be removed by the Manager at the Resident's expense, without liability to the Manager for spoilage or damage to the appliance removed. The following are also prohibited: Pets, candles, incense, lava lamps, halogen lamps, large musical instruments or noise producing devices such as subwoofers and PA systems, illegal substances, alcohol and drug paraphernalia, weapons, replica weapons, or any device that is designed for (or could be used for) the purpose to intimidate, threaten, harm, or kill.

4.10 Cable Television, Telephone & Internet Services. Cable television, telephone and internet services are not provided in the Unit. The Resident may set-up such services through the Manager, or through a third party service provider that is acceptable to the Manager. All Residents are subject to the Manager and/or Institution and/or Service Provider's current Internet, cable television and telephone enrolment and usage policies. Cutting of wiring and boring of holes is not permitted. Any unauthorized services or equipment may be removed by the Manager, at the Resident's expense, without notice or liability.

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

4.12 No Removal or Substitution. The Resident may not remove, alter or change any property in the Unit which is provided on occupancy or at any other time during the Term, including and not limited to; furnishings, fixtures, equipment.

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

4.14 Decorations. The only acceptable form of affixing items to walls is the use of white sticky tack or 3M Command Strips. Spikes, hooks, screws, tacks or nails or any permanent adhesion type tape shall not be put into or on the walls or woodwork, ceilings, furnishings, doors or windows of any part of the Residence. Residents may not decorate the outside of their Unit door unless for special occasions approved by the Manager. Strings of indoor lights should not be in direct contact with any flammable materials and should not be left on while the Unit is unattended.

4.15 Parking. Residents must abide by the published parking rules and regulations of the Institution. All vehicles and bicycles and their contents, if any, are brought onto the Residence property at the sole risk of the Resident.

4.16 Fire Prevention, Safety and Emergency Situations. The Resident shall not do or permit anything to be done in the Unit, or bring or keep anything into the Unit, which in any way will increase the risk of fire or conflict with local fire codes or building codes. This includes the burning of candles and incense sticks and the use of lava lamps. The Resident shall not do anything that conflicts with any of the rules and ordinances of the local Board of Health or any municipal by-laws. Residents or their guests found tampering with fire safety equipment will be subject to immediate removal from the Residence, possible criminal prosecution or such other disciplinary action by the Manager. This includes and is not limited to, covering or removing smoke and/or heat detectors within the Unit.

4.17 Smoking. Smoking is not permitted anywhere in the Residence or on or about the lands on which the Residence is situated, except as permitted by the Institution, Manager or municipal by-law.

4.18 Illegal Substances. Possession of controlled or prohibited substances, drug paraphernalia for the purpose of personal use, distribution or sale is strictly prohibited in the Residence or on or about the lands on which the Residence is situated. Any involvement, direct or indirect, in any illegal or drug related activity will be in direct violation of this agreement and will be subject for immediate removal from the Residence.

ROLE OF THE GUARANTOR

5.01 Liability of Guarantor. The Guarantor, in executing this Agreement, covenants with the Manager, and Owner that the Guarantor is and shall be jointly and severally bound and liable with the Resident for the payment of all amounts payable by the Resident under this Agreement and for all obligations of the Resident under this Agreement. In enforcing its rights hereunder, each of the Manager, the Institution and the Owner may proceed against the Guarantor as though the Guarantor were the Resident named in the Agreement. Neither the Manager, the Institution or the Owner is bound to exhaust its remedies against the Resident before making a demand on or pursuing its remedies against the Guarantor.

5.02 Consent to Contact Guarantor. In most circumstances, Residents will be treated without reference to parents, guardians or Guarantors; however, the Manager, or Owner may (at their discretion) contact the Guarantor at any time and for any purpose, including, without limitation, to advise the Guarantor (i) of any accident or injury to the Resident, (ii) of any default by the Resident under this Agreement, or (iii) of any situation where the Resident may cause harm to himself or herself or to another, or (iv) if the Resident is issued any behavioural contract or Eviction by the Manager or Owner. The Manager, and Owner may disclose the Resident's personal information in such communications, and the Resident hereby consents to this disclosure.

RULES AND REGULATIONS

7.01 Residence Handbook, Rules and Regulations. The Residence Handbook (the "Handbook") forms a part of this Agreement. It details the rights, responsibilities and privileges of Residents as well as offenses, sanctions and the residence judicial process. Each resident is responsible for reading, understanding and adhering to the terms outlined within the Handbook. The Manager and the Institution may amend the terms of the Handbook from time to time and may post the amendments in the Residence.

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

TERMINATION AND CANCELLATION

8.01 Termination by the Manager. This agreement may be terminated by the Manager if: (a) the Resident fails to check into their assigned Room within five (5) days of the first day of the Semester; (b) the Resident abandons their Room as detailed in section 8.03 of this Agreement; (c) the Resident decides not to accept the Room they were assigned, or any alternate rooms offered to them during the course of this Agreement; or (d) the Resident violates any of the terms of this Agreement, including violations of the Residence Community Living Standards or Institution Standards. The Manager may notify the Primary or Secondary Contact by phone or e-mail of the termination of the Resident's residency at the same time, if possible, as written Notice of Termination of Residency is delivered to the Resident. If the Resident is unavailable to receive service of the notice in person, then delivery of the notice to the Resident's Room shall be deemed proper service and delivery. The Resident will be allowed 24 hours from the date and time of delivery of the Notice of Termination of Residency to fully vacate and remove all personal belongings from the Residence.

8.02 Termination or Cancellation by the Resident. If the Resident wishes to terminate this Agreement (or cancel their residence application), the Resident must notify the Manager in writing via the online residence cancellation/withdrawal form. Please note that the Residence operates independently from the Institution and if the Resident cancels their application or enrolment at the Institution, they will also need to cancel their Residence application. Refunds will be issued by the Manager as detailed in section 8.06.

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

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

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

8.06 Refund Procedures. Upon the termination of this Agreement (or a residence application), by the Resident, as detailed in section 8.02, the Resident may be entitled to a partial refund of the Security Deposit, within eight (8) weeks of the Resident vacating the Residence at the end of the term or cancelling their residence application. The refund will be in the form of a cheque mailed to the Resident's permanent address on file. No refunds of the Residence Fees will be issued. The deposit is refunded less any outstanding charges and administration fees. Refunds are issued based on the following:

a) Fall/Winter Applications/Agreement

- (i) If the Resident's written cancellation request is received by the Residence Manager prior to **May 25, 2017**, whether the Resident has been accepted into Residence or not, the Resident will receive a full refund of the Security Deposit and any Residence Fees paid to date.
- (ii) If the Resident has been accepted into Residence and the Residence Manager receives the Resident's written cancellation request after **May 25, 2017**, the Resident's Security Deposit will be forfeited.
- (iii) If the Resident is on the wait list for Residence and the Residence Manager receives a written cancellation request before the Resident is accepted to Residence, then the Resident will be refunded the full Security Deposit.
- (iv) If the Resident is on the wait list and a space becomes available after **May 25, 2017**, the Resident will be offered a space in Residence and asked to confirm the status of the Resident's Residence acceptance within 24 hours. After confirmation to the Residence, all regular cancellation policies and payment deadlines apply.

b) Winter Applications/Agreements

- (i) If the Resident's written cancellation request is received by the Residence Manager prior to **December 1, 2017**, whether the Resident has been accepted into Residence or not, the Resident will receive a full refund of the Resident's Security Deposit.
- (ii) If the Resident has been accepted into Residence and the Residence Manager receives the Resident's written cancellation request after **December 1, 2017** the Resident's Security Deposit will be forfeited.
- (iii) If the Resident is on the wait list for Residence and the Residence Manager receives a written cancellation request before the Resident is accepted to Residence, then the Resident will be refunded the full Security Deposit.
- (iv) If the Resident is on the wait list and a space becomes available, the Resident will be offered a space in Residence and asked to confirm the status of the Residents Residence acceptance within 24 hours. After confirmation to the Residence, all regular cancellation policies and payment deadlines apply.

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

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

INSTRUCTIONS

The Student Resident must complete Section A and ensure that a guarantor completes Section B. This document is a legal contract. It cannot be marked or altered. Any such changes will render it void. Please fully complete this form using blue or black ink.

A. THE STUDENT RESIDENT MUST FILL OUT THE FOLLOWING INFORMATION: (PERMANENT ADDRESS)

Surname _____ First Name _____ Initial ____
Street Address _____ Apt/Unit _____
City _____ Province _____ Country _____ Postal/Zip Code _____
Home Phone Number _____ (_____) _____ - _____ Mobile Number _____ (_____) _____ - _____
country code area code country code area code
Email _____

The resident acknowledges that they have read, understand and will comply with all sections of this Agreement.

Signature of Resident _____ Date ____/____/____

B. THE GUARANTOR MUST FILL OUT THE FOLLOWING INFORMATION:

Surname _____ First Name _____ Initial ____
Street Address _____ Apt/Unit _____
City _____ Province _____ Country _____ Postal/Zip Code _____
Home Phone Number _____ (_____) _____ - _____ Mobile Number _____ (_____) _____ - _____
country code area code country code area code
Email _____

Signature of Guarantor _____ Date ____/____/____
MM DD YY

Signature of Witness _____ Date ____/____/____

NOTE: The witness cannot be the Resident or the Guarantor. MM DD YY

By filling out the information above, and executing this Agreement, the Guarantor consents to the Manager making inquiries of the Guarantor’s employer and of credit reporting agencies, as the Manager deems necessary, and also consents to the use of the information for the purpose of collecting any monies owed to the Manager under this Agreement upon its expiry.

OFFICE USE ONLY

Accepted by the Manager, Northern College Residence Haileybury.

Signature of Residence Manager _____ Date ____/____/____
MM DD YY