

WINTER BREAK EXTENSION

_____, 20____ through _____, 20____

WINTER BREAK POLICY STATEMENT

The Student Residence Agreement (SRA) states:

“1.03 Winter Break. The Resident may apply to occupy a Room during the period between the end of the Fall Semester and the commencement of the Winter Semester (the “Winter Break” - detailed in **Table 2**). Winter Break applications will be made available to Residents by the Manager. Applications are due on or before _____ **at 5:00 p.m.** If the Resident’s application is approved, they may be required to pay a small fee (detailed in **Table 2**) for Winter Break occupancy before the beginning of the Winter Break. During the Winter Break there is limited supervision of the Residence, all services are reduced or suspended, and annual maintenance and renovations occur. To ensure the safety and security of the Resident and the Residence facilities it is the intention of the Manager to limit the number of Residents staying during the Winter Break to a small number of individuals that demonstrate a significant need for Residence accommodations. If the Resident is found occupying a Room during the Winter Break without having given written notice to the Manager, the Resident shall be subject to the Managers then current daily conference rate, immediately due and payable for each day during the Winter Break period.”

TABLE 2: Winter Break	Start	End	Winter Break Fee
Academic Year _____ - _____	_____, 20____	_____, 20____ (inclusive)	\$_____

SPECIAL TERMS, CONDITIONS AND RULES

If you are applying to stay in residence for any portion of the winter break, please note that while the Student Residence Agreement and the Residence Community Living Standards are still in effect, there are some additional terms, conditions and special rules:

- 1. Residence fees do not include the Winter break.** There is an additional \$_____ fee to extend the SRA during this time. If you would like to request a Late Move-Out past _____, 20____ but do not wish to extend the SRA for the full Winter Break, the cost is \$_____ per day up to 4 days.
- 2. Residence supervision and services are limited.** The Front Desk of the Residence will be staffed 24 hours a day throughout the break. There will be a Manager on Call and they can be contacted in the case of an emergency. There will be Residence Staff in the building 24 hours a day.
- 3. No guests will be permitted during New Year’s Eve.** Guests will not be permitted in the building starting at **8:00 a.m.** _____, 20____ through **8:00 a.m.** _____, 20____. No exceptions will be made.
- 4. Twenty-four hour quiet hours are in effect at all times.** There will be one warning given for excessive noise and any further problems will result in your removal from Residence for the remainder of the Winter Break.
- 5. Staff may enter residence rooms at any time.** Suite inspections and annual preventative maintenance will be taking place for all rooms. Staff or security may enter residence rooms if they suspect any potential violations of residence and/or Winter Break rules.
- 6. Suite doors must remain closed at all times.** They cannot be propped open, even by deadbolt.

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