

MEMORANDUM

TO: All New and Returning Victoria College Residence Students
FROM: Office of the Dean of Students
DATE: July 24, 2019
TOPIC: **RESIDENCE CHECK-IN AND ORIENTATION**

This document contains information relevant to residence move-in. Please take the time to read it carefully.

We are delighted that you have chosen to make Victoria University your home on campus! We are working hard to ensure your arrival and check-in is easy and efficient.

Please note: If your plans have changed and you no longer need residence please inform us by emailing vic.dean@utoronto.ca as soon as possible as we have students waiting for residence space.

a) ROOM ASSIGNMENTS

You have received your building assignment via email. Our residences are full for the 2019-2020 academic term and as such we will only consider changes, when possible, after September 29, 2019.

If you have other inquiries regarding residence, please contact our office at 416-585-4494 or vic.dean@utoronto.ca. Please note that this is a busy time of year for our Residence Operations Team and a response could take up to 48 hours.

b) FEES

Fees	Amount	Payment Deadlines for Non-OSAP students	Payment Deadlines for OSAP Deferred Students*
Residence Deposit and Non-Refundable Application Fee	\$600 Residence Deposit + \$25 Non Refundable Processing Fee	At the Time of Offer for Residence	At the Time of Offer for Residence
Fall Occupancy Fees	50% of Fall Term Occupancy Fees Minus \$600 Residence Deposit	28 August 2019	30 September 2019
	Remaining 50% of Fall Term Occupancy Fees	30 September 2019	30 September 2019
Winter Occupancy Fees	100% of Winter Term Occupancy Fees	30 November 2019	31 January 2020

*Dates and deadlines are for students who have not already deferred fees due to scholarships or awards.

Occupancy fees are the sum total of room fees, meal plan and additional fees (student service fees and orientation fee for first year students). Occupancy fees are charged to student accounts on a per semester basis.

Service Charges for Residence Students

Service Charges for Non-Payment	Amount	Service Charge Deadlines for Students Without Fee Deferral
Fall Occupancy Fees, Tuition Fees and Non-Tuition Fees	1.5% compounded monthly	If not paid by September 30 th , 2019 a monthly service charge fee will be recorded on your invoice on October 15 th and charges will be compounded on the 15 th of the following months until paid in full.
Winter Occupancy Fees, Tuition Fees and Non Tuition Fees and Unpaid Fees From Fall Semester	1.5% compounded monthly	If not paid by November 30 th , 2019 a monthly service charge fee will be recorded on your invoice on December 16 th and charges will be compounded on the 15 th of the following months until paid in full.

Please visit the below link to view the U of T fee payment and service charge deadlines:

<http://www.fees.utoronto.ca/Assets/Student+Accounts+Digital+Assets/19+20+Fall+Winter/20199+20201+Reg+!26+SC+Sched-final.pdf>

c) CHECK-IN DATES AND TIMES

<p>1st Year Move-in Day Check-in Locations Sunday, September 1, 2019, from 9:00 AM until 4:00 PM</p> <p>It is recommended for students to check in during their allotted time as there will be orientation leaders available to assist with move-in. In anticipation of the high volume of traffic we suggest that students arrive at the following times:</p> <ul style="list-style-type: none"> • last names beginning with A-L check-in 9 AM – 12:00 PM • last names beginning with M-Z check-in noon – 4 PM. <ul style="list-style-type: none"> • Residents of Annesley Hall: <ul style="list-style-type: none"> ○ Main lobby of Annesley Hall (95 Queen's Park Crescent East) • Residents of Burwash Hall: <ul style="list-style-type: none"> ○ Ned's Café, located in the lower level of the Goldring Student Centre (150 Charles St West) • Residents of Rowell Jackman Hall: <ul style="list-style-type: none"> ○ Ned's Café, located in the lower level of the Goldring Student Centre (150 Charles St West) • Residents of Margaret Addison Hall: <ul style="list-style-type: none"> ○ Margaret Addison Hall Reception Desk (140 Charles St West)
--

Are you arriving later than 4:00 PM on September 1, 2019?

- First year students who arrive after 4:00 p.m. on September 1, 2019, should **check in at the Margaret Addison Hall Reception Desk located at 140 Charles Street West**. The Residence Services desk is open 24 hours a day.
- **Upper-year students** may move in beginning at 12:00 PM on **Monday, September 2, 2019**

d) EARLY ARRIVAL:

Prior to September 1, 2019, our residences are still undergoing cleaning and maintenance in preparation for the school year and our usual residence life services are not in place. The earliest date a student can request to check in is **August 31, 2019**. Residents who have no other alternative accommodation prior to September 1, 2019 (for first year students) and September 2, 2019 (for returning students) must make arrangements with the Dean's Office by emailing, Residence Coordinator, Wanda Hughes at vic.dean@utoronto.ca. A daily charge of \$43.50 applies, and is payable upon arrival. We are unable to guarantee that your allotted room will be available before your move-in day, but we will try to accommodate you to another Victoria University residence room otherwise. Please note that residents whose early check-in request is unsuccessful do have the option to store their luggage in one of the Victoria College Residences until they are able to check in.

Are You Participating in our International Students Orientation?

Your residence **check-in date is August 28th 2019**. For more information please visit:

<https://vicorientation.com/what-is-international-student-orientation/>

e) MEAL SERVICE

Regular meal service in the Burwash Dining Hall begins at dinner on September 2, 2019. First year students staying in residence participate in an orientation meal service beginning with dinner on Sunday September 1, 2019 and for the rest of the week as part of the Orientation program. Menus are posted on the Vic website at http://www.vicu.utoronto.ca/hospitality/Food_Services.htm.

f) ROOMMATES/SUITEMATES

If you are placed in a double or triple room we do not exchange personal information of students in advance of moving into residence. Please do not contact our office to request this information.

g) RESIDENCE ORIENTATION FOR FIRST YEAR STUDENTS

First year students are advised to move into their rooms no later than 4pm on Sunday, September 1, 2019 so that they can participate in Residence Orientation with the rest of the first years on their floor/in their house. Residence Orientation is a program led by each floor or house Don that allows first year students to meet their peers, learn about rules of residence and to get comfortable with Vic Residence before upper year students move in. If you are planning to arrive later, please pick up your keys from Margaret Addison Hall (140 Charles St. West)

h) ARRANGEMENTS FOR ORIENTATION

All residents are reminded that from Monday, September 2, 2019 to Wednesday, September 4, 2019 some first-year rooms will be "double booked" as commuter first-year students are temporarily staying with new residents. This will make for slightly congested conditions at times -- it is hard not to think of it as *Camp Vic* for those days. It is a great way to get to know more first year students within your first week!

i) FIRST YEAR MOVE IN CONGESTION

Please bring a healthy dose of patience as we will have a lot of congestion with limited parking space and road access to the buildings. We will have orientation leaders available to assist with move-in and this expedites the move-in process. We ask that only students who are in the process of moving in park in our designated areas as space is limited. Please limit your parking time to 20 minutes as a consideration to others moving into residence. After move in, parking is readily available in the area as our campus is located close to several long term parking lots.

j) BED LINENS

Residence Linens, a licensed vendor of University of Toronto products, offers a 21 piece residence essentials package for students to purchase that includes all the items needed for their residence room. Packages include a university crested throw, reversible comforter, twin sheet set with 2 pillow cases, quilted mattress pad, 2 pillows, 2 XL bath towels, 1 hand towel, 1 face cloth, 1 laundry hamper, 6 piece bathroom essentials kit and a zippered vinyl storage bag. Two easy ways to order: www.residencelinens.com or by phone 1-800-352-3404.

k) QUESTIONS AND CONCERNS

Please do not hesitate to call the Office of the Dean of Students if you have any questions or concerns. Our phone number is (416) 585-4494. We are also available by email at vic.dean@utoronto.ca.