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

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

*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

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

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+S126+SC+Sched-final.pdf

c) CHECK-IN DATES AND TIMES

1st Year Move-in Day Check-in Locations  
Sunday, September 1, 2019, from 9:00 AM until 4:00 PM

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:

- last names beginning with A-L check-in 9 AM – 12:00 PM  
- last names beginning with M-Z check-in noon – 4 PM.

- Residents of Annesley Hall:  
  o Main lobby of Annesley Hall (95 Queen’s Park Crescent East)
- Residents of Burwash Hall:  
  o Ned’s Café, located in the lower level of the Goldring Student Centre (150 Charles St West)
- Residents of Rowell Jackman Hall:  
  o Ned’s Café, located in the lower level of the Goldring Student Centre (150 Charles St West)
- Residents of Margaret Addison Hall:  
  o 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/](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](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.