

Residences at Université Laval

# A HOME ON CAMPUS!

Residence application

Full-time students at Université Laval

Fall 2024 / Winter 2025



Free wifi on campus!

[ulaval.ca/residences](https://ulaval.ca/residences)

Service des résidences



UNIVERSITÉ  
**LAVAL**

# RESIDENCE AT UNIVERSITÉ LAVAL

## A HOME ON CAMPUS

More than anything, living in residence means choosing practical, affordable housing in a welcoming environment. It means choosing independence over isolation. By taking advantage of the variety of services offered in residence, not to mention its enriching multicultural environment, you can experience the benefits of having a home on campus.

L'Université Laval rejects all forms of discrimination and promotes the principles of equity, diversity and inclusion (EDI). In this sense, and in order to meet the varied expectations of its clientele, its Service des résidences offers for rental 2,300 non-smoking equivalent rooms distributed in three co-ed buildings and one reserved for women. The co-ed buildings are composed of floors for men, floors for women and co-ed floors on which the bathrooms are gendered. One of the co-ed floors includes a bathroom for men, one for women and a gender-neutral one.

As the capacity of the co-ed floor with the gender-neutral bathroom is limited, we ask future tenants to self-identify in order to allocate these places to people who need them first.

### **Standard University Room**

Room dimensions are approximately 3.05 m by 3.65 m. The room is furnished and contains a sink. There are common washrooms on each floor. Each residence building also features common areas like a shared kitchen, study rooms, lounges and game rooms. They are available at all times.

Rent is \$410 per month and must be paid to the Service des résidences on the first day of each month.

### **The followings are included in the rent:**

- > Heating and electricity, telephone. Long distance calling is not included but is available (for example, using calling cards).
- > Assistance and activities, upkeep of the various common areas, preventive pest management, as well as access to the common kitchens, common areas, study rooms and washroom facilities. Storage services are also available.

### **Rooms contain the following furnishings:**

- > A sink, bed, desk and lamp, phone, bookshelf, desk chair, arm chair, dresser, closet, and draperies. Residents must provide their own bedding (bedspread, sheets, pillows and pillow cases), dishes and cooking utensils. A residence bedding and towels kit is offered at low cost on arrival.

Residents can choose to have a small refrigerator, microwave oven, auto shut off electric kettles and CSA-certified toaster in their rooms if they wish. No other appliance used to cook or heat food may be kept or used in a room or any area other than the common kitchens.

We recommend using a refrigerator with built-in freezer smaller than 5 ft<sup>3</sup> (142 liters). Refrigerators of less than 8 cubic feet (230 liters) are allowed but will not be put into storage. Refrigerators larger than 8 cubic feet (230 liters) are prohibited.

### **Other services offered by partners**

Refrigerators, microwave ovens, TVs, DVD players and safes are all available for rent by a partner company located on campus, Location Polar. You may contact them at [infos@lpolar.ca](mailto:infos@lpolar.ca)

Food services (not included in the rent) are available in different buildings on campus.

Wireless internet access is free for all students of l'Université Laval across campus.

A network of underground foot tunnels connects all the buildings on campus, including the residence buildings.

Laundry rooms and equipment are available through a specialized supplier in all residences.

Buses from the [Réseau de transport de la capitale](#) (RTC) make regular stops on campus.

If you own a car, visit [www.ssp.ulaval.ca/stationnement](http://www.ssp.ulaval.ca/stationnement) to find out about their rates for parking passes.

# RESIDENCE APPLICATION CHECKLIST

- Read the [Terms and Conditions](#) and [Bylaws](#) of the Services des résidences.
- Complete and sign all parts of the Residence Application Form (**Form 1**).
- Enclose a recent **photo**.
- Complete and sign all parts of **Form 2**, Consent and other information.
- Complete and sign **Form 3**, Personal information to third parties.
- Complete **Form 4**, Person Under 18, if applicable.
- Enclose the \$410 deposit or proof of deposit (Money order or money transfer) covering the first month of rent.

## Deposit for Canadian students

- > Canadian applicants must pay the deposit by **cheque, dated (cashable) the day the application is sent** and made payable to Université Laval. Make sure that the information on your cheque (account number, date, signature, etc.) is accurate.

## Deposit for students living outside Canada

- > Payment can be **transferred** directly to Université Laval. A receipt or proof of transfer must be sent with the application form. Make sure to use the correct form for your location:
  - Appendix A, Fund Transfer
- > **Money orders** (in Canadian dollars) must be made out to Université Laval and cashable in a Canadian bank. Include a copy of the receipt for the money order with your completed forms.
- > Payment by **credit card (Visa or MasterCard)** is accepted to make the reservation a room only via the [Dexero eCommerce platform](#). Enter the order #, the name of the person who paid and the date of payment on Form 2 "Consents and other information" in the space provided for this purpose.

- Send your completed application to

**Service des résidences de l'Université Laval**  
Pavillon Alphonse-Marie-Parent, local 1604  
2255, rue de l'Université, Université Laval  
Québec (Québec) G1V 0A7  
CANADA  
sres@sres.ulaval.ca



If you do not receive any news about your application within 7 days, please contact us to confirm that your reservation form has been received.

# RESIDENCE APPLICATION FORM FULL-TIME STUDENTS

 **FALL 2024 AND WINTER 2025 SEMESTERS** (8 month lease without bedding at \$410/month)

 **WINTER 2025 SEMESTER** (4 month lease without bedding at \$410/month)

 For room assignment purposes, I identify myself as:  Woman  Man  Non-binary

 I have previously lived in residence or applied for a room:  Yes  No

 I prefer to receive most of my communications in:  French  English

 I prefer to live in a residence for women only:  Yes  No

 I prefer to stay in a [quiet area](#) if places are available:  Yes  No

 RECENT PHOTO  
PASSPORT SIZE

*We cannot guarantee meeting all those preferences.*

*(Please print)*

Last name

First name(s)   
*as they appear on your application to Université Laval*

Number, street / P.O. box  Apt.

City  Province   
*if applicable*

Country  Postal code

Telephone 1  Telephone 2   
*Home Mobile*

Date of birth (YYYY-MM-DD)  Citizenship   
*Complete form 4, "Person Under 18", if applicable*

Email   
*Important information will be sent to you via email*

File number  IDUL   
*your Université Laval Student number, if you have received it*

UL Email

## Collection of personal information

Université Laval collects your information in order to offer you housing accommodation services. All required information is mandatory, unless otherwise indicated.

 To this end, we verify your status as a full-time student with the Registrar's Office. To access or correct your information, please contact the [Privacy Officer](#). To learn more about the protection of your personal information, please consult the [privacy policy](#).

By signing this form,

- I certify that the information I have provided is accurate and that I have read the above conditions of use;
- I acknowledge that I must have full-time student status at l'Université Laval to benefit from a place in residence;
- I acknowledge that I have read the Bylaws and regulations, rental terms and conditions, any special addendums and the information contained in this document «A home on campus» and I accept the conditions attached thereto;
- I consent to information and documents concerning my residence application and the management of my file (form and notices relating to the lease, RL-31 slip and other tax slips, etc.) being sent to me by email to the addresses indicated above. This consent will remain valid as long as I do not notify of my desire to revoke it by email at [sres@sres.ulaval.ca](mailto:sres@sres.ulaval.ca);
- I also acknowledge that I will have to ratify a lease that complies with the provisions of the Regulation respecting mandatory lease forms and the particulars of a notice to a new lessee.

Failure to sign the lease within three days following the specified arrival date on Form 2 gives Université Laval the right to declare and to consider the process of the room rental null and void without any possibility of appeal against Université Laval, and the whole subject to the conditions provided in the Terms and Conditions.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

YYYY-MM-DD

## CONSENT AND OTHER INFORMATION

Last name: \_\_\_\_\_ First name: \_\_\_\_\_

### INSURANCE

I acknowledge having read, under point H of the Other Services and Conditions, of the Bylaws of the Service des résidences that I must take out an insurance policy covering my belongings and civil liability.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
YYYY-MM-DD

### CONFIDENTIALITY

Le Service des résidences (Université Laval) is required by law to keep your information confidential. It must therefore obtain your authorization to disclose some of your contact information (last name, first name and telephone extension number only).

Refusal or omission to give your authorization implies that no one (relative, friend, professor, employer, etc.) will be able to obtain your telephone extension.

I agree that Service des résidences may share my contact information (last name, first name and extension number only).

### ESTIMATED MOVE-IN AND DEPARTURE DATES

I plan to move in on or around \_\_\_\_\_ (See point C of the Terms and Conditions).  
YYYY-MM-DD

I plan to: *(This information can be changed later on)*

- |  |  |
|--|--|
| <input type="checkbox"/> move out before the end of the lease, on _____.<br><i>See point G of the Terms and Conditions.</i> YYYY-MM-DD | <input type="checkbox"/> make a rental agreement for the summer of 2025 in whole or in part. |
| <input type="checkbox"/> move out at the end of the lease, on May 1, 2025.   | <input type="checkbox"/> renew my lease for the 8 months of the 2025-2026 academic year.     |

### DISABILITY OR MEDICAL CONDITION

If you have a disability or a particular medical condition and that you think it is relevant to inform us, please mention it below. If necessary, we will contact you to obtain information related to your accommodation request.

Disability or medical condition: \_\_\_\_\_

If your situation involves special needs (e.g., evacuation assistance, proximity of bathrooms, etc.), it is your responsibility to contact us to see if we are able to respond to it.

If you need accommodation or support regarding your university studies in relation to this situation, we also invite you to contact the Centre d'aide aux étudiants de l'Université Laval ([www.aide.ulaval.ca](http://www.aide.ulaval.ca)) at this email address: [acsesh@aide.ulaval.ca](mailto:acsesh@aide.ulaval.ca).

### PAYMENT OF THE DEPOSIT BY Dexero [eCOMMERCE](https://commerceweb.ulaval.ca/shopping/residences/)

[commerceweb.ulaval.ca/shopping/residences/](https://commerceweb.ulaval.ca/shopping/residences/)

Order #: residences-\_\_\_\_\_ Nom : \_\_\_\_\_

## PERSONAL INFORMATION TO THIRD PARTIES

In the event of a serious or urgent situation regarding my health or my safety taking over, I authorize the Director of the Service des résidences, or a person designated by him, to contact one of the people described below, to the extent that they agree that such action is likely to bring me aid and assistance in the circumstances. During these communications, I authorize the disclosure of my personal information that is necessary or useful for the help and assistance that we want to give me in the circumstances to the exclusion of all others.

### NAMES AND CONTACT INFORMATION

Last Name: \_\_\_\_\_

First Name: \_\_\_\_\_

Relationship to this person: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Cell: \_\_\_\_\_

Email: \_\_\_\_\_

I also authorize, under such circumstances, the Director of the Service des résidences, or a person designated by him, to communicate the names and contact information described above to a health facility where I was admitted or a police department.

This authorization shall be effective from the date of signing my lease with Université Laval and will remain in force until the advent of the first of the following:

- a) its revocation by me in writing; and
- b) the loss of my tenant status of one of the residences of Université Laval.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

YYYY-MM-DD

## PERSON UNDER 18

Form to be completed if you are not a Canadian citizen and if, by the start of your lease, you will not have turned 18 (the age of majority).

### TO BE COMPLETED BY THE SPONSOR (please print)

Name of the person  
being sponsored: \_\_\_\_\_

Name of the Canadian sponsor: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Telephone: \_\_\_\_\_

Cell phone: \_\_\_\_\_

Email: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

YYYY-MM-DD

We will take the student's age into account when allocating a room in the residences. If you would like to discuss this in advance, please contact us at [sres@sres.ulaval.ca](mailto:sres@sres.ulaval.ca).

**Enclose this form with your residence application.**



Study or exchange programs lasting more than 6 months

Students who are minors under the age of 17 when they apply must meet special requirements to be allowed to enter Canada and study in Québec. In Québec, the age of majority is 18.

We invite you to consult the following link concerning the specifics for obtaining the CAQ and applying for a study permit: [www.ulaval.ca/en/international/immigration/study-or-exchange-programs-lasting-more-than-six-months](http://www.ulaval.ca/en/international/immigration/study-or-exchange-programs-lasting-more-than-six-months)

# TERMS AND CONDITIONS

The Service des résidences has policies that are fair to all tenants. Therefore, terms and fees are non-negotiable.

To apply for a room in residence, your application for admission to Université Laval must be pending or have already been accepted. Applications are processed by their reception date. They could be placed on a waiting list if no more rooms are available when the application is received.

Students enrolled in the Faculté d'aménagement et d'architecture, both of which is located in downtown Quebec City, should note the distance (about ten kilometres) separating them from the main campus. Students studying for the Quebec Bar may stay in residence using the Internship housing option. The reservation form for this option is also available on our website.

Le Service des résidences recognizes full-time student status for training and research interns as well as for postdoctoral researchers. They can live in residences under the same conditions as a full-time student. Note that for shorter stays, the Intern or Short Stay housing package may be more advantageous.

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## A. The lease

The lease covers the eight-month period from September 1st to May 1st when it starts at the fall semester and the four-month period from January 1st to May 1st when it starts at the winter semester. Rent is \$410 per month and must be paid to the Service des résidences the first day of each month. The \$410 deposit required to reserve a room covers your first month of rent.

## B. Residence buildings and rooms assignment

A room reservation request allows you to obtain a place among standard rooms located in one of the residence buildings. New tenants are informed of their assigned residence building and room number only upon arrival. Applying or arriving early does not improve your chances of being assigned a room in the building of your choice.

## C. Moving in

Your lease takes effect September 1 for the fall semester and January 1 for the winter semester. Enter your estimated arrival date on Form 2. You can change this date via email at [sres@sres.ulaval.ca](mailto:sres@sres.ulaval.ca), provided you respect the deadline.

### > Early arrival:

The tenant who wish to arrive before the beginning of the lease (September 1 for the fall semester and January 1 for the winter semester) must indicate the date of his arrival on form 2 of his application form.

If rooms are available, he will be able to lodge in the residences under a summer rental agreement. These additional days will be charged in proportion to the monthly rent. We cannot guarantee that this will be his final room.

### > Late arrival:

You must notify the Service des résidences via email at least one week (7 days) before the effective date of the lease if you plan to move in after the first day of the lease to ensure that your room is held.

### > Late arrival without advance notice:

If you have not taken possession of your room by the first day of the lease and failed to notify us of your intention to do so, your reservation may be cancelled, and fees charged. Your reservation may only be restored if there are rooms available.

## D. Changing rooms or residences after moving in

Requests to change rooms must be sent by email. The reasons for the request must be clearly stated. A fee of \$85 will be charged for any authorized room change.

No room changes will be made before October 1 (fall semester) or before February 15 (winter semester). Changes are made based on the number of rooms available. Priority is given to students on a waiting list.

## E. Cancellation and refunds

Applicants who cancel their application before August 1 for the fall semester and December 1 for the winter semester will be charged a \$125 fee. After this date, the fee will increase by \$25 per day, up to the amount of the deposit.

Cancellation requests can be sent by mail or email. The effective cancellation date is the date the notice is received. Please provide the address to which the refund is to be sent if applicable.

Refunds are made by direct deposit or through the Dexero platform depending on the payment method initially used. Refunds are made within 3 to 4 weeks.

If your cheque is refused for whatever reason (insufficient funds, stop payment order, etc.), you will be charged a fee by both the university and your financial institution, in addition to the cancellation fees.

Exceptionally, and under certain conditions, a room reservation can be postponed to the following semester. If the postponed reservation is later cancelled, the deposit will not be refunded. The applicant must also remain informed of the Terms and Policies, as well as the Bylaws that may be updated at a later date.

## F. Mandatory full-time status

To qualify for a place in the residences, students must be enrolled in full-time studies at Université Laval.

Every semester, the Service des résidences confirms each resident's full-time student status with the registrar's office. Residents who are not registered as full-time students will have to justify their situation.

Those who wish to remain in the residences without being registered as full-time students may ask for the privilege to stay. Cases will be studied separately. If the Service des résidences accepts to grant them this privilege, they will be invited to stay in the residences on a rental agreement under the terms and conditions set out in the Long Stay housing option.



# TERMS AND CONDITIONS – CONTINUED

## G. Terminating the lease

By signing a lease, you agree to occupy your room for an eight-month period when it starts in the fall semester and a four-month period when it starts in the winter semester.

Subletting or assignment of the lease is prohibited. The end date of the lease, however, can be changed under certain conditions. In any case, contact the administration of the Service des résidences in advance by transmitting an official notice in person or by email.

Students leaving residence in April must pay rent for the month of April in full. There is no need to terminate the lease, but each resident must indicate the date of his departure in advance.

### **Lease termination conditions:**

#### 1. FULL-TIME REGISTERED STUDENT

The Service des résidences allows residents (full-time registered students) to terminate their lease, if they wish to do so, by paying rent up to the date of their departure, plus fees equivalent to one month rent.

### **Special cases of termination:**

To invoke these following special provisions, the tenant must provide an official supporting document attesting to the change in their student status (certificate of end of program from an authority of his Faculty, research or program director email, etc.).

#### 2. STUDENT WHO CEASES TO BE A FULL-TIME STUDENT

A tenant who ceases to study full-time and wishes to terminate his lease during the semester must give at least one month's notice (art. 1982 C.c.Q.). He must pay the rent up to the moment of his departure, with the exception of the months of December and April which are payable in full.

In the absence of the one month's notice, he must pay for each day missing to the notice, a compensation calculated in proportion to the rent. Furthermore, when a student ceases to be a full-time student, the educational institution may resiliate his or her lease by giving one month's notice.

#### 3. STUDIES OR EXCHANGE ENDING IN DECEMBER

The tenant who completes his study program or exchange session at the end of the fall semester must pay the rent in full for the months of September to December and leave no later than December 31st.

If he confirms the termination of his lease before December 1 (one month's notice), the termination is done without additional fees.

If he confirms the termination of his lease after this date, he must pay for each day missing to the notice, a compensation calculated in proportion to the rent.

An audit may be carried out later to ensure that the tenant who is protected by this modality is no longer a student at the winter session. If he is registered, fees may apply.

#### 4. INTERNSHIP OR STUDIES OUTSIDE QUEBEC

The student who leaves Université Laval during the semester in the course of his studies (internship, study abroad, data collection, etc.) must give a notice as soon as possible.

He must pay the rent until the moment of his departure, with the exception of December and April which are payable in full.

The tenant cannot protect invoke this modality if he leaves the residences more than a month before the beginning of his internship.

#### 5. INITIAL THESIS SUBMISSION

Master's or doctoral student whose initial deposit is formalized and who wishes to terminate his lease must give at least one month's notice and pay the rent until the moment of his departure, with the exception of December and April which are payable in full. In the absence of the one month's notice, he must pay for each day missing to the notice, a compensation calculated in proportion to the rent. He must provide a certificate from the Faculté des études supérieures et postdoctorales (FESP).

## H. Summer rental agreement and renewing the lease

During the winter semester, tenants are invited to conclude a summer rental agreement if they wish to stay in residence during the summer and/or to renew their lease for the next fall and winter semesters (8-month term). Tenants must confirm their intention of renewing the lease at least one month prior to the end of the current lease according to the law.

### I. Waiting list

If no rooms are available, you will be placed on a waiting list. You must, however, submit a completed application and a deposit. As soon as a room becomes available, a reservation is made and a confirmation is sent. To avoid having to pay the applicable cancellation fee, the student must ask to have his name removed from the waiting list before a reservation is made. His deposit will then be refunded minus a \$50 file management fee.

If a room becomes available once the semester has begun, the lease takes effect on the date the reservation is made and the email confirmation is sent. Rent must be paid from that day on.

### Note

- Applications are processed in the order they are received. Failure to include the deposit or provide the requested information may result in your application being refused.
- Submitting a residence application does not guarantee you a room in residence. A confirmation email from the Service des résidences is the only valid confirmation that a room has been reserved in your name.
- Admission to Université Laval does not guarantee you a room in residence. Similarly, cancellation fees are applicable even if it is due to a refusal of admission.

# BYLAWS OF THE SERVICE DES RÉSIDENCES DE L'UNIVERSITÉ LAVAL

## (BY-LAWS OF THE IMMOVABLE)

### THE FOLLOWING FORM PART OF THE LEASE OR RENTAL AGREEMENT

In order to guarantee the best possible quality of life and security in residence and to ensure that individual liberties are respected, residents or visiting clients, hereinafter referred to as «tenants», are encouraged to actively participate in residence life. As tenants are entitled to the best possible living and studying environment, it is essential that all tenants act in the public interest and respect the following regulations:

**These Rules are also applicable, with the necessary adaptations, during hotel activities.**

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#### 1. CIVILITY

- A. Université Laval residences are for the sole use of tenants. Tenants must act in such a way as to protect the individual liberties, peace and quiet and well-being of other tenants. Unauthorized room transfers, subletting and cohabitation are prohibited. (art. 1860 C.c.Q.)
- B. Firearms (including replicas) are prohibited in residence, as are flammable, explosive, corrosive, or otherwise dangerous substances.
- C. Culture, possession, consumption, or drug trafficking or other illegal activities are strictly prohibited in residences.
- D. Drunkenness and disorderly conduct caused by alcohol or marijuana will not be tolerated.
- E. Alcoholic beverages can be consumed (responsibly) in private rooms and common kitchens only. Oversized bottles and beverage containers are not allowed in kitchen areas.
- F. The tenant agrees to comply with the [regulations and policies of the University](#), which are considered to be an integral part of the lease or service agreement.
- Those include:
- a [Policy to prevent and combat sexual violence at l'Université Laval](#);
  - a [Policy for a smoke-free environment](#).
- In accordance with institutional policy, the common areas as well as the rooms of the residences are considered to be non-smoking (smoking including marijuana, vaping, shisha, drugs, etc.).
- a [Policy governing the use of cannabis at the university](#). In accordance with institutional policy, smoking is prohibited in any university location, including residences. For information purposes, the legal age for cannabis consumption in Quebec is 21.
  - Disciplinary regulations for students at Université Laval.
- These institutional regulations also apply to interns and students taking part in an exchange program via partner universities.
- G. All forms of sale and solicitation, as well as gambling, are prohibited in residence.
- H. The use of bicycles, scooters, inline skates, skateboards and other recreational travel equipment is prohibited in all residence buildings and underground corridors connecting them.
- I. Visitors must be accompanied by a tenant who invited them. They are subject to the rules in effect on campus. The Service des résidences and the Service de sécurité et de prévention reserve the right to expel any visitor who fails to respect those rules from any room or common area in residence. The tenant is also responsible for his guests or any person he allows in residence and the restricted areas. He must remain vigilant to the presence of any intruder when opening of the doors and inform the Service de sécurité et de prévention of any problematic situation concerning this matter.
- J. Tenants must respect other tenants' right to peace and quiet at all times, but especially between 11 p.m. and 8 a.m. Any noise or use of a noise-making object that disturbs the sleep, comfort or well-being of other tenants is considered a nuisance and is therefore prohibited. The level of noise in a room must not exceed ambient noise levels. Likewise, the use of personal speakers, musical instruments and listening to music at high volumes is prohibited in common areas.
- K. The tenant agrees not to place anything on the exterior window sills and not to throw anything through the windows or into the air wells or light shafts.
- L. All animals (pets or otherwise) are prohibited within residence buildings. Certain exceptions can be made under the [Policy governing the attendance of guide dogs and assistance dogs at l'Université Laval](#). Furthermore, the Service des résidences reserves the right to ban from private rooms and residence buildings anything that may result in complaints from other tenants or that may infringe on the individual liberties of other residents.
- M. The tenant agrees to respect the [safety rules in terms of fire prevention](#) by keeping the access to his room free. He leaves no personal effects that can obstruct access to the exit and passage in the corridor and by avoiding the use of prohibited decorative elements and equipment (candles, cooking appliances, etc.).
- Negligent use, shackles and damage to fire prevention, access control, evacuation and emergency equipments, including the room's smoke alarm, as well as the negligent use of laundry or kitchen appliances which may cause fire hazards, are subject to sanctions or legal proceedings.
- Fees may apply if staff must travel to ensure the safety of the premises and the proper functioning of the fire prevention equipment as well as laundry or kitchen appliances.

# BYLAWS OF THE SERVICE DES RÉSIDENCES DE L'UNIVERSITÉ LAVAL

## (BY-LAWS OF THE IMMOVABLE) – CONTINUED

### 2. PROPERTY AND FURNISHINGS

A. All furniture must remain in the room.

B. We recommend using a refrigerator with built-in freezer smaller than 5 ft<sup>3</sup> (142 liters). Refrigerators of less than 8 cubic feet (230 liters) are allowed in rooms as long as they do not hinder access to the room or its evacuation in an emergency, but will not be put into storage. Refrigerators larger than 8 cubic feet (230 liters) are prohibited.

Only the use of microwave ovens, auto shut off electric kettles and CSA-certified – Canadian Standards Association (CSA) –toasters is permitted.

No other appliance used to cook or heat food may be used or kept in a room or any area other than the common kitchens. Toaster ovens, sandwich toasters, panini grills, air fryers, slow cookers, rice cookers, hot plates and grills are strictly prohibited outside kitchens.

C. Tenants are prohibited from attaching anything to walls or woodwork (except in approved areas), from placing objects in windows or other rooms in the residence building and from otherwise misusing the furnishings and commodities at their disposal.

D. Tenants undertake to pay, upon request, any damage caused to any room, common area or furnishings by their own act or fault, carelessness, negligence, or incompetence.

E. Tenants are prohibited from altering any room or common area without the written consent of the Service des résidences. This includes, but is not limited to, changes to the electrical wiring. Tenants must also protect plumbing fixtures from the cold by closing windows, especially during their absence.

F. Tenants must keep their rooms in a good state of cleanliness. Fees may be charged if the effort required to clean and put in order frequented areas is deemed excessive. The same applies to the cleaning of the room after departure.

G. The tenant has the obligation to report any insect-related problem as soon as possible. The costs incurred by pest management operations are the responsibility of the landlord. In the event of negligence or failure to report a problem, however, costs may be charged to the tenant.

H. Tenants are assigned a locker, bearing the same number as their room, to store non-perishable food items, personal cooking appliances and cooking utensils (not provided). Tenants are responsible for the cleanliness of their locker and must avoid leaving perishable food or dirt there, which could cause problems with unpleasant odors or pest control. The lock placed on the locker is the property of the Service des résidences. Upon moving out of residence, tenants must make sure that the locker is clean and empty and that the lock is in place. Failure to do so could result in the tenant being charged a replacement fee.

I. A key, card or access chip is given to the tenant upon arrival and is the only valid and authorized means of access to access the buildings of residences and restricted areas. The tenant is responsible for his key, card or access chip and its exclusive use. In the event of loss or theft, the tenant must immediately report the situation to the Service des résidences or the Service de sécurité et de prévention.

He must also inform the Service de sécurité et de prévention of all damage, anomalies or failures of access control equipment.

Interfering with the proper functioning of access control equipment (ex.: object preventing the engagement of a door) may be subject to sanctions or legal proceedings.

J. The Service des résidences and the Service de sécurité et de prévention exceptionally accept to open a resident's room in order to help out, but labor costs may possibly be billed if the request is repeated. The resident must make sure to keep his second key in a safe and accessible place to avoid the situation.

For security reasons, any request to open the door to a third party is refused (except for situations of an exceptional or urgent nature).

K. Upon moving out of the residence, tenants agree to immediately return to the Service des résidences all the keys, cards or access chips provided to them upon arrival. Failure to do so will result in the tenant being charged keys, cards or access chips and lock replacement fees. All keys, access card or chip must be returned upon departure and cannot be returned later on.

L. The Service des résidences does not keep any items found in the rooms, lockers and kitchen lockers after the tenant's departure and assumes no responsibility for this. In addition, a fee may be charged if the time to rehabilitate the room after departure is deemed excessive.

Before disposing of unclaimed items, regardless of their value, usual items (clothing, household items, dishes, utensils, bedding, etc.) will be sorted out and offered to charitable or residents with a view to sustainable development. Defective electronic equipment and small electrical appliances will be handed over to specialized recycling companies. Items containing personal information will be destroyed in accordance with best practices.

The Service des résidences will not contact the former tenants before disposing of the items stored in their name.

M. Before going away or permanently leaving his room, the tenant agrees to always lock their place of residence, to close the windows in his bedroom, turning off the lights and turning off the tap.

# BYLAWS OF THE SERVICE DES RÉSIDENCES DE L'UNIVERSITÉ LAVAL

## (BY-LAWS OF THE IMMOVABLE) – CONTINUED

### 3. OTHER SERVICES AND CONDITIONS

A. The following services are included in the rent: heating, electricity, basic television (local programming), telephone service including internal calls, local calls. Long distance calls can be made from the room, using calling cards (at the tenant's expense) or collect services.

Rooms contain a sink and the following furnishings: bed, desk and lamp, telephone, bookshelf, desk chair, arm chair, dresser, closet, and curtains.

Dishes and cooking utensils are not provided. Nor is bedding (bedspread, sheets, pillows and pillow cases) provided, except for certain hotel packages. A residence bedding and towels kit is offered at low cost on arrival.

Rent also covers : services offered in connection with the living residential program, a mailbox, a kitchen locker, upkeep of the various common areas, and access to the common kitchens, common areas, study rooms and laundry and washroom facilities. Storage services are also available.

B. The tenant agrees not to change rooms without authorization or to lend it to another person, to cohabit or to accommodate a visitor for the night. He also cannot sublet his room or assign his lease. (art. 1981 C.c.Q.)

C. Tenants undertake to move to a different room or residence building to ensure the tranquility of tenants or if the lessor so requests for valid reasons. (art. 1980 C.c.Q.)

D. [Under the university's policy on admission and registration fees](#), any student who has not paid all rent owed to the Service des résidences for a previous semester will not be awarded a transcript or diploma (*Règlement sur les frais d'admission et d'inscription de l'Université Laval*, a. 9.3.1).

E. For the purposes of the lease to be signed, the leased premises constitute the Université Laval full-time registered student tenant's elected domicile.

F. Rooms may be inspected by a representative of the Service des résidences at least once per semester to monitor their overall condition and to ensure that rules of hygiene, cleanliness, pest management operations and safety are being respected. (art. 1857 C.c.Q.)

G. Tenants must take out insurance to cover their possessions and civil liability from the insurance company of their choice. Tenants are solely responsible for the possessions in their room and/or in storage, as well as for any damage that may result from their own negligence or misuse of the premises (fire, theft, vandalism, water damage, etc.).

The University assumes no liability to the lessee or any other person for losses caused by the theft, or for damages suffered or caused by the fault of the lessee or a third party who is in the rented premises or by the material property that said tenant has in his custody.

In addition, the University is not responsible for accidents that may occur to the lessee or to third parties in the current leased premises or in any other part of the building in which these places are located.

H. Should the premises become unlivable as a result of fire or other disaster, the lease or rental agreement should be automatically terminated and, the tenant reimbursed for any rent paid in advance.

I. Co-ed buildings are composed of men floors, women floors and co-ed floors with gendered bathrooms.

Some of the co-ed floors includes a bathroom for men, one for women and one neutral. In order to accommodate a maximum number of students, the Service des résidences reserves the right to accommodate men or women on a floor initially meant for the other gender in its co-ed buildings. In these cases, the neighboring tenants will be notified in advance.

J. Some mail, registered letters and packages sent to campus are first received at the Université Laval mail centre. Those intended for residents are then delivered directly to their post office boxes or delivered to a service counter. In the second case, an email is then sent to residents indicating the location and times at which they can be picked up upon presentation of a photo ID. The tenant thus authorizes Université Laval and the Service des Résidences to receive parcels and letter post, for which a signature may or may not be required, addressed to the resident or sent to the care of the resident, until notice to the contrary is issued in writing.

K. In an epidemic or pandemic context, various socio-sanitary measures relating to public health could be taken to ensure the safety of residents and reduce the spread of a virus. Some of these measures affecting, in particular, room occupancy, physical distancing, the number of visitors, the wearing of masks, access to and use of premises, cleaning, disinfection and service restrictions could thus exceptionally modify the terms, policies and regulations that form part of the lease.

## PROCÉDURE POUR TRANSFERT DE FONDS PROCEDURE OF FUNDS TRANSFER

Banque du bénéficiaire au Canada :  
*Beneficiary Bank in Canada:*

**SWIFT code : BNDC CAMM INT**  
**Beneficiary Bank in Canada : Bank code : 006**  
**Transit number : 10731**  
**Account number : 0012628**  
BANQUE NATIONALE DU CANADA  
2600, boulevard Laurier, bureau 156  
Québec (Québec) G1V 4T3  
CANADA

Bénéficiaire :  
*Beneficiary:*

UNIVERSITÉ LAVAL  
PAVILLON JEAN-CHARLES-BONENFANT  
2345, ALLÉE DES BIBLIOTHÈQUES, LOCAL 3560  
QUÉBEC (QUÉBEC) G1V 0A6  
CANADA

Nom du bénéficiaire :  
*Name of beneficiary:*

UNIVERSITÉ LAVAL

### IMPORTANT

Référence :  
*Reference:*

\_\_\_\_\_

Nom de l'étudiant :  
*Student name:*

\_\_\_\_\_

Contact à l'Université Laval :  
*Contact at l'Université Laval:*

Service des résidences

Vérifiez avec votre institution financière s'il y a des frais d'administration ou d'émissions liés au transfert de fonds. Vous êtes responsable de payer la totalité de ces frais.

Assurez-vous de joindre la preuve de votre virement avec les documents de réservation.

*Check with your financial institution to see if there are administrative fees or issues related to the transfer of funds. You are responsible for paying all these fees.*

*Be sure to attach proof of your transfer with the reservation documents.*