

Residence Procedures for Minors – Electronic Signature Version

Purpose and Relationship to Other Documents

This document applies to minor students (under 18 years of age) residing in University Housing and works together with the following documents (collectively, the “Housing Documents”): (a) Single Student Housing License Agreement; (b) Residence Handbook; (c) University Residence Dining Plan Contract and Regulations; (d) The Governors of the University of Lethbridge Release of Liability, Waiver of Claims, Assumption of Risks and Indemnity Agreement (as applicable to activities); and (e) Authorization to Reproduce Physical Likeness/Voice/Name for Educational, Marketing and Advertising Purposes. By signing this form, the Parent/Guardian and the Student acknowledge receipt of and agree to the Housing Documents. If any Housing Document is delivered electronically (including via DocuSign® links), it is incorporated by reference into this form as if set out in full.

Definitions and Scope

“Minor” means a person under 18 years of age. “Parent/Guardian” means a person who has lawful authority to make decisions for the Minor. This form becomes obsolete on the Student’s 18th birthday, at which time the Student is treated as an adult for all Housing Documents; obligations incurred before that date remain enforceable and continuing as set out below.

Room Assignment for Minors

1. A Minor Student will be placed in a substance-free unit at the start of the contract.
2. After the Student’s 18th birthday, the Student may request a room change to other units (where alcohol is permitted) using the required form and fees, subject to availability and Housing rules.

Electronic Signatures and Electronic Delivery

3. Consent to Electronic Dealings. The Parent/Guardian and Student consent to the use of electronic signatures and electronic delivery for all Housing Documents. A DocuSign® (or similar trusted platform) signature constitutes the signatory’s signature and has the same legal effect as an original handwritten signature. Each party agrees that electronic records delivered through the platform are originals for all purposes. The University may rely on the platform’s audit trail and authentication features to identify signatories.
4. Choice of Method. If a party prefers paper or in-person signing, the University will provide

reasonable alternatives on request.

5. Notices. Notices and copies may be delivered electronically to the latest email addresses provided by the Student and Parent/Guardian; paper copies will be provided on request.

Parent/Guardian Consent, Co-Signature and Authorization

6. Co-Signature Requirement. For a Minor Student, the Single Student Housing License Agreement must be signed by the Student and a Parent/Guardian. If the Parent/Guardian cannot be physically present, they may sign electronically via the University's approved e-signature platform. By signing, the Parent/Guardian authorizes the Minor Student to countersign the License Agreement and related Housing Documents and agrees that those documents are binding according to their terms.

Communication with Parent/Guardian While the Student is a Minor

7. While the Student is a Minor, the University may communicate with the Parent/Guardian regarding significant health and safety matters, serious misconduct, license termination, and financial/contract status. The University will limit disclosures to what is reasonably necessary for those purposes and consistent with applicable privacy laws and University policy.

8. After the Student turns 18, the University will normally communicate only with the Student, unless legislation permits or the Student has provided written consent to share specific information with the Parent/Guardian.

Conduct Process (Summary for Minors)

9. First infraction classified as lower-level (per Residence Handbook): written warning to the Student; ordinarily no Parent/Guardian notification.

10. Repeated lower-level infractions or any higher-level infraction: written notice to the Student; Parent/Guardian may be notified if the matter materially affects continued residency, safety, or finances.

11. Termination/Eviction: If termination is imposed after investigation and decision, the University will notify the Student and will promptly inform the Parent/Guardian that termination has been issued, limited to information necessary to effect move-out and support the Minor.

Dining Plan

13. The University Residence Dining Plan Contract and Regulations forms part of the Housing Documents. If the Student is a Minor, the Parent/Guardian co-signs or accepts financial responsibility for the Dining Plan. Dining Plan terms, fees, change periods, and cancellations are governed by that contract.

Activities Waiver / Assumption of Risks (as applicable)

14. Certain voluntary programs or activities may require execution of the University's Release of Liability, Waiver of Claims, Assumption of Risks and Indemnity Agreement. If the Student is a Minor, the University may request a Parent/Guardian signed acknowledgement of risks and an indemnity in favour of the University. The enforceability of parental waivers against minors may vary by law; this clause is not legal advice and the University may provide alternative risk documentation as appropriate.

Publicity and Media Consent

15. If the Student is a Minor, the Authorization to Reproduce Physical Likeness/Voice/Name must be executed by the Parent/Guardian before the University uses the Minor's image, voice, or name for educational, marketing or advertising purposes. Consent can be withdrawn in writing prospectively.

Transition on 18th Birthday

16. On the Student's 18th birthday, this Minors form ceases to apply. The Student assumes all obligations under the Housing Documents on and after that date. Obligations that arose before the 18th birthday remain enforceable and may be pursued against the Parent/Guardian under Clause 7. If the Student continues in residence, no re-execution is required unless the University issues a new agreement.

Acknowledgements

17. The Parent/Guardian and Student confirm that they have read the Housing Documents (or had them explained), that they understand the rules and financial obligations, and that they had the opportunity to ask questions before signing. Electronic copies are acceptable originals and may be retained by the University.

Signatures (Electronic or Paper)

Student Name: _____ Student ID#: _____

Student Signature: _____ Date: _____

Parent/Guardian Name: _____ Relationship: _____

Parent/Guardian Signature: _____ Date: _____

Appendix A – Modernized Wording for In-Person/E-Signature Caveat

If the parent/guardian cannot be physically present at the time of signing, the parent/guardian may execute this form and the Housing Documents electronically through the University's approved e-signature platform. By doing so, the parent/guardian (i) authorizes the Minor Student to countersign, (ii) agrees that the electronically signed documents are binding as originals, and (iii) consents to electronic delivery of copies and notices.

University of Lethbridge – Housing Services

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