Online Housing Application Guide





Step By Step Guide

- Once you have applied to the University, a 9-digit student ID number will be assigned to you.
 You must have this U of L Student ID number to apply for residence.
- II. To get to the housing application page, you need to go to <u>www.uleth.ca/housing</u>
- III. The application page below is found through the **APPLY HERE** link on the Housing Services Website



IV. Click on Application

Home Application	
To begin completing your online application, please select the "Application" link above or Click Here.	
Housing Portal - © StarRez Inc. 2015	

V. Select the Academic Term in which you require residence.

(*Please note:* There are two types of housing contracts: *Single students* coming in the Fall term are required to sign an 8-month contract while students joining in the Spring term may sign a 4-month contract. Students with *families* must sign a 12-month contract.)

erm Selector	
erni Selector	
Please select which academ	nic term you wish to apply for.
Please note that an Academ	nic Year runs September - April. We do not accept applications for the September - December term.
Only Student's wishing to r	eside in the Family Townhomes who are Married or Common Law should apply for a Family Term.
Family terms are 12 month	is and begin on the 1st day of the month.
OAcademic Year 2015-2	2016
cademic Year 2016-2	2017
OFamily Fall Term	
OSpring 2016	
Save & Continue	

VI. Click Save & Continue to begin the application process



VII. Select the person who is completing the application

App	lication Menu	Applying for a	Academic	Year 2016	-2017 - A	ll Students				Applicatio	n Status
Ве	gin Application Entroduc	bon Personal & Con Contact Information	Level of Study	Statement of Health	Profile Questions	Application Preference	Roommate Preference	Online Contract	10 Online Payment	Confirmation Receipt	12 Complete Applicatio
∖р тһа	plicatic nks for applyi	ng for housing a	ductio	DN rersity of Let	hbridge					(5	itep 2 of 1
	iversity of I	athbridge Hou	uning Sam	vices Applic	ration Por	tal					
Ne	w and Contin	uina Students	ising ser	vices Applic	Lation Por	Lai					
Th	is page is for	current or pros	pective res	ident studer	nts to apply	/ for On-Car	npus Housin	a.			
Qu	estions? Plea	se Contact the I	Housing O	fice at housi	ing@uleth.	ca or (M-F 9	:00-12:00,	- 1:00- 4:00) (403) 32	9-2584	
Liv	ving in Resider pport your ac	nce is an excitin ademic and soc	g part of sial success	your Univers	ity experie	nce. We stri	ve to provid	e a safe an	d comforta	able commun	ity to
Yo yo	u will be requ ur credit card	ired to pay an a ready.	pplication	fee of \$50 a	ind an adv	anced paym	ent of \$100	to complet	e your app	lication. Plea	se have
Th	ank you for	choosing to li	ve with u	s and partio	cipate in t	he Dining	Plan!				
All	Students res part of the H	iding in our 1st ousing License (year Resid of Use Agr	lence areas, eement.	Kainai Hou	use & Univer	rsity Hall, ar	e automatio	ally enroll	ed in the Din	ing Plan
nti	roduce \	ourself									
Ple	ase let us kn	ow who is filing	our this a	pplication, a	re you a st	udent, pare	nt or guardia	an?			
w	ho is filling ou	t this applicatio	n?								
1	. Student	c rus oppicatio			Ň	2					
ou	plication Tip: t their own ap	Our experience	demonstr	ates that we	have grea	iter success	matching st	udent appli	cants who	are involved	in filling
Sa	ve & Continu	e									
				Hous	ing Portal - G) StarRez Inc.	2015				

VIII. Please enter your Secondary Email Address

Annikati	on Menu I	Applying for	Acadomic	Year 2016	-2017 - A	I Studente				Applicati	on Statu
Co		Apprying for 1	cuternic		LULT A	Students				repricat	on Statu
0	2	3	4	5	6	7	8	9	10	11	12
Degin Application	Application	Contact Information	Study	Statement of Health	Questions	Preferences Continuing	Application Preference	Roommate Preference	Contract	Payment	Receip
erso	nal &	Conta	ct Inf	format	ion						
											(Step 3 of
Please p	orovide you	ur personal in	formation	for the follow	ving areas.	All other in	formation v	vill be popul	ated by the	details on	your
Applicat	tion to the	University of	Lethbridge		(沢)			di 20	199		(12)
Last Na	me:										
	D										
First Na	ime:										
•											
Studen	t Number:										
acon	dary E	mail Ad	droce								
econ	uary L	mail Au	uress								
Second	ary Email A	Address:									
univers	sitystudent	@gman.com									
Please	ensure th	at all inform	ation is a	occurate an	d up to d	ate.					
All corre	espondence	e/room offers	will be ser	nt to your ul	eth e-mail	account. If r	no e-mail a	ddress is pro	ovided, con	responden	e will be
mailed	to this addr	ress. * If a ho	tmail acco	unt is provid	ded, please	add housin	g@uleth.ca	to your add	l <mark>r</mark> ess book.		
Save &	Continue										
				Herein	ing Portal - 2	StarRey Inc. 3	2101				

IX. Select your level of study and click Save & Continue

0	-2-		-(4)	_(3)	- 6	- 7	s	- 9	10	- 11	12
Begin Application	Application Introduction	Personal & Contact Information	Level of Study	Statement of Health	Profile Questions	Hall & Room Type Preferences Continuing	Application Preference	Roommate Preference	Online Contract	Online Payment	Confirma Receip
Level	of Stu	ıdy									
5											(Step 4 of
Please	enter y	our lev	vel of	study							
Level of	Study: raduate Stu	dent (P.che	lor's deare	e program)		ล					
Sava & (Continue										
Jave a v	Jonunde	ノ									

X. Select ONE ONLY

- a. I am in good health (or)
- b. I have a medical condition or disability

Application Menu Applying	for Academic Year 2016-2017 - All Students	Application Statu
Begin Application Person pplication Introduction Cool Inform	al & Level of Statement of Profile Hall & Room Application Roomm ed Study Health Questions Type Preference Prefere stion Preferences Continuing	note Online Online Confirma ence Contract Payment Receip
tatement of H	lealth	
		(Step 5 of
Housing Services. It is ess proper care and attention to refuse, change, or term that a physical or psycholo Please check one of the fol To the best of my knowled I have a medical condition Please specify the nature of	ential for your own welfare that Housing Services be aware of any pr can be given when necessary. Housing Services, in consultation with inate Residence accommodation if it becomes apparent that essentia gical condition while in residence appears to affect the well-being of lowing statements: ge, I am in good health: or disability of the condition or disability and any medications being taken if appli	re-existing health condition, so that Health Services, reserves the right Il medical information was withheld other students.
Please specify any dietary	restrictions or allergies you would like to make known to Campus Fo	ood Services:
Students with serious diets	ary concerns should contact Food Services directly at: aramark@ulet	h.ca or 403-332-4475
	Housing Portal - © StarRez Inc. 2015	

XI. Complete the following profile questions in order for our room assignments officers to best find you suitable accommodations

Application Menu Applying for Act	ademic Year 2016-2017 - All s	Students		Application Status
0 0	a a	7 8	9 10	11 12
Begin Application Personal & I Application Introduction Costact Information	Level of Statement of Profile P Study Health Questions	tall & Room Application Type Preference Preferences Continuing	Roommate Online Preference Contract	Online Confirmation Payment Receipt
Profile Questions				
Please tell us a little about yourse	lf, we will use the following inform	mation to assign you	with a roommate(s) v	(Step 6 of 13 who has similar lifestyle
choices.				
Tip: Students with matching room	mate profiles and matching room	n style requests have	a better likelihood of	being placed together
If your roommate preferences cha	inge, please advise housing@ulet	th.ca prior to being m	ade an offer of accom	modation.
Sleep				
I would describe myself as a	Morning Person			Night Owl
		1		
I generally get up at	6:00 AM or	1		10:00 AM or
I generally get <mark>u</mark> p at	6:00 AM or Earlier			10:00 AM or Later
I generally get up at	6:00 AM or Earlier			10:00 AM or Later
I generally get up at I generally go to bed at	6:00 AM or Earlier 9:00 PM or Earlier			10:00 AM or Later 1:00 AM or Later
I generally get up at I generally go to bed at	6:00 AM or Earlier 9:00 PM or Earlier			10:00 AM or Later 1:00 AM or Later
I generally get up at I generally go to bed at I prefer to sleep with my window	6:00 AM or Earlier 9:00 PM or Earlier			10:00 AM or Later 1:00 AM or Later
I generally get up at I generally go to bed at I prefer to sleep with my window	6:00 AM or Earlier 9:00 PM or Earlier			10:00 AM or Later 1:00 AM or Later
I generally get up at I generally go to bed at I prefer to sleep with my window	6:00 AM or Earlier 9:00 PM or Earlier yopen Yes			10:00 AM or Later 1:00 AM or Later
I generally get up at I generally go to bed at I prefer to sleep with my window	6:00 AM or Earlier 9:00 PM or Earlier			10:00 AM or Later 1:00 AM or Later
I generally get up at I generally go to bed at I prefer to sleep with my window	6:00 AM or Earlier 9:00 PM or Earlier open Yes			10:00 AM or Later 1:00 AM or Later
I generally get up at I generally go to bed at I prefer to sleep with my window Cleanliness I would describe the cleanliness of	6:00 AM or Earlier 9:00 PM or Earlier Yes			10:00 AM or Later 1:00 AM or Later
I generally get up at I generally go to bed at I prefer to sleep with my window Cleanliness I would describe the cleanliness o	open Yes			10:00 AM or Later 1:00 AM or Later Cleanliness is very important
I generally get up at I generally go to bed at I prefer to sleep with my window Cleanliness I would describe the cleanliness o	of my space as Cleanliness is not important			10:00 AM or Later 1:00 AM or Later Cleanliness is very important
I generally get up at I generally go to bed at I prefer to sleep with my window Cleanliness I would describe the cleanliness o	of my space as Cleanliness is not important			10:00 AM or Later 1:00 AM or Later Cleanliness is very important
I generally get up at I generally go to bed at I prefer to sleep with my window Cleanliness I would describe the cleanliness of Smoking Habits	6:00 AM or Earlier 9:00 PM or Earlier Yes Yes			10:00 AM or Later 1:00 AM or Later Cleanliness is very important
I generally get up at I generally go to bed at I prefer to sleep with my window Cleanliness I would describe the cleanliness of Smoking Habits	open Yes			10:00 AM or Later 1:00 AM or Later Cleanliness is very important

in the unit at any time.	Strongly disagree		Strong	aly agree
			1)
I will be a minor as of September 1	and would like to reside in a No *Minors v	unit where alcohol is per vill be placed in non-drinking	mitted after my 18th b areas by default	oirthday
Guests				
I will have visitors to my room	Almost never		1221	Often
,				
I am comfortable with my roomma	te(s) having guests to our un Almost never	it		Often
)
I like to live in a unit that has a soc	ial activity level best describ Low Social Activity	ed as	н	gh Social Activity
I perfer the noise level in my room	to be			
	Quiet		Г	Noisy
I am especially sensitive to noise	No		-	
Study Habits				
Most of the time I perfer to study in	The Library			My room
nost of the time I perfet to study it				
I like to study with background noi	se (music, tv etc.)			
I like to study with background noi	se (music, tv etc.) Yes			
I like to study with background noi I require my room to be very quiet	se (music, tv etc.) Yes in order to succeed academic	ally	-	



XIII. Please select all 5 preferences from the drop down menu options

Click Save & Continue

(

Application Menu Applying for Academ	ic Year 2016-2017	All Student	5	10		Applicat	ion Statu
vilication Personal & Level of Statements roduction Contact Study Health Information	of Profile Hall & Roo Questions Type Profession Continue	m Application Preference	Roommate Preference	Online Contract	Online Payment	Confirmation Receipt	Complete Applicatio
pplication Preferenc	e						
							(Step 8 of
At least 5 Preferences are required.							
Preference 1 Cleanliness	lections from most im	portant to lea	ist important				
Preference 2							
Roommate Preference							
Preference 3							
Room Type							
Preference 4							
Sensitivity to Noise							
Preference 5							
Alcohol Free Unit							
Please rank the preferences above from Save & Continue	most important to le	ast important.					

XIV. If you have roommate preferences enter First Name, Last Name and Student ID Number of each person you would like to live with. (**Please note:** It is not necessary to include a roommate preference)

Select Yes or No in the drop down menu if you would take **ANY suitable room type**.

Click Submit

_	(Step 9 of
01300000000	If you know the names and ID #s of other students you would prefer to live with please provide your selection(s) here. You may provide up to 3 choices if applicable.
	Roommate First Name 1:
	Roommate Last Name 1:
	Roommate ID 1:
	Roommate First Name 2:
	Roommate Last Name 2:
	Roommate ID 2:
	Roommate First Name 3:
	Roommate Last Name 3:
	Roommate ID 3:
-	Although we shrive to offer you one of your preferred room types, at times we are unable to do so as residence is in high demand If this is the case often we consider your application, would you like to be considered for any suitable room type?
	Yes 🗸
1000	Please note that while we make every effort to accommodate your selection we cannot always do so. Only those students who mutually select each other will be placed together.
0000000	Tip: Students with matching roommate profiles and matching room style requests have a better likelihood of being placed togeth If your roommate preferences change, please advise housing@uleth.ca prior to being made an offer of accommodation. Please not that we do not surrently match make and female stylests as requirements.
- 1	that we do not currently match male and lemale students as roommates.

XV. PLEASE READ AND UNDERSTAND The Online Contract known as "The Single Student Housing License Agreement"

Online Contract	
	(Step 10 of 13
The Following is your Lasse Agreement with the University of Lethbridge. Please read the following and indicate t	that you areas to the following terms. This contract is intervie
to outline and communicate the expectations and requirements of living in Housing Services. This document only	v becomes binding, if an offer of accommodation is made.
THIS AGREEMENT made on the agreement date shown hereon	
BETWEEN:	
THE UNIVERSITY OF LETHERIDGE (Hereinafter referred to as "the Licensor")	
OF THE FIRST PART	
-and-	
OF THE SECOND PART	
SINGLE STUDENT HOUSING LICENSE AGREEMENT	
PARTNERED WITH THE RESIDENT COMMUNITY HANDBOOK	
as viewed at www.uleth.ca/housing	
IN CONSIDERATION of the fees reserved and the covenants and agreements herein contained, the licensor herei	by allows the Licensee the exclusive right to a furnished
bedroom as shown above (hereinafter referred to as "the premises") in the University of Lethoridge residence (h	ersinafter referred to as "the U of L Residence") situated on
the University of Lethbridge campus in the City of Lethbridge, in the Province of Alberta. The Licensor further gr	ants to the Licensee the use in common of their suite area
with other Licensees of the suite (if applicable) and the use in common with all the other residents in the Univers	sity of all other facilities of the said Residence.
THIS AGREEMENT shall commence on the Agreement Date shown hereon, and shall expire at 12:00 NOON on the Expiry Date si	hown in the same place. The Licensee shall pay to the Licensor for the
premises together with the furniture and other effects and Residence Dining Plan, if assigned to University Hall or Kainal House	Residence, the fee(s) as shown above, per semester payable in
advance on the 1st day of classes in each and every semester during the term herein.	
Such fee(s) to be paid in advance on the date specified for the said term at the Cash_Office or Housing Services I	Office of the University of Lethbridge, in the City of Lethbridge
in the Province of Alberts.	
Any sum, which becomes due and payable to the University of Lethbridge under this License of Use shall bear a	simple interest charge of B <mark>ank</mark> prime plus five percent per
annum and will be added to the outstanding principle amount at the close of the first working day of each succes	sive month that the account remains unpaid. Any payments
shall be applied firstly against interest accrued and, thereafter, against the principal balance owing. The payme	ent deadline for Single Student Housing and the
Residence Dining Plan are the first day of classes in each semester or Summer Session. Assessment of	f the interest charge, procedures for applying interest to
a fate-fire totage and super-fire second as a deal land a solution is a state of a second second second to the	a fataraat targement on the Ct. deal Secondarian Form

 In this Agreement, any reference to the Ucensor shall include the University of Lethbridge Board of Governors and its officers as well as any other authorized representative whom the Ucensor has appointed or may appoint from time to time.

Click on Agree to the Previous Terms in order to continue the application process

Click Save & Continue

Buch refund, if any, together with a Statement of Deductions to be sent to the Licensee within sixty (90) days;

- (g) the Licensee may terminate this Agreement in writing with one calendar month's written notice to the Licensor by the last business day of the month and by paying the prescribed cancellation fee of \$300.00. Charges will be recalculated at the daily rate from the beginning of the date of occupancy until the required notice date of departure, in accordance with the Residence Cancellation Policy as outlined in the Residence Community Handbook a minimum charge of the \$1,000.00 advance payment will be assessed.
- (h) if for any reason the Licensee withdraws or is terminated from his/her academic program at the University of Letthbridge, this Agreement shall be deemed to be terminated, and the Licensor may on the Swind of twenty-four (24) hours notice require the Licensee to vacute the premises within that week of termination:
- (i) the Licensor reserves the right to reassign the Licensee to different premises at any time. In the event that the Licensor determines such reassignment to be necessary, the Licensor must give the Licensee two days notice in writing!
- (i) if the premises are not ready for occupancy in the opinion of the Licensor on the date of commencement of the term thereof, then payment of the fees shall not begin until the premises are ready for occupation, and such abatement of the fee shall constitute full settlement of any claims which the Licensee might otherwise have by reason of the premises not being available on the sold date and this Adreement shall not otherwise be effected:
- (ii) If the Licensee shall hold over and the Licensor accepts further fees at the expiration of the sold Agreement, the new Residency thereby created shall be from day-to-day, provided however, that the sold Residency from day-to-day may be terminated by the Licensee on one (1) days notice to the Licensee and the premises may be shown to prospective Licensees after notice of termination of the Residency and any notice to be served by or on the Licensee or the Licensee shall be given during the term of occupancy. The new Residency shall be subject to the covenants, conditions and regulations herein contained except that the fees shall be from day-to-day and calculated into a per diem amount based upon the current scheduled rate payable;
- (i) the Licensor shall have the right at any time during the said term but not under any obligation by reason of this clause, to repair, remodel, alter, improve or add to the premises or form a part or to change a location of the entrances to the U of L Residence and the premises without compensation or responsibility to the Licensee for such other purposes, if necessary, to enter into, pass through, work upon and attach scatfolds or other temporary structure to the premises putting the Licensee to no unnecessary inconvenience;
- (m) in case the premises or any part thereof shall at any time during the term hereby granted be burned or damaged by fire or tempest so as to render the same unit for the purposes of the Licensee, then the fees hereby reserved or a proportionate part thereof, according to the nature and extent of the injuries sustained and all remedies for recovering the same shall be suspended and abated until the said premises shall at the option of the Licensor have been repaired or made fit for the purposes of the Licensee provided that in the event that the premises are not rebuilt or made fit for the purpose of the Licensee within three (3) months of the said fire or tempest, then this Agreement shall thereupon be terminated and the Licensee shall cease to be held liable for payment of fees except such fees as shall have already accrued due;
- (n) any notice to the Licensor under this Agreement shall be sufficiently served within five (5) days if left with or sent by registered mail to the University of Lethbridge Housing Services and any notice to the Licensee shall be sufficiently served if delivered to the Licensee personally or left at the premises and such notice shall be deemed good an sufficient one (1) day after leaving or placement by registered mail;
- (a) a waiver by the Licenson by any breach of covenant or term or Rule or Regulation shall not be considered to be a waiver of such covenant or term or Rule or Regulation generally or of any subsequent breach of any covenant or term or Rule or Regulation;
- (b) The whole Agreement is set forth herein and no representation, warranties or conditions have been made other than those expressed herein, and no Agreement collateral hereto is binding upon the Licensor unless it is made in writing and signed by the Licensor.
- (q) The Licensee shall not at any time during the term of this License use loudspeakers, phonographs, broadcast or telecasts which may be heard or seen outside the licensed premises, and shall not use, exercise, carry on from it or suffer to be used, exercised or carried on in or upon the licensed premises or any part thereof including any common areas of the premises in which the licensed premises are contained any noxious, noisome, or offensive act or product, including anxious, during the said term.
- (r) The Licensee shall prohibit any persons occupying or visiting the licensed premises from contravening the foregoing clause.
- (s) The Licensee acknowledges and agrees that smoking is an activity which substantially interferes with the reasonable enjoyment of the premises by the Landlord and other licensees regardless of its duration or the extent of the activity at any given time, and irrespective of whether there may be complaints by other licensees.

Agree to the Previous Terms 🗹

With regard to this application, I certify that the particulars furnished are true and complete in all respects, and that no relevant information has been withheld. I understand that the University reserves the right to cancel any application or subsequent License of Use Agreement, on medical or other grounds. I further agree that, if assigned to the University of Lethbridge Residence, I will pay all fees and charges that may be assessed as a result of my application to, or occupancy of, the University Residence, and that I will comply with the Residence Agreement and rules and regulations of the University. I have read the information on the web page Single Student Housing.

Save & Continue

Housing Portal - @ StarRez Inc. 2015

XVI. Please read and understand the **CANCELLATION POLICY** before completing the Online Payment process.

Click Pay Now to continue to the University of Lethbridge Payment Screen

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	ersonel 8. Contect formation	Level of Study	Statement of Health	Profile Questions	Hall & Room Type Professions Continuing	Application Preference	Asseminate Preference	Online Contract	Online Paymant	Confirmation Receipt	Complete Applicatio
nline	Payr	nent									(Step 11 of
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OF \$100).				o winnoo.			(urrenent)				· · · · · · · · · · · · · · · · · · ·
If you do not	t have a cred	lit card, please	e contact us at ((403) 329-25	84 to make arr	angements.					
Note: Hou	using Serv	ices accept	ts Visa and I	MasterCa	rd, paymen	ts with Ame	erican Expr	ess will not	be accepte	d.	
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XVII. Enter the following payment information to COMPLETE THE APPLICATION PROCESS

Mandatory fields marked by *
Payment Details
Transaction Amount: \$150.00 (CAD)
Order ID: SR19977
Please complete the following details exactly as they appear on your credit card. Do not put spaces or hyphens in the credit card number.
Cardholder Name*:
Credit Card Number*:
Expiry Date (MMYY)*:
Card Security Code*:
Click Process Transaction' to charge your credit card. Only click the button once. Using the 'Back', 'Refresh' or Cancel' button after you press the 'Process Transaction' button will not stop the transaction from being processed and may result in a double charge.
Process Transaction Cancel Transaction

University of Lethbridge C420 Housing Services 4401 University Drive West Lethbridge, AB T1K 3M4 Phone: 403 329-2584 Fax: 403 329-2030 housing@uleth.ca www.uleth.ca/housing