



St. Andrew's College
University of Manitoba
RESIDENCE ACCOMMODATION 2009 - 2010

All residents are required to be members of St. Andrew's College. When registering, please utilize St. Andrew's College Code - 08 - under the option "College Membership".

Rooms are for single occupancy, except for a limited number of double rooms. (Preferred roommate should be mutually requested). If your application is received after residence accommodation is committed, your name will be placed on a waiting list and you will be notified accordingly. The final decision of admission to residence is at the discretion of the St. Andrew's College Administration.

RATES FOR ROOM AND MEAL PLAN: Residence Rates include 19 meals/week (Room and Board – 8 months)

Double room - \$6,260

Single room - \$6,925

Super single room - \$7,257 (double room used as a single)

** Excludes meals during December Holidays and mid-term break (Feb. 15 - 21, 2010 inclusive).*

Room dimensions - Small: 10' x 10' Super Single: 10' x 18' Double: 10' x 18'

RESIDENT AND TUITION FEE PAYMENTS: All fees MUST be paid at, or mailed to, St. Andrew's College. We accept payments in the form of cheque, money order, travelers cheque, bank draft, debit card, cash, Visa and MasterCard. Residents must arrange their finances according to payment dates stipulated. **We are unable to accept online payments.**

Cheques, Bank Drafts, and Money Orders:

- Cheques are to be made payable to **St. Andrew's College**. Please indicate to whom the receipt should be issued.
- All cheques, bank drafts, and money orders must be in Canadian funds and drawn on a Canadian Institution.
- If you are mailing your fees, send to:
St. Andrew's College
29 Dysart Road, Winnipeg, MB R3T 2M7

Debit and Credit Cards:

- Ensure your daily withdrawal limit allows for the funds required to make the payment.
- If you are unsure whether your daily limit can cover the required withdrawal or you know that an increase to your allowable daily limit is required, contact your bank prior to your arrival

Cash: We only accept Canadian currency.

APPLICATION INFORMATION: A deposit of \$500 must accompany your application (plus \$40 non-refundable application fee). From this deposit, \$300 will be applied to Second Term fee payment and \$200 will be retained as a Security Deposit. *No refund of deposits is given if withdrawal of application is made after June 30*

Your room in St. Andrew's College residence will be confirmed upon receipt of a non refundable payment of \$1,000 by June 30; half of which (\$500) is applied to first term fees and the remainder of which (\$500) is applied to second term fees.

Two letters of reference (excluding family and peer friends) are to be filed with the St. Andrew's College Housing Officer by August 15.

FEES & PAYMENT:

- ♦ Residence Student Council: \$40 (All Students) (payable first term)
- ♦ Theology Students Association: \$10 (Theology Students only) (payable first term)
- ♦ A \$40 non-refundable application fee is required with application.
- ♦ A \$20 replacement charge will be applied for each key lost.

FIRST TERM PAYMENT: TOTAL DUE: September 15 **SECOND TERM PAYMENT:** TOTAL DUE: January 15

Sponsorship: If fees are being paid by a sponsoring agency, students are responsible for ensuring that all sponsors are aware of the payment deadlines and that payment is received by this date or a late fee will be charged.

Things To Know:

- Interest will be charged at the rate of 2% per month if fees are not paid by the due dates listed.
- A \$25 fee will be charged for NSF cheques.
- A copy of your account statement will be placed in your mailbox before the payment deadline so you know how much you owe.
- Students are responsible for checking their mailboxes on a regular basis.
- Unpaid accounts will result in your University of Manitoba account being placed on HOLD, which prevents you from using most campus services, including libraries.

PARKING: Parking is limited. Application for parking pass must be completed and returned with payment by August 15 to guarantee a space. Parking Pass application forms and price lists are available from St. Andrew's College Main Office.

ARRIVALS: Earliest date for arrival in Residence is September 1. Plan to check in between the hours of 8:30 am and 4:30 pm if possible - otherwise, please make arrangements with the office.

DEPARTURES: Students leaving Residence (i.e. at the end of the Second Term) must check out during business hours (8:30 am - 4:30 pm), Monday through Friday. The security deposit, or a portion thereof, will be refunded only after the room is checked by the maintenance staff.

WITHDRAWALS: All residents are booked into a residence room for the entire academic year. A resident breaking the housing contract and withdrawing from residence is responsible for the duration of the contract period and will assume financial responsibility for all room and meal plan fees. In the case of extenuating circumstances (sickness, termination of studies), the resident student is to discuss his/her departure with the St. Andrew's College Administration. Consideration may be given if a suitable replacement is found, but the departing resident will be charged a one month withdrawal fee and forfeit all deposits.

BEDDING & TOWELS: Students are required to provide their own bedding (2 twin size sheets, pillow case, pillow(s), quilt, blankets and towels).

NON-SMOKING POLICY: St. Andrew's College is a totally smoke-free environment in all its facilities, including residence rooms.

RETURNING RESIDENT INCENTIVE: A discount is offered to *Students returning to St. Andrew's College Residence for a full academic year (both terms I & II):*

- \$100 for residents returning for a 2nd year into St. Andrew's College residence
- \$200 for residents returning for a 3rd year into St. Andrew's College residence
- \$300 for residents returning for 4th and subsequent years to St. Andrew's College residence

- This discount is applied as a credit to the Resident's second term fees and is contingent on the status of the student's accounts with St. Andrew's College. Please register by April 18 for this discount.

Questions?

FOR FURTHER INFORMATION CONTACT:
HOUSING OFFICER - ST. ANDREW'S COLLEGE
29 Dysart Road, Winnipeg, Manitoba R3T 2M7
PHONE (204) 474-8895 FAX (204) 474-7624

Email: st_andrews@umanitoba.ca