GRADUATE HOUSE OCCUPANCY AGREEMENT 2019-2020

In consideration of the mutual covenants contained herein, THE GOVERNING COUNCIL OF THE UNIVERSITY OF TORONTO (the “University”) and the "Resident" agree as follows:

1. **Term of Agreement**: The University grants to the Resident a licence to use and occupy a room (the "Room") and an assigned suite (the "Suite") in the residence located at 60 Harbord Street, Toronto, Ontario, M5S 3L1 and known as Graduate House for a period (the "Occupancy Period"), commencing on the Occupancy Date, and ending no later than the “Planned Vacancy Date”, unless terminated earlier pursuant to the provisions of this agreement, as follows:

<table>
<thead>
<tr>
<th>Occupancy Period</th>
<th>Occupancy Date</th>
<th>Planned Vacancy Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall 2019-Winter 2020</td>
<td>September 1, 2019</td>
<td>April 30, 2020</td>
</tr>
<tr>
<td>Summer 2020</td>
<td>May 1, 2020</td>
<td>August 23, 2020</td>
</tr>
<tr>
<td>Fall 2019 - Summer 2020</td>
<td>September 1, 2019</td>
<td>August 23, 2020</td>
</tr>
</tbody>
</table>

(a) At time of application, the Resident will select one of the foregoing Occupancy Periods with the ongoing right to withdraw on a different date in accordance with paragraph 19 of this Agreement. The last day of the Occupancy Period, or the Effective Date of Termination under paragraph 18 hereof, or the Date of Withdrawal under paragraph 19 hereof, whichever first occurs, is herein called the "Vacating Date".

(b) Should the Resident complete full-time graduate studies earlier than the Planned Vacancy Date, the Occupancy Period shall expire one (1) month after the completion of the Resident’s full-time graduate studies.

(c) In the case where a resident is admitted for the Summer Occupancy Period and the immediately succeeding Fall/Winter term, or is admitted early to the Fall term, this agreement will extend to cover the period from August 23-31st, when the residence is otherwise closed, and the resident will be responsible for fees during this period.

2. **Purpose and Goals of Graduate House**: It is understood by the University and the Resident that the residence facilities of the University are intended to promote and enhance the academic, intellectual, and personal development of its students and their involvement in campus life, and that accordingly, the atmosphere, environment, and the Resident's behaviour in Graduate House, shall be conducive to and consistent with the achievement of these purposes.

3. **Eligibility**: The Resident agrees and acknowledges that in order to be eligible for residence in Graduate House for the period from September–May, the Resident must be registered in a full-time degree program within the School of Graduate Studies, or a Second-Entry professional program, during the occupancy period, unless alternate arrangements have been approved in writing by the Dean (or the Dean’s designate). To be eligible for residence in Graduate House from May–August, the Resident must be currently enrolled in a program of studies (either full time or part time) at a post-secondary institution, or be an alumnus of the University of Toronto during the Occupancy Period. The Resident further agrees that in the event of unfilled vacancies Graduate House may temporarily modify its eligibility requirements, from time to time, and without notice, in order to accommodate suitable applicants.
4. **Change in eligibility status:** The Resident acknowledges and agrees that in the event that a change in enrollment status causes the resident to no longer meet the eligibility requirements for Graduate House, that they will inform the Graduate House Office immediately. Graduate House reserves the right to check the academic status of residents to confirm their eligibility for residence as required.

5. **Assignment of Room and Suite:** The Room Type, Room, and Suite shall be assigned to the Resident by the Dean or the Dean’s designate.

6. **Substitution of Room:** The University reserves the right, to be exercised by Graduate House reasonably, to substitute another room and suite in Graduate House for the Room and the Suite at any time during the Occupancy Period, in which event the substituted room shall be deemed to be the Room and the Suite for all purposes hereunder and the Resident shall forthwith move to that other Room.

7. **Occupancy Fee:** The Resident agrees and acknowledges that by accepting an Offer of Residence at Graduate House the Resident is committing to staying for the full occupancy period (subject to the terms of this agreement). The Resident further agrees to pay an occupancy fee (“the Occupancy Fee”) corresponding to their assigned Room and related Suite for the entire Occupancy Period, as well as the Graduate House Council Fee, and other fees and/or deposits as outlined in Appendices 1 and 2.

8. **Fee Payment:** The Occupancy Fee, Graduate House Council Fee, and other fees and/or deposits are payable on the dates and time indicated in Appendix 2.

9. **Interest Charges and Penalties:** The Resident acknowledges and agrees that they will pay interest on any overdue payments as assessed by the Office of Student Accounts and that Graduate House does not initiate or administer the levying of interest charges on overdue student account balances.

10. **Possession:** If the Resident wishes to move-in after the Occupancy Date (Sept 1st or May 1st as the case may be), they must request permission to do so in writing, and receive written confirmation and approval to do so from Graduate House. No reduction in fees will be provided for move-ins after the Occupancy Date. Otherwise, if the Resident does not take possession of and occupy the room within three days of the occupancy date, the application deposit, confirmation deposit, and this licence are automatically forfeited and cancelled, and the University may licence the Room to another resident forthwith, without notice to the Resident.

11. **Use of Room and Common Facilities:** The Resident shall use the Room only as a private dwelling for themself (and, if the Room is a double room, for another assigned resident) and shall be entitled to use the common facilities of the Suite along with their suite-mates, and the common facilities of Graduate House together with the other residents, so long as they continue to occupy the Room and comply with the terms of this agreement and the appendices attached hereto.

12. The University will:

    (a) provide the Resident with all furnishings listed on Schedule A: Inventory, available through the Starportal and listed in the Graduate House Handbook, until the Vacating Date;

    (b) maintain the Room, the Suite and Graduate House in a reasonable state of repair and maintain

        (i) the Room and the Suite when unoccupied by the Resident, and

        (ii) Graduate House non-Suite areas at all times in a reasonable state of cleanliness;

    (c) make every reasonable effort to maintain essential facilities and services at Graduate House;

    (d) make every reasonable effort to modify the policies and procedures of Graduate House from time to time so as to meet the special circumstances and needs of graduate and second-entry professional students; and

    (e) communicate with individual Residents using their registered University of Toronto email address on file in ACORN database (if they are a University of Toronto student), and communicate collectively
with Residents through the use of the Graduate House listserv, website, and other channels as appropriate.

13. The Resident will:
   (a) maintain the Room and the Suite in a clean condition in accordance with Graduate House standards and will not allow any refuse, garbage or other inappropriate material as so deemed by University officials to accumulate in or about the Room, Suite or Graduate House;
   (b) comply with the Rules and Regulations contained within this agreement, or appended hereto, as well as those detailed in the Residence Handbook, which forms part of this agreement, and any other policies as established from time to time by the Graduate House Governing Body or by the University, and enforce compliance with the same at all times by their guests and invitees;
   (c) respect and abide by the decisions of Graduate House and Ancillary Services and their representatives made pursuant to this agreement; and
   (d) utilize the free access to the Internet through the University backbone by reasonable usage only, at usage rates determined from time to time by the University, and in accordance with the Policy on Appropriate Use of Information Technology. Unreasonable usage will result in a graduated scale of sanctions, up to and including termination of network access privileges, as determined by the University of Toronto Computing Network Services or its designate.

14. **Keys and Locks:** The Resident acknowledges and agrees that any and all keys, fobs, or other access credentials issued to the Resident remain the property of the University, and the Resident is responsible for returning all such items at the end of the Occupancy Period. No loan or transfer of any key/fob or other access credential to others for use or access of any facility is permitted.
   (a) The Resident shall receive one key/fob for the Room, Suite and Residence. If the Resident loses a key/fob, the Resident may obtain a replacement by paying a fee of $25. Keys/fobs shall be returned by the Resident to the University on or before the Vacating Date. If the Resident fails to return their key/fob in good condition upon leaving Graduate House they shall be charged a fee of $25.
   (b) The Resident shall receive one mailbox key. If the Resident loses the mailbox key, they may obtain a replacement by paying a fee of $50. The mailbox key must be returned to the University on or before the Vacating Date. If the Resident fails to return the mailbox key upon leaving Graduate House, they shall be charged a fee of $50.
   (c) The University shall have the right to retain and use a master key/fob giving it’s representatives access to the Room and Suite for the purposes permitted hereunder or by law.
   (d) The Resident shall not be in possession of a master key/fob or any other key/fob or access credential pertaining to Graduate House without the permission and authorization of Graduate House.
   (e) The Resident will not under any circumstances tamper with or change the lock, or add a lock, locks, or other security device to the door of the Room or the Suite.
   (f) After 3:00 pm on the Vacating Date, the University shall have the right to enter the Room and change the lock without notice or liability to the Resident and without providing the Resident with a key for the new lock.

15. **Appropriate use of room and suite:** The Resident will not:
   (a) paint, decorate or redecorate the Room or Suite;
   (b) deface any wall, ceiling, window or other surface of Graduate House, or damage Graduate House or its furnishings or permit their guests to do so;
   (c) keep or use a waterbed, any open element, heating and/or air conditioning equipment in the Room or Suite or overload the electrical circuits of the Room or Suite;
(d) make any alterations to the structure of the Room or Suite or affix anything to the walls or ceiling thereof, except with fasteners approved by Graduate House;

(e) apply or affix anything to the exterior of Graduate House;

(f) behave in a manner that will bully, harass, unreasonably disturb, annoy, or interfere with the use or enjoyment of Graduate House by the other residents or permit anything to be done or kept in Graduate House which will obstruct or interfere with the enjoyment or rights of the other residents (for example the burning of incense if found objectionable by suitemates or other Residents);

(g) commit, aid or abet an illegal act to be committed in Graduate House or on Graduate House property;

(h) install or use washers, dryers, dishwashers, ovens, or full-sized refrigerators other than those appliances provided with the suite. Small appliances, such as toasters are permitted, as are small, bar-size refrigerators in individual bedrooms.

16. Smoking: Smoking and smoking-related activities (including, but not limited to, cigarettes, vaping, e-cigarettes, hookahs or other smoking devices) are not permitted anywhere inside the residence, including but not limited to the residents’ rooms, suites, or anywhere on Graduate House property (including all entrances and exits, hallways, stairwells, common areas, and the courtyard). Outdoors, smoking is not permitted anywhere on University property, or within 9 metres of any Residence entrance including the courtyard, front entrance, and emergency exit doors

17. Damages and Cleaning: Within one week of moving in, the Resident will complete and submit Graduate House “Schedule A” (Inventory) via the online Starportal; Schedule A serves as documentation of the condition of the Resident’s Room and Suite upon arrival.

(a) In the event that the Resident fails to submit the Schedule A document within one week of moving in, it is understood and agreed that all aspects of the Suite, Room, fixtures, and furnishings are deemed by the Resident to be in good order, and the Resident accepts all responsibility for damages and repair costs arising during and at the end of the Occupancy Period.

(b) The Resident will report any damage to the Room, the Suite or Graduate House to the Graduate House Office immediately and will be required to pay for the repair/replacement of any damage to the Room, the Suite, Graduate House or the furnishings thereof caused by them or by their guests, normal wear and tear excepted, which repair/replacement shall be performed only by the University. The Resident will assume a collective responsibility for damages, which may occur to the Room, the Suite or other common areas of Graduate House, if such damage cannot be assessed to specific individuals.

(c) The Resident will be responsible for cleaning and restoring the Room and Suite by the Vacating Date, to the condition in which it was at the commencement of the Occupancy Period, normal wear and tear excepted, and will reimburse the University for the cost of cleaning and restoration, as outlined in this Agreement and in the Residence Handbook, which forms part of this agreement, upon failure of the Resident to maintain an ordinary state of cleanliness at any time during the Occupancy Period or to leave the Room and Suite in a clean and restored condition in accordance with Graduate House standards on the Vacating Date.

18. Termination of this agreement:

(a) The University may, at its option, terminate this licence upon the happening of any of the following events:

(i) non-payment by the Resident of any amount due to the University hereunder;

(ii) material breach by the Resident of any other provision of this agreement, or the terms outlined in the Residence Handbook, as published from time to time;
(iii) material breach by the Resident of the Code of Student Conduct, Rules and Regulations, the University of Toronto Guideline on the Appropriate Use of Information and Communication Technology, as published from time to time; or

(iv) any event whereby the Resident ceases to be a registered student with a full-time registration status at the School of Graduate Studies or as a full-time student in a Second-Entry Professional program at the University of Toronto, including but not limited to the suspension or expulsion of the Resident from studies during the academic session, but excluding voluntary withdrawal by the Resident from such full-time studies, for which provision is made in paragraph 19 hereof.

(b) In the event that the University exercises its option to terminate this licence, the University or its designated official shall give written notice of such termination to the Resident, which notice shall specify the effective date of the termination (the "Effective Date of Termination"), which shall be not less than three days following the giving of the notice. The notice may be hand or electronically-delivered to the Room or affixed to the door of the Room, addressed to the Resident.

(c) Notwithstanding paragraph (b), under exceptional circumstances, the University reserves the right, to be exercised by the Dean acting reasonably, to give written notice of termination of this licence not less than 24 hours before the effective date of termination.

(d) Notwithstanding the early termination of this licence, the Resident shall at the option of the University be liable for up to the pro-rated value of two (2) month’s Occupancy Fee, whether or not the Room is re-occupied or the Residence is filled.

(e) In all other circumstances, the License terminates automatically at the date specified in the Agreement.

19. **Withdrawal**: In the event that the Resident elects to withdraw from Graduate House or from full-time studies at the School of Graduate Studies or in a Second-Entry Professional program, the Resident shall give Graduate House at least two (2) full calendar months’ notice in writing of their intention to withdraw, and the date on which they intend to move out, which date shall become the “Date of Withdrawal”. The Resident will follow the process for submitting notice of withdrawal as detailed in the Residence Handbook.

(a) The new “Date of Withdrawal” must be within the current Occupancy Period, i.e. no earlier than November 1st for Occupancy Periods beginning September 1st, no later than March 30th for Occupancy Periods ending April 30th, no earlier than June 12th for the Occupancy Period beginning May 1st, and no later than June 23rd, for the Occupancy period ending August 23rd. Residents must also stay no less than 6 weeks during the Summer Occupancy Period.

20. **Vacating Room**: The Resident will vacate the Room and the Suite and remove all possessions there from before 3:00 p.m. on the Vacating Date, or on the Effective Date of Termination in accordance with paragraph 18, or on the Withdrawal date, in accordance with paragraph 19, and has no vested right to occupy the Room or the Suite beyond that time. The resident will move-out in accordance with the procedures outlined in the Residence handbook, including the return all keys, credentials, or Graduate House property.

(a) The Resident is responsible for pro-rated additional night charges if all possessions are not removed, and for replacement key charges if keys are not returned by 3:00 p.m. on the Vacating Date, Withdrawal Date, or Effective Date of Termination as the case may be.

(b) The University has no responsibility for any possessions of the Resident or of any other person left in the Room or the Residence. The University has the absolute right to dispose of such possessions ten (10) days after the Vacating Date, Withdrawal Date, or Effective Date of Termination as the case may be, or without any liability to account to the Resident thereafter.

21. **Prohibited items**: The Resident will not keep any firearm, weapon, explosive, dangerous, or noxious material in the Room, Suite or Graduate House. The cultivation of cannabis plants as well as cooking and baking with cannabis is prohibited in residence bedrooms, suites, and common areas. No animals of any type are
permitted in the Room, Suite or Graduate House, except for fish, which must be maintained in a safe and hygienic manner and in an agreed-upon location according to the terms of the Suite Mate Agreement. The possession of fish is a privilege that can be revoked by Graduate House at any time.

22. **No sub-licensing or subletting:** The Resident will not assign this agreement, sub-licence, or sub-let the Room or the Suite or any part thereof to any other person or otherwise part with the possession or occupation of the Room or the Suite, except according to the terms set forth in Schedule B in the Residence Handbook, and with the written approval of the Graduate House administration.

23. **Access and Entry to Room and Suite:** A representative of Graduate House, which includes but is not limited to the Dean or the Dean’s designate, Assistants to the Dean, Residence Advisors, cleaning, maintenance, and facilities staff, shall be permitted to enter the Room or the Suite during daylight hours upon giving reasonable notice to the Resident; and at regular intervals if such intervals are previously announced to the residents; and at any time and without notice:

   (a) in the event of an emergency or perceived emergency, or a disturbance or breach or suspected breach of the rules contained herein, or the Community Standards outlined in the Residence Handbook,

   (b) in order to examine the state of the Room or Suite, including the state of sanitation, safety, and repair thereof, or to address maintenance requests, or

   (c) in order to make such repairs, changes, or improvements to the Room or Suite and its furnishings as the University may deem necessary or desirable, or

   (d) in order to take such steps as are deemed necessary for the safety of residents.

24. **Access for Cleaning:** The Resident acknowledges and agrees that Graduate House representatives will enter their suite to clean in the event that a room becomes vacant or is scheduled to be occupied. Individual notification of suite cleaning will not be provided. Graduate House representatives shall adhere to the guidelines outlined in Schedule C in the Residence Handbook with respect to procedures for suite entry and notification in all other situations not outlined above.

25. **Room or Suite Change:** A room or suite change may be initiated by Graduate House, or at the request of a Resident using the request process outlined in the Residence Handbook. The Resident acknowledges and agrees:

   (a) that suite change requests will not be considered within the first month of moving in and thereafter only subject to availability, administrative approval, and only as a last resort after other means of addressing a suite-related issue have been exhausted.

   (b) that in the event of a Room or Suite change, either at the Resident’s request, or as a result of a reassignment by Graduate House, the monthly occupancy fee for the new room (based on the room type) shall apply, as of the date on which the new room is occupied.

26. **Bedbugs and Pests:** Residential buildings are occasionally subject to pest outbreaks, including but not limited to, bedbugs. If a pest outbreak is suspected, residents are required to immediately contact Residence Administration (at maintenance.gradhouse@utoronto.ca or via the front desk) so an inspection can be arranged. If the presence of pests is confirmed, residents will be required to actively participate in the treatment by following the directives of the University and/or professional Pest Control workers. To reduce the likelihood of spreading pests to unaffected areas, residents will typically not be relocated to a new room. No refund or reduction of fees will be issued to those who are inconvenienced by pest inspection or remediation processes.

27. **Service Interruption:** While it is agreed that there shall be no reduction of the Occupancy Fee or any other compensation for or on account of any loss, damage, inconvenience or discomfort arising from the interruption or curtailment, however caused, of any accommodation, facility or service agreed to be
furnished by the University, the University shall make every reasonable effort to ensure the uninterrupted and uncurtailed use of said accommodation, facility or service.

28. **Service Reduction:** Notwithstanding paragraph 27 the Resident acknowledges and agrees that during the University of Toronto’s Winter Break Closure period, the University is closed and services of Graduate House will be reduced; there are no IT or administrative services, front desk services are limited, and there are minimal staff on-site.

29. **Privacy:** The University of Toronto respects your privacy. Personal information that you provide to the University (and to Graduate House) is collected pursuant to section 2(14) of the University of Toronto Act, 1971. It is collected because it is necessary for the proper administration of Graduate House, including (but not limited to) the management of applications, admissions, eligibility, room assignments, billing, and notification of programs and services. At all times it will be protected in accordance with the Freedom of Information and Protection of Privacy Act. If you have questions, please refer to www.utoronto.ca/privacy or contact the Dean, Graduate House, 60 Harbord Street, Toronto, Ontario, M5S 3L1.

30. **Emergency Contact:** Notwithstanding paragraph 29, Graduate House reserves the right to contact the Resident’s emergency contact in the case of emergency, perceived emergency, or critical incident.

31. **Residential Tenancy Act:** In view of the nature of the living accommodation, and the arrangements under which it is administered, the Residential Tenancies Act, 2006 does not apply.

32. **Appeal Process:** Appeals against a decision made by a Residence Advisor may be appealed to the Assistant to the Dean, Residence Life. Appeals against a decision made by the Assistant to the Dean Residence Life, or the Assistant to the Dean, Administration and Operations, may be appealed to the Dean. Appeals against a decision made by the Dean may be appealed to the Director of Ancillary Services. Appeals must be made in writing within 7 calendar days’ notice of a sanction.

   (a) An appeal may be brought on one or more of the following grounds:

   (i) New information has become available that may change the outcome of the sanction.

   (ii) The given sanction is too severe considering the infraction/behaviour. Please note that sanctions given that are within the stated guidelines in the Residents’ Handbook may not be appealed as being too severe.

   (iii) The proper disciplinary process was not followed AND this may have impacted the decision reached.

   (b) If there is jurisdiction to make an appeal, the appellant may submit with the appeal documentary evidence in support of the appeal.

   (c) The appeal shall be determined on the basis of written material filed in relation to the relevant University policies, the Occupancy Agreement, and any other relevant standards, as well as the factual history of the matter.

   (d) Sanctions levied on the resident will remain in effect throughout the appeal process, unless overturned by the outcome of the appeal process.

   (e) In the case of an appeal of the termination of the Occupancy Agreement with a sanction of expulsion from the residence, the Graduate House Office may provide assistance in attempting to find other, temporary accommodation for the resident.

   (f) The decision of the Director of Ancillary Services is considered final.

33. The University shall not be liable to the Resident for any damage to or loss or theft of personal property or for personal injury, including death, on Graduate House property save where the same is caused by the wilful or negligent act or omission of the University or those for whom the University is in law responsible. The
Resident will indemnify the University and save it harmless from any and all liability in respect of any injury, loss or damage occasioned by any act or omission of the Resident, his guests, agents or invitees.

34. Neither party shall be liable to the other for any loss, damages or injury caused by delay or failure to perform obligations under this agreement when the delay or failure is due to fire, strike, lockout, flood, act of God or enemies of the state, lawful acts of public authorities or delays or defaults by suppliers or common carriers, which cannot reasonably be foreseen or provided against.

35. Without limiting the powers and authority of the Director of Ancillary Services, the Dean of Graduate House and/or any person(s) specified by her/him in writing, is/are hereby designated as the representative(s) of Graduate House for all purposes of the administration of this Agreement.

36. This Agreement, along with the Residence Handbook and its associated Rules, Regulations, Standards, and Schedules, constitute the entire Agreement between the parties and there are no representations, warranties, collateral agreements or conditions affecting the Room, the Suite, or this Agreement except as expressed herein and except for the Code of Student Conduct, the Rules and Regulations, and the University of Toronto Guideline on the Appropriate Use of Information and Communication Technology, all as amended from time to time.

37. **Execution of this agreement:** The terms of this agreement are deemed to be executed by the Resident and by the University as of the date and time attached to the Resident’s secure electronic acceptance of the Graduate House Offer of Residence at [https://starportal.utoronto.ca](https://starportal.utoronto.ca)

**Appendix 1: Fees**

1. **Occupancy Fees:** Your total Occupancy Fees are calculated based on the Occupancy Period, and billed in monthly installments.

<table>
<thead>
<tr>
<th>Room Type</th>
<th>Monthly Installment</th>
<th>Sept 1 - Apr 30</th>
<th>May 1 – Aug 23</th>
<th>Sept 1 – Aug 23</th>
</tr>
</thead>
<tbody>
<tr>
<td>Premium Single</td>
<td>$1,231</td>
<td>$9,848</td>
<td>$4,924</td>
<td>$14,772</td>
</tr>
<tr>
<td>Regular Single</td>
<td>$1,102</td>
<td>$8,816</td>
<td>$4,408</td>
<td>$13,224</td>
</tr>
<tr>
<td>Regular Double</td>
<td>$842</td>
<td>$6,736</td>
<td>$3,368</td>
<td>$10,104</td>
</tr>
</tbody>
</table>

2. Additional fees for the residence council, lost keys, charges for damage or additional cleaning, will be charged as follows:

<table>
<thead>
<tr>
<th>Fee</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Graduate House Council fee</td>
<td>$35 per annum, pro-rated at $2.92/month for shorter terms. Billed in full and due with the first month’s occupancy fees.</td>
</tr>
<tr>
<td>Lost key fob</td>
<td>$25 Billed and due at the time of loss.</td>
</tr>
<tr>
<td>Lost mailbox key</td>
<td>$50 Billed and due at the time of loss.</td>
</tr>
<tr>
<td>Lost laundry card</td>
<td>$5 Billed and due at the time of loss.</td>
</tr>
<tr>
<td>Lost bike tag</td>
<td>$5 Billed and due at the time of loss.</td>
</tr>
<tr>
<td>Damage charges or</td>
<td>Assessed case by case on a cost recovery basis. Billed and due at the time of the incident.</td>
</tr>
<tr>
<td>Additional cleaning</td>
<td>Assessed case by case on a cost recovery basis. Billed and due at the time of the incident.</td>
</tr>
</tbody>
</table>
Appendix 2: Fee Payment and Refund

1. Occupancy fees are payable and due as follows:

   (a) **Application Deposit**: A deposit of $100 is due at the time an application for residence is submitted to Graduate House. This deposit is refundable to the applicant up until the point that an Offer of Residence is made. If the applicant does not accept this offer or does not respond, the Application Deposit is forfeited and the application is cancelled. If the applicant accepts the Offer of Residence, this amount will be put towards their last month’s Occupancy Fee;

   (b) **Confirmation Deposit**: A confirmation deposit of $500 is due at the time an applicant accepts the Offer of Residence. Once paid, this deposit is non-refundable if the Resident does not take up occupancy for whatever reason. If the Resident does take up occupancy this amount will be applied to their last month’s Occupancy Fee;

   (c) **First installment due upon move-in**: A further payment totalling the first month’s Occupancy Fee plus the last month’s Occupancy Fee, less deposits already paid, is due on the first day of the Occupancy period. For University of Toronto students, this amount is charged to the student’s financial account on the Repository of Student Information (ACORN);

   (d) **Graduate House Council Fee**: set at a maximum of $35 per annum, or $2.92 per month. This fee is calculated based on the length of the Occupancy Agreement. It is due in full upon move-in, along with the first installment of the Occupancy Fee. For University of Toronto Students, is charged to the student’s financial account on ACORN. It is non-refundable.

   (e) **Ongoing monthly installments of the occupancy fee**: The balance of the Occupancy Fee, payable in monthly installments, is due, commencing on the first (1st) day of the month following the month in which a resident moves in, and on the first (1st) day of each and every month of the Occupancy Period. For University of Toronto students, this payment is charged to the student’s financial account on ACORN. Occupancy fees are approved, and may be adjusted annually, by the Governing Council of the University of Toronto or the appropriate Board or Committee thereof;

   (f) **Damage Deposit**: Non-U of T residents are also required to pay an additional $400 damage deposit, payable by certified cheque, money order, or debit card from a Canadian bank, upon arrival and before receiving keys. The damage deposit is refundable within 6-8 weeks of departure via cheque, assuming no room or suite damages have been assessed, and all keys returned on time.