

Policy Title: Campus Housing Intake
Policy Approver: President’s Office
Policy Holder: Student and Infrastructure Support
Category: Operational
Original Date: February 2017
Last Revised: February 2017
Next Review: February 2020

Policy Statement

The availability of housing on campus has been shown to be an important tool for attracting and retaining students. Acquiring housing on campus is also a privilege that can support students to succeed in their academic pursuits. Ayamdigut Campus has a limited number of housing units. Campus Housing is available first and foremost for Yukon University students. Yukon University strives to maintain optimal occupancy rates and supports the use of a prioritization intake framework for housing applications that provides a transparent process to all students applying to live in Campus Housing at Ayamdigut campus in Whitehorse.

Approval Statement

With the consent of the Senior Executive Committee and approval of the President of Yukon College, this policy is hereby deemed in effect the 1st day of February, 2017.

Karen Barnes

February 1, 2017

President, Yukon College

Date

| | | |
|----------------|------------------------------------|----------|
| Version: | February 2017 | Revised: |
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| Next Review: | February 2020 | Revised: |
| Policy Holder: | Student and Infrastructure Support | Revised: |

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1. Purpose of Policy

To provide a transparent process to students applying for Campus Housing at the Ayamdigut campus in Whitehorse and to set a framework for prioritization of first year and Yukon community students.

2. Governing Legislation and Relevant Documents

Yukon University Code of Ethics
Yukon University Strategic Plan
Yukon Human Rights Act

Note: Yukon University is exempt from the Yukon Landlord and Tenant Act (January 2016).

3. Scope

This policy applies to all applicants to Campus Housing.

4. Definitions

- **Applicant:** An individual who completes the application process for Yukon University Campus Housing including payment of the application fee.
- **Campus Housing:** Available housing units at Ayamdigut campus
- **First year student:** First time to be enrolled in a Yukon University program (includes International students applying to Yukon University for the first time). Previous enrollment in non-credit courses does not exclude applicants from first year prioritization.
- **Yukon community student:** Any Yukon applicant outside Whitehorse who has a Yukon community address.
- **Prioritized wait list:** First year students and Yukon community students.

5. Procedures

5.1 Yukon University prioritizes applicants in the following ways:

First year student priority

Living in Campus Housing can be an important and meaningful experience for first year students. Fifty percent of units are reserved for first year students accepting an offer of

Campus Housing placement on or before August 1st for the fall term and December 1st for the winter term.

First year students applying for accommodation for accompanying family members will be given priority for multi-person apartment units, provided that the offer of Campus Housing placement has been accepted prior to August 1st for the fall term and December 1st for the winter term. Following these dates, multi-person apartment units will be filled according to the prioritized waitlist.

Yukon community student priority

To align with the institution's vision and mandate, Yukon community students will be placed at the top of the prioritized waitlist until August 1st for fall term and December 1st for winter term. If any Yukon community student declines their offer, spaces will be filled based on the current prioritized waitlist.

Yukon community students requesting accommodation for accompanying family members will be given priority for multi-person apartment units at Ayamdigut Campus up to August 1st for the fall term and December 1st for the winter term. Following these dates, multi-person apartment units will be filled according to the prioritized waitlist.

5.2 Designated timelines:

May 15th – review of applications for fall term. Prioritized waitlist is created and offers are sent beginning June 1st.

November 1st – review of applications for winter term. Prioritized waitlist is created and offers are sent beginning November 15th.

5.3 Other

All offers of Campus Housing are conditional on the applicant being enrolled in a program of full-time study at Yukon University.

Once prioritization deadlines have passed, or if there are no applications from first year students or Yukon community students on the waitlist, the remaining units will be filled according to the application date on the applicant by date list.

Prior to August 1st, in the event that an offer to a prioritized student is declined and there are no applicants on the prioritized waitlist, offers will be sent to the next eligible applicant on the applicant by date list.

Application intake is year round due to the wide variety of Yukon University program intake dates.

6. Problem Solving

Any concerns, issues or disagreements with the implementation, administration or decisions made under the authority of this policy will be directed to the Director responsible for this policy in accordance with the Campus Housing Handbook and the Appeals and Grievance policy.

7. Other Related and/or Accompanying Documents

Campus Housing Application – paper and online (February 2017)
Addendum A - Policy Communication Checklist

Addendum A - Policy Communication Checklist

Policy Name: Campus Housing Intake policy

Number: SS 16.0

Submitted by: Colleen Wirth

List those consulted with in preparation of this policy:

| Name | Department | Date |
|-------------------------|------------|--------------|
| FNI | | |
| Office of the registrar | | |
| PACFNI | | January 2017 |
| International? | | |

The order for communication and / or consultation for a new or revised policy is as follows:

1. SEC – initial review and recommendations from SEC membership;
2. Identified stakeholders within Yukon College in order of priority – see below;
3. SEC – to be briefed on any issues arising out of stakeholder consultations;
4. Staff – SEC members to bring policy to their staff for feedback (*SEC member introducing this policy is responsible for sending to SEC, requesting that it be circulated to their staff for feedback*);
5. SEC – final draft supported by SEC membership and approved by the President.

This checklist must be completed prior to the final draft of a policy being presented to SEC for presidential approval.

| Body | Communication Planned | Completed | Comments |
|-----------------------------|-------------------------------|---------------|----------|
| SEC | January 2017 February 2017 | February 2017 | |
| YC Staff | January 2017 | January 2017 | |
| PACFNI | January 2017 | January 2017 | |
| FARC | January 2017 | | |
| SEC for Final Review | | | |