



COLLEGE NON-RESIDENCE AGREEMENT 2016 - 2017

By signing this agreement, I agree to the comportment and financial conditions listed here, which apply to all Non-Resident Junior Fellows at Massey College:

A. Comportment

Massey College Policies & Code of Conduct

1. Introduction & Scope

Massey College is committed to maintaining a safe, open and inclusive environment for all its members.

This code of conduct applies to all Junior Fellows.

The application of this code is not limited to the physical boundaries of Massey College property, and can include actions which, while they occur off Massey College property or off the University of Toronto Campus, affect the life of members of the community.

2. Policies & Definitions

I understand that as a Junior Fellow at Massey College, it is my responsibility to act at all times in a way that respects the privacy, living conditions, sense of safety and security of all Junior Fellows.

I will not engage in any activity that might be vexatious, harassing or bullying and will at all times act with courtesy and respect for fellow residents, staff and visitors to the College, and elsewhere on the campus of the University of Toronto, regardless of the race, ancestry, place of origin, colour, ethnic origin, citizenship, sex, sexual orientation, creed, age, marital status, family status, disability, receipt of public assistance or record of offences of that individual or those individuals.

Provisions in the Code of Student Conduct of the University of Toronto, as they relate to respecting other students, including Junior Fellows at Massey College, are deemed to be essential attributes of Massey College Fellowship, and critical aspects of the quality of life at Massey, both in the residential buildings and common facilities shared by Massey Fellows.

Furthermore, I understand that as a graduate student at the University of Toronto, all student disciplinary codes and policies issued by the University apply to me. These are available on the University of Toronto website: <http://life.utoronto.ca/get-help/rights-responsibilities/>

Behaviour that is not tolerated at Massey College includes but is not limited to:

- Bullying
- Sexual Harassment

- Abusive behaviour or assault
- Violent, indecent, disorderly or threatening or offensive behaviour or language
- Theft or damage of any College property or the property of any College member
- The use, offering or sale of illegal drugs to any person
- The coercion of any person to consume alcohol against his or her will

3. Procedures

a. General Procedure

All complaints regarding a breach of this code of conduct should be brought to the attention of the Master (*and/or a College Officer*), who will address the issue on a case by case basis.

All complaints regarding conduct will be kept confidential.

b. Sexual Harassment Procedure

The University of Toronto Policies and Procedures on Sexual Harassment apply to all members of the University of Toronto Community:

<http://www.governingcouncil.utoronto.ca/Assets/Governing+Council+Digital+Assets/Policies/PDF/ppnov251997.pdf>

The University of Toronto Sexual Harassment Office defines Sexual Harassment as: Unwanted sexual attention or unwanted emphasis on your sex, sexual orientation, gender identity or gender expression. It includes any unwelcome pressure for sexual favours, any comments, gestures or other conduct which places an offensive focus on the sex, sexual orientation, gender identity or gender expression of another person, and any gender-based conduct that is directed at you and that creates an intimidating, hostile or offensive working or learning environment for you.

Massey College is committed to maintaining a safe environment for those who have experienced sexual harassment, and seeks to foster dialogue during the annual orientation period on sexual harassment policies amongst members of the College community.

Junior Fellows can bring issues of sexual harassment to the Master or College Officer. They may choose to contact the Sexual Harassment Office directly at:

- 416-978-3908 – or – **215 Huron Street, 6th Floor, Suite 603**

More information about the Sexual Harassment Office can be found at: <http://sho.utoronto.ca/>

c. Assault & Personal Safety Procedure

The University of Toronto Community Safety Office provides assistance to all members of the University of Toronto who are dealing with issues that impact their personal safety, including stalking and harassment, bullying, violence, and assault.

To ensure that matters of personal safety are addressed by appropriately trained professionals, any complaint or issue related to personal safety from the Massey Community will be directed to the University of Toronto Community Safety Office.

Junior Fellows can bring issues of personal safety to the Master or College Officer. They may choose to contact the CSO directly at:

- 416.978.1485 – or – 21 Sussex Ave., 2nd Floor

More information about the Community Safety Office can be found at

<http://www.communitysafety.utoronto.ca/>

4. Recourse

Consequences for breaching the code of conduct include but are not limited to:

- Restricted attendance at specified College events or access to specified College facilities
- Suspension from the College for a specified period of time
- Expulsion from the College

In all cases where a complaint of harassment or assault are made and addressed by the University of Toronto Offices of Sexual Harassment or Community Safety, Massey College will await the inquiry of the relevant Office's involvement before determining what recourse specific to Massey College is required.

B. Financial Terms

1. Period Covered

Fellowship at Massey College covers the period from **Tuesday, September 6, 2016** to **Sunday, April 30, 2017** (hereinafter referred to as "the non-residency period").

Fees for 2016-2017 include a weekly dinner (Non-Resident Dine in Hall), use of carrels and lockers (based on application submitted in September) and use of all Massey facilities.

2. Fees Payable

A non-refundable payment of \$780, payable upon signing this agreement, no later than Monday, July 4, 2016.

If a student's cash flow from the university and other sources does not easily coincide with any of the above, an individual payment plan can be arranged with the Bursar. Supporting documentation must be provided (e.g. OSAP Notice of Assessment, scholarship or third party billing letter, other funding sources). Please contact the Bursar, Joyee Chau directly at jchau@masseycollege.ca to make an appointment.

*Note: College fees do not include academic fees and other fees payable to the College, or incidental fees incurred for guest meals or bar charges. They also **do not** include fees for gown rental for Residents (\$70), key deposit fee (\$100) and the LMF (Lionel Massey Fund) fee (\$40).*

3. Overdue Payment

The College charges interest on overdue balances at a rate of 1.0% per month (12.68% per annum). To avoid interest charges, payment is required no later than the end of the calendar month following the date of the statement. Statements of account are prepared monthly, and include incidental charges such as guests' meals and bar purchases.

The College reserves the right to suspend charging privileges to anyone who is habitually late in paying accounts as rendered.

Students experiencing financial difficulties should notify the Bursar immediately.

All fees and charges must be paid by end of term in order for the student to be re-admitted.

4. Payment Methods

If paying by cheques, they should be made payable to "Massey College" and sent to the attention of the Bursar's Assistant, Tembeka Ndlovu. A charge of \$25 will be made for cheques returned for any reason by a Non-Resident's bank.

If paying by Visa or Mastercard, please provide details to the Bursar's Assistant, Tembeka Ndlovu, so it can be processed automatically monthly.

Online e-transfer payments may be made through your own Canadian bank site, via email to Bursar's Assistant, Tembeka Ndlovu: tndlovu@masseycollege.ca. Details are below:

- Banking institution: CIBC
- Test question: What is my account number?
- Answer: your eight digit account number if you're a returning junior fellow. Please use I am a new junior fellow if you don't have an account number yet.
- Sign off using your full name.

4. Cancellation Policy

In order to withdraw as a Non-Resident Junior Fellow, the student must notify the Registrar, in writing. The non-residence fee is non-refundable.

5. Key

You will be charged a refundable deposit of \$100 in September 2016 when you pick up your gate key from the Porter's Lodge. Your gate key must be returned to the Porter's Lodge when you leave by April 30, 2017. Failure to do so including when key is returned late will result in forfeiting your deposit.

Junior Fellows at Massey College are reminded that they are accepted by the College on the basis that they are enrolled in either a graduate or professional program at the University of Toronto. Should one's status with the university change during the academic year, it is a Junior Fellow's responsibility to advise the College.

5. Signature

I acknowledge that I have read and agree to the terms and conditions outlined above. Signing and returning this document to the Bursar: jchau@masseycollege.ca (copied to Registrar: amarin@masseycollege.ca) indicates their acceptance.

Date _____ Signature _____

Print Name _____