

**Residence Procedures for Minors  
Housing Services  
The University of Lethbridge**

This process is in addition, and makes reference to the University of Lethbridge Single Student Housing License Agreement and the policies contained in the Residence Handbook. Your application will not be complete until this form, with Parent/Guardian and Student signatures, is received in the Housing office.

**Room Assignment**

1. As a minor, you the student will be assigned to a substance free floor at the start of the contract.
2. If, after your eighteenth birthday, you wish to be considered for another floor where alcohol consumption is allowed, a room change request form with appropriate application fees may be submitted to Housing Services.

**License of Use Agreement:**

As a minor, your Single Student Housing License Agreement requires a signature by the Licensee (student) along with one parent/guardian. Attention parent/guardian of the minor student: In the event that I am unable to be in attendance at the time of my required signature, I hereby authorize my minor son/daughter to sign their Single Student Housing License Agreement, and agree that such Single Student Housing License Agreement shall be binding in its contents.

**Parent Communication**

1. Upon any 1<sup>st</sup> time infraction of a “Section B” offense, resulting in a “Letter of Warning” from Housing Services, confidentiality will remain intact between the Resident Student and Housing Services. This will give the Resident an opportunity to learn a life lesson and to correct his/her behaviour.
2. If there are ongoing Section B infractions, and a 2<sup>nd</sup> written warning is given to the Student, copies of both letters of warning will be communicated with the Parent/Guardian by way of postal service.
3. If an infraction of “Section A” offence leads to a “Letter of Probation”, a copy of said letter will be mailed to the Parent/Guardian. The opportunity will be given to the Student to make a telephone call from the Manager’s office to inform the Parent/Guardian of the incident and the forthcoming letter.
4. If an infraction of policy (Section A offence, or multiple infractions of Section B policies) leads to an eviction and termination of the Single Student Housing License Agreement, the Parent/Guardian will be notified as soon as possible after investigation and discussion of eviction with the Student has taken place. The Student will be given the opportunity to contact his/her Parent/Guardian immediately following the discussion. This phone call will take place from the Housing Manager’s office with the attending Housing staff member present. If the student does not wish to contact their Parent/Guardian, the attending Housing staff member will make the phone call. **(Note) The standard sanction for violation of policies in Section A is immediate termination of the Single Student Housing License Agreement. When significant mitigating or aggravating circumstances occur, they will be considered and may, in some cases, affect the sanction imposed (see item # 3, probation).**
5. If an answering machine picks up the telephone call, as made by the Housing Department, a message will be left. The message will contain information stating that “name of student” has committed an infraction against policy and has been asked to leave Campus Housing. Would “name of Parent/Guardian”, please contact “Housing staff member”, the University of Lethbridge, Housing Services at telephone number 403-329-2584.
6. If Parent/Guardian answers the phone or upon a call back resulting from the message left, the Parent/Guardian will be given the information regarding the incident leading up to the eviction.

To the Parent/Guardian of \_\_\_\_\_ . This process has been developed to assist a minor student, their parent/guardian and the Campus Housing personnel in working with the Residents to ensure that all parties understand the process that will be undertaken should the need arise to administer disciplinary action to a minor. We ask that the Parent/Guardian and Student sign this form and return it along with the signed copy of the “Offer of Accommodation”. This form will become obsolete upon the 18<sup>th</sup> birthday of the Student, at which time all other terms and conditions outlined in the Single Student Housing License Agreement will be applied while the Student lives in Campus Housing.

Signature: \_\_\_\_\_

Print name \_\_\_\_\_ ID# \_\_\_\_\_  
Parent/Guardian Student