


POLICY TITLE	SS-16 Campus Housing Intake
POLICY HOLDER	Director Student and Infrastructure Support
ORIGINAL DATE	February 2017
REVIEW DATE	February 1, 2017
REVISED DATE	February 1, 2017
NEXT REVIEW	February 2020

POLICY

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 College students. Yukon College 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 (SEC) and approval of the President this policy is hereby deemed in effect the 1 day of February , 2017.



 President, Yukon College

February 1, 2017
 Date

1.0 PURPOSE

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.

2.0 GOVERNING LEGISLATION AND RELEVANT DOCUMENTS

Yukon College Code of Ethics

https://www.yukoncollege.yk.ca/student_info/pages/conduct

Yukon College Strategic Plan

http://www.yukoncollege.yk.ca//downloads/strat_plan_2016-2021_web.pdf

Yukon Human Rights Act

<http://www.gov.yk.ca/legislation/acts/huri.pdf>

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

3.0 SCOPE

This policy applies to all applicants to Campus Housing.

4.0 DEFINITIONS

4.1. Applicant: An individual who completes the application process for Yukon College Campus Housing including payment of the application fee.

4.2. Campus Housing: Available housing units at Ayamdigut campus

4.3. First year student: First time to be enrolled in a Yukon College program (includes International students applying to Yukon College for the first time). Previous enrollment in non-credit courses does not exclude applicants from first year prioritization.

4.4. Yukon community student: Any Yukon applicant outside Whitehorse who has a Yukon community address.

4.5 Prioritized wait list: First year students and Yukon community students.

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Revised:

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5.0 PROCEDURES

5.1 Yukon College 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 time lines:

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 College.

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 College program intake dates.

6.0 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.

7.0 FORMS

Campus Housing Application – paper and online (February 2017)

8.0 ADDENDUMS

Addendum A - Policy Communication Checklist

ADDENDUM A - POLICY COMMUNICATION CHECKLIST

Policy Name: Campus Housing Intake policy

Number: SS-16

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			

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