

Navigating the Residence Application Process

KEELE APPLICATION HANDBOOK

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Introduction

Introduction to the Application Process

Thank you for your interest in Undergraduate Residence at York University! We recognize that the process of applying for Housing can feel significant and daunting. To help facilitate your experience throughout the application process, we have created this handbook. We strongly recommend keeping this handbook open as you progress through the application.

At times, your application may refer you back to a page of this handbook to provide further information about a specific topic. You are encouraged to take the time to read through the relevant section(s) of this handbook prior to making your selections to ensure you have the information you need, to make your decisions.

Who This Handbook is for

This handbook is designed for undergraduate students enrolled in full-time studies who are applying for undergraduate residence at York University's Keele Campus.

- › If you are applying to York Apartments, please find information about that application process [here](#).
- › If you are applying for Undergraduate Residence at the Glendon Campus, please find information about that application process [here](#).
- › If you are applying for undergraduate or graduate housing at the Markham Campus, please find information about that application process [here](#).

What This Handbook is for

The goal of this Handbook is to provide further context and clarity about each step of the application process. The handbook is organized so that it follows the same order of steps as the application itself. Throughout the handbook, you will find information, questions to consider, and links to other resources which may be helpful to you.

This handbook is available for download as a fillable PDF. You will be prompted at times to make notes on the last page of your handbook of what you select during your application.

Questions to Consider

When selecting your Residence Application preferences, we encourage you to ask yourself the following questions:

- › Do I want to live in a traditional or suite-style residence?

-

- › Do I want to have a meal plan, or do I want a kitchen with an optional meal plan?

-

- › Do I want to share a room with a roommate, or do I prioritize having a single room?

-

- › Do I want to live in a single-gender, mixed-gender, or gender-inclusive community?

-

- › Do I feel more comfortable in a community with communal washrooms or with shared single-occupancy washrooms?

-

- › Do I have a preferred roommate in mind?

-

Application Information

Approximate time to set aside for the application

We recommend setting aside at least 15-20 minutes to complete this application. However, we encourage you to read through the application and this handbook thoroughly and at your own pace. Please note that you can save and exit out of the application and return to it later at any point prior to submitting the application.

What you will need to complete the application

- › Credit/visa debit card to pay the application fee
- › This handbook open in a separate tab (or printed)

Overview of what you can expect in this application

This application will include a series of questions about your lifestyle, roommate, and housing preferences. When making your selections, you are encouraged to reflect on what is important to you with regards to your housing experience.

This application will cover the following topics:

- › Applicant Information
- › Housing Preference
- › Room & Building Preferences
- › Lifestyle Preferences
- › Food Allergies & Accommodations
- › Accommodated Housing

There is space on the last page of this handbook for you to input each selection you make on your application to help you keep track of your selections. You will not be able to re-enter the application after it has been completed to view your selections, so please make use of this last page to help you remember what you selected.

Applicant Information

Overview of Page

This section of the application will collect information about how Housing & Conference Services will refer to you going forward and to give us a better idea of your housing needs. Please note that the information we collect in this application is for the use of Housing & Conference Services staff and that updating your information with us does not update it with the University.

Preferred Name

Your preferred name is the name that Housing & Conference Services will use in all future communications with you. Please note that this application will not change your preferred name with the University. If you would like to change your preferred name with the University, you can do so [here](#). You can change your preferred name by visiting the Housing Portal and updating your information in “My Details”

Gender Information

Your answer to this question will be displayed on your roommate matching profile. Unless you are assigned to Gender-Inclusive Housing, you will only be eligible to select a roommate who is of the same gender as yourself.

Please note: we are asking about gender identity, not biological sex. To learn more about the difference, please refer to [this resource](#).

Housing & Conference Services is aware that the options provided do not encapsulate all of the gender identities with which individuals may identify. This information is collected for the purposes of housing allocation and roommate matching. We ask that you please select the gender identity with which you most closely identify.

Would you like to self-identify as Transgender?

According to the CHREI website, ‘Transgender’ refers to an individual whose life experience includes existing as another gender or in more than one gender. This may include people who identify as transsexual, and people who describe themselves as being “genderqueer” or gender non-conforming

Why are we asking this?

Housing & Conference Services is committed to prioritizing the safety and wellbeing of all students living in residence. We will work with students who choose to self-identify

as transgender to facilitate a room allocation which best fits the student's needs and circumstances. Please note that self-identifying as transgender is optional.

Pronouns

According to the EGALE website, asking for and using an individual's correct pronouns is a key step towards inclusion and helps to cultivate a safer space for 2SLGBTQ+ people. This is an optional opportunity for you to disclose to us how you would like us to refer to you. Please note that while Housing & Conference Services will use the pronouns you indicate in your application going forward, this does not update your gender with the University. Information about that process can be found [here](#).

The pronoun options in our application are "She/Her", "He/Him", "They/Them", "She/They", "He/They", and "They/She/He". We recognize that the options provided do not encompass all the pronoun options an individual may identify with. If you use pronouns which are not listed on the application, please select "my pronouns are not listed" and input your pronouns manually into the text box. You may update your pronouns any time on the My Details page of the portal.

Emergency Contact

Emergency Contact Information

Why do we ask for this?

Emergency contact information is collected only for emergency use. In the event of an emergency, the University may reach out to your listed emergency contact. You may change your emergency contact at any time by visiting the Housing Portal and updating your information in “My Details”. York University will not contact your listed emergency contact except in cases of emergency.

What do you need to provide?

We are requesting that you share the following information about your emergency contact:

- First and last name
- Full address
- Email address
- Phone number

Housing Preference

This year, we have introduced a new Housing Type to help us better meet the needs of students living in residence. **Gender-Inclusive Housing** provides an opportunity for students of any gender to live on the same floor, in the same suite, and/or in the same double room. Please note that Mixed-Gender Housing and Single-Gender Housing (with limited availability) remain available.

What is Gender-Inclusive Housing?

Students living in Gender-Inclusive Housing will have the opportunity to live in a community housing individuals of all genders. In Gender-Inclusive Housing, **students living in a Double Room together may be of any gender.**

What is Mixed-Gender Housing?

Students living in Mixed-Gender Housing will have the opportunity to live in a community housing individuals of all genders. In Mixed-Gender Housing, while students living in the same suite and/or floor may be of any gender, **students living in a Double Room will always be of the same gender.** Mixed-Gender Housing makes up the majority of our Undergraduate Residence communities.

What is Single-Gender Housing?

Students living in Single-Gender Housing will have the opportunity to live in a community housing **only individuals of one gender.**

In Single-Gender Housing, while all students living in the same suite and/or floor are of one gender, **staff and guests of students living in the community may be of any gender and may be present in the Single-Gender Housing community at times.**

Housing Preference	Students living on my floor will be (Traditional-style residence only)	Students living in my suite will be (Suite-style residence only)	Students living in the same room as me will be (Double Occupancy rooms only)
Single-Gender Housing	Of the same gender as me	Of the same gender as me	Of the same gender as me
Mixed-Gender Housing	Of any gender	Of any gender	Of the same gender as me
Gender-Inclusive Housing	Of any gender	Of any gender	Of any gender

Making Your Selection

Key considerations when choosing which housing option you want to request

- › **If I am living in a double room, am I open to living with someone of any gender or would I prefer to share the space with someone of the same gender as me?**

-

- › **Do I wish to live in a community housing individuals of all genders, or would I prefer to live in a community with individuals of the same gender as me?**

-

Tracking Your Selections

Please take a moment to input your Housing Preference selection on the last page of this document.

Room and Building Preferences

Room Style Preference

SUITE-STYLE

Suite-style buildings feature both single and double room types, and include in-suite kitchens and washrooms shared with your suitemate(s)

There are four types of suites available, which house 2, 4, 6, and 12 students respectively

Three of our undergraduate residences are suite-style:

- **Calumet:** 6-person suites
- **Bethune (half):** 4- and 12-person suites
- **Pond:** 2-person suites

TRADITIONAL-STYLE

Traditional-style buildings feature both single and double room types, and have washrooms and lounges on each floor.

As traditional-style buildings do not have kitchen access, all students living in traditional-style buildings are required to purchase a meal plan.

6 of our undergraduate residence buildings are traditional style:

- **Bethune (half)**
- **Founders**
- **Stong**
- **Tatham Hall**
- **Vanier**
- **Winters**

Room Type Preference

SINGLE OCCUPANCY

Single-occupancy rooms come with one single/twin-sized bed, a desk, chair, dresser, closet, and garbage bin. Students living in a single-occupancy room will not share their room with another student, but will still share washroom/lounge/kitchen facilities with other students in their suite or floor.

DOUBLE OCCUPANCY

Double-occupancy rooms come with two single/twin-sized beds, desks, chairs, dressers, closets, and garbage bins. Students living in double-occupancy rooms will share the room with one other student. Washrooms/lounges/kitchen facilities will be shared with other students in the suite/floor.

Please note that many first-year spaces are doubles and while we cannot guarantee preferences, we strive to accommodate student needs as best as possible.

Washroom Types

COMMUNAL WASHROOMS

Communal washrooms contain multiple private and lockable toilet and shower stalls and multiple shared sinks.

Buildings with communal washrooms include:

- › Bethune
- › Founders
- › Stong
- › Vanier

SHARED SINGLE-OCCUPANCY WASHROOMS

Shared Single-Occupancy Washrooms contain a single toilet, shower, and sink and are lockable.

Buildings with shared single-stall washrooms include:

- › Atkinson
- › Calumet
- › Pond
- › Tatham Hall
- › Vanier
- › Winters

Building Preference

Building	Area	Style	Spaces	Floors	Washrooms	Dining Plan Mandatory?	Elevator
Founders	North	Trad	263	4	Communal	Y	N
Tatham Hall	North	Trad	274	13	Shared Single-Occupancy	Y	Y
Vanier	North	Trad	271	13	Communal & Shared Single-Occupancy	Y	Y
Winters	North	Trad	268	4	Shared Single-Occupancy	Y	N
Atkinson	South	Trad*	32	9	Shared Single-Occupancy	Y	Y
Pond	South	Suite	439	9	Shared Single-Occupancy	N	Y
Bethune (Trad)	West	Trad	175	8	Communal	Y	Y**
Bethune (Suites)	West	Suite	95	6	Communal	N	Y**
Calumet	West	Suite	252	4	Shared Single-Occupancy	N	N
Stong	West	Suite	278	14	Communal	Y	Y

*Atkinson units have a semi-private washroom but no kitchen access

**The Bethune elevators reach floors 1-13, students living on the 14th floor will need to ascend one flight of stairs

Atkinson Residence

Semi-Private Traditional-Style

Building Overview:

Room Types Available:

- › Single with Semi-Private Bathroom
- › Single with Private Bathroom

Meal Plan: Mandatory

Notes:

- › Students in Single with Private Bathroom units will have their own washroom
- › Students in Single with Semi-Private Bathroom units will share a washroom with the other student in the unit
- › No lounge or kitchen access
- › Atkinson is located on the South side of the Keele Campus



Bethune Residence

Suite-Style & Traditional-Style Community

Bethune (Traditional)

Building Overview

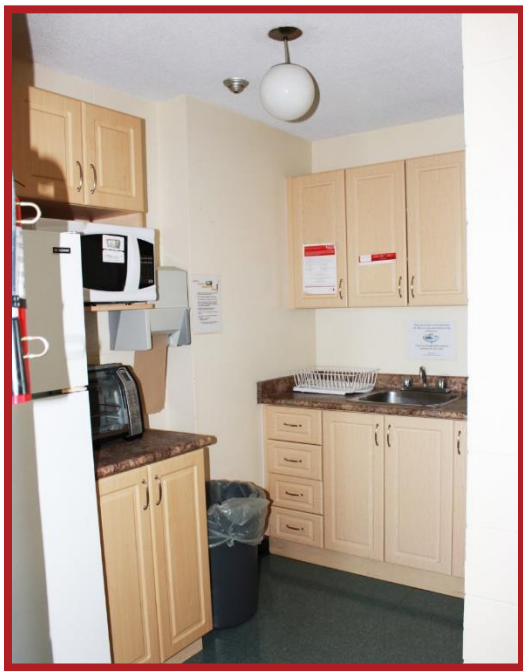
Room Types available:

- Single Occupancy
- Double Occupancy

Meal Plan: Mandatory

Notes:

- Students will share a lounge and communal washrooms with other students living on their floor
- Bethune is located on the West side of the Keele Campus



Bethune (Suites)

Building Overview

Room Types available:

- Single Occupancy
- Double Occupancy

Suite Types available:

- 4-person suite
- 12-person suite

Meal Plan: Optional

Notes:

- Students will share a lounge, kitchen, and communal washrooms with other students living in their suite
- Bethune is located on the West side of the Keele Campus



Calumet Residence

Suite-Style Community

Building Overview:

Room Types Available:

- › Single Occupancy
- › Double Occupancy

Meal Plan: Optional

Notes:

- › Suites house 6 students sharing a lounge, kitchen, and shared single-occupancy washrooms
- › Calumet does not offer elevator access
- › Calumet is located on the West side of the Keele Campus



Founders Residence

Traditional-Style Community

Building Overview:

Room Types Available:

- › Single Occupancy
- › Double Occupancy

Meal Plan: Mandatory

Notes:

- › Students will share a lounge and communal washrooms with other students living on their floor
- › Founders is located on the North Side of the Keele Campus



Pond Residence

Suite-Style Community

Building Overview:

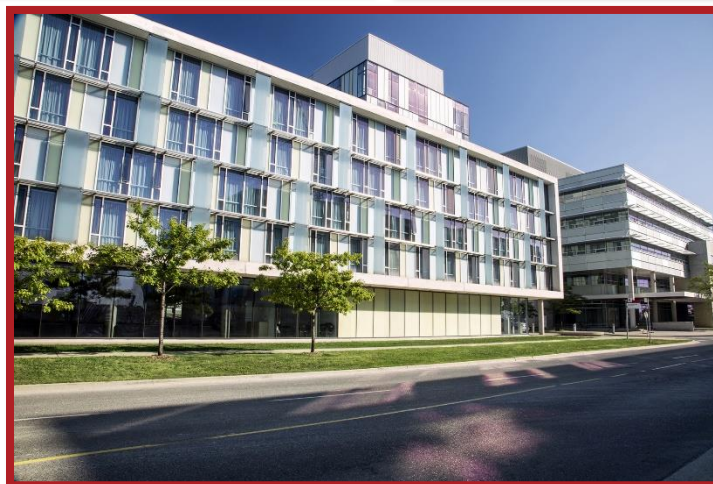
Room Types Available:

- › Single Occupancy

Meal Plan: Optional

Notes:

- › Suites house 2 students sharing a kitchen, and washroom
- › Students will share one large lounge with other students living in the building
- › Pond is located on the South side of the Keele Campus



Strong Residence

Traditional-Style Community

Building Overview:

Room Types Available:

- › Single Occupancy
- › Double Occupancy

Meal Plan: Mandatory

Notes:

- › Students will share a lounge and communal washrooms with other students living on their floor
- › Strong is located on the West Side of the Keele Campus



Tatham Hall Residence

Traditional-Style Community

Building Overview:

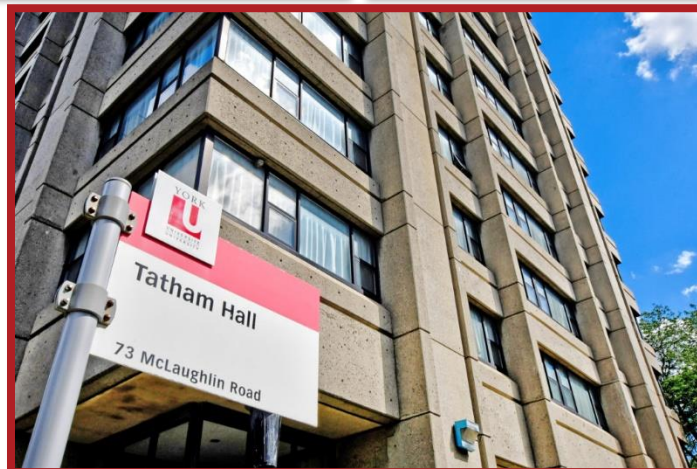
Room Types Available:

- › Single Occupancy
- › Double Occupancy

Meal Plan: Mandatory

Notes:

- › Students will share a lounge and shared single-occupancy washrooms with other students living on their floor
- › Tatham Hall is located on the North Side of the Keele Campus



Vanier Residence

Traditional-Style Community

Building Overview:

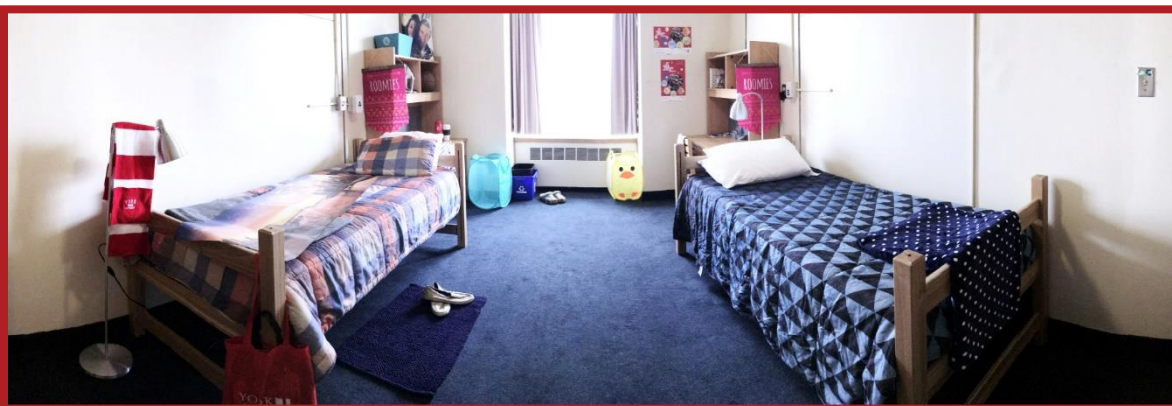
Room Types Available:

- › Single Occupancy
- › Double Occupancy

Meal Plan: Mandatory

Notes:

- › Students will share a lounge and a mixture of communal and shared single-occupancy washrooms with other students living on their floor
- › Vanier is located on the North Side of the Keele Campus



Winters Residence

Traditional-Style Community

Building Overview:

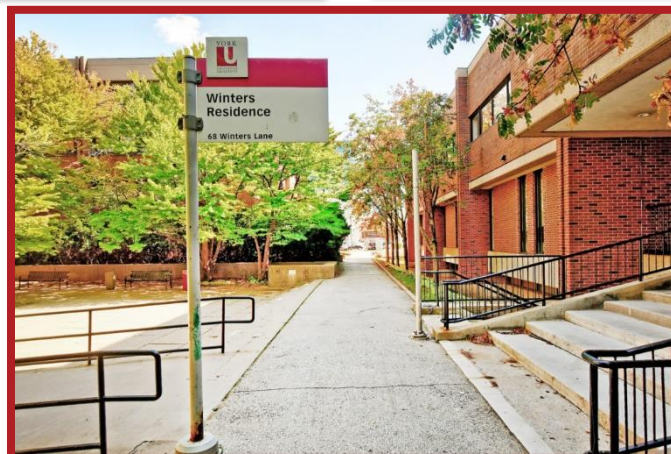
Room Types Available:

- › Single Occupancy
- › Double Occupancy

Meal Plan: Mandatory

Notes:

- › Students will share a lounge and a mixture of communal and shared single-occupancy washrooms with other students living on their floor
- › Winters does not offer elevator access
- › Winters is located on the North Side of the Keele Campus



Lifestyle Preferences

Overview

In this section of the application, you will be asked to provide your preferences on a variety of topics related to sharing a living space with another person. Please be honest when rating your preferences, as these will be used to help guide you through the Roommate Selection process.

When answering these questions, please select the option that reflects your preference **most of the time**. Students who do not select a Roommate will be matched to another student based on their Preferences, so please think carefully about your selections.

Making Your Selections

Music & Noise Levels

This section will ask for your preferences related to the level of noise in the room.

Note: Noise in residence should be respectful at all times. Quiet hours are in place from 11:00pm – 8:00am Sunday – Thursday, and 1:00am – 8:00am Friday and Saturday.

Questions in this section:

- › To feel most at home, I like to have my living space be:
- › Do you like to listen to music, videos, TV, etc. Out loud?
- › Are you okay with a roommate who listens to music, videos, TV, etc. Out loud?
- › Will you be practicing a musical instrument (including singing) in the room?
- › Are you okay with a roommate who practices a musical instrument (including singing) in the room?

Study Habits

This section will ask for your preferences related to your (and your future roommate's) study habits while in the shared room/suite.

Please note: students may choose to study in their room, lounge or common spaces, libraries, or other spaces on campus. These questions aim to help match you with a roommate with compatible studying preferences while in the shared room/suite, but we encourage students to take advantage of the variety of study locations available on campus.

Questions in this section:

- › Do you prefer to study in the room/suite?
- › Do you require absolute quiet to study?

- › Do you study with music playing out loud?
 - Note: this may also include videos, TV, or any other video/audio media
- › Are you okay with a roommate who plays music out loud while studying?
 - Note: this may also include videos, TV, or any other video/audio media

Sleep Habits

This section will ask for your preferences related to sleeping, including times for waking/rising and noise levels. We recommend answering these questions according to your typical sleep preferences.

Questions in this section:

- › Do you prefer to go to bed before 11:00pm?
- › Do you prefer to get out of bed before 8:00am?
- › Do you sleep with your window open?
- › Do you require absolute quiet to sleep?
- › Do you listen to music, sound machines, etc. To sleep?

In the Room

This section will ask for your preferences related to the room condition and guests in the shared room/suite. Please note that students will have the opportunity to complete a roommate agreement with their roommate to further discuss these topics at the beginning of the term.

Questions in this section:

- › Do you tend to have a lot of friends in the room/suite?
- › Are you okay with a roommate who has a lot of friends in the room/suite?
- › Do you like a neat and tidy room?

Smoking

This section will ask for your preferences related to the topic of smoking. Smoking is not permitted in any residence, however smoke that lingers on clothing or objects can cause unwanted reactions in some individuals. This information is only used for roommate and suitemate matching. Please note that smoking in this context refers to cigarettes, cannabis, and/or vapes/e-cigarettes.

Questions in this section:

- › Do you smoke?
- › Are you okay with living with someone who smokes?

Accommodated Housing

Overview

Housing & Conference Services strives to accommodate the needs of students with disabilities and students who have specific medical needs. We offer some adapted unit options for wheelchair users and several rooms are outfitted with visual alarms.

To help us better understand your requirements for accommodated housing, we ask that you complete the questionnaire in this section of the application. Housing & Conference Services, in partnership with Student Accessibility Services, will work to identify the housing options available.

Please note: students who require an adapted unit may not be able to participate in roommate matching or room self-selection, or may have limited access to these module, as adapted units are limited.

Accommodated Housing Questionnaire

If you answered 'YES' to "Do you require housing accommodations based on disability", we ask that you complete the Accommodated Housing Questionnaire. In this questionnaire you will be asked the following questions:

- › Please indicate the type of condition that requires specific accommodation.
- › The disability is: (Permanent, Temporary, Episodic)
- › You are responsible for providing your own assistive devices and medical equipment. What equipment will you be bringing with you?
- › Do you require any of the following devices for disability accommodation?
- › Will you be using the assistance of a personal care attendant?
- › Do you require the use of a service animal?
- › Do you need assistance during an emergency evacuation?

Why are we asking these questions?

This information is important to assist Housing & Conference Services, in partnership with Student Accessibility Services, to move forward with exploring your request. This information helps us to understand what barriers you may experience in campus housing.

What happens next?

After completing the Accommodated Housing Questionnaire, you will be directed to the Student Accessibility Services documentation portal, where you will be asked to upload all medical documentation related to your accommodated housing request. Once received, the Student Accessibility Services team will connect with Housing & Conference Services to consult about your request.

Food Allergies & Accommodations

YU Eats' Mission

YU Eats' mission is to create a dynamic and inclusive dining program that engages the entire community, while prioritizing quality, wellness, sustainability, authenticity, and affordability. From diverse food outlets to innovative menus, we're committed to delivering a dining experience that exceeds your expectations. Join us as we embark on this journey towards a healthier and more sustainable future!

Our Dining Plan ensures consistent and uninterrupted food service accessibility to our residents and York Community, providing them with flexibility, affordability and diverse dining options.

What are your main dietary preferences, restrictions or requirements?

Using the dropdown list under each dietary requirement, please select either “Yes” if the dietary requirement applies to you, or “No” if the dietary requirement does not apply to you.

Options Provided:

- › None – I eat everything
- › Lacto-ovo vegetarian (eat eggs and dairy, no meat)
- › Lacto vegetarian (no eggs, pure vegetarian)
- › Vegan
- › Flexitarian (favouring foods from plant sources and substantially reducing foods from animal sources)
- › Lactose intolerance/lactose free
- › Halal
- › Kosher
- › Gluten-free/Celiac
- › Food allergy
- › Medically prescribed diet
- › Other dietary restriction

Students Requiring Diet Accommodations

Students with food allergies/dietary restrictions with limited options on campus are required to meet with York University's Registered Dietician before they can receive an offer for Residence.

The Registered Dietician can help you navigate the food options available on campus to help you make the most informed choices about your food during your stay in residence. The

Dietician may walk you through the food options available on campus, and/or may introduce you to the culinary team who will help you navigate safe meal choices on campus.

Meeting with the Registered Dietician

If you have identified as a student with a food allergy/dietary restriction outside of halal, vegan, vegetarian, or no gluten, you will be required to meet with our Registered Dietician. To set up an appointment, please visit the [Food Services website](#) and click “Book an Appointment with Dahlia”.

As you will be required to meet with the Registered Dietician **before you are eligible to receive an offer for Residence**, we recommend booking an appointment at your earliest convenience.

Select Your Dining Plan

Overview

This page will prompt you to select your Dining Plan option. Selecting a Dining Plan is mandatory, however students who receive a suite-style room will have the option to re-enter the meal plan selection module to select either the Convenience Plan or No Dining Plan.

Each Residence Dining Plan offers flexible spending that you can select based on your needs and estimated consumption.

Meal Plan Dollars can be used to get your meals at the Residence Cafeterias with added benefit of purchasing food from other specified locations on campus.

Meal Plan Plus Dollars can be spent at all locations that accept YU-card meal plan funds as a form of payment, including residence cafeterias if you run out of Meal Plan Dollars.

Flex Dollars can be used anywhere the YU card is accepted laundry, print/copy, vending, Bookstore, and other non-food purchases. Please visit Food Services for location details.

**Meal Plan and Meal Plan Plus dollars are for personal use only and are not transferable. Meal Plan dollars expire at the end of the Meal Plan term while Meal Plan Plus funds carry forward for continued used (less \$50 admin fee). Funds cannot be used to purchase food in bulk and/or for other people.*

Please note: upon selecting a Dining Plan, you agree to the Terms and Conditions as posted on the [Residence Dining Plan](#) webpage.

Dining Plan Options

Dining Plan	Cost of Plan	Meal Plan Dollars	Meal Plan PLUS Dollars	Flex Dollars	Operation Enhancement Fee
Entry Plan	\$5,650	\$4,050	\$1,300	\$0	\$300
Standard Plan	\$6,300	\$4,050	\$1,950	\$0	\$300
Premium Plan	\$6,950	\$4,050	\$2,600	\$0	\$300
Entry plus Flex Plan	\$5,900	\$4,050	\$1,300	\$250	\$300
Standard plus Flex Plan	\$6,550	\$4,050	\$1,950	\$250	\$300
Premium plus Flex Plan	\$7,200	\$4,050	\$2,600	\$250	\$300

Application Fee & Submitting Your Application

What is the Application Fee?

The Application fee is a \$250 fee required at the time of your application. You must pay the Application fee before your application can be submitted. Upon your move-in, \$150 of the \$250 application fee will be credited toward your student account. The remaining \$100 is a non-refundable administrative fee.

How can I pay?

At this time, payments are only accepted through credit or visa debit.

Please ensure that you have read the Current/New Students FAQs, the Residence Occupancy Agreement & Rates, and the Application Cancellation Policy on our website for the policies regarding this fee.

Please reach out to us at undergradres@yorku.ca if you encounter any issues with your payment.

Submitting Your Application

Once you have paid your application fee, your application is ready to be submitted. This is the final step in your initial application process. Please take a moment to ensure that all of the information you have included in your application is correct. You will not be able to re-enter your application to make edits once it has been submitted.

When you are ready, click “Submit Application”. **You must click this button for your application to be submitted.** If you do not submit, your application will not be complete, and your housing offer may be delayed.

Track Your Selections

› Housing Preference:

› Room Style Preference:

› Room Type Preference:

› Building Preference: