

**Procedures Title: Campus Housing Intake Procedures**

Associated Policy: Campus Housing Intake ST16.0

Procedure Holder: Campus Housing

Executive Lead: Director of Hospitality Services

Original Date: February 2017

Last Revised: March 2025

Next Review: March 2028

**1. Purpose and Background**

To establish a transparent process for application for Campus Housing at the Yukon University's Ayamdigut, Whitehorse through establishing criteria,

**2. Guiding Principles**

To allow more students the opportunity to transition into first-year studies while living on campus, all incoming (first year) Applicants entering full-time, credit-based studies for the first time at Yukon University will be guaranteed an offer of Campus Housing accommodation, subject to availability.

**3. Definitions**

Defined terms in these procedures have the same meaning as defined terms in ST16.0 Campus Housing Intake Policy.

**4. Procedures****4.1. Eligibility Criteria**

- 4.1.1. To live in a Campus Housing unit at Yukon University, a student must be enrolled as a full-time student, in a minimum of a certificate program for domestic students, and at a minimum, a diploma program for international students. The student must also maintain full-time status during their stay to maintain eligibility.
- 4.1.2. Campus Housing Applicants must have a valid offer of admission to a Yukon University certificate, diploma or degree program.
- 4.1.3. Campus Housing reserves the right to refuse any Applicant for disciplinary reasons.

- 4.1.4. Students who fail to maintain full-time enrolment status may apply to Campus Housing for special consideration to continue living in Campus Housing for the remainder of the term/academic year. Requests for exceptions due to unanticipated circumstances will be reviewed on a case-by-case basis by the Director responsible for Campus Housing.
- 4.1.5. Students enrolled full-time in online credit courses are ineligible to apply to live in Campus Housing.

## 4.2. First Year Admissions

- 4.2.1. An offer of Campus Housing accommodation will be made to all incoming First Year Students on a first-come, first-served basis, in accordance with the following Priority List:
  - 1. Yukon Community – Indigenous
  - 2. Yukon Community – Non-Indigenous
  - 3. Northern Community
  - 4. Domestic – Outside of Yukon Territory
  - 5. International (Not Eligible for Family Housing).
- 4.2.2. First Year Students will be offered a housing unit based on availability which may mean sharing a housing unit with a roommate. Roommate requests will also be a component of the application procedure.
- 4.2.3. First-year students applying for accommodation for accompanying family members will be given priority for family housing units, provided that the offer of Campus Housing placement has been accepted prior to August 1<sup>st</sup> for the Fall term and December 1<sup>st</sup> for the Winter term. Accompanying family members will not receive priority as a First Year Student regardless of registration status. Following these dates, family housing units will be filled according to the Prioritized Waitlist. International Students are not eligible for Family Housing Units.
- 4.2.4. The offer of Campus Housing accommodation must be officially accepted by the student through the successful completion of the housing application processes and payment of all applicable fees. First year applications received after this condition has been met and prior to the application deadline, will be added to the Campus Housing waitlist in order of date received, and consistent with the Priority List (section 4.2.1 above), to be used when vacancies occur.

### 4.3. Readmission and Admissions Beyond Year One

- 4.3.1. Admission and readmission to Campus Housing beyond the first year is contingent on maintaining the required academic performance to maintain eligibility to continue studies at Yukon University and in accordance with the Eligibility Criteria outlined in section 4.1. of these Procedures.
- 4.3.2. Students are required to vacate the Campus Housing unit at the completion of their first-year contract and submit a new application for Campus Housing by the published deadline.
- 4.3.3. Students applying to remain in Campus Housing beyond year one of a program are not guaranteed acceptance.
- 4.3.4. Should Campus Housing Units remain available after all eligible First Year Students have been placed and subject to Priority List (section 4.2.1 above), consideration will be given to full-time returning students enrolled in the second or subsequent year of a diploma or degree program.
- 4.3.5. Returning Students enrolled in the first year of a subsequent, full-time program will not be eligible for priority as First Year Students but may be placed on a waitlist.
- 4.3.6. Returning students who wish to re-apply to Campus Housing who are placed on Academic Probation may not receive priority.
- 4.3.7. Collectively, families are only eligible for the First Year Student guarantee during one academic year. If a returning student's partner enters first year studies at Yukon University, neither party is eligible to benefit from the First Year Student guarantee on a second occasion or in a second, subsequent academic year.

### 4.4. Designated Timelines for Application and Offers

Term	Opening Date	Closing Date	Review Start Date	Offers Sent
Summer Intake	January 1	April 1	February 12	February 20
Fall Intake	March 1	July 1 (Depending on the volume of applications received)	May 27	June 1
Winter Intake	October 1	December 15 (depending on the volume of applications received)	November 15	November 20

- 4.4.1. All offers of Campus Housing are conditional on the Applicant being enrolled in a program of full-time study at Yukon University.
- 4.4.2. Once prioritization deadlines (section 4.4 above) have passed, or if there are no applications from First Year Students or priority students on the waitlist, the remaining units will be filled according to the application date on the “Applicant by date list”.
- 4.4.3. Prior to August 1st, if an offer to a prioritized student is declined and there are no Applicants on the prioritized waitlist, offers may be sent to the next eligible Applicant on the “Applicant by date list”.
- 4.4.4. There is a recognition that students enrolled in Trades programs at Yukon University, including apprenticeship programs, may be admitted to Campus Housing outside of the specified intake periods.

## **5. Exceptions to the Procedures**

Exceptions may be allowed to support University sanctioned initiatives or partnerships such as Student Exchange Programs.

## **6. Problem Solving**

Any questions arising out of the content or communication of this policy or disputes arising from a decision made as a result of applying this policy should be first reported to the Executive Lead who will endeavor to find a resolution with all stakeholders. Failing such a resolution, the matter should be reported to the University Secretariat.

## **7. Document History**

Include all updates here, including non-substantive changes, beginning with formal approval.

<i>Date (Month DD, YYYY)</i>	<i>Update (Approver: change)</i>
Feb 2017	The Policy with the embedded Procedures established
Feb 2020	Scheduled revision
Jan 2025	Code change from SS 16.0 to ST 16.0
March 2025	Scheduled revision; establishment of the standalone Procedures ST 16.1