

# Notifications about End of Term – April 2024

Ways in which students entered into a contract regarding residence and then were reminded that they must move out of residence by 12 noon the day following their last exams and that the residences would be closed as of 12 noon on Wednesday, April 24, 2024.

## *Students signed a contract (the Residence Agreement) with the University:*

1. On line Residence Application indicated the end of the residence contract
2. Residence Agreement indicates dates of End of Term (i.e. when residence would be closed)  
<https://brocku.ca/residence/apply/residence-agreements/>

## *Students will be / were REMINDED a number of different ways:*

1. End of Term notice posted on Residence website <https://brocku.ca/housing/moving-out/end-of-winter-term/>
2. March 1: Current Students page on website has a NEW direct link to End of Term Information  
<http://www.brocku.ca/housing>
3. Throughout March and April: Messages posted on Social Media regarding the End of Term and Extended Stay process
4. March 1: Email to all residence students to Brock email regarding “What you need to know about moving out of Residence in April”
5. Starting March 3: Message boards at both Service Desks rotating messages with end of term information
6. March 8: Students with no exams were emailed and reminded that they needed to move out by noon on April 9<sup>th</sup>.
7. March 8: Email to all residence students to Brock email with final exam date on file and expected departure date
8. March 20: Email to all townhouse residence students to Brock email with inspections notification and End of Term information
9. March 27: Email to all traditional/semi-suite residence students to Brock email with inspections notification and End of Term information
10. A “Final Reminder” Notice - handed out during final round of inspections at the end of March/beginning of April. It includes a check list of “things to do” before they left and a reminder of the residence closure at noon day following last exam (sent electronically a few days before check out as well)
11. March 25: Email to all residence students to Brock email “Tips on how to make moving out of residence easier” (and reminder that Extended Stay Requests are due by the 31<sup>st</sup>)
12. March 26: Email to all residence students to Brock email regarding hours of operation for Good Friday and Easter weekend; reminder of preparing for move out.
13. At end of March and beginning of April: Announcements by Residence Dons at House/Hall/Court/Block meetings.
14. Beginning of April: Writing on the windows at main entrances of traditional and semi-suite residences, near Service Desks / laundry rooms with move out reminders.
15. April 8: Email to all residence students to Brock email regarding “Can you believe that it is already the last day of classes” (no guest policy and quiet hours information)
16. April 10: Email to all residence students to Brock email regarding IF donation bins available and extra garbage and recycling bin locations
17. April 12: Email to all residence students to Brock email regarding “Did you know that you can be charged....”
18. Auto response on [housing@brocku.ca](mailto:housing@brocku.ca) emails outlining end of term and extended stay information starting end of March