



CONTINUING AND  
PROFESSIONAL  
STUDIES

ACCOMMODATION  
GUIDE



UNIVERSITY  
OF MANITOBA

Extended Education

# INTENSIVE ENGLISH PROGRAM

## DEAR STUDENT,

Welcome to the IEP Accommodation Program. As an IEP student, you have the option to choose between a placement with a homestay family or in a residence on campus. To ensure that your accommodation experience is successful and rewarding, it is important that you read the guidelines below:

### I. ACCOMMODATION TYPE:

#### **Homestay:**

Living with a homestay family is a rewarding cultural experience. It will give you the opportunity to practice your English outside of the classroom and experience family life in Canada first hand.

Homestay placements for the Intensive English Program are made by the Canada Homestay Network (CHN). Please visit their website to apply for homestay: [canadahomestaynetwork.ca/umanitoba.shtml](http://canadahomestaynetwork.ca/umanitoba.shtml)

#### **On-Campus/Off-Campus Residence:**

a) On-Campus: The University of Manitoba has a number of residence buildings on campus. Residence rooms are usually about 150 square feet and have common washroom, laundry and kitchen facilities. Together with the other students in residence, you will eat breakfast, lunch and dinner in the residence cafeteria. Depending on the location of our residence, you may have to walk approximately 10-15 minutes to your class.

b) Off-Campus: Canad Inns Express has a number of double occupancy rooms available that include an in-suite washroom. The Canad Inn Express is in close walking distance to the University of Manitoba. Please note: the Accommodation Coordinator may use the off-campus option if residence rooms are full. Students cannot choose this option independently.

### 2. RESIDENCE PLACEMENT

To begin the process of finding a residence room for you, you must first submit a residence application form. Please note: If we do not receive your residence application 14 days before your program start date, your placement may not be processed. You can send your accommodation application form by:

- email to [extended@umanitoba.ca](mailto:extended@umanitoba.ca);
- fax to 204-474-7660; or
- mail to the Intensive English Program, University of Manitoba,  
185 Extended Education Complex, Winnipeg, Manitoba R3T 2N2.

The Intensive English Program strives to provide you with your preferred choice of accommodation. Since space in residence may be limited at times, especially during the regular academic year (September – April), alternative accommodation arrangements will be made and your name will be put on the residence waiting list.

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## 3. ARRIVAL AND DEPARTURE

You are required to provide your arrival information (date and time of arrival, airline and flight number) to the Accommodation Coordinator at least two weeks prior to your official start date. Arrangements will be made for you to be picked up at the Winnipeg airport by an IEP staff member or your homestay family. You are expected to arrive and leave your accommodation on the scheduled arrival and departure dates set out by the Intensive English Program. The expected arrival date is one day before the start of the program. Students arriving a day, or two earlier will be subject to early arrival fees, or they must find alternate arrangements. Students in residence must depart their room by 12:00 p.m. noon on the scheduled departure date (i.e. one day after the end date of the program) If sufficient notice is given. Students in homestay may arrange a more flexible arrival and departure schedule.

## 4. RESIDENCE FEES

Students who wish to enroll in residence are required to pay a monthly fee in addition to their tuition fees. Payment in full has to be received before placements can be process. The fees include four weeks of accommodation in residence, three meals per day and airport pick-up upon arrival. Please note that you are responsible for the cost of personal care items (including toiletries, i.e. soap, shampoo, toothpaste, etc.).

The following additional fees may apply:

- Early arrival fees: If you arrive at your residence prior to the scheduled arrival date, you will be charged an additional \$60.00/day.
- IEP Breaks: Your accommodation fees do not cover break periods in the IEP program schedule. Students living in residence during any program breaks are responsible for their own meals.

If you are registered as tuition only and would like to apply for IEP accommodations, please contact the Accommodations Coordinator for more information.

## 5. CHANGING YOUR ACCOMMODATION

Staying in residence or with a homestay family provides a unique cultural experience, and also requires you to be open to new customs and traditions. Please understand that it may take some time for you to adjust to life in Canada. If you have a valid reason for changing your accommodation, you must meet with the Accommodation Coordinator to discuss your concerns. The Coordinator will decide if your request can be approved and if you can move to your new accommodation. Approval of your request is based on availability of residence and homestay families. Once your accommodation placement has started, no refund will be given.

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## IEP RESIDENCE APPLICATION FORM

**Please ✓ your accommodation preference:** \*If your preferred choice of accommodation is unavailable alternative accommodation arrangements will be made and your name will be put on a waiting list.

Residence

Today's Date: \_\_\_\_\_

Family Name: \_\_\_\_\_ Given Name(s): \_\_\_\_\_

Agency / Institution Name and Email: \_\_\_\_\_

Program Start Date: \_\_\_\_\_

Length of Study:       1 month       2 months       3 months       4 months  
                                  5 months       6 months       7 months       8 months  
                                  9 months       10 months       11 months       12 months

Date of Birth: Day \_\_\_\_\_ Month \_\_\_\_\_ Year \_\_\_\_\_      Sex:     Male       Female

Nationality: \_\_\_\_\_ Place of Birth: \_\_\_\_\_

Contact Telephone or Cellular Number: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Arrival Information (date/time/flight number/airline): \_\_\_\_\_

Departure Information (date/time/flight number/airline): \_\_\_\_\_

Please note: if your flight information is currently unavailable please send it 14 days prior to your program start date.

### INFORMATION ABOUT YOU!

What languages do you speak? \_\_\_\_\_

Do you have a health condition that we should know about?       yes       no

If yes, please specify your health condition: \_\_\_\_\_

Do you have any food restrictions?       yes       no

If yes, please specify your food restrictions: \_\_\_\_\_

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## IEP RESIDENCE APPLICATION FORM

Do you have any allergies?

yes

no

If yes, please explain: \_\_\_\_\_

### EMERGENCY CONTACT:

In case of an emergency who should be contacted on your behalf?

Contact Name: \_\_\_\_\_

Relationship to you: \_\_\_\_\_

Telephone (country code, area code and number): \_\_\_\_\_

E-mail address: \_\_\_\_\_



# INTENSIVE ENGLISH PROGRAM

## TERMS AND CONDITIONS FOR RESIDENCE

Please sign and return this form to the Accommodation Coordinator prior to your arrival.

1. I understand that I must follow the rules set by my residence.
2. I understand that I am responsible for the care of my room and its furnishings by keeping my room clean with a high level of sanitation.
3. I understand that I will be responsible for all costs incurred by me which are not included in the accommodation fees. I acknowledge and agree that I will be responsible for any loss or damage I deliberately cause to my residence property.
4. I understand that once the accommodation placement has begun there will be no refund of fees.
5. I understand that I will be asked to leave my room and will be responsible for finding my own accommodation if I have not paid accommodation fees within the first 3 days of arriving.

I understand that I am expected to follow the rules and guidelines set by the program, residence at all times. If I do not follow these rules, I understand that I may be asked to leave the program.

Yes, I agree to the Terms and Conditions.

No, I do not agree to the Terms and Conditions.

\*\* (If you do not agree to the Terms and Conditions, accommodations will not be found for you and you will be responsible for your own accommodations.)\*\*

STUDENT NAME: \_\_\_\_\_

DATE: \_\_\_\_\_

STUDENT SIGNATURE: \_\_\_\_\_

Your personal information is being collected under the authority of *The University of Manitoba Act*. The information you provide will be used by the University for the purpose of assigning suitable accommodation. Your personal information will not be used or disclosed for other purposes, unless permitted by *The Freedom of Information and Protection of Privacy Act (FIPPA)*. If you have any questions about the collection of your personal information, contact the Access & Privacy Office (tel. 204-474-9462), 233 Elizabeth Dafoe Library, University of Manitoba, Winnipeg, MB, R3T 2N2.