



UNIVERSITIES OF
CANADA
— IN EGYPT

UNIVERSITIES OF CANADA STUDENT RESIDENCES

2023 - 2024



Hosting _____



Cairo

uofCanada.edu.eg



INTRODUCTION

Our residences are not merely about rooms; it is a home away from home. Whether it is your first time at a student residence or a returning student, our staff work together to help create and foster a cozy environment conducive to learning, independence and self-development.

UofCanada's Student Residences offer an integrated environment where you can study, have fun, workout, dine, and interact with students from different backgrounds and cultures.

Well-trained professional Resident Coordinators and security personnel are available 24/7 to assist you.

The residences have WIFI, common lounge, dining room, mini fitness area and laundry room. A housekeeping team helps maintain the hygiene and safety of our residents.

We are committed to helping all students settle in, feel comfortable, be independent and successful at their home away from home. Yet we are counting on you to play an integral role inside the UofCanada's Student Residences. Again, let's welcome you at UofCanada's community and wishing you a fruitful year ahead!

01. Who we are?	05
02. Living in the residence	08
Room Options	09
How to apply	09
Fees	10
Withdrawal	10
Occupancy Dates	10
Move In/Out	11
Roommate/s	11
03. About the facilities	13
Kitchens Appliances	14
Laundry	14
Electrical Overloading	14
Wi-Fi	14
Security 24/7	15
Common Lounge	15
Housekeeping Services	15
04. Health and safety	16
Room Inspections	17
Lost Keys	17
Mail and Package	17
Maintenance Requests	17
Emergencies & Evacuation	17
Common Kitchen and Kitchenette	18
05. Residence property and resident responsibility	19
Room Furnishing	20
Resident's guests	20
Illegal Entry or Trespassing	21

Room Decoration	21
Bathrooms	21
06. Student Residences code of conduct	22
Pets	23
Smoking	23
Dress-code	23
Curfew	23
Vacation Form	23
Fire Safety	23
Dismissal Failure to Comply	24
07. Residents rights and responsibilities	25
Right & Responsibility	26
Students Responsibility	26
Rights of a Resident	27
08. Emergency contact numbers	28

WHO WE ARE ?

MEET THE TEAM



Residences Section Head

Is committed to make your living environment a community focused on learning, development, inclusion, and acceptance.

Email: sarah.mustafa@uofcanda.edu.eg



Sarah Mohamed

Resident Coordinators (RC)

Supervise the residential hall and work with all residents to establish a positive living environment and create a sense of community. They respond to crisis and manage daily operation of the dorms. An RC works in his/her own capacity to enforce university policies. They are available 24/7 in the residences to assist students across the hour.



Eman Said



Ahmed Halhal



Israa Mahdy



Mohamed Amin

Female RC

Male RC

LIVING IN THE RESIDENCES

ABOUT UOFCANADA'S STUDENT RESIDENCES

UofCanada provides its students with an off-campus housing in the lively compound of Al-Rehab City located in the heart of New Cairo. The Student Residence is 20 to 25 minutes away from UPEI Cairo Campus in the New Administrative Capital.

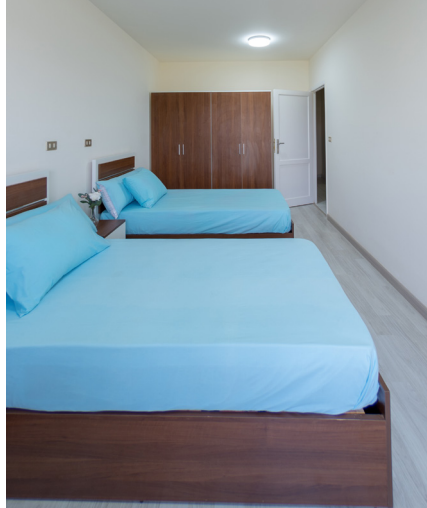
A transportation fleet is provided to all UofCanada's community. You will be receiving guidelines to sign-up for transportation fleet, should you wish to.



Room Options

All living spaces are located inside apartments. Each apartment has 3 to 4 bedrooms, divided between three single and four double room options.

- Single with bathroom
- Single without bathroom
- Double without bathroom



How to apply

Students interested in residing at UofCanada Student Residences should follow the steps below:

1. Apply once you have your letter of offer to UofCanada, the earlier the better.
2. Provide a copy of your offer with a proof of payment of your tuition deposit to:
student.residence@uofcanada.edu.eg.
3. Complete both the housing application form and parental release/emergency form.
4. Scan the completed forms and send them to
student.residence@uofcanada.edu.eg.
5. Pay the Student Residence deposit in the amount of 50% of semester and provide a proof of payment to student.residence@uofcanada.edu.eg (refer to the approved payment methods in Q.21)
6. Upon receipt of the above items, you will be assigned a room based on first come, first served policy.

I Fees

- Single with bathroom: EGP 63,000
- Single without bathroom: EGP 52,000
- Double without bathroom: EGP 46,000

For the Academic year 2023-24 all student who will stay at the Student Residences will receive a 25% discount on the bus fees.

I Payment & Withdrawal

UofCanada Student Residences follows the same procedure of tuition Fees Cut Off Time.

- Fall and Winter semesters 2023-2024 fees should be settled by September 15, 2023
- Summer Session 2024 fees should be settled by June 1, 2024

For Fall or winter withdrawal an email should be sent to student.residence@uofcanada.edu.eg

- July 01-September 15: Housing Deposit is refundable.
- September 15-October 1: 50% of residences fees are non-refundable which are:
 - Single with bathroom: 31,500 EGP
 - Single without bathroom: 26,000 EGP
 - Double without bathroom: 23,000 EGP
- October 5 last day of occupancy: 100% of residences fees are non-refundable.

I Occupancy Date

Fall and Winter 2023-2024

Check in - 3 days before classes begin.

Check out - 2 days after final examination ends.

Summer 2024

Check in - June 1, 2024

Check out - July 25, 2024

*** Dates are subject to change. Official communication of exact dates is sent to student residents by email.**

Move In & Out

What to bring?

All rooms are located inside apartments. Rooms are furnished with a bed (two beds, if double), mattress, dresser, and drawers' unit per resident. It also includes private or shared bathroom, and a kitchenette.

We have prepared a list below of things you may need to bring with you to the residences.

- Hairbrush
- Toothpaste and toothbrush
- Sports equipment
- Toiletry items
- Laundry detergent
- Prescribed medication
- Shower cap
- Showers rob
- Shower flipflop
- Hairdryer Towles

Moving out:

Rooms should be left in its original state received during checking in, clean and tidy. If you are a continuing student, you are entitled to pack and store 2 items (luggage or boxes) . Unwanted items like clothes or shoes should be packed in a separate bag and handed in to the direct Resident Coordinator to be donated to charity, if interested.

Rooms that are not cleared out completely will be evacuated by a committee of (RC) and security personnel. It will be stored for two weeks. Items will be donated for charity, if the resident failed to claim the items within the two weeks period.

personnel. It will be stored for two weeks. Items will be donated for charity, if the resident failed to claim the items within the two weeks period.

Room & Apartment Mates

Having to share your living space with a total stranger is a challenge and a great adjustment. During the first week and before classes begin get to know your roommates and apartment-mates by spending time getting to know each other. Do not hesitate to ask for the help of your Resident Coordinator about the living rules and regulations. Your Resident Coordinator will

also be your resource as you get acquainted with the Roommate Agreement form during your first residence meeting.

We have collected some Cs principles to share with you for a positive and successful relationship with one another:

- **Communication:** make sure that you talk, listen, and share with your roommate about your likes and dislikes. This way each of you will form an idea of how to deal with each other.
- **Consideration:** think of your act and how you would like to be treated before you act on something. Conflicts could easily be resolved through the first C, communication.
- **Compromise:** living in a student residence entails many compromises and giving up on things you like and adapt to new things for the sake of the other person and a healthy relationship. This prepares you for your future. A little give and take makes a huge difference.
- **Cooperation:** once you accomplish the 3Cs above, you will automatically find yourself and your room/apartment-mates cooperating on different levels achieving goals that serve both of you and your healthy community inside the residences.

If you and your roommate(s) encounter conflicts, your Resident Coordinator can serve as a helpful resource in helping resolve roommate conflicts.

FACILITIES



Kitchens Appliances

Each common kitchen is equipped with two stoves, a microwave, a refrigerator, boiler and cooking utensils (cups, dishes, pans, forks, knives, and spoons). Apartment kitchenette is only equipped with a microwave, boiler, and a fridge for safety reasons.

Laundry

Each common laundry room has two washing machines and two dryers.

Electrical Overloading

Each residential community varies in their electric capacity. Therefore, students are requested to avoid bringing any extra electrical items like toasters, electric pans, etc., without prior notice to the Resident Coordinator via email to avoid any electric and safety hazard resulting from electrical overloading.

Wifi

WIFI Service is available 24/7 all over the residences. Students log in with the username and password given by the Resident Coordinator. The Student Residences Office is keen on providing and implementing high-speed, reliable wired and wireless Internet access at our capacity to all residents throughout the semester and especially during mid-terms, finals and submissions periods. Accordingly, some categories are closed to render ineffective or misuse from any student, access to YouTube or websites for educational purposes will be available since this is our number one priority.

What can you do when you are facing WI-FI problem?

First step: communicate with resident coordinator to check if there are no basic issue like internet quota is expire or Tel issue and after that the resident coordinator should communicate through Help Desk email: helpdesk@uofcanada.edu.eg to open a ticket.

Security Personnel

Available 24/7 to monitor and assist the Resident Coordinators with each resident's safety.

Common Lounge

Is one of the featured amenities available for residents. It serves as a public space for residents to gather, watch TV, socialize, and relax.

Housekeeping Service

Is available to all residents. Rooms are cleaned twice a week and/or upon request. Bathrooms and common lounges are cleaned every day.

HEALTH & SAFETY



Room Inspections

Each semester random room inspections are done to ensure the safety and wellbeing of all residents. During the inspection, your room 's hygiene and complying to UofCanada's student conduct policy will be assessed.

Lost Keys

You should keep your room locked in all times, even if you are heading to the shower just for 5 minutes. You are solely responsible for your own belonging.

In case of a lost key, you need to report to your Resident Coordinator immediately through email. You will be charged 150 EGP for a replacement.

Mail & Package Delivery

Rehab City 1
Group 18
Building 10
Cairo, Egypt

Maintenance Requests

Throughout the year you might come across some basic maintenance (light bulb burnt out, window will not shut, etc.).

Please submit a Maintenance Request through email to: student.residence@uofcanada.edu.eg

Emergencies & Evacuation

During emergencies and evacuation all residents are asked to follow the lead of their direct Resident Coordinator on shift and security personal.

Sometimes students are faced with sudden evacuation, like during Covid-19 pandemic, without properly evacuating their rooms. A committee is formed to collect and pack all items left behind in room. All items per room are to be listed in the storage form and sent to residents so that s/he could claim it back once they are back to the residences.

Further guidelines and policies apply in light of each emergency.

Common Kitchen & Kitchenette

This is a shared area, so we expect all residents to clean their personal utensils after using the kitchen. Any unused food, unwashed utensils, dishes, or containers left behind in common kitchens may be disposed by the housekeeping team that cleans these areas.

**RESIDENCE
PROPERTY
& RESIDENT
RESPONSIBILITY**



Room Furnishing

Furniture provided for residents' rooms and residence hall public areas (e.g., lobbies, lounges, kitchen) is a university property. It is important to take care of the furniture so it can be enjoyed by you and future residents of the building.

- Disassembling University furniture is not permitted.
- Any University furniture in your room may not be removed and should not be moved between rooms without prior approval from the student Resident Coordinator.
- Furniture at public hall must remain in these areas and may not be moved into student rooms.
- Furniture removed from the common spaces is considered theft of university property, which could result in a university conduct actions.

I Guests

- Residents are not allowed to receive guests/visitors during check-in period and during finals period.
- Resident wishing to receive guests should send an email to student.residence@uofcanada.edu.eg.
- All hosts should receive a prior confirmation through email to have their guests allowed.
- Residents should acquire their apartment mates' approval through email to host a visitor in their apartment. This email should be sent to your Resident Coordinator.
- Residents should meet their guests down at the security to fill out the guest form and escort them to their apartment.
- Residents are responsible for their guests' actions and behavior. All guests must leave a valid ID and/or passport with the security for the duration of their visit.
- All visitors' bags will be checked by the security during checking in.
- Security personnel has the right to confiscate any items that violates the University Code of Conduct and that might affect the safety and security of the student residences (Alcohol, drugs, weapons...etc.). If any damages occurred during the guest/visitor stay, charges may apply on the host.

Illegal Entry or Trespassing

- Unauthorized entry into any living space or restricted access areas of residential communities (e.g., mechanical rooms, roofs, closed buildings, housekeeping closets, storage areas) is prohibited.
- Permitting unknown persons into residential communities is prohibited.

Room Decoration

As this is your home away from home all residents are encouraged to personalize their rooms to make it feel like home, but please consider these safety concerns:

- You may decorate your room with posters, but only 25% of your wall space to facilitate annual room, wall painting maintenance.
- Do not put holes in the wall or furnishings.
- No candles are allowed.

Bathroom

Be respectful of the shared space: throw away trash, clean up after yourself, report any issues to your Resident Coordinator, and be considerate to others when using bathrooms since it is a shared space.

**STUDENT
RESIDENCES
CODE OF
CONDUCT**



- I Pets**

Pets are not allowed inside residence halls. The only pets allowed, according to UofCanada residences rules, are fish in bowls or tanks. Visitors and guests are not allowed to bring their pets inside the buildings.

- I Smoking**

Water pipes (hubbly-bubbles/" sheeshas") are forbidden anywhere on the residence hall facilities. Smoking is not allowed in any residential building or inside rooms.

- I Dress Code**

Dress codes apply inside the coed common area located inside the male residential building. Students may not go barefoot or wear pajamas, night garments, brief clothing, or further revealing clothes in a mixed gender area.

- I Curfew**

Curfew hour for residents is 12:00 AM. Students wishing to stay out after the designated curfew hour or to be away on weekends, must have parental permission. To change the situation in this matter a written permission from parents is required along with a copy of their national ID. Residence Supervisor reserves the right to verify the parental release form with the parents/ guardians.

- I Vacation Form**

Any resident planning an overnight stay outside the residence or traveling must fill out a vacation form as a vital security precaution for EVERYONE.

- I Fire Safety**

According to fire hazard and safety guidelines at UofCanada, candles and scented sticks are prohibited inside UofCanada's residential halls. Due to fire regulations and increased sensitivity by residence students and University personnel to various fragrances, burning incense sticks or scented candles in residence buildings is prohibited.

I Dismissal

Students who do not abide by the Student Code of Conduct will be subject to disciplinary action by the Conduct Committee. Residents who are dismissed for disciplinary reasons will forfeit their deposit and the remaining semester housing fee and may be subject to further university disciplinary action.

In addition, violating the following rules causes immediate expulsion from the residence. Such behavior may include, but not limited to:

1. Behavior deemed disruptive to community living.
2. Behavior that are deemed to have broken the Egyptian law.
3. Forging and falsifying official documents.
4. Male residents or guests are prohibited to be in the female section and vice versa.
5. No resident should attempt to break any separator doors/gates.
6. Acts of violence or aggression against others will not be tolerated and are grounds for immediate dismissal.
7. Drugs and alcohol consumptions.

RESIDENTS RIGHTS & RESPONSIBILITIES



Right & Responsibilities

The aim behind the rights and responsibilities of residents is to provide an environment that enhances academic development, social inclusion, behavioral excellence, and recreational experience. To enjoy your independent life at UofCanada's Residences depends to a great extent on demonstrating each residents' basic rights and responsibilities.

Students residing at UofCanada Student Residences are an integral part of the residential community; and so, they have certain rights and responsibilities that include but not limited to the following:

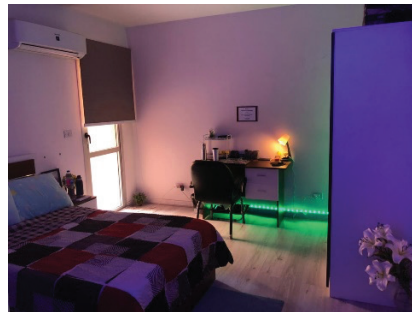
Students Responsibility

- Adhere to rules and regulations
- Comply with reasonable requests made by staff or University officials.
- Meet expected room and board payments on schedule.
- Monitor and accept responsibility for behavior of guests.
- Report violations of rules and regulations to appropriate staff.
- Respect the rights of others as stated above.
- Report maintenance problems/concerns to residence staff.
- Contribute positively to the community by participating in educational and developmental activities.



Resident Rights

- Live in a clean and secure environment.
- The right to have all reported residence concerns addressed in a timely manner.
- The respect and safety of personal property.
- Study without interruption or interference.
- Be free from unreasonable noise and food smells.
- Be free from intimidation and harassment.
- Expect fair enforcement of the Residence Life Agreement.
- Direct access to staff who aid, guide, and support as needed.
- Equitable treatment when behavior is in question.
- Enjoy individual freedoms without regard to race, sex, national origin, disability, age, religion, sexual orientation, or political affiliation.
- Individual and group educational and developmental opportunities in their living community.
- Participate in student governmental bodies and student life activities.



EMERGENCY CONTACT NUMBERS



Emergency Contact Numbers

Student Housing Security Line
01067144438

Sarah Moustafa
Student Resident section head
01062377444

Israa Mahdy
Female Resident Coordinator
01124457769

Iman Said
Female Resident Coordinator
01096372118

Mohamed Amin
Male Resident Coordinator
01111853377

Ahmed Halhal
Male Resident Coordinator
01014414223

Mr. Hazem
Administration Manager
01223995575

General Egyptian Emergency Numbers

Ambulance **123**

Fire **180**

Police **122**

Tourist Police **126**

Electricity **121**



