



**ENGLISH
LANGUAGE
STUDIES AND
INTERNATIONAL
PROGRAMS**

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 practise your English outside of the classroom and experience family life in Canada first hand. To help us find a suitable family for you, please make sure to complete the personal information section of the accommodation application form.

On the day of your arrival in Winnipeg, your homestay family will meet you at the airport. In your new home, you will occupy a single room containing a bed, study desk and closet. You will share the bathroom and laundry facilities, telephone and other common areas of the house with your homestay family. Your homestay family will provide you with 3 meals per day (breakfast, lunch and a prepared dinner). Homestay families are located within 45-60 minutes or less by bus to the university campus.

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. PLACEMENT

To begin the process of finding a room for you, you must first submit an accommodation application form.

Please note: If we do not receive your accommodation application 14 days before your program start date, your placement may not be processed. Please attach your accommodation application to your admission form. You can send your accommodation application form by:

- email to iep_living@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 or homestay may be limited at times, please understand that the accommodation type you request may not always be available. Generally speaking, residence rooms may be limited during the regular academic year (September – April); homestay placements may be limited in the spring and summer (May-August). If your preferred choice of accommodation is unavailable at the time of your request, alternative accommodation arrangements will be made and your name will be put on a waiting list.

INTENSIVE ENGLISH PROGRAM

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. ACCOMMODATION FEES

Students who wish to enroll in the accommodation program are required to pay a monthly fee of \$700 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 homestay or 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.), long distance telephone calls and public transportation (the transit bus pass student rate is approximately \$67.75 per month).

The following additional fees may apply:

- Early arrival fees: If you arrive at your homestay or residence prior to the scheduled arrival date, you will be charged an additional \$60.00/day.
- Late departure fees: If you wish to stay in your homestay past the scheduled departure date, arrangements for payment have to be made directly with your homestay family.
- 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.

INTENSIVE ENGLISH PROGRAM

IEP ACCOMMODATION 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.

☐ Homestay

☐ 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: _____

Do you smoke? ☐ yes ☐ no

If yes, would you be willing to smoke only outside the family home? ☐ yes ☐ no

Will you live with someone who smokes? ☐ yes ☐ no

INTENSIVE ENGLISH PROGRAM

IEP ACCOMMODATION APPLICATION FORM

Would you like to live in a house with pets (i.e. animals)?

☐ yes

☐ no

Do you have any allergies?

☐ yes

☐ no

If yes, please explain: _____

Would you like to live with a family that has children?

☐ yes

☐ no

What are your hobbies/interests (sports, music, etc.)? _____

Please ✓ which item best describes your character/personality:

☐ Friendly

☐ Shy

☐ Quiet

☐ Easygoing

☐ Outgoing

☐ Active

☐ Like to spend time alone

Other, please explain: _____

What do you expect (hope to get) from your homestay experience? _____

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 HOMESTAY AND 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 homestay family or 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 may have to prepare my own meals at times.
4. 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 homestay family's or residence property.
5. I understand that a homestay environment is not limited to a traditional family structure (mother, father and children) and accommodation may consist of a house, apartment, or condominium.
6. I understand that once the accommodation placement has begun there will be no refund of fees.
7. 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, the homestay family or 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.