

# **STUDENT ACCOMMODATION AND RESIDENCE LIFE**

## **Off-Campus Housing Properties**

Off-Campus Housing Services is an online function that provides housing listings for members of The University of Trinidad and Tobago (UTT) community. Housing rental information is provided as a courtesy to UTT students in order to assist you in becoming familiar with the surrounding rental market. *UTT **does not** own, inspect, endorse, or recommend any specific unit listed with this service.*

All information contained in rental listings is provided by landlords. *UTT makes **no** guarantees or warranties, either expressed or implied, regarding the accuracy of the information or descriptions that are provided relating to rental properties.*

It is your responsibility to ensure and or determine that the living accommodation is fit for occupancy..

## **Student Rental Accommodation**

### ***Listing an Ad:***

1. Ads can be placed by:
  - (a) Contacting the Student Development Unit and speaking to an Officer;
  - (b) by posting your own ad at your convenience using the online form or:
  - (c) by submitting it to the Student Development Office.
  
2. All ads run for a 4 week term (28 days).

### ***Landlord Listing Form***

### ***Accommodation Checklist***

### ***Tips for Tenants***

## **On-Campus Housing**

### **Mission Statement**

UTT residence halls operate on a "*living and learning*" concept.

Students are challenged:

- a. to improve interpersonal relationship skills;
- b. to live peacefully; and
- c. to interact with others from different cultural, regional, and socioeconomic backgrounds.

Our students enjoy a healthy range of adult freedom while carrying out their responsibilities at UTT.

Student Support Services (SSS) facilitates the personal and academic growth of residents by providing:

- Facilities that allow students to live in secure and comfortable surroundings, which are conducive to the pursuit of academic excellence;
- Programmes that address cultural, emotional, ethical, intellectual, occupational, physical, social, and spiritual needs;
- Programmes that integrate residence life with student's academic experiences and self-awareness;
- Programmes that promote personal and collective responsibility that will have a lasting impact on the lives of students;
- Programmes that utilize technology in the daily lives of the residents.

## **Residence Room Inventory Form**

## **Olera Heights Student Housing Rules**

## **ECIAF Student Housing Contract**

## **Resident Assistant Job Description**

The Resident Assistant (RA) is an important member of the Housing and Residence Life Staff. He or she is an undergraduate or graduate student who serves students living in a community setting (floor or wing) in a residence hall. As a staff member and a student, the RA is in a unique position.

The RA reports to the Residence Life Coordinators (RLC). Working together, the RA and RLC support and carry out the objectives, policies and procedures of the Division of Student Support Services and UTT.

The primary role of an RA is an educational one and as such the following are critical in carrying out their functions: :

- ABILITY in communication, leadership, teamwork, creativity and academic achievement;
- INTEREST in personal growth and enthusiasm for participating in staff development activities;
- WILLINGNESS to assume responsibility in the development of an effective living environment.;
- ADMINISTRATIVE SKILLS for the completion of paperwork and related details associated with residence hall management.; and
- GOOD ATTITUDE in order to be approachable to residents, and to provide a positive attitude in the workplace.

## **Residence Life Policies**

### ***Posting Policy for Residences***

The following guidelines reflect the commitment of Student Support Services (SSS) to foster an educational environment. The guidelines are specific for reasons of safety and security and the need to maintain an environment conducive to the pursuit of learning.

### ***Information to Be Posted***

All posted materials and flyers must specify the date, time, place, and sponsor of the event/program. All materials must conform to the policies and procedures of The University of Trinidad and Tobago (UTT).

### ***Approval of Materials to Be Posted***

UTT student organizations, departments, and offices requesting posting must bring materials to be posted to either the Assistant Vice President Student Support Services,

Manager of Student Development, the Student Development Officer or the Residence Life Coordinator, for approval. The poster must be stamped with “*The University of Trinidad and Tobago*” or ‘*Department*’ stamp in the lower right hand corner. University officers will not need to have their posters stamped.

### ***Distribution of Posters***

All approved materials will be posted by the Residence Life staff member within 24 hours of approval in designated posting areas. It is the responsibility of the Residence Life staff member to remove outdated or inappropriate materials posted. Dated material will be removed within 48 hours of the specified event time. Undated material may remain up for a period of two (2) weeks. Posters cannot cover more than 20% of the wall space and must be at least 1 inch from the ceiling.

### ***Distribution of Handbills***

Approved handbills may be made available in the halls by a registered organization or department only to be placed in a central location at each hall. Off-campus vendors, organizations, and/or individuals should not make materials available without prior approval by the Assistant Vice President Student Support Services, Manager of Student Development, the Student Development Officer or the Residence Life Coordinator. Flyers may not be placed under individual residence hall room doors.

### ***Placement of Banners***

Banners may be placed by organizations, departments, or individuals in designated areas of the residence halls with prior approval by the Assistant Vice President Student Support Services, Manager of Student Development, the Student Development Officer or the Residence Life Coordinator. Water-resistant paint must be used when making banners. Banners need to be discarded after a period of time determined by the supervisor of the area.

### ***Off-Campus Posters***

Permission for off-campus advertisers to post in Residences will be given if the event and the presented materials comply with established policies of the University.

### ***Mass Mailings***

Registered student organizations may distribute information through resident student mailboxes under these conditions:

- a. the flyer or letter receives prior approval and all pieces are folded, addressed, bundled, and taken to the residence Life Coordinators for distribution in hall mailboxes.
- b. Mailing labels can be obtained from the Office of the Registrar.

Please note that all materials sent through the mail must be addressed to specific individuals. "**Occupants of**" will not be delivered.

### ***Room to Room Distribution***

Stuffing materials under residence room doors is prohibited.

### ***Non-Compliance***

Any violations of this policy will be appropriately handled by the Office of the Assistant Vice President Student Support Services. Residence staff reserves the right to remove unapproved posters from bus stops, mailbox clusters, and bulletin boards.

### ***Vendor Policy***

In an effort to provide residents with an environment that is free of unwanted personal solicitation for services or products, the University policy prohibits outside vendors from entering all residential facilities. No flyers, handbills, or other posting materials are to be distributed in any form, including under student doors, in mailboxes, or left in any public areas.

Vendors who are not under contracted agreements with the University are prohibited from entering the residence halls. Students who have legitimate requests for exceptions to this policy are asked to meet with Residence Life Coordinators or the Student Support Services Officer.