



**MASSEY COLLEGE RESIDENT JUNIOR FELLOW AGREEMENT**  
**ACADEMIC YEAR 2024-2025**

Dear (Insert Name),

Welcome to the 2024-25 year at Massey College! Massey College is a place where people and ideas intersect. We strive to empower the next generation of thinkers and leverage the great intellectual wealth of interdisciplinary, intergenerational, inclusive and informed community in service of the public good. We hope that you will participate in our activities in that spirit.

Below, please find a review of the terms and conditions that apply to Resident Junior Fellows:

**1. FINANCIAL TERMS**

**1.1. Period Covered**

Residency at Massey College covers the period from September 1, 2024 to April 30, 2025 (hereinafter referred to as "the residency period"). Summer residence (May to Aug) will be offered to current Resident Junior Fellows in early 2025.

Fees during the residency period include charges for accommodation and three meals daily in each of the two academic terms including High Table Dinners, participation in the Junior Fellowship programs and events, and access to the Massey College facilities. There are no meal services on Sundays, statutory and civic holidays, nor during the winter break closure (Friday December 20, 2024 – January 6, 2025).

**1.2. Residence Fees Payable September to April**

In an effort to keep fees manageable for our residents this year, the Massey College Governing Board approved a 3% increase in residence fees for 2024-25 over 2023-2024.

The residence and meal plan fees listed below are the full fees and do not include bursaries nor scholarships, which may be received through Massey College, the School of Graduate Studies (ACORN) or Enrollment Services (ROSI). Fees during the residency period vary, depending on payment plan option and may be paid as follows:

- Prepayment Option (Total fees paid under this option: \$18,386)
  - Non-refundable deposit: \$1,000.00 (due July 28, 2024 for returning and new Junior Fellows)
  - A single payment of: \$17,386 (due August 5, 2024)
- Installment Option (Total fees paid under this option: \$18,720)
  - Non-refundable deposit: \$1,000.00 (due July 28, 2024 for returning and new Junior Fellows)

- First installment: \$11,470.00 (due August 28, 2024)
- Second Installment: \$6,250.00 (due January 14, 2024)
- Monthly Payment Option (Total fees paid under this option: \$19,062)
  - Non-refundable deposit: \$1,000.00 (due July 28, 2024 for returning and new Junior Fellows)
  - 7 monthly \$ 2,580.28 payments September-March

If a Junior Fellow's income from the University and other sources does not easily coincide with any of the above, an individual payment plan can be arranged with the Bursar. Supporting documentation must be provided (e.g. OSAP Notice of Assessment, scholarship or third party billing letter, other funding sources). Please contact the Bursar, Wing Lee, directly at [wlee@masseycollege.ca](mailto:wlee@masseycollege.ca) to make an appointment prior to payment due date.

Note: College fees do not include academic fees and other fees payable to the College, or incidental fees incurred for meals or bar charges. They also do not include fees for gown rental (\$75), key deposit (\$100) and the LMF (Lionel Massey Fund) (\$45).

### 1.3 Overdue Payment

The College charges interest on overdue balances at a rate of 1.0% per month (12.68% per annum). To avoid interest charges, payment is required no later than the end of the calendar month following the date of the statement.

Statements of account are prepared monthly, and include incidental charges such as guests' meals and bar purchases. The College reserves the right to suspend charging privileges to anyone who is habitually late in paying accounts as rendered.

Junior Fellows experiencing financial difficulties should notify the Bursar immediately. All fees and charges must be paid by end of term in order for the Junior Fellow to be re-admitted.

### 1.4 Payment Methods

Electronic payments are preferred and may be made through online payment or e-transfers.

Online payments may be made by adding Massey College as a payee with the major banks including CIBC, RBC, TD, Scotia Bank, BMO, Tangerine and Simplii Financial.

E-transfer payments may also be made through your Canadian bank site, via email to Assistant Bursar, Wing Lee at [wlee@masseycollege.ca](mailto:wlee@masseycollege.ca). Massey College is registered to receive e-transfers via autodeposit without a password.

Cheques should be made payable to "Massey College" and sent to the attention of the Assistant Bursar, Wing Lee. A charge of \$35 will be levied for cheques returned for any reason by a Resident's bank.

If paying by Visa or Mastercard, please provide details to the Assistant Bursar, Wing Lee. A 2.4% processing fee will be applied to credit card payments toward Residence Fees Payable (outlined in Section 2.2 of Financial Terms).

### 1.5 Cancellation Policy and Suspension of Service

In order to withdraw as a Resident Junior Fellow, the Junior Fellow must notify the Registrar, in writing.

The residence fee is non-refundable.

The College reserves the right to suspend any and all services and to restrict or terminate accommodations to deal with any unexpected or unforeseen circumstances, including, without limitation, any damages to the College's facilities, restrictions imposed in relation to a pandemic or any emergency that in the reasonable opinion of the College warrants any such suspensions, restrictions or terminations. In the event that any such suspension, restriction or termination occurs, the College will refund all or a pro rata portion of any amounts paid by a Junior Fellow (any grants or bursaries provided by the College are not subject to any refund), at such time and in such amounts as the College shall determine.

#### 1.6 Bursaries & Awards

In order to process any bursaries or awards, the Bursar's Office will require your SIN or ITN number. For your security, please do not email this information to the Bursar's Office, but fill out the information at the end of this Agreement and drop it in the mailbox outside of the Bursar's Office or call and speak with the Registrar at 416-978-2891. A T4A slip indicating a bursary of this amount will be issued to each resident Junior Fellow for each calendar year.

#### 1.7 Overnight Guests

Long-term guests cannot be accommodated at the College. All residents live in close quarters, share bathrooms and other facilities, and must be accommodated in the Dining Hall. In compliance with fire regulations, all resident rooms are designated "single accommodation."

However, in recognition of the mental health benefits of maintaining healthy connections and relationships, whether in friends or in family, we allow overnight guests to stay at Massey free of charge for up to 2 weeks per term.

When hosting overnight guests, we ask for your cooperation and mindfulness on the following:

- For safety regulations, we ask that you register your guest with the Porter and indicate how many days your guest intends to stay.
- Please provide the Porter with sufficient notice regarding the need for extra linens, towels and a mattress for your guest.
- Your guests will be responsible for payment for any meals at the point of purchase by debit or credit card. Please continue to reserve formal dinner guests with the Porter.
- Be respectful of your neighbours, especially during evening hours, and maintain the cleanliness of common areas (bathroom, hallways etc.), given the extra usage as well as burden on the housekeeping staff.
- Per Section 2 - Liability, "Junior Fellows are responsible for maintaining an orderly state in their room during the academic year." Given the additional space occupied by a guest, this becomes increasingly important for both fire safety and housekeeping. Please note that Massey's Code of Conduct applies to your guest, and you may be held responsible / accountable for their behaviour.

If there are specific concerns or questions, please speak to the Porter about the Guest Policy.

#### 1.8 Keys

Fellows are charged a refundable deposit of \$100 in September, when they pick up their key(s) from the Porter's Lodge. The full set of key(s) must be returned to the Porter's Lodge when you leave residence. Failure to do so, including returning keys after the specified date, will result in forfeiting your deposit.

### 1.9 Storage Rooms

At the end of the Massey College residency period, all personal items must be removed from the storage room. Items not removed will be discarded at the discretion of the Building Supervisor, and the resident will be charged a clean-up fee of \$500.

## 2. LIABILITY

2.1. The College will not be liable, directly or indirectly, for loss or theft of personal property, including food, or for damage or destruction of such property by fire, water or other causes (e.g., loss of utilities). It is the responsibility of residents to keep their rooms locked.

2.2. All rooms are inspected for damage prior to each Resident's arrival. Junior Fellows must immediately report missing items or items in need of repair. Junior Fellows are financially responsible for any damage or losses to their room and/or its contents. Junior Fellows will be invoiced for losses, damage, and/or repairs required during or at the end of their residence contract.

2.3. Junior Fellows are responsible for maintaining an orderly state in their own room during the academic year, and for ensuring their room is free of all personal belongings and refuse when their residence contract ends or is cancelled. If rooms are not free of personal belongings and refuse, Junior Fellows will be invoiced for a cleaning fee of \$500 at the end of their residence contract. This includes furniture, beds and mattresses not supplied by the college.

2.4. Housekeeping is maintained once a day cleaning of bathrooms and common areas. Reminder that housekeeping is only available Mondays to Fridays between 8am-4pm.

2.5. Therapy/ Service Animals must be registered with the University of Toronto's Accessibility services. More information at this webpage: [Service Animals Guideline – The Division of People Strategy, Equity & Culture \(utoronto.ca\)](#). The Registrar and the Director of Operations must be notified in writing prior to a service or therapy animal moving into the residence, this must be accompanied by registration documentation from UofT. Students with therapy/ service animals in residence are financially responsible for any damages incurred by their animal. In the event of an allergic reaction from a neighbor, or other conflicts that might arise from having an animal in residence, Massey College will mediate and outcomes may include moving one of the parties, as the administration sees fit.

## 3. COMPORIMENT

### 3.1 Introduction and Scope

Massey College is committed to maintaining a safe, welcoming and inclusive environment for all its members. I understand that as a Junior Fellow at Massey College, it is my responsibility act in accordance with the College Code of Conduct, given below. The code is also available online at <https://www.masseycollege.ca/code-of-conduct-policies-mandates/>.

## Massey College Code of Conduct

### *On Codes and Expectations*

*An academic community is a complicated social organization. It must abide by the laws of the land, and enjoy social cohesion in order to fulfill its functions in the creation, critique and transmission of knowledge. It has a special regard for its students and the conditions of their learning.*

*Massey is a unique academic community, made up of different categories of members. At its core are those pursuing knowledge in their degree programs, and those creating knowledge and passing it on to the next generation. Without those groups and those functions, Massey College would not exist. Other members and groups belong to Massey because of their interest in, and support of, those functions. They make important contributions to college life.*

*At the most general level, then, the members of Massey College must comport themselves so as to enable those functions, and not to interfere with the pursuit of knowledge in a collegial setting.*

*An effective statement about the conduct of members will set out expectations rather than hard rules, although civil legislation may prescribe and proscribe specific behaviour. It will also be collegial, not assuming the worst of its members. But if there are consequences for misconduct, then the expectations for the behaviour of members must be as clear as possible.*

*The special nature of Massey College includes its relationship to the University of Toronto. Were there no such relationship, there would be no Massey College. That relationship is direct in the case of junior fellows, who are registered for degree programs in the University of Toronto. It's also true for the majority of the senior fellows. All those members of Massey are subject to the policies of the University of Toronto.*

*There is no point, then, in creating new policies for Massey for these members. In fact, there is a risk in requiring a different standard of behaviour for them unless that different standard can be demonstrably linked to the nature of the Massey community.*

*Is there any need to create new policies for other members? Again, if new policies were significantly different, for a subset of members, from the policies of the University of Toronto, that would pose the risk of unwarranted discrimination.*

*But: how can U of T standards and expectations apply to members who are not also members of the U of T? By the Governing Board's agreement that members of Massey should observe the principles and commitments in U of T Statements, and by adopting relevant U of T policies as adapted to Massey structures.*

*Massey should set out expectations for all members of the Massey community, in statements adopted by the College and implemented by agreement with the U of T, or in an analogous fashion.*

*There are, of course, standards of behaviour which are set out in contractual relationships for employees, for resident students, for those who rent facilities and so on. These standards are not included in this policy but are dealt with separately.*

## COMMITMENTS, EXPECTATIONS, AND CONDUCT

As an independent academic community closely related to the University of Toronto, Massey College is committed to policies and practices which foster the collegial pursuit of knowledge across diversities of disciplines, professions and cultures.

Massey College has determined that the community will be governed by the principles and practices found in the appropriate statements and policies of the University of Toronto, including but not limited to the following:

[Statement on Freedom of Speech](#)

[Statement on Conflict of Interest and Conflict of Commitment](#)

[Statement of Commitment Regarding Persons with Disabilities](#)

[Statement on Equity, Diversity, and Excellence](#)

[Statement on Prohibited Discrimination and Discriminatory Harassment](#)

[Statement on Human Rights](#)

[Policy on Sexual Violence and Sexual Harassment](#)

Members of Massey College who are also members of the University of Toronto are governed by the University's policies. Conduct expected of other members of the College is no different.

### **Complaints, Misconduct and Appeals**

Any member of the College who is concerned about an issue of application of policy or conduct may address the Principal and seek an informal resolution.

### **Procedures in the Case of Alleged Misconduct**

Misconduct has many forms. Some allegations are disputable, human nature being human, and academic communities being places where free expression is valued. Some cases are minor but require address; others may be serious infractions in need of discipline. The Principal shall first seek informal resolution wherever possible, and the following procedures shall be invoked where such resolution fails or is not possible.

Where sanctions are necessary, the opportunity of restoration should be offered wherever possible.

### **Investigation, Sanctions, Appeals**

In an alleged case of misconduct by a member of the College, the Principal will consult with the Committee on Good Standing and, if an investigation is warranted, initiate an investigation conducted in accordance with the principles of fairness. The investigation will be carried out by a member of the College, or where appropriate, a panel of three members of the College, none of whom has any conflict of interest or commitment in the case. Where the investigation concludes that misconduct has occurred, the Committee on Good Standing will recommend to

the Principal an appropriate sanction. Sanctions may include reprimand, reparation, or other measures up to and including loss of membership in the College.

The party sanctioned may appeal to the Principal, who shall strike an appeals panel composed of one member chosen by the Principal, one member chosen by the appellant, and a third chosen by those two. The panel will either uphold the sanction, modify it, or dismiss it. Its decision will be final.

Whether at the investigation stage or before the appeals panel, it shall be up to the investigator and/or panel whether submissions, if any, are in writing or made orally.

### **Committee on Good Standing**

The Committee on Good Standing deals with matters of discipline, and is appointed by the Governing Board on the recommendation of the Governance and Nominating Committee. Membership is confirmed annually. The Committee's members include a Senior Fellow who has significant administrative experience in the University of Toronto, a Junior Fellow (normally the Don of Hall or designate), another Senior Fellow or member of the College who is legally qualified, and the Principal who shall chair the Committee. Its role is to advise the Principal in matters concerning the conduct of members of the College, in the light of established policies.

### **Emergency Procedures**

If a member of the College acts so as to imperil the safety and security of others, the Principal may enact immediate sanctions appropriate to the situation, provided that the Committee on Good Standing is convened with all reasonable haste to begin the procedures as set out above.

### **Scope**

These procedures apply only to members of Massey College. In the case of misconduct by a member sanctioned in another jurisdiction to which the member belongs, the College may impose its own sanctions on the recommendation of the Committee on Good Standing to the Principal. Should an allegation be raised about the Principal, the Principal will recuse himself or herself in favour of the Chair of the Governing Board who will implement this policy, adapted accordingly.

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The Code of Conduct applies to all Members of the Massey Community.

The application of this Code is not limited to the physical boundaries of Massey College property, and can include actions which, while they occur off of Massey College property or off of the University of Toronto Campuses, affect the lives of members of the community.

In addition to the code of conduct, Smoking or holding lighted tobacco or cannabis, and use of an electronic cigarette or other vaping device, in alignment with UofT's Smoke-Free Policy:

<https://governingcouncil.utoronto.ca/secretariat/policies/smoke-free-policy-effective-january-1-2019>

#### **4. SIGNATURE**

Signing and returning this document to the Registrar indicates acceptance of the financial terms and conditions outlined above.

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_