

AD.4.7.3	
RESIDENCE ELIGIBILITY	
Section:	Administration (AD)
Subject:	Security
Legislation:	
Effective:	June 15, 2026
Revision:	

APPROVED: _____
President and CEO

POLICY

The policy of the Board of Governors is that SAIT efficiently and responsibly manages the use of its facilities to promote a safe and non-disruptive working and learning environment.

PROCEDURE

DEFINITIONS

- | | |
|---------------------------------------|--|
| Add/drop period | The period of time that registration adjustments can be made within specified start and end dates. Courses dropped do not appear on transcripts. |
| Residence team | Designated employees of the student housing management company contracted by SAIT who are responsible for the daily operations and management of SAIT’s residence facilities. The residence team is overseen by SAIT’s Commercial Services department. |
| Work-integrated learning (WIL) | Activities that formally integrate a student’s academic learning in a SAIT program or course with quality experiences within a workplace or practical setting. |

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GOVERNING PRINCIPLE(S)

1. This procedure outlines the eligibility criteria for students, including those enrolled at post-secondary institutions other than SAIT, who are applying to live in or who are currently residing in SAIT's designated residence facilities ("residence").

PROCEDURE

A. Eligibility

1. To be considered eligible to live in residence, a student must be enrolled in a full-time program and maintain their full-time student status and/or participating in a work-integrated learning activity related to their full-time program of studies, as set out in procedure [AC.2.20.1 Work-Integrated Learning](#).
2. SAIT will verify a student's eligibility status during the residence application process.
3. Students must confirm during the residence application process that they understand the requirement to be a registered full-time student in order for them to be eligible to live in residence.
4. To remain eligible to live in residence, student residents must maintain their full-time student status, adhere to the terms of their student residence agreement and comply with [SAIT's policies and procedures](#) throughout their occupancy.

B. Enrollment Status

1. The residence team will provide a list of SAIT student residents to the SAIT ID Card Office for the purpose of verifying enrollment status, as follows:
 - a) Before move-in;
 - b) After the add/drop period; and
 - c) Monthly, thereafter.
2. In the case of students who are enrolled in post-secondary institutions other than SAIT, the residence team will contact the registrar's office of those post-secondary

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institutions to verify the students' enrollment status in accordance with the above timelines.

3. When the residence team identifies a student resident as no longer registered, the team will contact the student to confirm their enrolment status. If it is confirmed that the student is no longer enrolled, the student must vacate their room within the timeframe specified in their residence agreement. The residence team is responsible for working with the student to facilitate their departure as soon as reasonably possible. The residence team will review situations where a student is unable to vacate their room within the required timeframe on a case-by-case basis. If necessary, a short extension (e.g., 1-2 additional days) may be allowed to support the student in moving out. In certain circumstances, including but not limited to situations where a student poses a health or safety risk to other members of the SAIT community, the residence team may require the student to vacate the room immediately.
4. A student resident whose status changes from full-time to part-time will usually be required to vacate their room, as students must maintain full-time status throughout their occupancy. When the residence team identifies a student resident as registered, but as having part-time status, the residence team will contact the student to confirm their enrolment status. The operations manager, commercial services, will review and decide on a case-by-case basis whether a part-time student is permitted to move into the residence or, if already a resident, is permitted to remain in residence. In making such determinations, the operations manager, commercial services, will consult with relevant SAIT schools or departments, such as Accessibility Services for example, in the case of an approved accommodation request. The process to appeal such decisions is outlined in the student's residence agreement.
5. Where a decision that requires a student to vacate their room remains unresolved or requires escalation, the director, commercial services, will make the final and binding decision.

POLICY/PROCEDURE REFERENCE

- AD.4.7 [Use of SAIT's Facilities for Non-Academic Activities Policy](#)
- AD.4.7.1 [Use of SAIT's Facilities for Non-Academic Activities Procedure](#)
- AD.4.7.2 [Filming Procedure](#)

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