



ILAC STUDENT RESIDENCE

POLICIES AND GUIDELINES

The path through ILAC Private Apartments and Shared Residences

| Step | Time Frame | Actions |
|------|--|---|
| 1 | Application Process | Complete Registration <ol style="list-style-type: none"> I. Complete and sign the application form II. Read and sign the Policies and Guidelines for ILAC Student Residences III. Submit via email the completed Registration form to ILAC |
| 2 | Within 48 business hours after receipt of the complete Registration form | ILAC will: <ol style="list-style-type: none"> I. Confirm the Availability II. Process Accommodation Placement fee (if availability confirmed) ILAC has partnered with Casa Student Housing Service to provide residences in Toronto and Vancouver. Please note that you will receive the Accommodation Placement fee form in order to book your accommodation. III. Send Receipt to Student/Reseller for the Accommodation Placement fee. <i>Please note that once the invoice is sent, accommodation is reserved and all cancellation, extension and change of date penalties will apply.</i> |
| 3 | 4 to 6 weeks prior to arrival | Submit your flight details ILAC Checkin, Pre-Arrival form ILAC will send: <ol style="list-style-type: none"> I. Accommodation Confirmation Details II. Airport Drop Off/Pick Up Confirmation Letter (if requested) |
| 4 | Arrival date | Check-in time will be informed on the confirmation letter |
| 5 | Date of departure | Check-out by 10 am |
| 6 | After Check-Out | ILAC will inspect the student's unit |