

LEARNER RESPONSIBILITIES

Provided for you during your regional rotations:

- Furnished apartment or house, shared with other co-learner(s)
- Parking
- Completely stocked kitchen supplies: microwave, toaster, coffee maker, kettle, dishes, cutlery, pots & pans, dishcloths, dishtowels, dishwashing liquid, etc
- Linens (towels, washcloths, bedding)
- Cleaning Supplies (liquid cleansers, vacuum cleaner, broom, mop, pail)
- Laundry facilities onsite
- Wireless high speed internet, cable TV, DVD, etc.

A Regional Education Office staff member will be coming into the apartments/houses from time to time to ascertain whether supplies or repairs are needed. A small bulletin/white board at the entrance of each apartment/house will allow for messages to be posted.

You are responsible for:

- Washing all linens you have used during your stay.
(please fold and place clean bedding on the foot of the bed)
- Cleaning the washroom
- Vacuuming and dusting the unit
- Cleaning the kitchen (including the fridge – dispose of any unused food)
- Taking out the garbage and recycling to designated areas

The next occupant will expect to find the apartment neat and tidy.

Your travel reimbursement is contingent upon fulfillment of the above learner responsibilities. TRAVEL REIMBURSEMENT WILL NOT BE PAID IF THESE RESPONSIBILITIES HAVE NOT BEEN MET.

Please retain your travel expenditure receipts for your own income tax purposes and do not submit them to the Regional Education Office.

IF YOU ARRIVE AT YOUR ACCOMMODATION AND THE PREVIOUS LEARNER HAS NOT FULFILLED THESE RESPONSIBILITIES, PLEASE NOTIFY THE REGIONAL EDUCATION OFFICE IMMEDIATELY (PLEASE ATTACH PICTURES). FAILING TO REPORT MEANS YOU ARE TAKING RESPONSIBILITY.

Phone: (613) 533-6000 ext. 77606

Email: regional@queensu.ca