

## **Resident Arranged Housing (OPTION 2)**

### **Agreement**

#### **Background**

The Northern Ontario School of Medicine (NOSM) supplies housing to residents when they are on rotations outside their home base. As options for family housing aren't always available and some residents are required to spend significant blocks of time outside of their home-base, residents have an option to arrange their own housing within stipulations. This is commonly referred to as "Option 2" housing subsidy. By choosing Option 2, the resident agrees to arrange their own housing and NOSM will provide a subsidy up to a **maximum of \$1,100** per month of required housing exceeding two or more rotations in an academic year.

According to the NOSM Housing Survey results, you have selected the Option 2 housing subsidy rather than choosing to access NOSM supplied housing. The following agreement outlines the guidelines, eligible expenses and the reimbursement procedure for Option 2. Please review, sign and return the agreement to the housing unit at [housing@nosm.ca](mailto:housing@nosm.ca)

#### **Eligibility**

- Residents with two or more rotations outside of home-base in an academic year

#### **Guidelines**

- This choice applies to residents with rotations of two blocks or longer or in cases where residents have 2 or more core rotations outside of their home-base in a year but not necessarily consecutive.
- If rotations are not consecutive, the subsidy is only given to the resident per actual month of occupancy outside their home base.
- This choice will remain in effect for the entire residency program as the NOSM accommodation staff requires the information to budget for complex rental requirements yearly.
- Residents who select Option 2 will be required to read and sign the ***Resident Arranged Housing (Option 2) Agreement*** which outlines the guidelines, eligible expenses and the reimbursement process. The Agreement will be emailed to residents who select Option 2 once the housing survey has been received and reviewed by the housing unit at NOSM.
- If a resident's family situation changes they will be able to change option ONCE during their residency on request and the change could occur at any point.
  - **Exception:** NOSM Pediatric residents are able to choose Option 2 for Ottawa rotations but maintain Option 1 while on rotation in Sioux Lookout in PGY3. Any requests for exceptional circumstances, should first be sent to your program coordinator for review with the PGE Office.
- A maximum of \$1,100 per month is available for approved expenditures.
- All residents must provide original receipts for all expenses submitted for reimbursement.

## Eligible Expenses

### Accommodations and Utilities

- In order to be reimbursed, residents **must** submit their monthly **original signed** rental and utility receipts no later than May 15<sup>th</sup> for expenses incurred between April 1<sup>st</sup> and March 31<sup>st</sup>
- If residents are living with family/friends:
  - **must** submit rental receipts **ALONG** with proof of payment (cancelled cheque endorsed on the back, money order, bank transfer – **NO** payments can be made in cash)
  - provide the name & address of the homeowner and the dates the resident was living with the individual.

### Round Trip to Home Campus

- It is important to note that if a resident selects Option 2, they **will not** receive a travel home reimbursement in between blocks during consecutive rotations away from home, **and** they are also not eligible to apply for additional funds for family housing or pet accommodations from the NOSM Learner Affairs Office.
- Travel for Mandatory Academics as per program guidelines continue to apply.

### Expense Claims/Reimbursements

- Individuals shall submit a separate cheque request claim for each occurrence.
- Original itemized receipts (credit slips are not sufficient) must be retained and submitted with any paper expense claim.
- Original itemized receipts (credit slips are not sufficient) must be retained for two years with any electronic expense claim to meet both internal and external auditing requirements.
- If there is not an itemized receipt, a written explanation must be submitted to explain why the receipt is unavailable and a description itemizing and confirming expenses must be provided. Monthly submissions are recommended and expenses incurred between April 1<sup>st</sup> and March 31<sup>st</sup> in any given year must be submitted by May 15<sup>th</sup> annually in order to be eligible to be reimbursed. Funds will not be reimbursed after this annual deadline that is widely communicated to residents.
- Processing time for reimbursement is 20 business days from **receipt** of the **correct and completed** claim. This allows for tracking and processing time by the Housing Unit, PGE Office and the Finance Office.
- Incomplete and missing documentation will cause **delays** in payment until the correct information is received.

Any questions can be emailed to [residentrequests@nosm.ca](mailto:residentrequests@nosm.ca) and your program coordinator or delegate from PGE will respond promptly.

**I, the undersigned, have read and understand the *Resident Arranged Housing Option 2 Agreement* and agree to the terms and condition of this agreement.**

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Learner Name (please print)

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Signature

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Date

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Witness