

Student Housing Agreement

TENTH STREET, NELSON

Last updated: February 3, 2021



**STUDENT
HOUSING**



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Welcome to Tenth Street Student Housing

Tenth Street Student Housing is a community of 107 students who have decided to come together and create a living environment of their own. The mandate of the student housing community is to create an arrangement built on support, respect, communication and success.

The size and structure of Selkirk College enables the personal touch, each student is an individual not just a number, here at Tenth Street Student Housing it's no different. We offer four different room types; students may choose apartment style living in one of our pods or opt for a single or shared dorm unit with shared common kitchen/bathrooms. Students learn communication, negotiation, teamwork and flexibility- all key life skills.

We encourage you to prepare yourself for College life, just as you would prepare for an exam. Learn to cook things you like to eat, practice doing laundry, and learn to have those conversations with people that may make you uncomfortable, this is everyday life in Student Housing.

As a resident you have choices of how you want to live, but by choosing to live in this community, you are choosing to adhere to the guidelines set out in this agreement. Please read it through carefully, there is plenty of information, all of which you should know to prepare you for Student Housing Life!

STUDENT HOUSING AGREEMENT

The Student Housing Contract is a legal and binding agreement. We require you to read your copy of the entire document. Residents are responsible for all conditions stipulated in the housing contract, Student Housing agreement, handbook, all College Policies, as well as all local, provincial and federal laws.

TERMS AND CONDITIONS OF OCCUPANCY

ELIGIBILITY

Applications for Student Housing are accepted from students enrolled at Selkirk College with a fifty percent program course load or more. Full-time students requiring accommodations for the entire program or academic year are given preference. Other students taking less than fifty percent will require permission by the Housing Coordinator and/or Manager of Ancillary Services to stay in Student Housing. All applications are prioritized by application date, permanent home address, and in accordance with Admissions and Standards Policy 8610 or written permission of the Housing Coordinator.

CONTRACT

The "Housing Contract" will include date of arrival, departure and room type. The contract must be properly signed and returned by the specified date indicated on your offer letter if you are a student living in Tenth Street Student Housing, failure to return the contract by the designated date may result in your space being offered to another student.

REASSIGNMENT OF ROOMS

The College reserves the right to reassign individuals to different rooms and/or floors at any time, as required. Residents applying to remain in Student Housing upon the completion of their original contract or into the Spring/ Summer term may be reassigned to a different room.

DAMAGE DEPOSIT

Students residing in Tenth Street Student Housing are required to pay a \$400 damage deposit immediately upon acceptance of their offer of housing. The damage deposits are refundable six to eight weeks after departure provided no charges; damage, cleaning or fines have been assessed against your account.

RIGHT OF ENTRY

The College reserves the right to enter student rooms for the following reasons:

- to make necessary repairs
- to determine issues regarding health and safety
- to take inventory of College property, ie; furniture and/or appliances
- to assess damages
- to perform periodic room inspections
- to investigate a breach of rules

STANDARDS

The College establishes standards in keeping with its responsibility to provide a physically safe environment giving opportunity for maximum personal growth within an academic institution. The establishment, revision and enforcement of standards shall be a joint responsibility of Selkirk College and the Student Housing staff.

COOPERATION AND CLEANLINESS

Student Housing is a community based on respect and cooperation. The expectation is to respect those living around you by maintaining reasonable noise levels, keeping your room, bathroom, appliances and common areas clean and respecting Housing Staff including Housing Advisors.

PROPERTY LIABILITY

Selkirk College does not assume any responsibility for personal property, lost, stolen or damaged from any cause. Students are advised to arrange insurance for personal property through an insurance agent.

RESPONSIBILITY FOR INSTITUTIONAL PROPERTY

Residents are responsible for the general condition of the room, suite area, furniture and fixtures-this includes all common areas in and around the building. Fire extinguishers must not be removed or tampered with.

PROHIBITED POSSESSIONS

The following, are prohibited in the building:

- air conditioners
- personal refrigerators (some exceptions may apply, talk with the Student Housing Coordinator)
- small appliances within housing rooms
- exterior radio/satellite aerials and dishes
- all live pets or laboratory specimens (exception - fish in up to 2.5 gallon tank)
- BBQs
- firearms
- knives or weapons of any kind
- explosives
- flammable liquids and gases
- illegal drugs and/or drug paraphernalia
- other questionable items as determined by Selkirk College.

UNIT CONDITION FORM

The Unit Condition Form is extremely important and must be confirmed with any discrepancies noted and presented to the Student Housing Office within 48 hours of your move in date. Be very careful to mark down any and all damage, including furniture status, ceiling condition, excessive tack holes in walls, countertop condition, or carpet/floor stains. Failure to submit any changes to this form into the Housing Office may result in charges for damaged or missing items that were not noted on the inspection form.

DATES PUBLISHED IN THIS HANDBOOK

The dates published in this handbook are based on the assumption the resident is contracted to stay in housing for a four (4) month or eight (8) month program. If the contract provided is for any other duration, the dates and rates will be indicated in the contract provided.

Students may move in up to 24 hours ahead of their Program start date and move out within 24 hours of their last class &/ or exam. Students must complete their move out by noon on their date of departure. Some exceptions may apply. Early arrival or late departure arrangements must be made in advance with the Housing Coordinator.

RIGHTS, RESPONSIBILITIES AND PRIVILEGES AS A RESIDENT

The following is a list of your “rights” –what you are entitled to as a student living in Student Housing; and your “responsibilities” –what is expected of you as a member of the Student Housing Community. These rights and responsibilities are not legally binding, but are meant to compliment Student Housing policies.

As part of your citizenship in the Housing Community you are also afforded certain privileges which are intended to enrich your overall experience.

- You have the right to a safe and secure housing environment.
- You have the responsibility to keep your bedroom and unit doors locked, to not give out your keys, and to not prop doors open or allow strangers into the building.
- You have the right to a reasonably peaceful and quiet place in which to study and sleep.
- You have the responsibility to respect others, to keep your stereo, instruments, and your voice at a reasonable volume, and to remind others that you expect the same of them.
- You have the right to reasonable privacy and the proportionate use of your suite, both in terms of space and time.
- You have the responsibility to let your roommates know of your wishes and preferences for hours of sleep, study and guests, as well as to work through any differences that you may have in a peaceful manner, within the guidelines established by Student Housing.
- You have the right to choose your means of recreation and relaxation as long as it doesn't interfere with the rights of others.
- You have the responsibility to know and abide by the laws of Canada, the Province of British Columbia and applicable Municipal bylaws, including those pertaining to alcoholic beverages and illegal drugs.
- You have the right to have the assistance of your Housing Advisor and other Housing and College Staff when you require help.

- You have the responsibility to notify a staff member of any concerns in a timely manner, and to cooperate with him or her as he or she works with you to solve your problem.
- You have the right to live free from all forms of unfair discrimination.
- You have the responsibility to treat all people with respect and dignity and to foster a tolerant community.
- You have the right to know what is OK and NOT OK in Student Housing.
- You have the responsibility to read the information sent to you by the Selkirk College Housing, especially your Housing Contract, and this Agreement.

SAFETY AND SECURITY

We welcome you as a guest in our community. Our commitment is to respect and promote your personal rights. Living in Student Housing is a choice and a privilege. The privileges offered to you are made possible by upholding your responsibilities to Student Housing and the College.

- It is a privilege to live in Selkirk College Campus Housing.
- It is a privilege to allow guests into Housing.
- It is a privilege to be a guest in the rooms or common areas outside of your assigned unit.
- It is a privilege to use and enjoy the facilities and services offered in Student Housing.

THE HOUSING OFFICE

The Student Housing Office is located on the first floor in the centre of the building. Most of the administrative business of Student Housing is looked after from this office. The office staff are equipped to answer all your questions regarding Housing operations, as well as assist in any concerns regarding Student Housing life and any disruptions in the Student Housing community.

HOUSING OFFICE HOURS

**Monday - Friday
8:30 am- 6:00 pm**

FOOD SERVICES ON CAMPUS

Tenth Street Campus

For up to date hours visit:

selkirk.ca/services/campus-services/food-services

HOUSING DINING PLAN

SELKIRK SMART CARDS

Reloadable and convenient, Smart Cards are available at the college bookstore and can be topped up at any time in person or by phone. Save time and never have to worry about having cash again.

LOST CARDS

Contact the Book Store with payment receipt.

CONTACT INFORMATION:

Food Services 250-365-1267

College Bookstore 250-365-1281

DUTIES AND RESPONSIBILITIES OF HOUSING ADVISORS

The duties of the Housing Advisors are multi-purpose. They are given the authority and responsibility to act as agents for the Selkirk College Student Housing community.

A HOUSING ADVISOR

- Maintains conditions of personal safety and security in Student Housing.
- Actively promotes a sense of community within Student Housing.
- Enforces the rules and regulations in Student Housing.
- Assists with move-ins/move-outs, and other related duties.
- Responds to complaints and acts as a mediator in student disputes.
- Assists security as required.
- Assists in the orderly evacuation of the building during fire alarms or other emergency situations.

- Provides emergency first aid as required. All Housing Advisors are certified in Standard (level one) First Aid.
- Assists students with problems by referring them to appropriate agency or services.
- Acts as a positive role model for students in Housing.
- Assists in presenting a positive image of Student Housing and contributes in marketing efforts of the facilities.
- Reports problems, damage, etc., to housing office and assists in determining the cause.
- Serves on the "discipline committee" when requested by Student Housing Management.
- Monitors the safety and security of the building and students, outside of the Student Housing Office regular office hours.

AS A HOUSING ADVISOR ON DUTY

- Be available and "on call" during the evening and weekends on scheduled duty days.
- Respond to after hours problems, assess situations and take appropriate action as necessary to alleviate or mitigate problems.
- Tour the interior and exterior of the building on a routine basis during the shift.
- Control use and access to student common areas in the building.
- Ensure the building is safe and secure.

HOW TO CONTACT THE HOUSING Advisor ON DUTY

After hours, each Student Housing Facility has a Housing Advisor on duty who can be contacted by cellular phone.

**Tenth Street Student Housing RA on Duty -
Cell: 250.354.5365**

HOUSING PAYMENTS AND FACILITIES

APPLICATION FEE AND ROOM DEPOSIT

Tenth Street Student Housing offers nightly, weekly and monthly accommodation with varying rates. All students applying for accommodation at Tenth Street are required to submit an application form with a **\$50.00 application fee**.

- Application fees are non-refundable
- Housing fees are payable in advance-6 weeks prior to the contract start date-noted on your offer letter.

- Housing Fee deferrals may be available, please contact the Housing office PRIOR to payment deadline dates.
- Students awaiting Student Loans must submit both a signed Promissory note and confirmation from the Loans office showing their entitlement and date of disbursement in order for Housing fees to be deferred. A new Promissory note and loan confirmation is required for each term.
- Damage Deposits are refunded after departure less any outstanding charges for cleaning, rent, and damages. Refunds require 6-8 weeks for processing.

WEEKLY AND DAILY RATES

\$150.00 per week (6 nights)/ \$25.00 per day

	ROOM TYPE A	ROOM TYPE B	ROOM TYPE C	ROOM TYPE D
APPLICATION FEE Submit with Application	\$50.00	\$50.00	\$50.00	\$50.00
DAMAGE DEPOSIT	\$400.00 <i>Due upon Acceptance</i>	\$400.00 <i>Due upon Acceptance</i>	\$400.00 <i>Due upon Acceptance</i>	\$400.00 <i>Due upon Acceptance</i>
TERM FEES* DUE 6 WEEKS PRIOR TO PROGRAM START DATE			-	-

*See Rate Schedule at www.selkirk.ca

FEE PAYMENT OPTIONS

To access your student record, log in to <https://erp.selkirk.ca/srs/mystudentrecord.htm> you can select and pay your Housing fees through this portal. We accept the following payment methods.

We do accept credit card payments for Housing Fees.

- Cheques payable to Selkirk College
- Bank Draft (By Courier)
- Money Order (By Courier)
- Cash
- Interac or Credit Card
- Online Banking (through Student Account)*
- Payee Account (through online banking)**

Through Student Account* To pay online, please log in to your Student Account (link at top of email) and click on the "Accounts" tab.

Payee Account** We are currently set up as payees with BMO, CIBC, Desjardins, HSBC, National Bank, PC Financial, RBC, and TD. In the bill payment option, please find "Selkirk College". Your payee account number is the same as your Student Number and can be found in your profile summary displayed when logging into the Student Account (link at top of email).

Certified Cheques, Bank Drafts and Money Orders

If paying by certified cheque, bank draft or money order, it must be made payable to "Selkirk College". Unfortunately, we do not accept personal cheques. Please include student name and number on certified cheques and send to:

Cashiers Office
301 Frank Beinder Way
Castlegar, BC V1N 4L3
250-365-1297

NSF or Returned cheques: A service charge will be levied on all cheques returned by your bank.

Late Fees: Late payments of Housing fees may not be accepted. In the event that payment is not received by the due date, the Resident's assigned room may be forfeited and assigned to another eligible applicant.

Housing rental fees are payable by semester and early departures in December and April are not eligible for refund and may be subject to an early withdrawal fee of \$100.

Students who plan to attend Spring/Summer Semester and wish to stay in Housing need to complete a new application form and arrange for fee payment. There is a rate increase for Students who wish to remain in Housing over the Summer break (if not attending classes).

HOUSING REFUND POLICY

FEE REFUND PRIOR TO MOVE IN

Room rental fees will be refunded if:

1. Selkirk College refuses admission and you notify the Housing Coordinator (proof must be submitted). Notification must be received by the Housing Coordinator 20 days prior to the start of classes or the daily room rate (\$25.00) will be charged until notification is received.

The admissions office does not notify Student Housing when students are not admitted.

2. You are not able to accept a room assignment because of a medical reason (medical certificate required) and a written cancellation is received 20 days prior to the start of classes, some exceptions may apply where notice is not possible due to medical emergency.
3. Tenth Street Student Housing is able to rent your room and the building is fully occupied at the time of your cancellation.

Students will forfeit their assignments and damage deposits if they fail to pay the fees by the due date shown on their room assignment notice. The damage deposits in these cases will be non-refundable.

\$100 cancellation fee may apply – depending on circumstances.

FEE REFUND AFTER MOVE IN

Room Rental fees may be refunded if: (less \$100.00 cancellation fee)

1. You have notified the Student Housing Office in writing of your intent to cancel the Student Housing contract and provide 2 full month's notice from the 1st of the month.
2. Tenth Street is able to rent your room and Student Housing is fully occupied at the time of your departure.

MOVING IN

PRIOR TO ARRIVING, YOU MUST HAVE:

1. Applied and paid the Student Housing application fee.
2. Been formally offered a room via e-mail.
3. Paid ALL fees six weeks prior to the start of your program.
4. Returned all required paperwork; signed & initialed contract, ID/parking card and photo.

WHEN CAN YOU MOVE IN?

You are welcome to move in on the official move in date – indicated on your Offer notice, this is usually 24 hrs prior to the start date of your Program. If you require an earlier or later move in date please contact the Housing office to confirm dates and times.

EARLY MOVE IN REQUESTS FOR SEPTEMBER

Early arrival is possible if approved in advance, subject to availability, by the Housing Office. Early arrival fee is \$25.00 per day or \$150.00 per week (six nights) prior to your contract date.

Rooms not occupied within 10 days of Program start date will be cancelled and reassigned without further notice. Some exceptions may apply such as delay due to medical reasons, unavoidable travel delays etc. Housing Office must be notified of any delays in advance.

WINTER SEMESTER ARRIVALS

The Housing office is closed for the Winter break. Student Housing reopens for move in's anytime after January 2nd. Students remaining in Student Housing over the Winter break will be charged an additional \$250 winter stayover fee.

ROOM INSPECTION FORM

When you arrived to move in, a Room Inspection form will be presented to you. It is your responsibility to check that this form is completed in full and signed before keys will be given. Submit any changes to the Student Housing office within 1 week of your arrival. This form will then remain in your file in the Student Housing office. At move out, this form will be used to determine changes in your units' condition beyond normal wear and tear, resulting in charges against your damage deposit.

WINTER BREAK

During the Winter Break, Selkirk College main campus will be closed as will the Student Housing. Dates will vary - Housing closed between Christmas and New Years. Students are expected to vacate the building (belongings may be left locked in the room) UNLESS they have applied, been approved* and paid \$250 to stay over this time.

Those caught staying without permission will be subject to fee payments based on the Nightly Conference rate.

*The approval is based on the resident's prior behavior and the reason they wish to remain. Submit an application to the Housing Coordinator by no later than November 30th to be considered.

Residents not remaining in Housing for the winter semester must vacate the Housing within 24-hours of their last exam or scheduled class.

MOVING OUT

Students are reminded that the final move-out for the Term is 24 hours after your final exam. If you choose to disregard this move out date, you will be assessed the conference rate for each additional night (plus tax) you stay past your required move out. As you prepare for summer, please note some of the following move-out procedures you need to go through.

YOU ARE RESPONSIBLE FOR COMPLETING A THOROUGH CLEANING OF ALL YOUR LIVING AREAS, PRIVATE BEDROOM AND COMMON AREA BEFORE YOU LEAVE

Be sure you read the move out cleaning form.

AS YOU LEAVE

Please make sure that you take all of your personal belongings with you (charges will apply for disposal of items left behind). As you leave your room for the last time, please ensure you secure your living space by checking the windows are closed and your door is locked.

Remember to turn in your keys - failure to return your keys will result in a \$200 charge to your account.

INTERNET CONNECTION

If you have acquired internet services from an alternate source, eg. Telus or Shaw, you will need to ensure that you contact them directly to disconnect your service. ALL INVOICES WILL BE SENT TO YOUR FORWARDING ADDRESS or returned to sender if a forwarding address is not provided.

REQUEST FOR LATE MOVE-OUTS

Requests for late move-outs are only considered when a resident has a final exam scheduled the afternoon of the last day of the housing contract. All requests for late move-outs must be issued in writing a minimum of 2 weeks prior to the end of the contract along with a copy of the resident's final exam schedule. Approval is subject to the discretion of the Housing Coordinator.

If you require additional time for move out, requests must be submitted at least 2 weeks prior to the end of term. If permission is granted, the nightly charge is \$25.00 per night.

KEYS

All keys and FOBS MUST be returned to the Student Housing Office on your departure. Please put your NAME and ROOM NUMBER on a key envelope and return it (with keys inside) to the Student Housing office – or turn them in to the office staff or RA on duty.

CHANGE YOUR ADDRESS

Please remember to leave a forwarding address so we can return your security deposit. All mail received after you move out will be returned to sender UNLESS you have arranged and paid for mail forwarding. The cost for mail forwarding is \$25 for one month of forwarding services.

ROOM INSPECTION

Prior to leaving, you must have your room inspected by Office staff or a Housing Advisor. Residents are responsible for cleaning their own bedrooms and all shared spaces including appliances. Units must be left in 'move in ready condition' which includes washing and folding their mattress pad (\$25 charge for unlaundered mattress pads \$50 charge for missing mattress pads). You will be charged a cleaning fee of \$50/hr if our custodial staff need to do any additional cleaning in your room above the usual disinfecting of surfaces.

NOTICE OF MOVE OUT PRIOR TO THE END OF YOUR CONTRACT DATE

Residents must complete a Notice to Vacate form and submit

it to the Student Housing Office on the first day of the month, 2 months prior to when they wish to leave - See Refund policy. (eg. leaving Student Housing January 1st, notice must be given by no later than Nov. 1) Students who choose to move out early will be subject to \$100 early withdrawal fee.

RESIDENT RESPONSIBILITIES PRIOR TO MOVING OUT

1. Entire Unit including all appliances, common areas must be cleaned thoroughly and left in move-in ready condition. Mattress pad must be washed, folded and left at the end of the bed. Charges will apply for unlaundered or missing mattress pads.
2. Room has been inspected by either office staff or Housing Advisor on duty.
3. Internet has been disconnected and all equipment returned to provider.
4. Return all keys assigned to you to the Housing office upon move out-do not rely on your friends to return your keys, it is your responsibility to ensure they are returned to the office upon move-out. Your move out will not be complete until all keys are received in the Housing Office. You may incur nightly charges as well as a lost key set charge of \$200

Prior to the Spring/Summer term you must move out of your room within **24 hours after your last exam or graduation ceremony (only for students who are graduating)**, failure to do so will result in nightly charges plus 15% taxes (Conference Nightly Rate)

CLEANING

ALL ROOMS

- Clean your bedroom; wipe mattress platform, all furniture, drawers, tops shelves, vacuum windowsill, window screen and floor. Wash walls, windows and floors. Mattress pad must be washed, folded and left at the end of the bed. Charges will apply for unlaundered or missing mattress pads.
- Wipe out drawers in wardrobe and under bed. Pull out your bed and clean under and behind it.
- Clean the kitchen area – empty and wash fridge, stove/oven, microwave, dishwasher, sink, counters and cabinets.
- Thoroughly clean all bathrooms; sink, toilet, tub, mirror, cabinet, counter and floor.

- Empty and clean storage area if applicable.
- Clean and sanitize the bathrooms-sink, shower curtain, wash out drawers, wipe mirrors, sweep floor, wash walls and floors. Please do not use abrasive cleansers.

GARBAGE

All room garbage/recycling must be disposed of in the bins outside in the parking lot. ** A minimum \$5 will be charged to any student (if identified) who dumps room garbage into common area receptacles. If we cannot identify the individual culprit every student on the corresponding floor will be charged \$5.

DAMAGE DEPOSITS

Refunds, less any deductions for damages, cleaning, outstanding College fees, will take six to eight weeks to process. You will receive the refund in the form of a cheque mailed to the address on file unless otherwise specified.

COMMUNITY LIVING

One of the best things about our community is that you are all students, striving to be successful academically, while enjoying the Student Housing environment. This occasionally causes conflict. Those studying or resting want it to be quiet, while those wanting to enjoy student life can be loud. Because we are an academic community, study and rest take priority.

An essential balance between tolerance and respect is required to make the community successful. To find this balance, all of the members of the community need to work together. Please respect your neighbours right to peace and privacy. Please also recognize that respect and tolerance is required of all residents and that there will be times when it will be slightly louder than you prefer.

DESCRIPTION OF STUDENT HOUSING

Tenth Street Student Housing is 107 rooms consisting of four different room type;

- single dorms
- 3 & 5 bedroom pods
- shared dorms
- double occupancy self-contained suites (front and back bedrooms).

Tenth Street, Nelson

There are three common area lounges which include 2 TV's, a ping pong table, pool table, vending machines, 2 large common kitchens and complimentary laundry facilities.

KEY POLICY

In order to provide you with a safe and secure environment, students living in Student Housing are required to safeguard their keys at all times. Students have the responsibility to keep their bedroom and apartment doors locked, not to give out keys, and not to prop doors open or allow strangers in.

PROCEDURES FOR SAFE-GUARDING KEYS

LOCKED OUT

If you find that you have locked yourself out or temporarily misplaced your keys, contact office staff or the Housing Advisor on duty who will let you into your room. Don't make this a habit, you are allowed two "free" entries, after that you may be charged \$5 per time. If you have lost or misplaced your keys you will need to come to the office and sign out a new set. You will then have 5 days to find your original set and return the loaner keys to the office. If you cannot produce your original set to the office you will be charged \$200 for the new set.

LOST KEYS

Report lost keys immediately. Please advise the Housing Office of any lost keys as soon as you are aware they have gone missing. If lost keys go unreported, the right to a safe and secure environment may be jeopardized. Unreported lost keys will be considered non-returned keys, and therefore all charges associated with non-returned keys will apply. Lost keys are charged as follows:

Mail Key \$20.00, Room Key \$75.00, Exterior magnetic fob \$20.00. Key sets lost or not turned in at move-out, will be charged \$200.00 against your security deposit.**

STORAGE

Tenth Street Student Housing has limited storage available for various items and time durations.

Bikes: Under no circumstances are bikes to be stored in your room, they are to be locked and stored in the Bike Locker Storage room (all bikes must be registered in the office). You will have complete access and may obtain your bike at any time.

**This amount covers the cost to change the locks

Storage room: Name, room number and year need to be marked on all Rubbermaid/plastic containers (absolutely no cardboard boxes or plastic bags). Please know that the storage room use is not possible for non-residents. Storage over summer is limited but is available “only for those students returning to Tenth Street Housing” and have a paid application on file for the following Fall semester (or charges may apply). If students fail to return to Tenth Street after storing items over the summer, items will be disposed of by September 15th and will be charged a storage fee of \$50 per month. Selkirk College accepts no responsibility for lost, or stolen items.

BARBEQUES

Personal barbeques are not allowed in the buildings of Selkirk College. If you wish to use the barbeques provided, they can be signed out in the Student Housing Office.

LAUNDRY ROOM

Laundry room is available from **8:30am- 10:00pm daily**. Laundry cost is included in your Housing fees. Students purchase their own laundry detergent (must be rated for High Efficiency machines HE Logo)

VENDING MACHINES

If money is lost in either of the vending machines, refunds may be granted through the Student Housing office. You will be required to provide selection information for item you tried to purchase.

PARKING

There is ample parking in the upper parking lot available for students staying in Student Housing. Please make sure you register your vehicle with the Housing office and obtain a proper parking decal and ensure you are parking in designated Student Housing parking. There is no parking for residents in the lower Shambhala parking lot.

SNOW REMOVAL

Selkirk College Maintenance Department will clear snow from the main walkways and parking lots on campus. The area around the building is handled by a student resident living in the building who is responsible for ensuring walkways are cleared. If there is an area that needs attention, please contact the Student Housing Office. An outside contractor

hired by Selkirk College maintains the parking lots. There may be times when vehicles will need to be moved in order to facilitate proper clearing.

MAIL DELIVERY

Your Mailing Address is:

**Tenth Street Student Housing
Room # - 702 Tenth Street Nelson, BC
V1L 3C7**

Please remember to include your room number.

Mail arrives at the Student Housing Office daily and is placed in the resident's mailbox.

Parcels, registered letters etc., are kept in the office and a notice will be placed in your mailbox.

C.O.D. items, or items with payments due will not be accepted. They will be held at the local postal outlet (Shoppers Drug Mart or Pharmasave) for your retrieval and a notice will be placed in your mailbox.

WIFI

Limited bandwidth Wifi is available throughout the building and suitable for you to access Moodle for your assignments. If you wish to stream movies, watch Netflix, play games etc., you should make arrangements to subscribe to an outside provider for those additional services. Telus and Shaw cable are alternate providers in this area.

GUESTS

Guests are not permitted to stay overnight in the first two weeks and the last two weeks of a semester.

This time period allows our residents to get to know each other and become familiar with the facilities and the last two weeks allow all students to focus on their academic pursuits.

No more than one guest per resident at a time. All guests must be signed in.

OVERNIGHT GUESTS

Overnight guests are permitted to visit for a maximum of **two consecutive days**, with a **maximum of four (4) days per month**. A resident may only have one overnight guest at a time. The host **MUST** register intent to have a short-term guest with their HA or the Student Housing Office at least 5 days prior to the guest arriving. Long-term stays (three days or more) are not permitted without special permission from the Student Housing Coordinator. A guest registration form is available at the office and is required for all guest stays. This form **MUST** have the signature of all roommates involved.

The host resident is at all times responsible for the behaviour, actions and/or damage caused by his/her guest.

GUEST POLICY

- Evening but not overnight guests must be registered at the Student Housing Office for all Thursday, Friday, Saturday and Holiday eve nights.
- Maximum 25 guests may be registered for each Thursday, Friday or Saturday evening on a first come first served basis (parents are exempt). Each guest will be issued a Tenth Street guest bracelet.
- Each guest must be signed in. Overnight guests must present a piece of ID which will be held in the Housing office, they will be issued a date stamped Selkirk Housing Guest bracelet valid for the nights stayed.
- Non-registered guests may be asked to leave the premises.
- Students hosting non-registered guests may be issued demerit points by the Student Housing Staff.
- A resident hosting a guest who is found in violation of the Student Housing Standards may lose their privilege to host guests in the future.
- Guests found in violation of the Housing Standards may lose the privilege of visiting Housing again.

COMMUNITY GUIDELINES IN HOUSING

The Housing Community has some basic rules.

- Each resident is responsible for upholding the Housing's guidelines, which include Housing Standards, municipal, provincial, and federal laws.
- Residents are expected to adhere to the Student Conduct and Appeals policy as published in the College calendar, and the Housing policies as outlined in this Housing Agreement.

NOISE LEVELS

At no time should the noise levels interfere with the ability for any Resident to pursue academic or personal pursuits or the ability to sleep or study. An individual's right to reasonable quiet supersedes another's right to disturb. Student Housing maintains Consideration Hours 24 hours per day, 7 days a week.

**Quiet Hours: Sunday - Thursday 10:00pm-8:00am
 Friday and Saturday 12:00am - 8:00am**

Noise from your room/unit that is audible outside your room, including hallways/walkways, neighbouring units or common spaces will be addressed regardless of the time of day or night.

Large musical instruments and equipment, i.e. drum sets, subwoofers, amplifiers and PA systems are not permitted in housing. Keyboards and music systems **MUST** be played through headphones.

During Exam Periods, all residents MUST observe the 24-hour quiet, violations of these quiet hours will result in \$25 fine for the first offence and \$50 for each additional offence. Fees must be paid prior to departing.

MUTUAL RESPECT AND RESPONSIBILITY

Your living arrangement in Student Housing includes your interactions with other people in your pod, room, floor and neighbours. We strongly encourage you to respect and consider the feelings, attitudes, safety, welfare and interests of others. It is important that you avoid infringing upon others' rights, and it is equally important that you stand up for your own rights.

Your Housing Advisor can assist you to ensure that your rights are protected. He or she can certainly assist with problems; however, he or she cannot solve these problems for you. If you have exhausted your own abilities to solve a situation, do not hesitate to contact your Student Housing Coordinator.

ROOMMATES AND SUITEMATES

It is important not to assume your relationship with another person will be an automatic success in a shared living situation. Good intentions do not always lead to good relations. We have provided a series of statements that all roommates should discuss openly. Even though some of these issues may seem trivial, you should explore them in as straightforward a manner as possible. By talking about, and revealing mutual expectations before you begin sharing accommodations, you can help to avoid problems in the future.

Remember: When more than two people are involved, polarization (i.e. two on one, three on one, two against two) can occur. This can lead to conflicts, which may require outside help. This is one of the many things your Housing Advisor can help with.

WHAT SHOULD YOU DISCUSS WITH A PROSPECTIVE ROOMMATE? SOME OF THESE ISSUES ARE COVERED UNDER THIS POLICY

- **Studying:** *I prefer to study in the apartment.... I need quiet time when I study.....?*
- **Habits:** *I prefer to cook and entertain in the unit regularly...? I drink... (I object to drinking)...? I am an early/late riser/retiree...? I am a heavy/light sleeper...?*
- **Privacy:** *I need to be alone without intrusion (always, often, rarely, sometimes, never)...? I am a private/social person...? I like to have my door open/closed...?*
- **Problems:** *I do/do not keep things inside myself...? I expect my roommate to listen if I am disturbed about something...? I am willing to listen when my roommate has a problem and wants to talk...?*

- **Responsibility:** *Bills should be split down the middle...? Cleaning can best be accomplished by...? Dishes should be done...? I work best with a set schedule for housekeeping chores...? Each person should be responsible for...? I expect a ____ level of cleanliness...?*
- **Sharing:** *I am willing to share expensive items like a bike, car stereo, TV, VCR, computer, etc...? I am willing to share smaller items like CD's, dishes, food, and clothes...? I am willing to share groceries and cooking responsibilities/ I like to cook for myself...?*
- **Friends:** *I like to host dinner parties....? My friends could best be characterized as....? I am having a few friends over in our common room later/ I have an exam in the morning..?*
- **Guests:** *I am okay with guests on the weekdays....? Weekends...? Overnight...?*

You and your prospective roommate(s) must set some personal priorities, decide how flexible you wish to be and determine how you might learn and grow from your roommate relationship. **The key to successful roommate relations is open, honest communication.** It is better to know how everyone feels about issues BEFORE problems arise. When difficulties do come up, do not wait for “things to work out on their own”-deal with the problems before they get out of hand. At the beginning of the year, Housing Advisors will help you and your roommate(s) develop a roommate contract which will spark a discussion around a number of topics relevant to your new living arrangements. All roommates will agree on a set of expectations and will sign off on those living parameters for the remainder of the semester. Your Housing Advisor will help guide this process and will witness the contract. If there are any disputes or amendments that occur throughout the year they will be addressed in the following manner. If the first step fails to resolve the conflict, then the issue will be elevated to the next sequential action.

ROOMMATE CONFLICT RESOLUTION MODEL

1. Discuss the problem with your roommate face to face.
2. Inform your Housing Advisor of the issue, the Housing Advisor will then facilitate a meeting between all parties.
3. The Coordinator and the Housing Advisor will facilitate a

meeting between all parties.

4. The Student Services will facilitate a meeting between all parties.

CLEANING RESPONSIBILITY OF COMMON AREAS INCLUDING WITHIN INDIVIDUAL UNITS

Residents are responsible for the cleanliness of the common area (bathrooms) adjoined to their units. Residents are expected to keep this area clean throughout the year. The lack of cleanliness in a unit results in the possibility of vermin infestation and unsanitary living conditions. Failure to maintain a reasonably clean unit will be considered a Section B violation and will result in disciplinary sanctions and possible fines (minimum \$25/person).

CLEANING RESPONSIBILITY OF COMMON AREA KITCHENS

If you use the area and items provided, you must clean them immediately after use and the space after use. If property is removed from and not returned to common areas, kitchens, lounge, laundry and atrium (this includes furniture, dishes and utensils), a common charge to replace will be deducted from all students' damage deposits. The privilege of use of the area may be restricted further.

INSPECTION OF UNITS

Custodial staff enter units periodically to perform inspections. The inspection is intended to ensure that residents are maintaining a reasonable level of cleanliness. You are expected to treat all Custodial staff with respect and to follow any cleanliness guidelines they may set out for you. Furthermore, you are expected to adhere to suggestions regarding the state of your unit in a timely manner as indicated by the inspection report and Custodial staff.

FOOD FOR THOUGHT

Meals, food preparation and cleanup is the responsibility of each resident. Whether it be in your room or the common kitchen, it is important that all residents follow the housing guidelines regarding this issue. Please think about the next person to use the kitchen, ensure they deserve the same clean space that you had. Respect, courtesy and consideration will ensure that the kitchens are kept clean and tidy.

OTHER THINGS YOU SHOULD KNOW

ENERGY CONSERVATION

Please turn off your lights when not in use, conserve water whenever possible, and leave your windows closed during the winter months to conserve heat and avoid costly damage by freezing.

WINDOWS AND BLINDS

Please do not cover your windows or blinds with any other materials, i.e. blankets, towel, photos, flags, posters or signs. Contact the office if you have a problem.

RECYCLING

In an effort to participate in Selkirk College's sustainability program, students can help do their part by recycling. All tin, hard plastics, paper and cardboard can be recycled. Please look for the receptacles in your building and do your part.

COMPOSTING

On campus composting is not available at this time.

LINENS (RENTAL)

Linens are available for rent at a cost of \$50 for the academic year (\$25 per term). You will be provided with set of sheets (flat and fitted), pillow & case, blanket, 2 bath towels and 2 face clothes. You are responsible for laundering and returning them to the Student Housing Office when you move out or no longer need them.

KITCHEN KIT (RENTAL)

This Kit is available for rent at a cost of \$25 per term (\$50 for both semesters). You are responsible for cleaning all items and returning to the housing office upon check-out.

NO FRIDGE OR SMALL APPLIANCE POLICY

Personal fridges, small appliances or additional furniture is not allowed in bedrooms. The increased power requirement may overload the electrical system. There may be exceptions – please contact the housing office for more information.

FURNITURE

No additional furniture items are allowed in Student Housing -unless specifically approved by the Student Housing coordinator.

Appliances **not allowed** in bedrooms: (all small appliances must be approved and must have an automatic shutoff)

- Mini fridges
- Microwaves
- Freezers
- Coffee pots
- Kettles/ Toasters
- Toaster Ovens
- Blenders
- Sandwich presses
- Magic Bullets
- Heaters
- Electric Blankets

CHRISTMAS TREE POLICY

Due to the fire danger associated with live Christmas trees, they are prohibited in Student Housing. Small artificial trees are okay.

THE NO LIST – WITH NO EXCEPTIONS!

NO candles
NO open flames
NO smoking
NO incense
NO hair dye
NO bleach

NO SMOKING POLICY

There is no smoking allowed within 10 meters of the building and well away of any entrance door. Smoking (which includes vaping) is not permitted on any walkways or balconies of the Buildings. Candles are a leading cause of fire. All these items can cause damage to the furniture, fixtures, walls or floors.

BLEACH

If you wish to use bleach in your laundry use “Bleach for Unbleachables”.

PETS

Selkirk College has a “no pet policy”. Please abide by this policy as it is for the health and safety of the entire

community. The only exception: students can have a 2.5 gallon fish tank (as long as it is kept clean and properly maintained).

SERVICE ANIMALS

Service animals (support animals are not recognized under this designation at this time) are allowed in Student Housing; however, this must be arranged at the time of application. Documentation of the animal will be required prior to approval.

POSTER/NOTICES

Posters and notices may be placed in the building only on the authorization of the Student Housing Office.

OPERATING A BUSINESS

Residents are expected not to perform illegal acts or carry on any illegal trade, business or occupation on the premises. Residents must refrain from operating any business, trade, or service based business out of the premises or in housing without the express written consent of the Licensor.

ROOM CHANGES

Room changes may be requested through the Housing office. A room change request form must be completed at the office (a \$100 administration fee will apply) Room changes are not permitted during the “Room Freeze” period (the first four weeks of the contract period). If you are having roommate issues, see your Housing Advisor; they are able to help you work things out. One option you may consider is to develop a roommate contract with your podmates. If the problem persists, please refer to the Roommate Conflict Resolution Model outlined previously. Explore all possibilities before you move. It may be a simple problem that can be solved with some outside help. Don’t let problems fester for too long before you deal with them. Open and respectful communication can help to avoid conflict and resentment in the first place.

ROOM INSPECTIONS

To ensure that students in Student Housing are taking adequate care of the premises, room inspections will be done once per month during the school term. Students will be given one week’s notice for these inspections. A member of the custodial staff will be performing the inspection and students are not required to be present for the inspection.

SHARING OF CLEANING DUTIES

If you have a roommate, it is important to recognize that you all share responsibility in cleaning the shared spaces; bathrooms, kitchens etc. Have a conversation about who will complete which cleaning tasks. We recommend you make a cleaning chart so as to divide the tasks more fairly.

WALL REPAIRS

Please do not attempt to make your own repairs to walls, etc. This may result in additional costs to you.

BEDDING

Leave all bedding assigned to you on your bed; laundered and folded (this includes the mattress pad assigned to you). If it is left unclean or missing, you will be charged.

SHOWER CURTAIN

If you have one of our Shower Curtains, you may wash it by putting it in the washing machine with some soap. DO NOT put it in the dryer; you only need to hang it back up to air dry.

TENTH STREET STUDENT HOUSING CLEANING

- Clean the kitchen area – empty and wash fridge/freezer, stove, sink, counter, shelves, sweep and wash floor, wipe out cupboards and drawers.
- Clean your bedroom, wipe mattress platform, all furniture drawers, shelves, vacuum windowsill, window screen and floor. Wash walls, windows and floors.
- Clean and sanitize the bathrooms-sink, tub/shower, shower-curtain, wash out cabinet, wipe mirrors, sweep floor, wash walls and floors. Please do not use abrasive cleansers.
- Pull out your bed and clean under and behind it.

DAMAGE POLICY

CLEANING

If you live in a Pod, the entire pod must be thoroughly cleaned before each student moves out or you will be subject to a cleaning fee (\$50 minimum).

DAMAGE

Students will be responsible and charged at rate of \$50/hr (minimum) for the cost of repair for any damage within their units beyond normal wear and tear. The cost for Loss or Damage to common property for which no student takes responsibility will be divided equally among all Residents and deducted from their damage deposit upon move-out.

ROOM INSPECTIONS

Inspections are performed on a monthly basis checking for safety, security, and cleanliness of rooms, fixtures and appliances. Notices are posted one week in advance of the inspections.

Rooms/PODs receive either a pass or needs improvement designation, we rate using a scale of 1, 2, 3 (1 = very clean, 2 = average clean, 3 = very dirty). Rooms/Pods receiving two or more 3's on inspection will be fined \$10 per student in the room. Amount will be posted to Student account and will be deducted from Damage Deposit upon move out.

****See Room Inspection Expectations in back of binder****

DAMAGES

Selkirk College is responsible for maintenance and general upkeep of the Student Housing facility and grounds. All Damage incurred in the building is to be charged to those responsible for the damage. The Student Housing Coordinator, is responsible for determining the responsible individual(s). While the office will attempt to determine who is responsible for the damage, the ultimate responsibility rests with the residents.

Important: Remember you will be charged for pinholes in the wall, bleach stains, and stains due to hair dye, so please help us keep the facility as damage free as possible. Painters tape, and 3m brand Command hooks are recommended for attaching items to walls (remember to follow directions for removal carefully or you may damage the surface of the wall.

CLEANING CHARGES WILL BE ASSESSED IF YOU DO NOT PARTICIPATE IN THE CLEANING PROCESS.

Each individual will be billed proportionately where it has been determined more than one individual is responsible for the damage or if damage occurs in common areas. All repair costs will be billed to the member(s) of the room, POD, floor, section or to all residents for damage in cases where responsibility cannot be determined.

DAMAGE REPAIR & CHARGE BACK PRICING

Bathroom Mirror	\$100
Replacement sink (bathroom)	\$150
Cigarette Burn	\$100 each
Counter Repair (minimum)	\$100
Window Coverings (repair/plus parts)	\$50/ hour
Window Screen Repair	\$50
Towel Rack	\$40
Garbage Container	\$20
Recycle Bin (small)	\$20
Shelf	\$60
Fridge Door-Shelves	\$50
Replace Fridge	
small	\$125
regular	\$800
Induction Cook Top	\$125
Desk Lamp	\$30
Study Chair	\$125
Stove Knob	\$10
Sink Stopper	\$10
Cleaning (per hour/per person)	\$50
Drywall/Painter (per hour)	\$50
Floor Tile ea.	\$40
Gum Removal	\$20/ each
Window Covering replace (horizontal blind)	\$150

Furniture-	cost of replacement
Furniture Repair- (Labour)	\$50/ hour
Light Fixtures/Fluorescent	
Wall Sconce-	cost of replacement
Pillow	\$20
Pillow Case	\$15
Bed Sheets	\$50
Blanket	\$75
Mattress pad	\$50
Towels	\$15
Face Cloth	\$10
Shower Curtain	\$50
Fire Extinguisher-recharge	\$250

*Prices are estimated and subject to change without notice.

SPRING SEMESTER MAY-JULY

Students who plan to attend Spring/Summer Semester and wish to stay in Student Housing need to complete a new application form and arrange for the fee and deposit. Applications should be submitted by March 15.

Students who are finished classes but plan to stay and work in the area and would like to stay in Student Housing during the summer are welcome to do so, please make sure you arrange this with the Housing office and fill out a short term accommodation form. During the summer we do rent the rooms to short and long term guests, so there may be the need to move you to another room. Summer rates will apply and space is limited.

STUDENT LIFE POLICIES

The policies below are written as boundaries of behaviour and within the Student Housing community. They are stated as behaviours, which are prohibited in Student Housing and on Selkirk College Property. Each of these policies is designed for your protection as a resident, and for the safety and wellbeing of others residing in Student Housing. These policies are enforced, in conjunction with the Housing Coordinator, Ancillary Services Manager and Director of Ancillary Services.

This section of the Housing Community Agreement is to be used in conjunction with the Student Code of Conduct. Residents charged with violating policies in Section A may be found responsible for violating that policy, and/or the corresponding policy in Section B, based on the severity of the behaviour.

The standard of whether a resident is “responsible” or “not responsible” for a violation is determined by the amount of evidence presented, – that is, would a reasonable person, upon reviewing the information provided, come to the same conclusion as the administrator reviewing the case. The standard in College discipline cases is not beyond a reasonable doubt.

These Policies and Rules and Regulations do form a part of your contract that you sign prior to moving into Student Housing. Please make sure you take the time to read over these policies as they are enforced as part of the living environment in Student Housing.

OFFENSES AND SANCTIONS

These are actions that endanger the safety and security of residents in the community. There are two different levels of sanctions with a different amount of points assigned. These offences could warrant an immediate eviction regardless of the point accumulation if the offense is determined to be a severe threat to the safety of the other residents in the community.

There are three separate sections; Facility, community and substance violations. Each one carries the same weight when it comes to resident safety.

Facility is any offence that involves property, whether that be the common areas or individual units.

Community is any offence that negatively affects other Residents, Staff, Advisors or Members of the Community.

Substance offences are those that involve the consumption or possession of alcohol &/or any sort of legal or illegal substances, including Marijuana.

There are two levels of severity in each one of these sections, Level A and Level B sanctions.

Level A sanctions are those that threaten in any way the safety of individuals within building as a result of willful damage or destruction. Section A sanctions are awarded a point range of a minimum of 6 points to a maximum of 9 points or an immediate eviction. If a resident reaches a level of 9 points awarded to him/her, there will be a Notice of Eviction issued to that resident.

Level B sanctions are those that negatively impact but are not a danger to other Residents, Staff, Advisors &/or Community Members min. 2 pts to max 9 pts with possible recommendation to evict depending on the severity of the violation.

SECTION A VIOLATIONS

The standard sanction for violation of policies in Section A could be an immediate termination of the Student Housing Licence Agreement. When significant mitigating or aggravating circumstances occur, they will be considered and, in some cases, may affect the sanction imposed.

Points per violation is 6-9 points

Facility Violations

A-1 Setting or fueling a fire of any size, including but not limited to smoking, lighting candles or using any device that produces smoke or vapour (including the use of electronic cigarettes, CBD/THC Pens and/or Hookas) are subject to points and monetary fine.

A-2 False report of a fire or other emergency, including pulling a fire alarm, when no safety emergency is evident, exceeding fire code occupancy limits, and or misusing or damaging safety or emergency equipment including covering smoke or heat detectors, tampering with fire extinguishers or security cameras are subject to points and monetary fine.

A-3 Intentionally or recklessly destroying, damaging, or defacing College or private property. The person or persons' responsible will be liable for all damages and costs of repairs.

A-4 Renting or subleasing of housing space or unauthorized room changes.

A-5 Breaking into any locked or secured housing space anywhere within the building, including maintenance areas, rooftops, basements, another resident's room/Pod, and/or public housing space may result in criminal charges.

Community Violations

A-6 Use of offensive or dangerous weapons that threatens personal or other's safety may result in criminal charges. This includes but is not limited to: guns, knives, fire crackers, paintball guns, air soft guns etc. May result in criminal charges

A-7 Intentionally or recklessly causing physical harm or immediate expectation of physical harm, to any person; including self, including assault/battery, perceived physical threat and provoking or engaging physical fights may result in criminal charges.

A-8 Harassing any person causing serious or repeated interference with that person's academic pursuits, sleep and or other pursuits. Creating a hostile environment through verbal, written or electronic means, promoting fear, bigotry, homophobia, racism, discrimination or abuse that may cause undue discomfort. This includes but is not limited to malicious pranks, issuing threats, verbal abuse, hazing, initiations, bullying and cyber bullying.

A-9 The harassment, abuse, stalking, use of obscenity or defamation of any individual by online or digital medium by texts, email, photos, video or audio, including but not limited to Facebook, You tube, Twitter, Instagram, We-Chat, Snap Chat, What's App, Messenger, Vine, MySpace and MSN resulting in serious personal interferences or damages.

A-10 Intentionally or recklessly interfering with Student Housing Staff, employees, agents or volunteers in the performance of their duties. This includes failure to comply with staff directives or from preventing staff from conducting their normal duties in handling administrative, maintenance or disciplinary matters, including but not limited to Administrative staff, Housing Advisors. Also includes intentionally lying to or misleading Housing Staff in the course of their duties.

A-11 Violation of the conditions of Student Housing Probation, including committing a policy violation while on probation; failure to complete community service hours or other conditions specified in a written agreement.

A-12 Knowingly or unknowingly breaking any law, withholding information or being an accessory to any violation.

A-13 At no time is a resident able to operate or perform any business transactions while living in Housing.

Substance Violations

A-14 Unlawful possession, use, sale, storage, distribution or provision of any controlled substances, illegal drugs, or drug paraphernalia including marijuana (except for personal use). Drugs, prescription or otherwise (including marijuana) cannot be sold and/or shared with another Resident. May result in criminal charges.

A-15 Distribution, sharing, sale, or provision of alcoholic beverages to minors may result in criminal charges &/or monetary fine.

SECTION B VIOLATION

Violations of policies, for first time violations from Section B will normally result in issuing of points ranging from 2- 5 points dependent upon the severity of the violation, or if it is a combination with other violations. Serious or repeated violations of Section B polices, or violations committed while on Student Housing Probation may result in termination of the License Agreement and a recommendation to evict. Restitution; making financial settlement for damages, other restoration determined by the coordinator, or cancellation of your application for any subsequent years, may be imposed. When significant mitigating or aggravating circumstances exist, they will be considered and may affect the sanction imposed.

Points per Violation 2-5 points

Facility Violations

- B-1 Possession of flammable materials, including candles, matches, lighters, electronic cigarettes, incense, gasoline, gas tanks, firecrackers, kerosene, propane, halogen lights, hydroponic lights, any fuels or fireworks within Student Housing is strictly prohibited. Subject to points and monetary fine.
- B-2 Negligent destruction, damage, or defacement of College or private property is subject to points and monetary fine. This includes ripping posters off walls: failure to clean up after yourself when making a "mess" in any common area or someone else's room, writing on walls in common areas or within a room/suite. Subject to points and monetary fine.
- B-3 Loan of Student Housing Space. Allowing guests to stay in your room/Pod in your absence or presence, for an extended period of time. Individuals who have not signed a Residence contract to live in Student Housing are not permitted to reside in Residence Housing. All overnight guests must be registered with the office.
- B-4 Unauthorized entry into any locked or secured residence space, including maintenance areas, rooftops, basements, another resident's room/Pod, and/or public residence space is strictly prohibited and may result in criminal charges.
- B-5 Violation of Student Housing safety and security guidelines, including propping of doors, tampering with security equipment, allowing access or entry to strangers or any other unauthorized individual.
- B-6 Duplicating room, POD or mail keys, tampering with keys and/or FOBs may result in criminal charges and monetary fine.
- B-7 Unauthorized modification/furnishing of Student Housing space. This includes installation of personal locks/chains, painting, use of materials which damage the surface of room/suite/Pod or prevent equipment from functioning properly, removing of College property from suite or unit.
- B-8 Public display of material displayed on windows, doors or in public areas that is offensive or promoting activities that are contrary to Student Housing policies. It is your responsibility to remove any such signage from your unit door or window. This includes but is not limited to promoting alcohol, illegal substances, or pornography. Alcohol containers, empty or full must not be visible from outside the room/pod.
- B-9 Harboring a pet or stray animal of any kind. Only the keeping of fish in an aquarium no larger than 10 liters (2.5 gallons) is permitted. Fumigation fees will be charged as restitution for cleaning associated with this violation.
- B-10 Smoking in non-smoking areas is a violation of the Selkirk College Student Housing Smoking policy and are subject to points and monetary fine. Balconies and entrances are listed as non-smoking, as well smoking within 10 meters is a campus violation. This includes but is not limited to, sheesha/ hookah, tobacco, marijuana (cannabis), illicit drugs, vapourizers, electronic cigarettes, CBD/THC pens. Subject to points and monetary fine.
- B-11 Failure to pass the mid-semester or monthly inspections represents inadequate care of the premises and is a violation of your housing agreement and is subject to points and monetary fine. Including, but not limited to, excessively poor sanitation, accumulation of garbage or recycling, unclean areas or generally poor condition of living spaces. This would also include the failure to clean any common spaces after use. Subject to points and monetary fine.

Community Violations

- B-12 Physical confrontations, bullying and/or harassment less serious than those covered by rule A-8 and A-9.
- B-13 Possession of offensive or prohibited weapons, firearms or explosives of any kind is not allowed in Housings.
- B-14 Noisy or disruptive behaviours, which interfere with another person(s) free academic or personal pursuits, or their ability to sleep or study. This includes; the violation of posted quiet hours, stereos or musical instruments at high volume, excessive yelling or other types of noise, large noisy gatherings or parties, indoor skateboarding (this includes outside walkways adjacent to the building), rollerblading, or other sporting activities, water fights, snowball fights, snowboarding, biking or similar activities, etc.
- B-15 Failure to monitor your guests' behaviour and assuring adherence to Student Housing Policies and Community Guidelines. Host residents will be held financially accountable for damages caused by their guest. A guest is anyone the resident allows entry to.
- B-16 The harassment, abuse, stalking, use of obscenity or defamation of any individual by online or digital medium by texts, email, photos, video, or audio including but not limited to Facebook, We-Chat, Snap Chat, What's App, Messenger, Vine, YouTube, Twitter, Instagram, MySpace, and MSN less serious than those covered in section A-9.
- B-17 Gambling is prohibited in Student Housing.
- B-18 The interference, harassment, verbal, written, emotional or mental abuse of an Housing Advisor, Staff Member or Officer of the College Student Housing when they are in the process of performing their duties or at any other time by yourself or your guest(s).

Substance Violations

- B-19 Possession or use of alcoholic beverages by a minor.
- B-20 The possession or use of kegs, mini-kegs, Texas Mickey's, beer bong, funnels, gases under pressure or any other device, container or paraphernalia designed or used beyond personal consumption, or to promote binge drinking, excessive or rapid consumption are prohibited within Student Housing.
- B-21 The possession of open or unsealed alcoholic beverages along the walkways, in the hallways or common areas is a violation of the BC Liquor Act. Drinking alcoholic beverages is limited to private housing space only, and only if you are of the legal drinking age of 19. An open container is considered anything other than a container that hasn't been opened since its' purchase or that is fully sealed.
- B-22 Imposing the physical effects of alcohol on the Housing Community including but not limited to vomiting, public urination or passing out, as well as belligerent and obnoxious behaviour.
- B-23 Failure to sign in guests per the housing guest and overnight guest policy.

EVICTION

Eviction is the last resort used by the Student Housing staff and the College when serious incidents endangering others and the integrity of the building occur. Eviction is possible if a resident is having difficulty abiding by the rules and regulations of housing or not paying housing fees and has accumulated a total of 9 points or more. Although this is not a pleasant experience for either party, some instances arise where it is the only alternative. If eviction occurs, the student is responsible for the cancellation fee of the contract. Termination of the agreement for cause (such as disciplinary sanctioning), does not release the student from his or her financial obligations. If the contract is terminated for violation of federal, provincial or local laws, or violation of College Housing Policies, the student forfeits all housing fees paid to Selkirk College. The Student is also responsible for a termination penalty of \$100.00 under the Student Housing Agreement.

APPEALS

Any resident found in violation of this Student Housing Agreements' Rules and Regulations, who has a notice of eviction and feels he/she has been subjected to an unjust interpretation of the Agreement, shall have the right to appeal to the Manager of Ancillary Services. All appeals must be in writing and submitted within 2 days (48 hours) of receiving the penalty.

Possible grounds for appeal include:

- The Appellant can provide a valid reason why evidence crucial to the case was not given due and proper consideration by the Student Housing Coordinator.
- The Appellant can show that the penalty was not appropriate to the offense or accumulation of offenses.
- Some aspect of the administration of the Standards Appeal prevented the Appellant from making a fair and complete case for himself/herself.

If the appellant plans to call any witnesses for the Appeal Hearing, the witness list must be provided at the time of the written appeal (prior to the hearing), and state the relevance of each witness to the Appeal. (The Witnesses MUST be prepared to sign a statement of confidentiality relevant to the

hearing).

Step 1 – Appeal with the Manager of Ancillary Services

Such appeal must be in writing and must state all the grounds on which the appeal is based.

Appeals will be scheduled with the Manager of Ancillary Services within 24 hours of receiving the Appeal. The Manager will meet with the resident, Housing Coordinator and other parties involved, in an attempt to resolve the dispute.

The Manager will provide a written response within two working days of discussion. The Manager's decisions are binding upon the appellant and respondent.

Step 2

If the dispute remains unresolved, within 2 days of receiving the written response from the Manager of Ancillary Services, the resident may request to meet with the Vice President in an attempt to resolve the dispute. The Vice President will respond in writing within two working days.

In the event that the Vice President receives evidence that the appeal procedure was not handled in accordance with Selkirk College policy, he/she may direct the Manager of Ancillary Services to review the decision.