

Student Housing Agreement

KEKULI HOUSE, CASTLEGAR

Last updated: January 2021

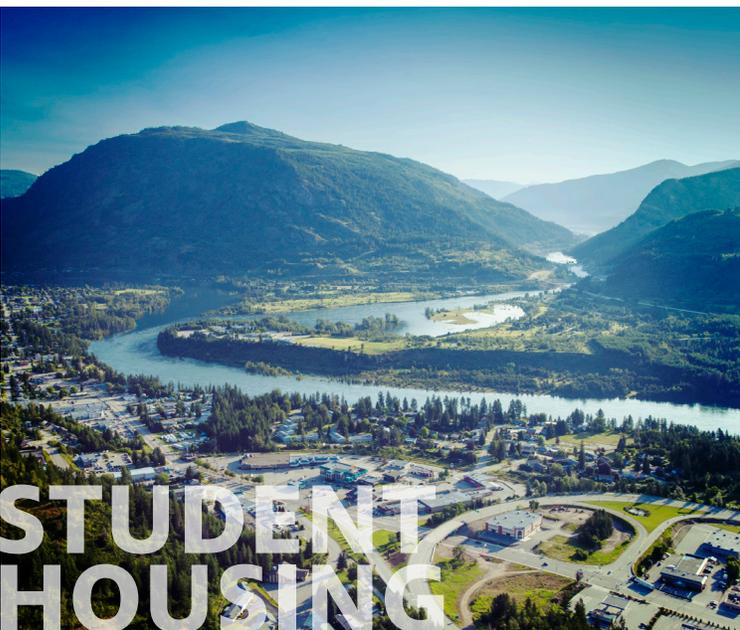


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Welcome to Kekuli House

Kekuli House is a community of 100 students who have decided to come together and create a living environment of their own. The mandate of this environment 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 identity not just a number. Here at Kekuli House it's no different. Each room has it's own private entrance which enables the resident to feel like they have their own home. You do, however, share a bathroom with one other student, but this enables you to learn communication, negotiation, teamwork and flexibility– 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 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. There is plenty of information, all of which you should know to prepare you for Student Housing Life!

STUDENT HOUSING AGREEMENT

The Student Housing Agreement is legal and binding. We require you to read your copy of the entire document. Residents are responsible for all conditions stipulated in the agreement, all College Policies, plus 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. 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 Housing Manager to stay in 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 Student 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 Kekuli House. Failure to return the contract by the designated date will 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 housing upon the completion of their original contract may be reassigned to a different room.

DAMAGE DEPOSIT

Students residing in Kekuli House and Tenth Street Housings are required to pay \$400 prior to arrival. 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 furnishing inventory
- 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 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 and common areas clean and respecting Student Housing staff.

PROPERTY LIABILITY

Selkirk College does not assume any responsibility for personal property, lost, stolen or damaged from any cause. Students are required 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 housing. Fire extinguishers must not be removed or tampered with.

PROHIBITED POSSESSIONS

The following, are prohibited at Selkirk College, and in Student Housing:

- air conditioners
- personal refrigerators
- small appliances within housing rooms

- exterior radio/satellite aerials and dishes
- all live pets or laboratory specimens
- BBQs
- firearms
- knives
- explosives
- flammable liquids and gases
- illegal drugs and drug paraphernalia
- other questionable items as determined by Selkirk College

ROOM CHECK FORM

The Room Check 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 all pertinent information 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 you did not have any part in.

DATES PUBLISHED IN THIS AGREEMENT

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

RIGHTS AND RESPONSIBILITIES

The following is a listing of your “rights”– what you are entitled to as a student; 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 policies.

As part of your citizenship in the Student 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 apartment doors locked, to not give out your keys, and to not prop doors open or allow strangers in.
- 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 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 visitation, as well as to work through any differences that you may have in a peaceful manner, within the established guidelines.
- You have the right to choose your means of recreation and relaxation.
- You have the responsibility to know and abide by the laws of 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 Resident Advisor and other Housing and College staff when you require help.
- You have the responsibility to notify a staff member of your problem 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 housing.
- You have the responsibility to read the information sent to you by Selkirk College Student Housing, especially your Contract, and this Agreement.

PRIVILEGES

We welcome you as a guest in our community and 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 maintained by upholding your responsibilities to Student Housing and the College.

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

THE STUDENT HOUSING OFFICE

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

HOUSING OFFICE HOURS

Monday - Friday
8:30 am - 7:00 pm

Saturday, Sunday & Stat Holidays
10:00 am - 12:00 pm; 4:00 pm - 7:00 pm

FOOD SERVICES ON CAMPUS

Monday - Thursday; 7:30 am - 5:00 pm; Sept- mid May
Monday - Friday; 7:30 am - 3:00 pm; mid May- mid July

HOUSING DINING PLAN

SELKIRK SMART CARDS

Reloadable and convenient, Smart Cards are available at the Selkirk 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 Bookstore with payment receipt.

CONTACT INFORMATION:

Food Services 250-365-1267
College Bookstore 250-365-1281

DUTIES AND RESPONSIBILITIES OF RESIDENT ADVISORS

The duties of the Resident 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.
- Actively promotes a sense of community.
- Enforces the rules and regulations.
- Assists with move-ins, and other related duties.
- Responds to complaints and acts as mediator in student disputes.
- Assists security as required.
- Assists in orderly evacuations during fire alarms or other emergency situations.
- Provides emergency first aid as required. All Resident 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.
- Assists in presenting a positive image of Student Housing and contributes in marketing efforts of the facilities.
- Reports problems, damage, etc., to the Student Housing office and assists in determining the cause.
- Serves on the "discipline committee" when requested.
- Works as Resident Advisor on Duty as assigned, outside of Student Housing Office regular office hours.

AS A HOUSING ADVISOR ON DUTY

- Be available and on call during the evening and weekends of assigned duty.
- Respond to after hour problems, assess situations and

take appropriate action as necessary to alleviate or mitigate problems.

- Tour the facility on a routine basis during the shift
- Control use and access to student common areas in Student Housing.
- Ensure the building is safe and secure.

HOW TO CONTACT THE HOUSING ADVISOR ON DUTY

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

**Kekuli Housing HA on Duty-
Castlegar Number: 250-608-0844**

HOUSING PAYMENTS AND FACILITIES

APPLICATION FEE AND ROOM DEPOSIT

Kekuli Housing offers nightly, weekly and monthly accommodation with varying rates. All students applying for accommodation at Kekuli House 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 are available, please contact the Housing office PRIOR to payment deadline dates such as for Students Loan Applicants.
- 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

\$200.00 per week/ \$25.00 per day

FEE PAYMENT OPTIONS

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

We accept the following payment methods.

- Certified Cheque (By Courier)
- Bank Draft (By Courier)
- Money Order (By Courier)
- Interac (In Person)
- Online Banking (Online)*
- Payee Account (Online)**

Online Banking* 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. 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 cheque, bank draft or money order, it must be made payable to "Selkirk College." Unfortunately, we do not accept personal cheques. Please 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 Student 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.

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 fee payment.

STUDENT HOUSING REFUND POLICY

FEE REFUND PRIOR TO MOVE IN

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

Room rental fees will 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 two full month's notice from the first of the month.
2. You are not able to accept a room assignment because of a substantial medical reason (medical certificate required) and a written cancellation is received prior to August 15 and December 15.
3. Kekuli House is able to rent your room and Student Housing 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 assignment notice or if they do not occupy their rooms by September 10. The damage deposits in these cases will be non-refundable.

FEE REFUND AFTER MOVE IN

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

1. You have notified the Student Housing Office in writing of your intent to cancel the contract and provide two full month's notice from the 1st of the month.
2. Kekuli House 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 space in Student Housing via e-mail.
3. Paid ALL fees by July 15.
4. Return a signed contract by July 15 (or date indicated on your offer notice)

WHEN CAN YOU MOVE IN?

You are welcome to move in on the official move in date – indicated on your offer notice.

**12:00 noon - 4:00 pm and
6:00 pm - 8:00 pm**

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.

Rooms not occupied within 10 days of Program start date will be cancelled and reassigned without further notice.

ROOM CHECK FORM

When you arrived in Student Housing, a Room Check form was presented to you. It is your responsibility to check that form and remit any changes to the housing office within 48 hours 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. Students are expected to leave housing for the winter break UNLESS they have applied, been approved* and paid to stay over this time. Students are able to return to housing two days prior to the start of the Winter Semester classes.

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

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 and fill out a Short Term Accommodation form. During the summer we do rent rooms to guests, so there may be the need to move you to another room. Summer rates will apply to those residents staying through the summer.

Summer students will be required to submit application forms and fee payments.

MOVING OUT

Students are reminded that the final move-out for the term is 24 hours after your final exam or scheduled class. If you choose to disregard this move out date, you will be assessed the nightly conference rate for each additional night 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 belonging with you (charges may 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 window is closed and your door is locked.

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 at no cost when a resident has a final exam scheduled the afternoon of the last day of the housing contract. All request for late move-outs must be issued in writing a minimum of two weeks prior to the end of the contract along with a copy of the resident's final exam schedule. If you require additional time for your move out, requests must be submitted by no later than April 1. A nightly charge of \$25.00 will apply. Approval is subject to the discretion of the Student Housing Coordinator.

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.

CHANGE YOUR ADDRESS

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

MOVE OUT ROOM INSPECTION

Prior to leaving, you must have your room inspected. Residents are responsible for cleaning their own bedrooms and all shared spaces. You will be charged a cleaning fee if required.

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, two 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)

RESIDENT RESPONSIBILITIES PRIOR TO MOVING OUT

1. Room must be cleaned thoroughly.
2. Room has been inspected by either Housing 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 could incur nightly charges as well as the key set charge of \$200

Prior to Spring/Summer semester, you must move out of your room within **24 hours after your last exam or Convocation ceremony** (only for students graduating). Failure to do so will result in nightly charges at the Conference Rate - plus 15% taxes.

CLEANING

SINGLE ROOMS

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

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. Please make sure we have your forwarding address.

COMMUNITY LIVING

One of the best things about our community is that you are all students, striving to be successful academically, while enjoying the housing environment. These two pursuits can occasionally cause conflict. Those studying or resting want it to be quiet, while those wanting to enjoy 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 quiet study time. Please also recognize that tolerance is required of all residents and that there will be times when it will be slightly louder than you prefer.

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 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 left you keys in your room, you will need to come to the office and sign out a key. You will then have 24 hours to return that key, or you will be charged for a new one. Don't make this a habit. You are allowed two "free" entries and after that, students are charged the cost of a replacement key each time you forget your keys.

LOST KEYS

Report lost keys immediately. Please advise the Student 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**
- **Lounge key \$60**
- **Suite Key \$75**
- **Lock Change \$120**
- **Key sets lost or not turned in at move-out, will be charged \$200 against your security deposit.**

THE STUDENT HOUSING SPACE

Kekuli Housing is 100 single rooms with kitchen, each sharing a bathroom with one other student.

There are two common area lounges which include TV, ping pong table, (2) pool tables, vending machine, larger common kitchen and laundry facilities.

STORAGE

Kekuli House has 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 North Storage room. You have complete access and can obtain your bike at any time.

Storage room: Name, room number and year need to be marked on all Rubbermaid/plastic storage containers (absolutely no cardboard boxes). Please know that storage room use is not possible for non-residents. Storage over summer is limited but is available only for those students returning to housing with a housing application on file for the following fall semester (or charges may apply). If students fail to return to housing after storing items over the summer, items will be disposed of by September 15.

Selkirk College accepts no responsibility for lost or stolen items.

BARBEQUES

PERSONAL BARBEQUES ARE NOT ALLOWED IN STUDENT HOUSING. IF YOU WISH TO USE THE BARBEQUES, SELKIRK COLLEGE HAS BARBEQUES AVAILABLE THAT CAN BE SIGNED OUT IN THE HOUSING OFFICE.

AUNDRY ROOM

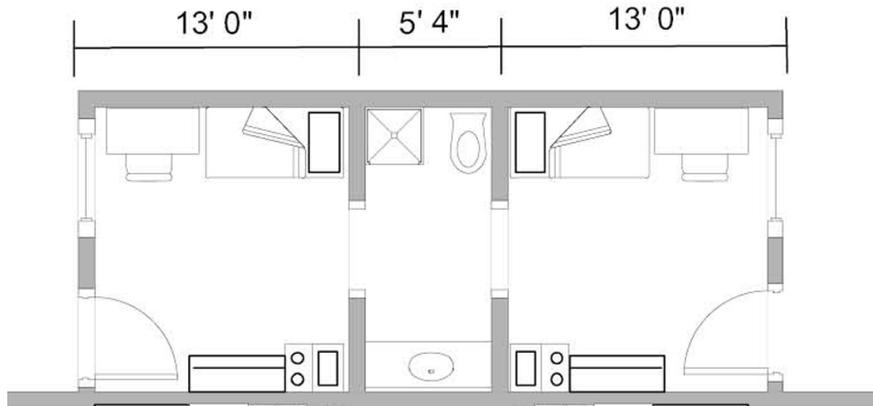
Laundry room is available from **8:30 am - 10:00pm** daily. Laundry cost is included in your Student Housing fees.

VENDING MACHINES

If money is lost in either of the vending machines, refunds may be granted through the Student Housing office.

PARKING

There is ample parking available for students staying in Kekuli House. Please make sure you register your vehicle with the Student Housing office, obtain a proper parking decal and park in designated parking.



SNOW REMOVAL

Selkirk College Maintenance Department will clear snow from the main walkways and parking lots on campus. The area around Kekuli House is handled by a student resident. If there is an area that needs attention, please contact the housing office. An outside contractor maintains Kekuli House 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:

**[Student Name]
c/o Kekuli House
301 Frank Beinder Way
Castlegar, BC V1N 4L3**

Please include your room number.

Mail arrives at Kekuli House daily and to the resident's mailbox.

Parcels, registered letters, etc. are delivered to the Student Housing 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) for your retrieval and a notice will be placed in your mailbox.

WIFI

WiFi is available throughout Kekuli House and is suitable for access to Moodle, Selkirk College's online student assignment platform, for your assignments. If you wish to stream movies, play games, etc., you may wish to subscribe to an outside provider for additional services through Telus and Shaw available in this area.

GUESTS

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

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

Single units may contain no more than three people, two guests per resident, at one time.

OVERNIGHT GUESTS

Overnight guests are permitted to visit for a maximum of a **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 the Student Housing office at least 5 days prior to the guest arriving. A guest registration form will be available at the office and is required for all guest stays. This form must have the signature of the students sharing common space. The host resident is at all times responsible for the behaviour, actions and/or damage caused by his/her guest.

GUEST POLICY

- Guests must be registered at the Student Housing office Sunday to Thursday for the following Friday/Saturday or holiday eve activities.
- Maximum 25 guests may be registered for each Friday/Saturday evening on a first-come first-served basis. Parents are exempt.
- Each guest must be signed in. Overnight guests must present a piece of ID which will be held in the Student Housing office. They will be issued a date stamped Selkirk College Student Housing guest bracelet valid for the nights stayed.
- Non-registered guests may be asked to leave Student Housing.
- Students hosting non-registered guests may be issued demerit points by the Resident Advisor on duty.
- Hosting a guest who is found in violation of Student Housing standards may lose their privilege to host guests in the future.
- Guests found in violation of the Student Housing standards may lose the privilege of visiting again.

COMMUNITY GUIDELINES IN HOUSING

Student Housing has some basic rules:

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

NOISE LEVELS

At no time should the noise levels interfere with the ability for any residents' 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 a day, 7 days a week.

Quiet Hours: Sunday - Thursday 10:00 pm - 8:00 am
Friday and Saturday 1:00 am - 8:00 am

Noise from your room/unit that is audible outside your room, including hallways/walkways, neighbouring units or buildings will be addressed.

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

During Exam Periods, all residents must observe 24-hour quiet time. 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 Resident Advisor can assist you to ensure that your rights are protected and can assist with problems. If you have exhausted your own abilities to solve a situation, do not hesitate to contact your Student Housing coordinator. However, he or she cannot solve these problems for you.

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 Resident Advisor can help with if you feel the problem is too large.

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

You and your prospective roommate 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, Resident 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 Resident 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 Resident Advisor of the issue, the Resident Advisor will then facilitate a meeting between all parties.
3. The Coordinator and the Resident Advisor will facilitate a meeting between all parties.
4. Selkirk College Student Services will facilitate a meeting between all parties.

CLEANING RESPONSIBILITY OF COMMON AREAS AND INDIVIDUAL UNITS

Residents are responsible for the cleanliness of the common areas adjoined to their units. Residents are expected to keep this area clean throughout the year. Lack of cleanliness results in unsanitary living conditions and vermin infestation. Failure to maintain a reasonably clean unit will be considered a violation and will result in disciplinary sanctions.

CLEANING RESPONSIBILITY OF COMMON AREA KITCHENS

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

SHARING OF CLEANING DUTIES

It is important to recognize that you all share responsibility in cleaning your bathroom. Have a conversation about who will complete which cleaning tasks and make sure you write it down.

INSPECTION OF UNITS

Custodial staff enter units periodically to perform inspections for safety, security, and cleanliness. One week's notice will be given and tenants are asked to be present. 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. After inspection, rooms receive either a pass or needs improvement designation with one opportunity for reinspection in three days. Failure to comply results in disciplinary action and custodial cleaning charges at \$50/ hr.

FOOD FOR THOUGHT

Meals, food preparation and cleanup is the responsibility of each resident. Whether in your room or the common kitchen, it is important that all residents follow 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.

DISCUSSION TOPICS

- **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, 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...?*

OTHER THINGS YOU SHOULD KNOW

ENERGY CONSERVATION

Selkirk College strives for sustainability and students are invited to participate. 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.

RECYCLING

Selkirk College students living in Student Housing can help do their part by recycling. All tin, glass, hard plastics, paper and cardboard can be recycled. Please look for the receptacles in your building and do your part.

COMPOSTING

Composting is available on campus. At the start of the semester, there will be a composting information session in Student Housing where you will be issued a compost bin. All compost created on campus is used on campus. Because this is student run, the collection of compost material will cease during exam periods at the end of each term.

WINDOWS AND BLINDS

Please do not cover your windows or blinds with any other materials, i.e. blankets, towel, photos, flags, posters or signs.

LINENS (RENTAL)

Bedding is available for rent at a cost of \$50 for the academic year. You will be provided with set of sheets (flat and fitted), pillow and case, blanket, two bath towels and two face clothes. You are responsible for laundering and returning them to the Student Housing office.

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 can 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.

KITCHEN KIT (RENTAL)

A kitchen mess kit is available for rent at a cost of \$25 per Semester. (\$50.00 for both) You are responsible for cleaning all items and returning to the Student Housing office upon check-out.

NO FRIDGE OR SMALL APPLIANCE POLICY

Personal fridges, or small appliances is not allowed in bedrooms at Kekuli House. The increased power requirement may overload the electrical system.

Appliances **not** allowed in housing rooms:

- Mini fridges
- Microwaves
- Freezers
- Coffee pots
- Kettles/ Toaster
- Toaster Oven
- Blender
- Sandwich press
- Magic Bullet
- Heaters
- Electric Blankets

FURNITURE

No additional furniture items are allowed in housing-unless specifically approved.

CHRISTMAS TREE POLICY

Due to the fire danger associated with live Christmas trees, they are prohibited.

THE NO LIST

- NO** Candles
- NO** Smoking
- NO** Incense
- NO** Hair colour
- NO** Bleach

NO SMOKING/ VAPING POLICY

No smoking/ vaping is allowed within 10 metres of any entrance door. It is not permitted on any walkways or balconies. 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 the Unbleachables.

PETS

Selkirk College has an Animals on Campus policy which prohibits pets in Student Housing. Please abide by this policy as it is for the health and safety of the entire community. The only exception: students can have a five-gallon fish tank (as long as it is clean and properly maintained).

SERVICE ANIMALS

Service animals 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 with authorization may be placed in Kekuli House.

OPERATING A BUSINESS

Illegal acts or any illegal trade, business or occupation is prohibited on the premises. Residents must refrain from operating any business, trade, or service based business out of Student Housing without the express written consent.

ROOM CHANGES

Room changes may be requested through the housing office. A room change request form must be completed and a \$100 processing fee applies. Room changes are not permitted during the "Room Freeze" period (the first four weeks of the contract period). If you are having roommate problems, see your Resident Advisor and try to work things out. Some other options you may try are to rework your roommate contract. If the problem persists, please refer to the Roommate Conflict Resolution Model outlined previously. Explore all possibilities before you request to move. It may be a simple problem that can be solved with some outside help. One tip, don't let problems fester for too long before you deal with them.

WALL REPAIRS

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

KEKULI HOUSE CLEANING

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

HOUSING DAMAGE POLICY

DAMAGES

Selkirk College is responsible for maintenance and general upkeep of the Student Housing facilities and grounds. All damage incurred is to be charged to those responsible.

Important: Remember you will be charged for pinholes in the wall, bleach stains, and discoloured sinks due to hair dye, so please help us keep your housing as damage free as possible. Painters tape, and command hooks are recommended for attaching items to walls

CLEANING

Any mess beyond normal “wear and tear” is considered vandalism, and the student(s) responsible, will be charged at a rate of \$50.00/hour for custodial work.

ASSESSMENT OF CHARGES

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, 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)	\$75
Cigarette Burn	\$40/ each
Counter Repair	\$60 minimum
Window Coverings (repair/plus parts)	\$50/ hour
Window Screen Repair	\$35
Towel Rack	\$35
Garbage Container	\$18
Recycle Bin (small)	\$20
Large Compost	\$32
Container Fridge	\$10
Shelf	\$60
Fridge Door/ Shelves	\$35
Replace Fridge	
small	\$450
regular	\$750
Countertop Stove	\$500
Desk Lamp	\$25
Study Chair	\$125
Stove Knob	\$10
Sink Stopper	\$10
Cleaning	\$50/ hr /person
Drywall/Painter	\$50/ hr
Floor Tile	\$40/each
Gum Removal	\$15/ each
Window Covering replace (vertical slat)	\$140
Furniture	cost of replacement
Furniture Repair	\$50/ hour
Light Fixtures/Fluorescent	cost of replacement
Wall Sconce	cost of replacement

Pillow	\$14
Pillow case	\$20
Bed Sheets	\$40
Blanket	\$50
Mattress pad (cover)	\$20
Towels	\$10
Face Cloth	\$14
Shower Curtain sm	\$22
Fire Extinguisher Recharge	\$250

*Prices are estimated and subject to change without notice.

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. We ask 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.

OFFENSES AND SANCTIONS

These are actions that endanger the safety and security of residents in the community. 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. 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 involves property, whether that be the common areas or individual units.

Substance offences are those that involve the consumption or possession of alcohol &/or any sort of 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 pose a threat to an individual’s safety range from 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).

- 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.
- 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, and public housing space.

Community Violations

- A-6 Use of offensive or dangerous weapons that threatens personal safety. This includes but is not limited to: guns, knives, fire crackers, paintball guns, air soft guns etc.
- A-7 Intentionally or recklessly causing physical harm or threatening physical harm, to any person; including self, including assault/battery, perceived physical threat and provoking or engaging physical fights.
- 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, and 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, administrative and maintenance. This includes failure to comply with staff directives or preventing staff from conducting their normal duties in handling disciplinary matters.

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 Student Housing.

Substance Violations

A-14 Unlawful possession, use, sale, storage, distribution or provision of any controlled substances, illegal drugs, or drug paraphernalia. Drugs, prescription or otherwise cannot be sold and/or shared with another Resident. Possession of cannabis that is compliant with all federal and provincial guidelines is permitted in dorm rooms for students who are of legal age. Smoking and/or vaping cannabis is only permitted in designated smoking areas. The sale and advertising of cannabis is prohibited. The preparation and consumption of edibles by a minor is also prohibited. All cannabis and paraphernalia must be stored out of sight and in an air tight container to prevent odors.

A-15 Distribution, sale, or provision of alcoholic beverages to minors.

SECTION B VIOLATIONS

Violations of policies, for first time violations from Section B will normally result in issuing of demerit points ranging from 2 - 5 dependent upon the severity of the violation, or if it is a combination with other violations. Serious or repeated violations of Section B policies, or violations committed while on Student Housing Probation may result in termination of the Licence 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, electronic cigarettes, incense, gasoline, gas tanks, firecrackers, kerosene, propane, halogen lights, hydroponic lights, any fuels or fireworks within Student Housing.
- B-2 Negligent destruction, damage, or defacement of College or private property. 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.
- B-3 Loan of Student Housing Space: Allowing guests to stay in your room in your absence or presence, for an extended period of time. Individuals who have not signed a Student Housing contract to live in Student Housing are not permitted to reside in Kekuli House.
- B-4 Unauthorized entry into any locked or secured residence space, including maintenance areas, rooftops, basements, another resident's room, and/or public residence space is strictly prohibited.
- 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, or mail keys. Tampering with keys and/or FOBs.
- B-7 Unauthorized modification/furnishing in Student Housing space. This includes installation of personal locks/chains, painting, use of materials which damage the surface of room/suite 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.

- B-9 Harboring a pet or stray animal of any kind. Only the keeping of fish in an aquarium no larger than 10 litres (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. Balconies and entrances are listed as non-smoking. Smoking within 10 meters of any entrance door is a campus violation. This includes but is not limited to, sheesha/ hookah, tobacco, illicit drugs, vapourizers, electronic cigarettes, CBD/THC pens.
- B-11 Failure to pass the mid-semester or monthly inspections represents inadequate care of the premises and is a violation. It includes but is 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.

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 Student Housing.
- 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, water fights, snowball fights, 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 a Resident 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 Student 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 Selkirk 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 fees. 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 Student Housing Policies, the student forfeits all Student Housing fees. The Student is also responsible for a termination penalty of \$100.00 under the Student Housing Agreement.

APPEALS

Prior to the appeal process, the resident must first meet with the Student Housing Coordinator and Manager of Ancillary Services to attempt to resolve the concern. Any resident found in violation of this Student Housing Agreements' Rules and Regulations, who has been evicted and feels he/she has been subjected to an unjust interpretation of the Agreement, shall have the right to appeal to the Director 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 Director 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 Director of Ancillary Services within 24 hours of receiving the appeal. The Director will meet with the resident, Manager and other parties involved, in an attempt to resolve the dispute.

The Director will provide a written response within two working days of discussion. The Director'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 Director of Ancillary Services, the resident may request to meet with the Vice President of Student Services 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 Director of Ancillary Services to review the decision.