

Lambton
College

**RESIDENCE
HANDBOOK**

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Supersedes all previous versions

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Section 1. Residence Agreement

By submitting an application to live in residence at Lambton College, the applicant is indicating that he/she has read, understood and agrees to the terms and conditions for living in residence as presented below, or elsewhere throughout this Residence Handbook. If the applicant is under the age of 18 when the application is submitted, the applicant's legal guardian must submit the application on behalf of the applicant.

1. It is understood that each reference in this agreement to the Resident (I, my), shall be deemed to extend to include the Resident's Legal Guardian, if applicable.
2. I agree to pay Lambton College the residence fees on or before the dates established by the Registrar's Office for tuition fee payment.
3. I agree that nothing in this Agreement shall in any way release me from payment of residence fees owing during the term of this agreement.
4. I agree that my continued occupancy at Lambton College Residence is conditional upon my adhering to the Rules, Regulations and Policies as outlined in the Residence Handbook. If I violate these conditions, I understand that the College, at its discretion, may terminate my right to Residence occupancy.
5. I agree that the College may amend and modify any of the Rules, Regulations and Policies from time to time, and as the same are posted in or about the Residence shall be deemed incorporated into this Agreement.
6. I agree that the College shall be entitled to enter the room I have been assigned, from time to time, without notice, to inspect, view the state of repair, ensure cleanliness and make such alterations, as the College deems necessary. These entries may be made without my attendance in the room.
7. I understand that the College will maintain the residence in a state of repair that is fit for habitation as required by law including furnishing heat for the rooms up to a temperature deemed reasonable by the Facilities Management department, except during the making of repairs. Should the College default in so doing, it shall not be liable for indirect or consequential damages for a resident's discomfort or illness.
8. I acknowledge that by submitting my application to live in residence that I am allowing any health care information given to the college to be released to medical personnel.
9. I give permission to Lambton College to contact my emergency contacts at any time should the College believe that I require care beyond the level, which I can provide for myself.

10. I understand that upon being requested by the College to vacate the premises due to any condition that may cause ill effects to other residents, that I must vacate Residence immediately and not return to the Residence without a valid medical certificate verifying my good health.
11. I agree that I am giving the College permission to release my name, my phone number, my email and my program to my room-mate for the purpose of contacting each other prior to moving into residence.
12. I understand that the meal plan is mandatory for all residents and that any unused funds remaining on the meal card at the end of each term are forfeited to the College's food service provider.
13. I understand that the residence is not a hotel or an apartment building. As a College residence it does not operate under the Residential Tenancies Act or the Innkeepers Act, but rather as per the Residence Handbook and other pertinent College Policies and Procedures.
14. I agree that if I am under the age of 19 as of the date I move into the Residence that I will not consume alcohol in or near the residence building according to Ontario law. If I am over 19 as of the date I move into the Residence or if I turn 19 while living in residence, I agree that I will limit my consumption of alcohol to an acceptable level such that my behaviour conforms to the standards of behaviour as outlined in the Residence Handbook for the duration of my stay at in Residence.
15. I agree that I will not use any illegal substance as defined by the laws applicable in Sarnia, in or near the residence building. I understand that if I am found in violation of this clause that the Sarnia Police may be called and/or other action taken as outlined in the Residence Handbook and other pertinent College Policies and Procedures.

Section 2. So you want to live in Residence

Our Commitment to Diversity

The students and employees of Lambton College are a multicultural community of individuals.

- We are of diverse racial, ethnic, class backgrounds, and national origins.
- Our views encompass a broad spectrum of religious and political beliefs, and our sexual orientations differ.
- We strive to work and to live together and, in the process, to learn from one another in an atmosphere of positive contact and mutual respect.
- We are committed to behaving and expect others to behave in ways that demonstrate our beliefs about the respectful treatment of each member of our community.
- We respect the rights of our fellow residents, including the rights to privacy, property, study and rest, and to have the equal opportunity to share facilities common to all.
- We believe that we are individually and collectively responsible for how we conduct ourselves and are fully accountable for our actions.
- We take initiative and responsibility for our own learning, and maintain an awareness of the differences that exist in our community in order to avoid actions that diminish others.
- We believe that bigotry has no place within our community, nor does the right to degrade another human being on the basis of age, appearance, physical challenge, national origin, sexual orientation, race, gender, or religious affiliation.
- We do not tolerate verbal or written abuse, threats, intimidation, violence or other forms of harassment against any member of our community.
- We do not accept ignorance, anger, alcohol, or substance abuse as an excuse, reason, or rationale for such behaviour.

All of us who work and live in the residence community must be committed to these principles, ensuring that they are an integral part of our purpose, values and daily activities.

Each resident has the right and is encouraged to remind fellow residents of their responsibilities to the residence should their behaviour depart from reasonable standards.

Living in residence is not for everyone!

Our residence accommodates a high-density population of diverse individuals. Some residents find that the requirements for co-operation, consideration, compromise and respect for authority demanded by this high-density lifestyle are difficult. We strongly encourage these individuals to consider alternate accommodation. We caution that our residence may not be suitable for individuals with unusual allergies or dietary or health related conditions that require extraordinary accommodation.

Noise in Residence.

At times a residence environment can have a higher noise level than an apartment building of comparable size. This results from the fact that a residence is a dynamic community of residents. Whereas most people in an apartment building remain in their own area, residents are encouraged to interact for the purpose of making friends, learning and developing a community on campus. This leads to many benefits and on occasion increased noise. In an effort to control the amount of noise, standards outlining acceptable noise have been developed. The Dons on each floor monitor the noise level and from time to time will step in to ensure noise remains within acceptable levels.

It should be noted that noise affects each person in a different way. Some individuals may require an environment with less noise than others, which may mean residence, is not the best place for them to live. While the vast majority of residents can handle or adapt to the noise in a residence, some may find it very difficult. Careful consideration should be taken for how one will cope with the environment.

Accessible Accommodation

If you are a student with a disability and require accessible accommodation, residence staff may consult with the college's Accessibility Centre to determine if the residence is appropriate for your individual needs. All requests will be considered as space permits. Meeting accessibility requests is a top priority. Please apply as early as possible.

Special Dietary Needs

The Manager of our cafeterias should be approached if you have any special dietary needs or food allergies. The manager is Guy Racine and he can be contacted at 542-7751 extension 3353

Roommate Assignment

Roommate assignments are based on a number of factors. Information that you provide on your application is used to place roommates with similar interests and life styles together. We cannot emphasize enough, the importance of each resident filling in the profile based on their true interests and life styles.

Lifestyle habits that may become important over the 8 months you live together include:

- needing a dark room in which to sleep versus having the drapes open,
- your choice of music,
- whether you study with or without music in the background,
- whether you prefer to go to bed early or late,
- how tidy you prefer your surroundings, or
- how warm or cool you like your room

While Lambton College is a non-smoking environment, people do have the choice to smoke off campus and outdoors.

In order to accommodate our resident's needs, smoking and abstaining preferences and age will take precedence in the placement process over other lifestyle habits.

If you wish to room with a friend we will attempt to accommodate your request provided that:

- you both request each other as a roommate, and
- you each submit the documentation required to secure your residence space by the appropriate dates.
- Co-ed couples may request each other. It should be noted that if they break up, they will be required to remain as roommates unless there is an empty bed in another room in which to move one of the residents.

Residents will be notified of your residence placement in late August and we will attempt to provide you with your roommate's name and contact information shortly thereafter to allow you to contact your roommate.

The majority of residents do not choose a roommate and are matched with a roommate based on the applicable information they provide on their application.

Residence Fees

When you apply to live in residence, you are agreeing to live in residence for two terms. The College will make exceptions for those residents whose programs

- have a co-op term in January
- who finish their program in December
- who are returning for one term starting in January
- who are returning for one term starting in May

Residents in programs that have a summer term will be assessed an additional fee for the summer term.

Residence Fees are due on the same date as other college fees such as tuition as established by the Registrar's office.

Please note that if your fees are overdue that the College may require you to move out of residence.

If you wish to cancel your application for any reason, you must notify the residence office in writing no less than 35 calendar days before the first day of term by mail, or email in order to be eligible for a refund of your deposit.

If you are still coming to the College, the deposit will be credited to your tuition account if we receive your written cancellation by the deadline listed above.

If we receive your written cancellation on or after the deadline listed above, your deposit will be forfeited.

Residents who leave during an academic term but remain a Lambton College student, are responsible for the Residence fees for both terms until their spot can be filled.

Spots in Residence are filled on a first vacated/first occupied basis. Residents cannot sublet their spot.

Residence Refunds

Residents who withdraw from the College are not allowed to remain in Residence. They will receive a Residence refund based on the date of withdrawal.

Residents who are expelled from the College or from Residence will receive a Residence refund based on the date of withdrawal.

Residents who must withdraw from Residence for medical reasons must provide a statement from the attending physician. The Director of Campus Services will review this statement in order to determine the amount of the refund that will be assessed.

Room Refunds	First Term Fees	Second Term Fees
After 5 days in September	75% refund	100% refund
After 5 days in October	50% refund	100% refund
After 5 days in November	25% refund	100% refund
After Nov 15	0% refund	100% refund
After 5 days in January	0% refund	75% refund
After 5 days in February	0% refund	50% refund
After March 1	0% refund	0% refund

Meal Plan

The meal plan is mandatory for residents.

Residents are offered a selection from a well-balanced menu in any of the College cafeterias Monday to Friday. Meals covered by the meal plan include Breakfast and Lunch Monday to Friday and Dinner Monday to Thursday.

A snack bar is open in residence selected hours throughout the week including evenings and weekends. Hours of opening are subject to change due to demand.

If you spend the entire amount on your meal card prior to the completion of the term, you should contact the Residence Front Desk regarding adding funds to your card to avoid paying HST.

NOTE: Any value remaining on the meal card at the end of each term is cancelled and no refund is given for the unused portion. Budget your spending on meals so you do not lose any unused funds. Each term is based on a 15 week time period. Divide the amount of your meal plan by 15. This is the amount you should spend each week on food in the cafeteria and snack shop.

Meal Plan Refunds

Residents who withdraw from Lambton College will receive a refund on the balance left on their meal card less a \$25.00 administrative fee. **There are no food refunds after February 28.**

Who's Who at the Residences

The Director of Campus Services & Library Resource Centre

Tim Pearce is the Director of Campus Services. He has the primary responsibility and authority for the Residence. The Director is responsible for all aspects of Residence life, including admission to and expulsion from the Residence. Assisting the Director are the Residence Coordinators.

The Residence Coordinators

Cheryl Bell and Tammy Schurr are the Residence Coordinators. They are responsible for the day-to-day operation of the residence. Tammy's office hours are from 8:00 a.m. to 4:00 p.m. and Cheryl's office hours are from 4:00 p.m. to midnight, Monday through Friday.

Duties and Responsibilities of the Residence Coordinators include:

- creating an atmosphere for intellectual, personal and social development;
- advising residents as to whom they should see for personal or academic problems;
- selecting and training the Residence Dons and other student employees;
- handling disciplinary problems, including issuing violation notices and fines, in consultation with the Residence Dons and Security and reporting any problems to the Director.

The Dons

Residence Don's are senior students who live in residence.

Duties and Responsibilities of Dons

- assisting with front desk coverage;
- giving direction and assistance as may be required;
- orienting new residents;
- ensuring residence discipline is maintained as established in the policies, rules and regulations;
- issuing warnings regarding the Residence Rules and Regulations.

Security

Security works in Residence various hours throughout the week.

Duties and Responsibilities of Security:

- ensuring that residence remains a safe place to live;
- enforcing the residence rules and regulations.

Residence Housekeepers

Our Housekeepers are in Residence daily.

Duties and Responsibilities of the Housekeepers:

- cleaning washrooms in the resident rooms once a month;
- cleaning common rooms and public spaces daily. NOTE: Residents are required to pick up after themselves and to keep all areas of residence neat and tidy. Common areas that are left dirty will be closed;
- placing sealed garbage bags left in the hall in the dumpster.

Residence Maintenance

Facilities Management provides a maintenance person Monday through Friday during the day and on emergency call in as necessary at other times.

Duties and Responsibilities of the Maintenance Crew:

- ensuring that the building is adequately maintained;
- providing all minor and major repairs.

Section 3. Living with a Roommate

Roommates...a whole new experience

Sharing a room with someone is similar to other relationships -- to be successful it requires openness, flexibility, and respect. Right from the beginning, it is very important to communicate openly with your roommate. Learning to live with another person, to acknowledge and respect each other's differences, and to allow one another the space to grow are some of the most valuable parts of the residence experience. As you engage in daily activities and interaction, you must be open to new ideas and experiences.

Most residents look forward to living in residence and having a roommate. It can be a very positive experience and lots of fun. It is very important to remember that roommates do not have to be best friends. There will be times when you and your roommate disagree on issues within your living environment. Talk to each other about your backgrounds, so that you may understand where your roommate is coming from. Some areas you may want to discuss:

- **Family:** You may be from a large, boisterous family. Your roommate may be used to living in a quieter environment and a small family.
- **Geographic Origin:** You may be from a rural, urban, suburban, or international community and probably quite accustomed to that way of living. Your roommate may be from a totally different place.
- **Religious Views:** Your religious faith may be an important part of your life; religion, however, may not play an important part of your roommate's life.
- **Cultural/Ethnic Differences:** You may be from a community with lots of ethnic diversity. Your roommate's hometown may be more homogeneous.

Experience has shown that the following issues need to be discussed by roommates shortly after moving in together to prevent misunderstandings:

Use of personal items
 Study time in the room
 Different sleep schedules
 Visitation and guests
 Cleanliness/tidiness of room

Use of stereo/TV/telephone
 Time for socializing
 Space for clothes/luggage
 Food in the room
 Lifestyle

Roommate Responsibilities

Your enjoyment of life in residence will depend, to a large extent, on the thoughtful consideration you demonstrate for your roommate and your neighbours. Your basic responsibilities include the following

- The responsibility to maintain a clean area in which to live.
- The responsibility to respect each other's belongings.
- The responsibility to resolve grievances with your roommate.
- The responsibility for each of you to study, sleep or relax without undue interference.
- The responsibility to allow each other open access to the room and facilities.
- The responsibility to provide each other with privacy when needed.
- The responsibility to keep each other free from intimidation or harm.
- The responsibility to ensure that guests respect these conditions as well.

Conflict Management

No matter how well things are going, there will be times when you and your roommate cannot agree on an issue. Use the following suggestions to work your way through the conflict.

Some Basic Strategies to Conflict Management

Talking - Problems between people often involve a lack of communication. Work toward expressing yourself freely. Talking can help prevent differences from being blown out of proportion.

Listening - Learn to listen carefully. Most of us have learned to listen selectively so we can influence or win arguments. Strive for understanding by listening for words and identifying feelings without evaluating or reacting immediately.

Flexibility - The way you feel about a given situation today may differ a great deal from the way you feel tomorrow. Expect contradictions and be flexible with yourself and others.

Understanding - Do not assume or expect your roommate to view things as you do. Understand and work to respect differences in attitudes and people.

Cooperation - This joint experience requires honesty and attempts to make the relationship work. When you cooperate your chances of mutual satisfaction are increased greatly.

Compromise - Living with another person challenges you to find ways in which all those involved can be winners. It does not mean that you have to be less than satisfied.

Communicate - Express yourself clearly (in a direct, assertive manner) and avoid sarcasm or exaggeration. Learn to deal with conflict so that minor issues or irritations do not escalate into

major arguments. Approach concerns as soon as possible, preferably as they occur. Learn to identify and discuss while remaining pleasant. The key is to be assertive without being aggressive.

Roommate Mediation and Room Switches

When things just are not working out and you have used the conflict management strategies listed above, then arrange to speak with a Don, Cheryl or Tammy.

They will listen carefully to your concerns and suggest alternatives you may not have tried yet.

They will follow up with you to see how your discussions went.

If there are still problems a residence coordinator will speak directly with both you and your roommate together to gain further insight regarding your situation.

A residence coordinator will mediate between you and your room mate to come to an understanding of how you can both change to successfully live together.

Only as a last option will a room switch be permitted. This may not always be possible due to limited vacancies in residence.

Section 4. Moving In & Out

Long before you get to campus, the planning will begin. Remember that the first time you walk into your room, it will look sparse -- nothing at all like the way you've envisioned it. However, as you move your stuff in and get settled, it will quickly begin to look like home!

What does the College provide in my room?

A desk, desk chair, bulletin board and work light
 A double bed with mattress pad for each resident
 A 3 piece washroom
 Garbage & Recycling Containers
 Wardrobe and shelving/drawer unit with one lockable drawer
 A microwave oven and bar fridge
 Cable hook up for a TV
 College Network hook up
 A shared phone with free local calls.

What to bring with you:

You will want to surround yourself with things that make you feel comfortable such as posters and family pictures. You should also consider bringing the following:

Alarm Clock	Video Games	Dishes and Cutlery
Cleaning and Laundry Supplies	Combination Lock	Plastic Containers
Clothes hangers	Headphones	Sports Equipment
Computer/Laptop/Tablet	Health Card	Stereo with headphones
Personal Toiletries	Iron	Umbrella
Toilet Paper	Bed Linens and pillows	
	Television	

Small Appliances such as toasters, George Foreman type Grills, etc., are fine, but may only be used in the Residence Kitchen. If you set off the Fire alarms you may be charged by the Sarnia Fire Department. See Appliances in Section 5 for more information.

What NOT to bring with you.

The following are not permitted in residence:

Candles and incense	Guns/knives/martial arts weapons
Halogen Lamps	Chairs, mattresses or other furniture
Pets	

Large Appliances - including, but not limited to, microwaves, fridges, anything with an open flame. See Appliances in Section 5 for more information.

If in doubt...Contact us for more information!

Can't get the car door closed?

You may have trunks and large boxes shipped to residence. Items that you ship however, should arrive only after you have moved into residence in order that you may claim them immediately from the front desk.

Make it easy on yourself

If you live within a couple hours' drive of Sarnia, you can make move-in day a snap by bringing just the essentials including linens, toiletries and clothes to last a couple of weeks. After a couple of weeks, you can either pick up the rest of your things on a trip home or your parents can bring your stuff when they come to visit. By that time, you'll have a good idea of what you really need from home and what you can realistically fit in your space.

Moving In

Move in day is normally Labour Day Monday for the Fall term and the Sunday before classes start for the January and May terms. If you have extenuating circumstances which require you to move in earlier, you must receive permission from the Director of Campus Services. An earlier move in date is normally no more than 1 day before the regular move in date, although we will attempt to accommodate other requests. An additional nightly fee may be charged for residents requiring an early move in.

When you move in, you will do a room inventory with one of the Don's or Security. Make sure that you note any damages or deficiencies on this form before you sign it. You will not be charged for anything that is noted on this form.

The room inventory list will be reviewed again before you vacate the room. You are financially responsible for any damages that occur during your occupancy, normal wear and tear excepted.

Furniture

Each year we receive a large number of requests from residents to bring furniture not provided by the College into the Residence Rooms.

Due to the fact that rooms are shared and the limited space in each room, most requests will be denied. A request to bring in personal furniture must be PRE-APPROVED by Residence employees, before being brought into the residence. Final approval will not be given until the furniture is seen at move in.

If, in the opinion of a residence employee, a resident wants to bring in furniture which is unstable, dirty or considered to be a safety or fire hazard, it will be refused entry. If this type of furniture is found in residence it will be required to be removed immediately.

Typically the only items of furniture that are allowed are small plastic shelving/drawer units that can be used as a night table beside the bed or under the counter in the bathrooms. One small TV stand will also be permitted per room, not per resident.

College supplied furniture may not be removed from the rooms.

Furniture may not be re-arranged without the permission of the Residence Coordinator and the agreement of both roommates. Permission will only be given if you agree to put the furniture back to the way it was when you moved in. Failure to do so, will result in extra charges being levied to have the furniture re-set to its move in set up.

The heating/cooling unit may not be blocked nor may access into or out of the room be blocked for either roommate.

For safety reasons no furniture is to be disassembled for any reason, nor is furniture to be reassembled in a manner for which it was not originally designed. Any furniture that is disassembled will need to be reassembled by a professional selected by the College at the resident's cost. Any resident who takes apart his/her furniture in any way will face disciplinary sanctions.

Damage to your room or its furnishings must be reported to the residence office immediately. When your damage report is received, an assessment of damages and repair costs is made by the College. You are not charged for normal wear and tear repairs. You are responsible for damages done by you or your guests. You will be billed for appropriate charges and may be subject to disciplinary action.

See also Appliances in Section 5 for more information.

Christmas Break

In December, you must vacate your room 24 hours following the date of your final examination, test or class as recorded by the Office of the Registrar, whichever comes first.

Make sure you throw out all garbage before you leave and shut off any electronics or alarm clocks you are leaving behind for the break.

Set your room thermostat at 15 Celsius or 65 Fahrenheit to keep the room warm, but not hot.

A special accommodation request can be arranged for residents unable to return home during this time, or for those who have a job or extended class/coop schedules during the break. The Residence Front Desk will continue to have 24 hour coverage available although other college operations will be closed during the break, including all food service operations. Everyone needing to stay in Residence during this time must arrange to make their own meals or eat out.

Move In day for the Winter Semester is the Sunday before classes begin in January.

During holidays, you may leave everything in your room, unless the College indicates in advance a need to have the room vacated in order to perform maintenance tasks. Because the College does not guarantee the security of personal belongings left in rooms during holiday and closed periods, you should always take valuable items with you when you leave.

End of Year Moveout

You are required to vacate your room within 24 hours following the date of your final exam, test or class unless you receive prior approval from a Residence Coordinator.

The room must be in the same condition when you move out as it was when you moved in. This will save you being charged for clean up or set up fees.

Complete the room inventory checklist with a residence staff person after you have removed your property from the room. Once the checklist has been signed off, you will no longer be held responsible for what happens in that room. If you move out without having a room inventory completed, you will be held accountable for the condition of your room and furnishings based on inventories conducted in your absence. Appeals of charges are not allowed if your inventory checklist is not completed. **You will also FORFEIT your damage deposit if you fail to have a room inventory completed.**

Use the list below to double check that you are ready to move out. Cross out each of the items below once you have completed them.

All posters, pictures, tape, and other personal effects have been removed from all surfaces.

Mattress and Mattress pad are left on bed.

All drawers in desk and armoire are empty and cleaned.

Desk lamp is plugged in and working.

All Shelves are empty and cleaned.

Furniture is in original position (Desk, Chair, Armoire, Bed)

Wall jacks for phone and cable are not damaged

Phone is in working order, no cracks or breaks, no buttons missing.

Fridge has been cleaned and defrosted. All shelves are in place.

Microwave has been cleaned. Turntable is in place.

Recycle bin and garbage pail are emptied not damaged.

All garbage and recyclables have been removed.

Broken or damaged furniture, holes in wall, etc. have been reported to front desk.

Room & Washroom have been vacuumed and wiped down.

Shower curtain is in place.

Room Inventory sheet is completed with a staff member AFTER your room is empty and clean.

All key cards have been returned (Proxy, Door, Laundry, Meal) A \$25.00 fee will be charged for any key cards not returned.

Section 5. The Rules and Regulations

NOTE: In any instance where the policies, rules and/or regulations for the College Residence conflict with those policies, rules and/or regulations as established by the College, the official College policies, rules and/or regulations shall take precedence.

Alcohol

If you are of legal age (19), and have guests, also of legal age, you may consume alcoholic beverages in your room, inside the lounges and in the courtyard.

No open alcohol is permitted in hallways and stairwells. All alcohol must be consumed from a cup or can. Bottles and Kegs are NOT permitted.

Activities, which promote excessive consumption, are prohibited.

The making of beer, wine or spirits by any means is prohibited in all residence rooms.

Appliances

Microwave ovens, Fridges and/or Freezers may not be brought into residence.

There are limited electrical outlets in each room. Power bars will only be permitted that have a built in circuit breaker and which are three pronged. Overloading the power outlets is a violation of the building safety code and you may be asked to unplug some of your electrical equipment. You are also reminded that you will be held responsible for damage or threat to safety resulting from non-compliance with these regulations.

All appliances and any power bars permitted in residence must be CSA approved and not have any worn, or cracked electrical cords or other similar defects.

There is one 4 cubic foot bar sized refrigerator and one microwave oven in each room. They are plugged into their own circuit and nothing else is to be plugged into those outlets. The fridge and microwave may not be moved to another location in the room.

Cooking appliances may only be used in the Kitchen area and must be removed immediately after use. Personal appliances to be used in the Kitchen area may not have open flames or open elements. Appliances left behind in the Kitchen area will be thrown out.

Halogen Lights are not permitted due to the high heat level given off and associated fire hazard.

If in doubt about what you can bring, ask the Residence Coordinator before you bring it or purchase it.

Bicycles

You may have a bicycle on campus, but you must keep it locked up in the courtyard of residence. Always lock your bike (preferably with a U-lock). You may not chain your bicycle to stair railings, pipes or other fixtures in common areas. If you store a bicycle in an unauthorized area, it will be removed. It is recommended that you take your bike home during the winter months when you will not be riding it on a daily basis.

Do not leave your bicycle locked to the external bike racks outside the building. Use the courtyard bike racks to avoid having your bicycle stolen.

Cleaning and Maintenance

Each resident is reminded that the care taking staff is responsible for general cleaning and maintenance only. All residents share responsibility for the neatness and cleanliness of the residence. The residence staff carries out room checks at least once each month. Charges for cleanup of extraordinary waste or mess will be billed to the resident(s) responsible if they have not completed it themselves within a reasonable length of time.

Any dirty dishes, utensils or other items that are left in the lounges, washrooms or public areas of the building will be collected and disposed of in the trash bins. Please make sure that you pick up after yourself.

Excessive caretaking charges will be levied when cleaning extends beyond caretakers' standard duties.

Facilities Management has a maintenance staff of trades workers who work to maintain a safe living environment for our residents. If you have a room maintenance request, including concerns with extreme heat or cold, please contact the front desk. They will direct your request to Facilities Management. It may be necessary for maintenance personnel to enter your room to do the work whether or not you are present.

Candles, Incense and Open Flames

Open flames are not permitted in residence, including attended lit candles or incense.

Residents who require the use of candles for religious purposes should contact the Residence Coordinator or the Director of Campus Services.

Common Areas

You share with other residents the responsibility for keeping the common areas tidy. Consideration for others and the common courtesy of cleaning up after yourself are essential aspects of residence life. By properly disposing of your trash and actively participating in the

recycling program by placing your recyclables in the bins provided, you help maintain a healthy environment.

Furnishings in the Common areas are for the benefit of all residents and may not be removed.

Hallways should be kept clear at all times. Residents and their guests are not permitted to eat, drink, smoke, transport open alcohol or other open beverages in the hallways.

Computers

The College offers both a wireless hook up and a wired hook up in Residence and wireless access in other locations on campus. It is your responsibility to ensure that your computer has the proper hardware and software configuration to operate on the College Network.

Additional information regarding what is required can be obtained from the College IT Help Desk in Room D105 of the South Building.

The College also has a number of Computer Labs available, which are accessible 24 hours a day. Please contact the IT Help Desk in Room D105 of the South Building for more information regarding these Computer Labs.

Residents, who wish to have a high speed connection that is not part of the college network, may contact Cogeco. The resident is responsible for any costs associated with having a separate network hook up installed.

Damages

All residents have both individual and collective responsibility for the residence and its grounds.

Individual(s) responsible for any damage will be required to pay any repair or replacement costs as established by the College.

You and your roommate are responsible for what takes place in your room whether you are in your room or not. Doors should be kept closed and locked when you are not in your room.

If damage occurs to a common area and the person(s) responsible cannot be found, all the residents will share the cost of repairs or replacement.

Disciplinary sanctions may be applied, in addition to repair costs.

You cannot install anything in your room, or to any part of the residence, eg a satellite dish. You will be required to pay for any costs incurred in having such devices removed as well as the costs incurred for any repairs to the Residence or your room.

Decorations

Decorations should be put up with removable tape only. If there are damages to the room due to your decorations, you will be responsible for any clean up and/or repair charges.

In the past we have had a number of negative comments regarding items displayed in the windows, which some people felt were inappropriate. As a result, we reserve the right to require you to remove anything from your windows that is deemed inappropriate by the College.

Emergency Evacuation

In the event that Residence must be evacuated, an emergency shelter will be established. Residents must check in at the emergency shelter prior to going anywhere else. This will ensure that we can give as accurate information as possible to Emergency personnel. Normally the Emergency shelter will be located in the gymnasium in the South Building.

At all times, you must follow the directions of the College employees, Security, or Fire and Police personnel on site.

Fire Safety

1. Familiarize yourself with the locations of exits; pull stations and extinguishers in your area.
2. IF YOU DETECT FIRE – Sound the alarm.
3. IF THE ALARM SOUNDS – Leave the Residence IMMEDIATELY.
4. Do NOT RE-ENTER the residence until the all clear signal has been given by the Fire Department.
5. Do NOT try to put out the fire if you have not been properly trained to use the equipment.

False Alarms

The operation of a fire alarm in the absence of a fire is an offense under Section 437 of the Criminal Code. You may be charged by Sarnia Police or Sarnia Fire if caught issuing a false alarm.

Garbage and Recycling

The caretaking staff picks up sealed bags of garbage, which are left in the hallway before 8:30 a.m. Monday to Friday. Open bags and garbage cans are not permitted in the hallways. Sealed garbage bags should not be placed in the hallway before 7:30 a.m. Monday to Friday.

Residents can take items which can be recycled to the recycling room in the residence.

Guests

Guests may be asked to show a current valid photo identification card when entering the residence or at any time when they are in residence.

Guests will not be granted access to the building unless you accompany them. Non-residents who are in the Residence unescorted will be asked to leave the building and may be charged with Trespassing.

Common sense and common courtesy apply when you want friends to visit your room. Before inviting guests, check with your roommate. If your roommate is writing a paper or studying for an exam, the distraction of others in the room may not be welcome.

Residents will be limited to a maximum of 2 guests at any one time.

Guests must be signed in and out of Residence each time the guest enters or leaves. You assume responsibility for any guest that you bring into the residence, including the responsibility for damages caused by your guests. It is also your responsibility to ensure that your guests comply with the rules and regulations as listed throughout this handbook. There may also be occasions when disciplinary sanctions are taken against you for the behaviour of your guest(s).

Any non- resident who is in your room; whether you signed them in or not; will be considered to be your guest if they are not accompanied by another resident who has signed them in. You will be responsible for their actions and will be responsible for any violations or fines levied due to their actions.

Residence employees, including the Residence Don's may ask guests to leave at any time.

The College reserves the right to suspend or alter guest hours and change the number of guests permitted in residence without notice.

Any resident who brings in an unsigned guest or who permits anyone to enter residence who does not live in the building will lose their guest privileges for a period to be determined by the Residence Coordinator and may be subject to a fine.

Guests must leave residence by 11:00 p.m. Sunday through Thursday and by 2:00 a.m. Friday and Saturday unless they have been signed in as an overnight guest.

No guests will be admitted to residence after midnight on Friday and Saturday nights, with the exception of those guests who have previously been signed in as an overnight guest.

Overnight Guests

Overnight guests may stay at your discretion on Friday and Saturday nights only. They are also subject to the same regulations as a regular guest with the exception that they have been given permission to stay overnight.

You must complete an overnight guest card and have it signed by roommate before bringing it to the Residence Coordinator or Security for their approval.

Only with special permission of the Residence Coordinator, will overnight guests be permitted Sunday through Thursday nights.

Guests will not be permitted to stay overnight during the exam periods at the end of each term.

Each resident is limited to one overnight guest at any time. Overnight guests must be 16 years of age or older. It is expected that your overnight guest will sleep in your room and in your bed.

If unassigned rooms are available, the overnight guest may be signed into one of these rooms for a fee of \$25.00 per night.

If a resident has permission to use another resident's room or your roommate's bed, while he/she is away, written permission must be given to the Residence Coordinator prior to that resident leaving the Residence. The resident having the guest must arrange to obtain any keycards required to access the other resident's room and is responsible for any losses or damages while the guest is in the room.

Harmful Behaviour

Residents who show or exhibit signs or symptoms of what the College deems to be harmful behaviour will be asked to seek proper medical assistance. In some cases, residents will be asked to leave residence until they can provide a doctor's certificate stating that the resident is healthy and able to return live on their own in residence without assistance before they will be allowed back in Residence.

Hockey & Sports Equipment

A storage space has been designated for storing sports equipment. Equipment may not be stored in stairwells, hallways, or common rooms. Equipment found in any of these areas may be removed and will be disposed of if not claimed within 24 hours.

Illegal Drugs

Use or possession of illegal drugs or drug paraphernalia anywhere on College property is prohibited.

Disciplinary sanctions may be imposed, and may include expulsion from Residence and/or the College. In addition Sarnia Police Services may be called to deal with the matter.

Illness

All cases of illness should be reported immediately to the Residence Coordinator or Security. The Wellness Centre staff, in the South Building, can assist you with medical (physical and emotional) issues.

It is your responsibility to seek appropriate medical attention immediately, to avoid the spread of any disease through the Residences and College.

Residence staff are not able to provide care to any resident regardless of the length of the illness.

The College reserves the right to contact your emergency contact regarding an illness that is affecting either your physical or mental well-being or which the College deems is being disruptive to the lives of other Residents.

The College reserves the right to request that you leave residence if in the opinion of the College, you are unable to care for yourself due to an illness or medical condition or if you have an illness which is contagious in any form.

The College also reserves the right to request a doctor's certificate affirming that the resident is healthy and able to care for themselves before they may be allowed back in Residence.

Insurance

The College will not be liable, directly or indirectly, for theft or loss of personal property by fire, water or any other cause, whether the items are placed in the resident's room, or other areas of the residence. Residents are strongly advised to carry insurance protection against loss or damage of their personal property. Many companies offer the option of adding a rider to a parent's policy.

Keycards

Access into the residence hallways beyond the lobby are locked 24 hours a day, seven days a week. You should carry your key cards with you at all time to access the residence hallways.

You may be asked to show your student ID until everyone gets to know you. Please remember that employees have a right to ask for your College photo ID at any time.

All other doors are alarmed and security bells will ring if these doors are opened.

Lock Changes or alterations

You cannot add any additional lock(s), or alter the locking system on any door. This includes holding open (in any manner) the security doors that control access to Residence.

Lending of key cards

You are not permitted to lend your keycards to non-residents and discipline sanctions may be applied if you do. Residence staff will confiscate keycards held by individuals to whom they do not belong. You are only permitted possession of residence keycards that have been issued to you by the College. Anyone found in possession of an unauthorized keycard will be subject to a fine and the possibility of further disciplinary action.

What if I lock my keycards in my room?

You can get a one-time access card from the front desk. You may be charged a \$2.00 fee each time this service is required.

What if I lose my keycards?

If you have lost your cards, you will be charged \$25.00 for a replacement keycard.

What if my keycard won't work?

Bring your keycard to the front desk and we will re-activate it. There is no charge for this service. Note that magnets and devices that have a magnetic charge, such as cell phones, can cause your keycard to deactivate.

Kitchenette

There is a kitchenette available in residence for small meal preparation. The kitchenette is not designed for food storage. In addition there are BBQ's available in the courtyard for use by the residents.

You are responsible to clean up after yourself when you use the kitchen. If the kitchen is found to be left dirty, it will be closed until the resident(s) responsible can have it cleaned up.

Residents are not permitted to use any cooking appliances anywhere but in the kitchenette. The Fire Alarm system in the Residence is very sensitive. If you are cooking, making toast or popcorn in your room and the Fire Alarm goes off because it has detected heat or smoke in your room, you may be charged or receive a fine of up to \$1,000.00 by the Fire Department. You may also receive fines and/or academic sanctions from the College.

Laundry

Laundry facilities including washers, dryers and ironing boards are available in residence. There is a charge for using the washers and dryers. You will receive a pre-loaded laundry card when you move in. Additional funds may be added by using the card re-charger in each laundry room. You can add value with either your debit card or a credit card. **The value on these cards**

is not refundable and will not work in other machines off campus. You are responsible for providing your own detergents, dryer sheets and iron.

To use the machines, you insert your card. The display will show any token and/or cash balance on your card. Press the cycle button of your choice and the machine will start. It will then display the new token/cash value on your card. When the “pull card” message appears, you can remove your card from the machine.

If your card does not activate a machine and there is an adequate amount on it, the card will have to be returned to Coinamatic for replacement. Emergency cards are available in the residence office until your card is returned.

If you lose your card, you lose the value on it. You will have to purchase a new card from the Residence Office.

If you have any questions about the Laundry equipment, your card or the re-charger, call the SmartCity number at 1-800-561-1972 or email customercare@coinamatic.com. The website is www.coinamatic.com.

Mail and your new Residence Address

Except on holidays and during winter break, mail is delivered and picked up at residence by the College. All mail is held at the Front Desk. To retrieve your mail you must bring your student card in order to provide proper identification.

You can leave all outgoing mail with the proper postage attached at the Front Desk. The Xerox service in the South Building can also arrange for you to ship items by courier. You can purchase stamps at the Campus Shop.

Residence Address

Your address will be:

Lambton College Residence

Room Number ###

1457 London Road

Sarnia, Ontario N7S 6K4

Upon moving out of Residence, please notify Canada Post of your change in address. Any mail received after you move out, will be returned to the sender.

Parking

Parking is allowed only in designated areas. You must register your vehicle with Parking Services. A parking permit will be issued for your vehicle upon payment of the permit fee. Vehicles parked in a fire route or other area designated as No Parking endanger the safety of

other residents and are subject to a fine and possible demerit points as assessed by the Sarnia Parking Authority and/or Sarnia Police.

Further information on parking at Lambton is available on the college website under Parking.

The Parking Regulations are available in the College's Policies section on MyLambton.

Pets

Due to health concerns, allergies and fears held by many individuals regarding a variety of animals, pets are not allowed in residence. This includes small animals such as fish, gerbils, hamsters, etc.

Residents found to have a pet will be required to have the pet removed immediately or the College will arrange for the pet to be removed and taken to an appropriate facility.

Occasionally therapy animals will be invited into residence for a short period of time, usually one or two hours at the most.

Pornography

Activities which violate the Criminal Code of Canada, (e.g., section 163), regarding pornography or obscene materials will result in disciplinary sanctions, which can include expulsion from the residence and/or the College as permitted in the Student Disciplinary Code.

Posting any pornographic or objectionable material, written or electronic, anywhere within the residence, including any interior area of your room that can be seen from an open door or your window is prohibited. The College reserves the right to ask any Resident to remove any material, at any time, which has been deemed to be objectionable. Fines and other College sanctions may be applied.

Realize that certain acts may also be considered to be more than just in bad taste. Mooning or any form of exposing one's body may result in sanctions, fines, or expulsion from residence and/or the College as permitted in the Student Disciplinary Code.

Public Transportation

Public transportation is available on campus. Sarnia Transit Commission bus passes are available from the Campus Shop. You can purchase a sheet of 20 tickets, a one-month pass or a semester pass. Semester passes are available only to full time College students.

Sarnia has both a VIA Rail terminal and Airport. Please check the schedules for VIA and/or Air Canada for more details regarding this service.

Quiet Hours

Quiet Hours will be in place during the times noted below.

Quiet hours will be from 11 p.m. to 10 a.m., Sunday through Thursday. On Friday and Saturday nights, quiet hours start at 2 a.m. and continue until 10 a.m. the following morning.

These hours may vary (e.g. 24 hour quiet hours during exams).

It is each resident's responsibility to respect the rights of others to study, sleep and enjoy residence without being bothered unduly by excess noise at any time.

If you are being bothered by noise being created by another resident, it is your responsibility to ask them to be quieter. If the disturbance persists, you should notify the front desk.

During Quiet Hours, there should be minimal conversations or similar noise outside your room.

Stereos, Radios, TVs, Musical instruments etc. should be used with headphones or the volume must be kept a level which cannot be heard in the hallways or neighbouring rooms.

If you and your roommate cannot come to an agreement regarding the level of noise in your room during quiet hours, the College's policy will be that these items will be required to be off during quiet hours.

During the times which are not designated as Quiet Hours, you are still required to keep the volume and noise levels at a respectable level so that it is not audible in the hallways or neighbouring rooms.

At any time, you must lower the volume or turn off equipment when asked. It is important to remember that your roommate or the person living next to you may have an important exam or essay due the next day and needs the time to sleep or study.

Room Inspections

Rooms are checked by College staff or their designate for maintenance, safety and security reasons. Rooms are checked at various times throughout the year, both with and without notice being given. Residents, who in the opinion of college employees are found to have excessively dirty rooms will be required to clean their rooms for a further inspection. Failure to do so will result in cleaning charges being assessed against the resident(s) of the room.

Generally these inspections do not involve intrusion into personal belongings. Prohibited items such as pets, candles, and unauthorized appliances that are in plain view will be removed, and you will be notified of the removal in writing. College officials are legally bound to report evidence of unlawful acts in plain view.

Smoking

Lambton College is a smoke free institution. This includes residence. Smoking or using smoking related paraphernalia in any area of the residence, is strictly prohibited. Residents, their guests and employees are required to use designated exterior areas in the courtyard or front of the building.

Smoke & Heat Detectors

A smoke/heat detector is mounted in your room and also in the hallways. The Fire Alarm panel will indicate the exact location of any smoke or excessive heat. Do not cover or obstruct your smoke detector in any way as this will endanger both you and your room mate but also others living and working in the building. For your safety, never tamper with these systems.

Shelter in Place Designation

Sarnia has a number of emergency sirens, which are designed to go off in the event of a chemical emergency. If you hear the sirens, or if you are notified by police, college or other officials that a **Shelter in Place emergency** has been declared tune to a local radio station (AM 1070, FM 99.9, FM 106.3) for more information. Often you will be asked to remain indoors, to close all windows and doors and to turn off all heating and ventilation equipment. You may also be asked to not use the telephone until such time as an all clear can be declared. For more information, please go to the Community Awareness Emergency Response (CAER) website at www.caer.ca

Special Events

Any special event or group activity held in residence or using the residence name must have the prior written approval of the Director of Campus Services. The host group shall be responsible for any set up, clean up or other costs associated with the event.

Staff Right of Entry

Maintenance and caretaking staff enter rooms on a regular basis to provide washroom cleaning and/or repair service. The protocol for entering residence rooms is as follows:

1. Knock on the door, wait
2. Announce who they are as they enter the unit
3. Lock the door when leaving (even if the door was unlocked)

Storage

No storage is available in residence. The residence does have 2 small rooms set aside for hockey equipment or other sports equipment storage. The College accepts no responsibility for the theft, loss or damage of any items stored in these rooms.

Equipment may not be stored in stairwells, hallways, or common rooms. Equipment found in any of these areas may be removed and will be disposed of if not claimed within 24 hours.

Telephone Service

A phone with free local phone service is provided in each room. You are responsible for purchasing long distance cards if you wish to make long distance calls using these phones.

Television Cable Service

Cable service is provided in the residence lounge and one outlet in each residence room. Residents are responsible for providing their own televisions.

Theft and Fraud

Theft of college or personal property will not be tolerated. This includes fraudulent use of another resident's meal card, password, key cards, etc.

Use of your Room and Residence Facilities

The room you share with another residence is to be used as your living space and is not to be used for any other purpose without prior permission from the Director of Campus Services.

Vacancy and Consolidation Policy

Lambton College reserves the right to move residents to reduce losses in revenue and to fill vacancies that may occur throughout the year. If a vacancy occurs the Residence Coordinator will endeavour to fill the space as quickly as possible by either:

1. Filling the vacant space with a student on the residence waiting list. or
2. Consolidating vacancies from within the building by moving residents not sharing a room together in order to have an open room for residents of either sex.

Residents requested to change rooms must do so within 48 hours. Residents who do not change rooms when asked will be required to pay double the room fee until a roommate can be placed in the empty bed in the room.

Washrooms

Washrooms in Residence rooms will be cleaned once each month by our caretaking staff. You are expected to keep the bathroom in your unit in a suitable state of cleanliness at other times. This includes ensuring that drains and toilets are not clogged or plugged. It is your responsibility to report maintenance issues to the front desk immediately.

Weapons and Explosives

For your protection, firecrackers, knives, firearms, cap guns, dangerous weapons or any object considered dangerous to the health and/or wellbeing of fellow residents, are not allowed in residence. Disciplinary sanctions for those who contravene this policy may include appropriation of the weapon, in-house sanctions, and/or intervention by the appropriate legal authorities.

Section 6. Disciplinary Sanctions

In basic terms....**Respect the building and ALL the people who live and work in it.**

Ignorance, anger, alcohol or substance abuse will not be accepted as an excuse, reason or rationale for behaviour that shows a lack of respect.

The laws applicable in Sarnia, and the policies and regulations of Lambton College will be respected and observed. Residence is not a sanctuary separate and apart from the laws of our country or from community standards. Norms, which apply in the community at large, apply also in the residence community. If a crime is committed in residence, residents can expect that the Sarnia Police will be notified. A resident, therefore, may face both criminal charges along with applicable college sanctions.

In any instance where the policies, rules and/or regulations for the College Residences conflict with those policies, rules and/or regulations established by the College, the official College policies, rules and/or regulations shall take precedence.

Residents and their guests are responsible for observing the rules, regulations and policies.

Each resident is expected to take the necessary steps to prevent a problem from occurring, or act in a responsible manner should a problem occur. This includes removing themselves from the situation, attempting to prevent it from escalating to a more serious level, or informing Residence employees.

Residents are held individually responsible for the decisions they make regarding their behaviour, and incident reports are written for each incident.

When a breach of the rules and regulations occurs, any of the disciplinary sanctions which appear on the next page may be imposed depending on the severity of the incident.

If a fine is imposed it must be paid to the Residence Coordinator within 2 business days from being issued. A late fine payment fee of \$1.00 per day will be added to each outstanding fine until the fine is paid in full.

College Disciplinary Sanctions may be assessed in addition to the sanctions applied by Residence.

Warnings, fines or other actions may also be taken by the Police or Fire Services depending on the nature of the offence.

Definition of Sanctions**Warning**

A warning will issued following an incident of inappropriate behaviour.

Fine

A fine may be issued along with any warning. Fines range from \$25 to \$100.

Letter of Warning

This letter is posted in a student's file and is available to the Registrar and the student's Dean.

Behavioural Contract

The resident will be required to meet with the appropriate College department(s) to discuss their behaviour. (e.g. Counseling, nurse, equity services, etc.) The discussions are confidential, and are intended to serve as a learning opportunity for the individual. The resident may be required to participate in an educational or community activity that will give them the opportunity to contribute positively to their living environment.

Probation

A resident put on probation will be required to speak with the Director of Campus Services to determine a plan on how to live successfully in residence. Any further warning or inappropriate behaviour will result in the resident's expulsion from residence.

Alcohol Probation

A resident, regardless of their age, will be banned from consuming alcohol in residence for a specified period of time if they misuse alcohol in a way that is considered disruptive. Alcohol probation may be coupled with additional disciplinary sanction(s).

Restitution for Damages

When an individual's behaviour has caused damage to College or personal property, that individual will be required to pay restitution for any damages. These costs will be applied above and beyond any applicable fines.

Expulsion from Residence

A serious incident or accumulation of incidents of inappropriate behaviour will result in a resident being required to vacate residence immediately. An expelled resident may not reapply

to live in residence for the next 6 consecutive terms. Depending on the nature of the incident(s), residents may be given up to 48 hours to move out. A one-year Notice of Trespass may also be established. Upon expulsion from residence, the legal guardian will be contacted if the resident is less than 18 years of age.

The following chart broadly defines the level of fines for incidents of inappropriate behaviour. Any of the above listed sanctions may be applied depending on the nature of the offence. This list is only a guideline. Exceptions may occur.

Warnings and Fines
Level 1 – Actions by an individual that interfere with the rights of others to the peaceful use and enjoyment of residence
Minimum fine: \$25.00
Examples include but are not limited to: <ul style="list-style-type: none"> • Leaving a mess, food, or garbage in your room or a common space, • Having open liquids in public areas or beer in bottles, • Removal or Relocation of College Property, • Abuse of Guest Privileges, • Disrespect for Quiet Hours or excessive noise at any time. • Urinating in public, other general nuisance activities • Pranks, throwing objects in/at residence or at another person, playing sports in the halls, etc., • Smoking in Residence, • Having pornographic material in public view and not removing it when asked. • Having a Pet in residence.
Level 2 – Actions by an individual that: endanger the safety and security of themselves or others; compromise personal or College property; and/or attack the dignity/integrity of an individual.
Minimum fine: \$50.00
Examples include but are not limited to: <ul style="list-style-type: none"> • Ongoing repeated violation(s) from Level 1, • Lending Keycards to non- residents, • Using Candles/Incense in residence, • Inappropriate/Illegal Entry to residence rooms or restricted areas, opening security doors, • Use of Illegal substances, • Harmful Behaviours, e.g. consumption of alcohol to an excessive level, • Lack of Respectful Treatment of Others, • Inappropriate use of Fire Suppression equipment.
Level 3 – Actions by an individual of a serious nature.
Minimum fine: \$100.00
Examples include but are not limited to: <ul style="list-style-type: none"> • Vandalism • Possession of Weapons or Firearms • Theft/Fraud • Tampering with Fire Equipment • Using cooking appliances in your room resulting in a Fire Alarm

Section 7. Appeal Process

Disciplinary Appeals

If a resident feels that a disciplinary action was unfair they may appeal as follows:

Fines

Within 2 business days of the fine being issued, the resident can speak with the Residence Coordinator to voice his/her position. The Residence Coordinator, after speaking with the person issuing the warning, will decide if the fine was warranted.

If the resident is not satisfied with the decision of the Residence Coordinator he/she may speak with the Director of Campus Services. In the case of fines, the decision of the Director of Campus Services will be final. No appeals will be considered that have not been discussed first with the Residence Coordinator.

Expulsion from Residence

The resident can appeal directly to the Director of Campus Services in writing. The Director will meet with the resident. The Director will review the expulsion and may consult with the College Registrar before making a final decision.

If the resident is not satisfied with the decision, they can appeal to the College Appeal Board. The College reserves the right to ask that the resident leave the Residence before and during these proceedings.

Damage Appeals

Residents who receive damage or caretaking charges have the right to appeal these charges if they can demonstrate that they should not be responsible for paying a particular charge. A resident may not appeal a room clean-up or repair charge if a room inventory form was not completed at move in or move out.

Appeals will not be considered that argue against:

- 1) The principle of charging for damages.
- 2) The cost of material and the cost of labour (rate or hours charged). All damage charges will be based on the costs as established by the Facilities Management department of the College.

Within 2 business days of a charge being levied, the resident can speak with the Residence Coordinator who will decide if the charge should be cancelled or lowered.

If the resident is not satisfied with the decision of the Residence Coordinator he/she may speak with the Director of Campus Services.