



B.C.'s Energy College™

# Residence Guide and Handbook

## **Dawson Creek Residence**

11401 8<sup>th</sup> Street  
Dawson Creek, BC V1G 4G2



## **Fort St. John Residence**

Box 1000, 9820 120<sup>th</sup> Avenue  
Fort St. John, BC V1J 6K1



**Toll Free: 1-866-463-6652**

*Each Student Resident is responsible for reading and understanding the information contained in this Residence Guide and Handbook.*

*Last Updated: August 31, 2016*

## Welcome to Residence!

We are excited to have you. Choosing to live in an NLC Residence will benefit you in many ways. By living on campus it will be easy for you to:

- get to and from classes;
- find someone in your class who can help you with a study problem;
- get involved with extracurricular events and activities on campus; and
- make friends.

Our staff are here to help make your stay pleasant and comfortable. This handbook outlines helpful information that will assist you and your fellow residents in having a successful and valuable time while you live on campus.

Our residences house students who have different backgrounds, cultural beliefs, lifestyles and interests. We encourage you to be considerate, respectful, and understanding of others and hope you will keep an open mind and embrace the diversity our residences have to offer.

We kindly ask that you read and familiarize yourself with this handbook. 😊 If you have questions about any part of the *Residence Guide and Handbook* or anything else residence related please let us know.

Sincerely,

Residence Staff

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# 1.0 IMPORTANT CONTACT INFORMATION

## **Dawson Creek Campus Residence Manager**

Steve Bassett

Email: sbassett@nlc.bc.ca

Phone: 250-784-7524 (direct line)

## **Fort St. John Campus Residence Manager**

Chris Parrett

Email: cparrett@nlc.bc.ca

Phone: 250-787-6239 (direct line)

Outside of the Residence Manager's Posted Office Hours you may contact a Residence Assistant (RA) or Security for urgent matters.

## **Residence Assistants (RA)**

There are multiple residence assistants on each campus who have rotating shifts covering the RA duties. The RA schedule and name of who is on shift is posted at the Residence Office. RA's can be reached at the following numbers:

Residence Assistant for the Dawson Creek Residence: 250-784-8961

Residence Assistant for the Fort St. John Residence: 250-261-6289

## **Security**

Security is available between 4:00 pm and 3:00 am 7 days a week. Do not hesitate to contact them in case of emergency or urgent matter.

**Dawson Creek Security: 250-784-8202**

**Fort St. John Security: 250-261-4119**

## 2.0 RESIDENCE EXPECTATIONS (for NLC and the Resident)

It is extremely important that you read and follow the rules and regulations contained in this Guide and Handbook and in the Residence Contract.

While you are a Resident at NLC our goal is to do our very best to be sure you have...

- a safe and secure residence space;
- a peaceful and quiet space in which you can sleep and study;
- privacy, fair sharing of your room's amenities, and be free of unwanted guests in your room;
- opportunity to get involved in extracurricular activities;
- a respectful living environment;
- access to assistance from appropriate college staff when you need help; and
- clear information about the expectations of living in residence.

So that your fellow Resident's may also have the same quality experience we ask that you ...

- respect your neighbours;
- work cooperatively with your roommate(s) to both achieve desired hours of sleep, study, and visitation;
- examine your own behaviour when politely confronted by another and work cooperatively to resolve the conflicts; and
- notify appropriate College staff of a problem in a timely manner, and to cooperate with them as they work with you to solve your problem.

## 3.0 USEFUL RESIDENCE INFORMATION

### 3.1 Bicycles and Roller Blades

We welcome you to bring your Bicycle or Rollerblades with you. Our campuses have many paved roads that you can ride on and both Dawson Creek and Fort St. John are located close to many city walking trails. Bike racks are available at the entrance of each residence but please remember they are stored at the Resident's own risk, and we recommend that you lock up your bike. A Resident may store a bike in his/her suite but s/he responsible for any damage so please be careful.

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### 3.2 Cable Service

Basic cable is provided in all suites and is included in your fees. If you have trouble with your cable connection please contact the residence staff. Unfortunately at this time the Cable provider does not allow for residence to pay for an upgrade to their cable package.

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### 3.3 Furniture

What is provided in a Long Term Stay Room?

- Bed, dresser, desk and chair;
- Table and chairs, Living Room Furniture which may include a sofa and chair or loveseat and chair as well as TV stand, coffee table; and
- Fridge and Stove.

What is provided in a Short Term Stay Room?

- Everything provided in the Long Term Stay Room listed above;
- Linen (bedding, bath towels, tea towels);
- TV;
- Microwave, Fridge, Stove; and
- Utensils, Dishware and Cookware.

Furnishings are also provided in common areas, such as couches, chairs and work out equipment.

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### 3.4 Insurance Coverage

Northern Lights College is not responsible for money or personal property left in rooms or in the parking lots. Each Resident is recommended to carry property and/or liability insurance covering his/her personal property. Additionally, each Resident should ensure his/her bedroom door is locked at all times.

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### 3.5 Internet

All rooms have wired internet at no extra cost. You can use the top left Ethernet port and use a RJ45 patch cable to access it, or for WiFi you can use nlcguest (all one word) for the user name and password. If you have a Shaw internet account at home, then you can use the Residence as a Shaw GO WiFi Hotspot. There are some restrictions and limitations with NLC's internet service, which are outlined in NLC's *Technology Use* policy. A full version of this policy can be found at [www.nlc.bc.ca/Policies](http://www.nlc.bc.ca/Policies). If you are a high end user you may want to try another provider like Telus or Shaw, but they will charge for their services.

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### 3.6 Laundry Facilities

The Residence Office operates the washers and dryers located in the laundry rooms. Laundry facilities may be locked after 10 pm. Laundry left unattended after hours will be available for pick up the next morning. Change is available from the Residence Office.

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### 3.7 Mail Delivery

Each Resident is issued a mailbox. Residence mail is sorted daily. A notice is placed in a Resident's mailbox to notify of delivery of an oversized parcel. The parcel can be picked up, with the copy of the notice, during office hours or from the on-duty Residence Assistant between 7-10 pm.

Addresses for Residences:

Dawson Creek -  
Your Name  
Room # (e.g. 322A)  
c/o NLC Residence  
Northern Lights College  
11401-8th Street  
Dawson Creek, BC V1G 4G2

Fort St. John  
Your Name  
Room # (e.g. 322A)  
c/o NLC Residence  
Northern Lights College  
Box 1000,  
9820-120 Avenue,  
Fort St. John, BC V1J 6K1



When you move out please be aware that you will have one month to update your mailing address with friends, family and business contacts. After one-month mail will be returned to sender and any costs incurred as a result will be the Resident's responsibility.

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### **3.8 Move-In Room Inspection**

When you move into Residence the **1<sup>st</sup> thing you must do** is complete the "Resident Room and Suite Inventory" Form found in Appendix A of this Guide and Handbook. The completed "Resident Room and Suite Inventory" Form will be used by the College to assist in assessing any damage or missing furniture during the Residency Period. If a Resident does not complete and return this form, the College shall assess the Resident for any damage on the basis that all parts of the room/suite, including furniture and effects, were in good condition at the time the Resident took occupancy.

You may also get a copy of this form from the Residence Manager.

This completed form must be submitted to the Residence Manager.

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### **3.9 Parking**

Parking spaces are available and will be reserved on a 1<sup>st</sup> come 1<sup>st</sup> serve basis. The Residence lot(s) are reserved for Residents only. If you have a vehicle you can request your **free** parking permit from the residence manager. All Plug-ins have been upgraded to "smart" plug-ins and will only turn on once the temp drops below -15 degrees Celcius in order to be more environmentally friendly. See Parking Rules in the Rules and Regulations section for full details on Parking do's and don'ts.

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### **3.10 Snow Removal**

Throughout the winter NLC Facilities staff will be removing snow from Residence parking areas. Notice of snow removal will be posted at the front entrance. In order to accommodate removal of snow from the residence areas you will be asked to move your vehicle to other general parking areas on campus.

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### **3.11 Swipe Cards/Keys**

Residents losing a swipe card must notify the Residence Office immediately, so the door can be reprogrammed for the Resident's safety. Replacement cards are \$5. If a card becomes cracked or defective, the card can be exchanged at no cost. Lost room keys or mail keys will be replaced at a cost of \$15 each. The replacements will be inventoried and will be deducted from the Resident's damage deposit unless other payment is made.

*Each Student Resident is responsible for reading and understanding the information contained in this Residence Guide and Handbook.*

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### 3.12 Telephone Service

There is a courtesy phone (local calls only) located in the common area on the main floor. A phone book is provided with the courtesy phone. Please respect fellow residents and leave the phone book beside the phone.

Each bedroom and living room has separate phone jacks. To obtain a private line in a bedroom, the Resident will need to provide Telus with his/her suite number and a bedroom letter (ex. 222A). A shared phone line can be hooked up in the living room by providing the suite number (ex. 222). If the latter option is chosen, all roommates should discuss how the charges will be divided and courtesy issues such as when the phone can be used and for how long.

The Telus phone number is 310-2255 if you are calling anywhere in British Columbia or 1-888-811-2323 if you are calling from another province. The Telus representative will require an installation date, address, and other personal information.

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### 3.13 Recreational Equipment

The Dawson Creek Residence has a Common Room which is equipped with a variety of work out equipment, a pool table, ping pong table, and a foosball table.

At the Fort St. John Residence there is a ping pong table and portable gym, treadmill and elliptical located on the second floor, and a pool table on the third floor.

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### 3.14 Room Entry by College Staff

There are specific circumstances and timelines under which appropriate College staff can or will enter specific rooms or area of the NLC Residence. Where possible, a certain amount of notice will be given to a Resident prior to accessing the room.

Any important information for the residents will be posted in an area close to the main entrance. Please check daily as sometimes only 24 hours notice can be given.

#### Emergency Situation Room Entry

- ❑ Complex Wide: In case of an emergency (e.g. water, heat, electricity, smoke or fire), College staff will enter rooms without prior written notice when an immediate response is necessary to resolve or alleviate the cause of the emergency situation.
- ❑ Extreme weather conditions: Residence staff will enter rooms to close any open windows. Residents are to close windows before leaving their suites.

## **Non-Emergency Room Entries**

- ❑ Common Areas: Maintenance and resident staff have full access to residence common areas such as hallways and the activity room.
- ❑ Common Area washrooms: Maintenance staff may enter washrooms without prior notice. When maintenance staff is required to complete work in these areas, a sign will be posted informing residents of maintenance service.
- ❑ Individual Rooms and Suites: Any non-emergency maintenance work required within Resident's private rooms and within the suites will be completed within five working days of the initial request. Maintenance Requests forms can be picked up at the Residence Office.
  - Filing a Maintenance request authorizes appropriate College staff or contract employees to enter the Resident's suite to remedy the problem. This five-day window enables Residents to plan ahead for access of maintenance staff.
  - Residents will receive 24-hour notice if staff must enter suites for non-emergency, regular maintenance.
  - Room Inspections will occur monthly to check fire and heating systems, and to assess damage and cleanliness. If a bedroom/suite is determined not to meet basic health and safety requirements, Resident(s) will be given 24 hours to clean the suite for re-inspection.

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## **3.15 Room Transfers**

The Residence Office will allow room transfers on a case-by-case basis. A Resident unhappy with his/her room or roommate can request a transfer application at the Residence Office. Every attempt will be made to accommodate requests for room changes, however, students should be aware that transfers are not arranged for convenience reasons only. Transfer of rooms more than once will result in a \$50 room transfer fee, payable prior to new keys being issued. In exceptional circumstances this fee may be waived at the discretion of the Residence Manager.

The College reserves the right to reassign individuals to different rooms, at any time in the event that such re-assignments are determined to be necessary.

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## **3.16 Room Inspections**

There will be monthly room inspections to check fire and heating systems, and to assess damage and cleanliness. If a bedroom/suite is determined not to meet basic health and safety requirements, Resident(s) will be given 24 hours to clean the suite for re-inspection.

## 4.0 RULES and REGULATIONS

### 4.1 Alcohol

Consumption of alcohol is permitted only inside suites and in suites where all residents are over the age of 19. The legal drinking age in BC is 19 years of age. Alcohol is not permitted in suites where residents under the age of 19 have been placed. **(See C2 Infractions, Section 2.3.)**

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### 4.2 Bicycles and Roller Blades

A Resident may store a bike in his/her suite but s/he responsible for any damage it may cause. Riding a bike, rollerblading or other similar activities are prohibited inside of the residence building. **(See C1 Infractions, Section 1.2.7)**

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### 4.3 Candles

Candles and other open flames are banned in the residence. (See C2 Infractions, Section 2.2 (c))

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### 4.4 Cleaning Guidelines (use to prepare for room inspections)

The following is a list of general guidelines that, if followed, should allow for a clean, healthy and safe stay in Residence. Please note this is not an exhaustive list, and all residents are encouraged to work together to ensure the cleanliness of their units, and the Residence as a whole:

1. Minimal accumulation of unwashed dishes (not more than one sink).
2. No food, liquid spills or dirt build up on cupboards appliances, floors tubs and sinks. Failure to clean immediately can result in stains or compromise the integrity of surface.
3. No more than two cases of empty bottles or cans. Do not store on window ledges. Residence recycling is available.
4. No bags of garbage stored in the room. Use the dumpsters located outside the building.
5. Bathroom: Tubs, sinks, shower curtains and toilets need to be cleaned regularly using non-abrasive cleansers or vinegar to reduce mineral, calcium or lime accumulation. Allow the cleanser to stay on the surface for 5-10 minutes to help soften the hard water scale before scrubbing the surface. Try to clean high use

areas once a week it will help you when you do your move out cleaning. Please use toilet bowl cleaner only in the toilet bowl.

6. Clutter should be kept to a minimum. Excess paper and boxes should be recycled regularly, and clothes should be laundered regularly. Allowing piles of clothes or other belongings to accumulate on the floor can be dangerous when trying to evacuate in the dark and can add to fire hazards and to unsanitary conditions.
7. Kitchen: Stoves and ovens require regular cleaning to avoid malfunctioning and/or becoming a fire hazard.
8. Bedrooms: Clean bedding is essential to help keep the mattress in a sanitary condition.
9. Living room: Couch and loveseat – no clutter and no dirt or food build up.
10. Walls: We may ask to look behind certain posters to determine if they are covering up damage to the walls. Obvious marks should be wiped/cleaned off walls.

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## 4.5 Cooking with Oil

For your safety we have put in place some restrictions on cooking with oil. If you wish to cook with large amounts of oil you must do so in a contained unit (deep fryer). This will help decrease the chances of personal injury or fire due to overflow of grease or grease splatter. **(See C2 Infractions, Section 2.2.9)**

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## 4.6 Confidentiality of Information

Protection of privacy and confidential information of all Residents is of critical importance to the Residence Office and the College as a whole. No student information is given out to anyone without written permission of the Resident. NLC complies with BC's Freedom of Information and Protection of Privacy Act (FIPPA).

Each Resident is expected to maintain the privacy and confidentiality of each other Resident. Do not give out personal information, such as room or phone numbers, of any Resident, other than yourself. **(See C2 Infractions, Section 2.1.6.v)**

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## 4.7 Doors, Propping open

The security of Residents and their property is compromised when anyone props open or jams the lock of an otherwise secure door. Vandalism and theft often most occur when an area has open access. All main suite entrance doors and the security doors of the Residence are fire rated doors and are meant to be a firebreak. It is contradictory to the BC Fire Code to prop them open. **(See C2 Infractions, Section 2.1.6.viii)**

## 4.8 Fire/Smoke Detectors and Alarms

The Residence Fire Safety System includes detectors and alarms. Please familiarize yourself with the various equipment in the pictures below.

### Detectors on the Ceiling(2 types):

Smoke Only Detector



Smoke and Heat Detector Button for silencing the Smoke & Heat Detector (on the wall)



### Alarms on the Wall:

Audible Only Alarm



Audible and Visual Alarm



### Pull Stations on the Wall:

Pull Station



## What to do in case of a Building Wide Fire Alarm:

If either of these alarms sound you need to:



- Evacuate the building immediately; close the suite doors behind you.
- Meet at the Student Residence Muster area.
- Only re-enter the building once the Fire Department informs you through the Residence staff on duty.

*Fire alarm tests are performed once a month. You are required to leave the building, meet in the Student Residence muster area and stay until given further direction.*

### Suite and Bedroom Specifics:

- In your **Suite's Shared Area** there will be both types of detectors (Smoke only and Smoke & Heat).
  - The **Smoke Only Detector** which is fixed to the ceiling can be silenced by pushing the button in the middle of the detector. When this detector sounds it will only ring in your suite. Silencing the device will allow you time to clear the air. After that the smoke only detector will go back to monitoring only. If it goes off again then make sure you silence and then identify and remove the source of the issue. Do not at any time remove the smoke only detector or tamper with its ability to monitor for smoke. If the smoke only detector sounds a beep noise continually it means that there is an issue with the device and it should be reported immediately to the NLC Residence Staff on duty and they will take the necessary steps for a repair. Again, do not remove the device from service or tamper with it.
  - The **Smoke and Heat Detector** is also fixed to the ceiling. When this detector sounds it will alarm in your suite and the rest of the building. This means you need to evacuate the building. There is a **Button on the Wall (see above picture)** which you can push to silence the alarm when you are leaving the area. **\*\*If this alarm goes off, the temperature around this detector is high enough to cause it to go into alarm. There is also a good possibility that the sprinkler will go off at this time as well. Do not at any time remove the Heat/Smoke detector or tamper with its ability to monitor for heat or smoke. If the device continues to go off, even after you feel the air is cleared sufficiently, then it should be reported immediately to**

the NLC Residence Staff on duty and they will take the necessary steps for a repair. Again do not remove the device from service or tamper with it.

- In your **Bedroom** there will be a Smoke Only Detector and an Audible Only Alarm. If you are in an Accessibility Room there will be an Audible and Visual Alarm instead of the Audible Only Alarm.
  - The **Smoke Only Detector** operates in the same way as the Smoke only Detector outlined in the Suite's Shared Area section above. Review that section for silence information and specifics about this detector. Sufficient smoke may cause both the detector in the Suite's Shared Area and your Bedroom to go off.
  - The **Audible Only Alarm or the Audible and Visual Alarm** are connected to the main Fire system. If it sounds you need to evacuate the building immediately. You can use the silence **button on the Audible Only Alarm** to help you gather your wits from the alarm going off but the Residence must be evacuated so make your way to the nearest exit and leave the building.

#### Hallway and Common Area Specifics:

- Fire extinguishers are located in all hallways and common areas. There are also pull stations and alarms in the main hallways and common areas. If you activate a pull station in the main hallway/common areas or hear an alarm in the main hallways/common areas it will ring to the fire department.

*It is illegal for anyone to set off a false alarm or tamper with or discharge a fire extinguisher. A \$500 fine or six-month jail sentence can result from tampering with or misuse of Fire Equipment. Any resident found responsible will face disciplinary action. Note: If it is Red do not touch unless there is a fire. (See C2 Infractions, Section 2.2).*

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## 4.9 Fire Exits

Fire exits located on the main floor of all NLC Residences. Unauthorized use of the fire exits is prohibited. Use of these doors in a situation other than an emergency and without authorization is deemed a Category 2 Infraction. If it is determined that more than one resident is involved, each resident is subject to discipline. (See C2 Infractions, Section 2.1.6.vi and 2.1.6.vii)



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## 4.10 Firearms, Ammunition, Weapons, and Explosives

Firearms, ammunition, weapons, fireworks, explosives, or impaling devices are banned in the Residence and on College property. There are some storage facilities in the city and surrounding area that are capable of storing these items. Residents are responsible for remaining informed regarding items which are not permitted at any time on the College or Residence property. (See C2 Infractions, Section 2.1.3 and C3 Infractions, Section 3)

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## 4.11 Furniture

Furniture is not to be removed or moved from a suite, room or common area without the permission of the Residence Manager. Theft, unauthorized use, or damage/destruction of Northern Lights College property or of services is not permitted.

Residents are not allowed to move in additional furniture without prior approval of the Residence Manager. The reason we require you to check first is that furniture over a certain size may crowd the space and may create a fire hazard. (See C2 Infractions, Section 2.5 (1-4)).

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## 4.12 Garbage, Removal of

Residents are responsible for their own garbage removal. Garbage from individual units must be disposed of in the bin outside of the residence building. Suite garbage is not to be left in the halls or disposed of in the common area garbage cans. (**See C1 Infractions Section 1.2.4**)

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## 4.13 Guests Staying in Residence

All Resident's are allowed to have guests under the following guidelines. Short Term Stay Resident's do not qualify for overnight guests.

General rules for guests of current residents are as follows:

- All guests must be accompanied by a current Resident, and must make appropriate arrangements with their current Resident host for safely entering the building.
- All guests are required to conduct themselves according to Northern Lights College rules and regulations.
- Residents are responsible for the behaviour and conduct of their guest while at the College. During the guests stay if they incur an infraction the infraction will

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be charged to the Resident(s) who the Residence Manager deems as being responsible for the guest.

- For visitors under the age of 19, a Parental Consent/Release Form for Underage Students must be completed by the parent(s) or legal guardian(s) of the underage visitor **prior to the visit**. All requests for visitor access to Residence must be submitted to and approved by the Residence Manager. Access to the Residence is limited to the room of the resident indicated on the form and common areas.

Note: If your guest is suspected to be under the age of 19, Residence Staff have the authority to ask for appropriate government photo identification in order to confirm if a consent form is on file. Inability to provide appropriate government photo identification or if no consent form is on file the person will be asked to leave the building until appropriate identification is presented and the consent paper work is completed. If the person is 19 years of age or older, s/he will be allowed into the Residence building, providing there are no other issues. Should proper consent not be on file the incident will be reported and the Resident(s) involved will face disciplinary action. (See C1 Infractions, Section 1.2.3)

#### Temporary overnight guest Rules:

There will be no charge to an overnight guest if a Resident wishes to share his/her room with the guest, as long as the following conditions are met:

- The Residence Manager or Resident Assistant must be informed when guests are staying overnight, and which Resident is responsible for the guest. Guests will be asked to leave if not escorted by a current Resident.
- Guests are permitted to stay with a Resident a maximum of three nights per month.
- A student living in Residence is considered a guest within any unit other than the area s/he has been assigned.
- A guest staying more than one consecutive night must fill out a "Guest Form", which can be picked up at the Residence Office. The Resident host will be required to get all suitemates to sign the form, indicating that they approve of the arrangement.
- A resident's right to privacy takes precedence over a roommate's right to host a guest. It is expected that a guest will be housed in the host Resident's bedroom or the living room area.
- Do not use extra bedrooms in the unit. If more beds or more nights are needed, ask the residence staff for assistance. Where possible, the College will make available short or long stay accommodations, subject to the current rates. These fees are charged per individual and collectable for each stay.
- Rent will be charged at the current rates for any stays in excess of three nights per guest in a month.
- Passing of a guest stay to another resident, or "piggybacking", to allow for more nights in a month will not be permitted.

(See C1 Infractions, Section 1.2.3)

## **4.14 Hanging Items on Walls and Ceilings**

Pins, tacks, tape or other products that will damage walls are not to be used. If walls are damaged enough to warrant repairs, the cost of the repairs will be deducted from a Resident's damage deposit. Contact the Residence Manager or Residence Assistant for a list of suitable materials for hanging items.

At the discretion of the Residence Manager, posters and other displays that may be considered offensive will not be allowed in the common areas of the units, or in ways where they are publicly seen. (See C1 Infractions, Section 1.2.9)

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## **4.15 Laundry Facilities**

In order to ensure that all Residents have access to working laundry facilities there is penalty for tampering with the laundry machines. (See C2 Infractions, Sections 2.5.4)

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## **4.16 Move Out Expectations**

Each suite is to be completely cleaned prior to a Resident moving out of the Residence. Roommates should discuss what the expectations are for the exit of each Resident.

On the last day of your Residency Period you need to request a room inspection by Residence Staff. Failure to comply with this requirement will result in a Resident's damage deposit being forfeited, as per the Residence Contract.

What will happen if you don't move your stuff out of the residence? We will consider this abandoning your room. Your stuff will be stored up to 30 days at a cost of \$50 to the Resident. At the end of 30 days the College may dispose of the property at its discretion.

Don't forget to update your mailing address with friends, family and business contacts. We will allow you one month to do so. After one-month mail will be returned to sender and any costs incurred as a result will be the Resident's responsibility.

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## **4.17 Occupancy (Maximum number of people allowed in a room)**

Occupancy levels of the Residence Units and Common areas are subject to the Fire Code. The Maximum occupancy allowed in any residence unit at any time is eight people. Residence staff will direct the removal of all non-residents of a suite if a violation of the Fire Code is discovered.

The Fire Code must be adhered to for any activities held in the Activity Area of the building. A Resident planning an activity should ensure adherence to Fire Code

regulations. All student events held in common areas must be approved by the Residence Manager. (See C2 Infractions, Section 2.2.7)

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## 4.18 Parking Rules

Specific parking rules exist on each campus. Check with your Residence Manager for further details.

General rules apply for all Residents with regard to parking.

- ❑ When the resident provides vehicle registration and description, then Resident will receive a parking permit from the Residence Office. There are some parking spots supplied with power and are available on a first come first serve basis.
- ❑ All vehicles in a Residence parking stall must display a permit.
- ❑ Additional free parking for guests and residents are located in the general parking.
- ❑ Residents may park in front of the building only for loading and unloading.
- ❑ Parking in Fire Lanes or in a way to obstruct fire hydrants or building mounted fire protection service for any amount of time is prohibited. Offending vehicles may be towed if reasonable attempts to contact the owner or driver are unsuccessful. (See C2 Infractions, Section 2.2.8)
- ❑ Do not park in spots reserved for staff. Offending vehicles may be towed if reasonable attempts to contact the owner or driver are unsuccessful.
- ❑ Anyone found parking in a Residence stall or in the front for longer than 30 minutes will be subject to disciplinary action for failure to comply. (See C1 Infractions, Section 1.2.10)
- ❑ College parking lots, driveways and other property are not to be used for making vehicle repairs and for storing broken down vehicles over one week. (See C1 Infractions, Section 1.2.8)

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## 4.19 Pets

For health and sanitation reasons, animals are not allowed in Residence, other than service animals. Should you require a service animal please notify the Residence Manager. (See C1 Infractions, Section 1.2.6)

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## 4.20 Quiet Hours

Sunday to Thursday, 10 p.m. to 8 a.m., and Friday to Saturday, 12 midnight to 10 a.m.

Excessive noise at any time is not appropriate. Please remember to be respectful of your neighbours. If neighbours are persistently noisy, the Resident should speak to them first, and if that does not work, refer it to the on duty Residence staff or Security. Residence staff or Security will determine if there is a noise violation. If they determine

that the noise level is too high, then it is a noise violation and subject to an infraction. Any Resident may be directed by Residence staff or Security to shut down a source of noise at any time. (See C1 Infractions, Section 1.2.1)

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## **4.21 Room Renovations**

Residents are not allowed to do any room renovations including but not limited to renovations to furniture and fixtures, and painting. Should a renovation be allowed it will be at the Residence Managers discretion and approval, and must be pre-approved. Unapproved renovations will be considered a violation of this handbook and will result in disciplinary action. (See C2 Infractions, Section 2.5)

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## **4.22 Short Stay Specific Regulations**

As a short stay resident you are responsible for keeping your room clean. The room is equipped with a broom and dustpan. There are laundry facilities on each floor. Please clean your dishes before leaving.

Leave your soiled towels and face cloths in your bedroom when your stay is complete. Please leave your bedroom door key on the desk/dresser of your bedroom, and lock the bedroom door on your way out.

Keep your swipe card with you until you reach the main door. Once you swipe your card and the door allows you passage, you may drop the swipe card into the labelled drop box.

Rules and Regulations from the Residence Handbook and Code of Conduct apply to the Short Stay rooms. However, there are no overnight guests allowed. Please make yourself familiar with the Resident Guide and Handbook which is located in the binder in the entrance way of your suite.

There is absolutely no smoking allowed in the Residence. Alcohol is permitted only in the suite, not in the common areas or on the grounds of the Residence.

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## **4.23 Smoking**

Smoking is not permitted anywhere in residence. There are designated locations outside of the residence building that you can use. Please remember that you must be 7.5 meters away from a College building when smoking. (See C2 Infractions, Section 2.2.3)

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## 4.24 Sprinkler System

The sprinkler system is set up in individual rooms and in common areas. If the glass in the sprinkler head is broken, water will flow and fire alarms will sound throughout the building. Sprinkler guards are intended to prevent the accidental activation of the sprinkler.

All Residents are prohibited from doing anything that might impede the proper working of the sprinkler system. This includes touching, hanging anything from or throwing anything at any sprinkler head, regardless of location within the Residence. Any acts of non-compliance will be subject to discipline. (See C2 Infractions, Sections 2.2.1 and 2.2.5)

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## 4.25 Unauthorized Room Transfers

Unauthorized room changes may result in the Resident being required to move back to his/her authorized assigned room and/or disciplinary action. (See C1 Infractions, Section 1.2.11)

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## 4.26 Underage Residents

No person under the age of 19 years is permitted to live in the Residence building except under specific conditions, as outlined below.

An underage Resident will be permitted if:

1. The Resident is attending a post-secondary program at Northern Lights College or another accredited institution and is under the age of 19 years.
2. The Resident is living in the residence with his/her Parent(s) or Legal Guardian(s) in a Student Residence Family Unit and the Parents(s) or Legal Guardian(s) are attending a post-secondary program at Northern Lights College or another accredited institution

In either case the Resident must have his/her Parent(s) or Legal Guardian(s) complete the Parental Consent/Release Form for Underage Students prior to being confirmed as having a room in Residence. Minimum age to live in residence without parent or legal guardian supervision is 17 years of age. Failure to comply is a discipline infraction for the Resident(s) involved. (See C1 Infractions, Section 1.1.)

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## 5.0 INFRACTIONS

### 5.1 GENERAL

Any action contradictory to the Criminal Code of Canada, BC Offence Act, BC Fire Code, BC Building Code, or Municipal bylaws is prohibited within the Northern Lights College premises or properties.

Residence infractions are categorized as Category 1 (C1) Infraction, Category 2 (C2) Infraction and Category 3 (C3) Infraction and in some cases may supersede the quoted laws, regulations, codes or bylaws. When the Residence Manager is notified of an infraction, all reasonable attempts will be made to resolve the issue within 2 business days.

The Resident Guide and Handbook does not limit a Resident or College Staff member from pursuing action under another NLC policy however NLC reserves the right to determine whether action shall be taken under both the Policy and the Residence Guide and Handbook.

Discipline for a detected infraction will be one of the following:

- a written warning
- a fine, as outlined in the appropriate sections under C1, C2 and C3 Infractions and the cost of repair is charged to the Resident if applicable.
- a *Probation Contract*, signed by the College and the Resident, where a Resident is allowed to continue living in Residence, but continued occupancy has specified conditions outlined by the Residence Manager.
- Eviction

Additional monetary penalties may be assessed for breaches where there is a cost to repair, replace or to ensure security is restored. Fines and monetary penalties are payable to Student Services within 10 business days of the date the written infraction notice is given.

If the College is unable to determine who is responsible, infractions will be applied to the room and shared by all Residents in the suite.

Fines that are outstanding in excess of 30 days will be considered additional non-compliance and will result in further infractions.

All infraction decisions will be provided in writing (email or written letter) to the Resident.

## 5.2 INFRACTIONS

### Category 1(C1) Infraction:

A Category 1 violation includes but is not limited to any violation that disturbs the comfort of a resident, results in property damage under \$200, or causes unnecessary work for the Residence staff. All fines are due within 10 business days of the date the **written infraction notice** is given. The Resident's damage deposit may only be used to cover fines as part of the move out process and if all rent and other outstanding fees have been deducted from the damage deposit first. Multiple infraction notices may be given for one incident should multiple infractions occur in the same incident.

**First C1 Infraction:** A written warning is issued and the cost of repair is charged to the Resident.

**Second C1 Infraction:** A \$40 fine is assessed and the cost of repair is charged to the Resident if applicable. As part of the written warning, the Resident is put on notice that any discipline for any additional C1 Infractions will result in their being put on a *Probation Contract*.

**Third C1 Infraction:** A \$80 fine is assessed and the cost of repair is charged to the Resident if applicable. The Resident is required to sign a *Probation Contract* and is put on warning that any subsequent infraction C1, C2 or C3 will lead to eviction and additional fines as applicable.

**Fourth C1 Infraction:** An \$80 fine is assessed and the Resident is charged for the cost of repair if applicable. A one-week eviction notice is levied.

### C1 Infractions

#### **1.1 Failure to Comply/Failure to Act**

Not responding in a civil manner to or ignoring the directions of College officials, including, but is not limited to:

1. Knowingly violating the terms of any disciplinary sanction imposed in accordance with the Rules outlined in the Residence Guide and Handbook. This can also include non-payment of fines levied as a result of a breach of these rules.
2. Making use of the Residence or Residence Rules to counter or contradict any other College sanction or imposed penalty.

#### **1.2 Failure to Comply with Basic Rules of the Residence**

1. Loud noise during Quiet Hours (ability to understand words or hear bass tone outside of suite noise is coming from or in an adjacent suite) (see definition in section 4.20)
2. Excessive noise in common areas.
3. Violation of overnight guest procedure.
4. Violation of the room cleanliness guidelines (See section on Cleaning Guidelines).

*Each Student Resident is responsible for reading and understanding the information contained in this Residence Guide and Handbook.*



5. In arrears in payment of rent or other charges assessed by NLC.
6. Having a pet in residence (except for service animals)
7. Running, rollerblading, skateboarding or riding bicycles within the building.
8. Performing mechanical repairs on vehicles in the parking lot, or storing broken down vehicles in the parking lot for more than one week.
9. Displaying the following material in a public area of the residence:
  - i. Lewd or pornographic images
  - ii. Racist material or material inciting hatred
  - iii. Material depicting violence or injury to another, portraying illegal substances, or general inappropriate matter which may cause offense to others.
10. Unauthorized parking violation.
11. Unauthorized room transfers.

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## **Category 2 (C2) Infraction:**

A Category 2 violation includes but is not limited to actions that jeopardize the wellbeing of Residence staff, residents or the Residence building. Due to the severity of a C2 Infraction, there is no written warning.

**First C2 Infraction:** A fine of \$80 is assessed and the cost of repair is charged to the Resident if applicable. The Resident is required to sign a *Probation Contract* and is put on warning that any subsequent infraction will lead to eviction and additional fines as applicable.

**Second C2 Infraction:** A fine of \$160 is assessed and the cost of repair is charged to the Resident if applicable. A 48 hour eviction notice is levied.

Upon consultation with the Director of Student Services, should the Residence Manager determine that the continued presence of the Resident constitutes a real or apparent danger to the safety of staff or students of the College or any other person in the Residence immediate eviction may be levied in accordance with the Residence Contract.

### **C2 Infractions**

#### **2.1 Behaviour that Jeopardizes the Safety or Wellbeing of Others:**

1. Physical abuse, verbal abuse, threats, intimidation, harassment, coercion and/or which threatens or endangers the health, safety, or physical or emotional wellbeing of another person
2. Any form of fighting, regardless of mutual consent of the participants
3. Unauthorized possession of any firearm, ammunition, weapon, fireworks, explosives or impaling device
4. Conduct that is disorderly, lewd or indecent

5. Criminal Harassment, also known as stalking
6. Breach of security, including:
  - i. Tampering with or removing any automatic door locking mechanisms
  - ii. Allowing the congregation of guest outside room windows or in the hallways of the building.
  - iii. Lending keys to anyone.
  - iv. Providing Residence access to someone who has been evicted within the previous 12 calendar months.
  - v. Giving out information about other Residents to the general public
  - vi. Entering the building except through the main entry/exit door
  - vii. Exiting the building except by an authorized egress
  - viii. Propping open security or suite doors.

## **2.2 Violations of Fire Safety**

1. Tampering with a fire safety device.
2. Intentionally initiating or causing to be initiated any false report, warning or explosion or other emergency.
3. Smoking or allowing smoking by guests anywhere within the residence building or within 7.5 meters of any entrance.
4. The creation of a fire hazard, the use of open flame; improper use and/or possession of hazardous substances.
5. Endangering of the safety of persons or property by tampering with safety equipment;
6. Failure to follow proper emergency evacuation procedures or improper use of emergency equipment. Propping open the suite doors by means of the deadbolt or other parts of the lock mechanism can damage the electronics within the lock.
7. Allowing congregation in excess of 8 people in a Residence suite.
8. Parking in fire lanes or within 3 meters of a fire hydrant or building mounted fire protection service
9. Improper or hazardous cooking methods, lack of vigilance while using a kitchen appliance or failing to clean or maintain a stove or oven.

## **2.3 Misconduct Involving Alcohol:**

1. Use and/or possession of alcohol by persons under 19 years of age.
2. Purchasing for or providing alcohol to a person(s) under 19 years of age.
3. Use and/or possession of alcohol in any common area (e.g., lounge) except for events that have been registered and there is a Special Event License present.
4. Open, unconcealed alcohol containers in public areas, such as Common Area or outdoors on college property.
5. Disorderly conduct while under the influence.

## **2.4 Misconduct Involving Illegal Drugs or Controlled Substances:**

1. Use of any controlled substance, illegal drug or drug paraphernalia.
2. Possession of any controlled substance, illegal drug or drug paraphernalia.

## **2.5 Thefts, Misappropriation of College Property or Property Damage:**

1. Intentionally or recklessly destroying, damaging, or defacing college, corporate property or property of other individuals located on college grounds,

- including removing screens from exterior windows.
2. Theft of property or of services; possession of stolen property.
  3. Moving, re-allocating, removing from service or use without permission of College property, processes or services.
  4. Misuse of College property, processes or services allocated for College staff, personnel or contractors.
- 

### **Category 3(C3) Infraction**

If a Resident's actions result in a C3 infraction no probation will be granted and because of the seriousness of these infractions the Resident will be given written notice of immediate eviction.

**First C3 Infraction:** A fine of \$80. An immediate eviction notice is levied.

### **C3 Infractions**

1. Sexual assault
  2. Sexual harassment
  3. Unauthorized use of any firearm, ammunition, weapon, fireworks, explosives or impaling device.
  4. Manufacturing, processing, or distributing a controlled substance or illegal drug.
- 

### **Combination of C1, C2 and/or C3 Infractions**

If three or more C1 infractions have previously been incurred at the time a C2 or C3 infraction is given the discipline level will automatically result in the final level of infraction consequence for the relevant C2 or C3 level.

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## **5.3 Probation Contract**

The *Probation Contract* (see Appendix B) is a last chance contract that allows the resident one more opportunity to stay living in the student residence. Specific conditions will need to be met in order to get off of probation, including the payment of all fines and rental fees arrears. The Resident must also not have incurred any additional infractions. Any additional infractions incurred by the resident during a 90 days period from the signing of the *Probation Contract* will result in the cancellation of *Probation Contract* and Eviction will be effective in accordance with the appropriate consequences for the Category the Infraction is under.

After the successful completion of 90 day *Probation Contract*, the resident will be placed at the Second C1 Infraction level.

*Each Student Resident is responsible for reading and understanding the information contained in this Residence Guide and Handbook.*

If the resident is unable to meet the initial requirements of the *Probation Contract* which includes payment of fines, or refuses to sign the *Probation Contract*, then the next level of infraction notice will be given which includes eviction.

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## 5.4 Eviction Specifics

If a Resident is given an eviction notice s/he may not enter any NLC Residence for a minimum of one year from the date of eviction. Re-entry may be considered only after a written request is made to the Director of Student Services. Eviction of a Resident occurs after specific combinations of infractions have occurred, and discipline levied, under C1, C2 and C3 Infractions. If a Resident is given an eviction notice the Residence Manager will provide the Resident with information on where to go for details about other housing options in the community.

All Residents who fall under the Residence Contract have the right to final appeal as outlined in the Residence Infraction Appeal and Student Appeal section of this Residence Guide and Handbook.

Should Eviction under a C3 Infraction be imposed the Resident must remove themselves immediately from the residence and only on the basis of a successful appeal would they be allowed back into the student residences.

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## 5.5 Residence Infraction Appeal & Student Appeal

A Residence Manager's decision resulting in a written warning, fine, or probationary contract may be appealed to the Director of Student Services within 48 hours of the Resident(s) receiving written notification of the decision. The **Residence Infraction Appeal** must be made in writing and submitted to the Director of Student Services.

The Director of Student Services will decide whether to uphold or overturn the Residence Manager's decision within three working days of receiving the Residence Infraction Appeal, and will provide that decision in writing to the Resident, Residence Manager, Student Services and the Registrar's Office.

Should a Resident's penalty result in **eviction** the student has the right to a final level of appeal. A final level of appeal is available under the **Student Appeals, Education Policy**, (found at <http://www.nlc.bc.ca/About-NLC/NLC-Policies> ) if a decision by the College impacts a Student's ability to register in a program or course, to continue attending a course or program in which they are registered, and/or to utilize one or more services available to registered NLC learners.

As outlined in the Student Appeals Policy, the Appeal will be heard only if:

- The decision was based on inaccurate or incomplete information.
- The decision was made before College representatives completed all incremental steps outlined in the specific policy under which the original action was taken.

An Appeal lodged based on one of these two conditions must be submitted under the Student Appeals Policy in accordance with the deadlines outlined in the policy. NOTE: The appeal must be lodged with the Registrar's Office within five days of notification of the final decision (eviction).

If a student is evicted from Residence, written notification of that decision shall also be provided to the Dean of the program in which the student is enrolled.

# Appendix A

## Resident Room and Suite Inventory Form

The occupant should complete the inventory immediately and deliver it to the Resident Manager for confirmation. Remember, you will be held responsible for the general condition of the shared living area and the bedroom assigned to you including the furniture and fixtures in these rooms, so be thorough when completing this form.

Name of Resident: \_\_\_\_\_ Move-In Date: \_\_\_\_\_  
Program: \_\_\_\_\_ Program End Date: \_\_\_\_\_  
Room Number: \_\_\_\_\_ NLC Student #: \_\_\_\_\_

### **Bedroom Inventory**

Please indicate the number of each of the following items in your room.

Computer Chair \_\_\_\_\_ Desk \_\_\_\_\_ Dresser \_\_\_\_\_  
Mattress \_\_\_\_\_ Bed Frame \_\_\_\_\_

Please make notes on the condition of your Bedroom in the lines provided.

*Furniture:* Note the condition of the bed, mattress, chair, dresser and desk.

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*Paint:* Note marks or chips and their Location.

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*Windows:* Note any damage to the glass, screen, blinds, ect..

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### **Office Use**

*Other:* Comment on door, floor condition, etc...

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**Office Use**

**Shared Living Area Inventory**

Please indicate the number of each of the following items in your unit.

Love Seat/Chair \_\_\_\_\_ Sofa \_\_\_\_\_  
Coffee Table \_\_\_\_\_ End Table \_\_\_\_\_  
Fridge \_\_\_\_\_ Stove \_\_\_\_\_  
Microwave \_\_\_\_\_ Kitchen Table \_\_\_\_\_  
Kitchen Chairs \_\_\_\_\_

Please make notes on the condition of the Shared Living Area in the lines provided.

*Furniture:* Note condition of the above furniture and appliances, include marks, tears and chips.

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*Paint:* Note marks or chips and their location.

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*Windows:* Note any damage to the glass, screen, blinds, etc...

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Other: Comment on doors, cupboards, and the condition of the floors

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Office Use**



Remember: Residence are not permitted to put nail or tack marks in the walls, please use fun-tack or poster putty to hang up pictures and posters.

Students Signature \_\_\_\_\_ Date: \_\_\_\_\_

**Move-out Inspection - Residence Manager Use**

\*Please invoice occupant for the following replacement, repair or cleaning charges

_____	\$	_____
_____	\$	_____
_____	\$	_____
_____	\$	_____
_____	\$	_____
_____	\$	_____
TOTAL TO BE COLLECTED	\$	_____

Residence Manager's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Resident was present for Move-out Inspection: Yes\_\_\_ No\_\_\_

If no add comments: \_\_\_\_\_

\_\_\_\_\_



# Appendix B

## Probation Contract

I understand that entering into a probation contract means that this is my last chance and that I'm being allowed one more opportunity to stay living in the student residence.

Specific conditions will need to be met in order to get off of probation, including the payment of all fines within 10 business days of the fine being incurred and payment of rental fees arrears within 10 business days. The Resident must also not have incurred any additional infractions. Any additional infractions incurred by the resident during a 90 days period from the signing of the *Probation Contract* will result in the cancelation of *Probation Contract* and Eviction will be effective in accordance with the appropriate consequences for the Category the Infraction is under.

After the successful completion of 90 day *Probation Contract*, the resident will be placed at the Second C1 Infraction level.

I therefore agree to follow all rules and guidelines as outlined in the Resident Guide and Handbook and acknowledge that if I am unable to meet the initial requirements of the *Probation Contract* which includes payment of fines, or I refuse to sign the *Probation Contract*, then the next level of infraction notice will be given to me, which includes eviction.

**By signing this Contract, I acknowledge that I understand the responsibilities entrusted to me and will fulfil them. I am aware that failure to abide by this contract will be considered a breach of contract and will result in my eviction.**

Resident's Name: \_\_\_\_\_ Room & Suite #: \_\_\_\_\_

Resident's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Residence Manager Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Contract to end on: \_\_\_\_\_

*Complete this section at termination or completion of contract*

Date contract was completed: \_\_\_\_\_

Date contract was terminated and eviction resulted: \_\_\_\_\_

Residence Manager Signature: \_\_\_\_\_

*Each Student Resident is responsible for reading and understanding the information contained in this Residence Guide and Handbook.*