Each Student resident is responsible for reading and understanding the information contained in this Student Housing Guide and Handbook.

Last Updated: April 19, 2018

Student Housing Guide and Handbook

Dawson Creek Student Housing
11401 8th Street
Dawson Creek, BC - V1G 4G2

Fort St. John Student Housing
Box 1000, 9820 120th Avenue
Fort St. John, BC - V1J 6K1

Toll Free: 1-866-463-6652
Welcome to Student Housing and Staff!

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

**Student Housing Manager:**

*Ensure safe operation of the Student Housing, responsible for all room assignments by collection of student fees, assignment of rooms, and access control (keys/card) to buildings/rooms/on-site mail. Organize and evaluate the upkeep and maintenance of the Student Housing and oversee the complete operation. Any other help you need 😊*

**Residence Assistants (RA):**

*RA’s are to help you outside of Student Housing Manager Hours. (Non-emergency). Duties: charge cards, check in and out, room inspections, Student Housing complaints etc. Any other help you need 😊*

**Security:**

*The safety of the residence and light maintenance of Student Housing. Any other help you need 😊s.*
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Last Updated: April 19, 2018
1.0 IMPORTANT CONTACT INFORMATION

Dawson Creek Campus Student Housing Manager
Tanya George
DC Email: tgeorge@nlc.bc.ca
Phone: 250-784-7524 (direct line)

Fort St. John Campus Student Housing Manager
Chris Parrett
FSJ Email: cparrett@nlc.bc.ca
Phone: 250-787-6239 (direct line)

Outside of the Student Housing Manager’s Posted Office Hours you may contact a Residence Assistant (RA) or Security and Duty Manager 250-784-7610 for urgent matters.

Residence Assistants (RA)
Hours: 4:30pm - 8:30am

Residence Assistant for the Dawson Creek Student Housing: 250-784-8961 or 250-219-4906
Residence Assistant for the Fort St. John Student Housing: 250-261-6289

Security
Security is available between 8:30 am- 3:00 am Monday- Friday and Saturday-Sunday 4:00pm- 3:00am. Do not hesitate to contact them in case of emergency or urgent matter or 911.

Dawson Creek Security: 250-784-8202
Fort St. John Security: 250-261-4119
2.0 Student Housing 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 Student Housing 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 Student Housing 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 Student Housing.

So that your fellow Resident’s may also have the same quality experience we ask that you …
- respect your neighbor’s;
- work cooperatively with your roommate(s) to both achieve desired hours of sleep, study, and visitation;
- examine your own behavior 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 Student Housing 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 Student Housing 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.

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 Student Housing staff. Unfortunately at this time the Cable provider does not allow for residence to pay for an upgrade to their cable package.

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.
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.

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 user name nlcguest@nlc.bc.ca and password nlcguest. If you have a Shaw internet account at home, then you can use the Student Housing 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. 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.

3.6 Laundry Facilities

The Student Housing 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 Student Housing Office.

3.7 Mail Delivery

Each Resident is issued a mailbox. In DC parcels are at the Regional building between 8:30am -4:30pm. You would need to bring picture ID, for students living in Student housing if you have a parcel your name would be posted at the main entrance. In FSJ parcels are picked up and taken to the Student Housing Manager’s office. Residents are given notice in their mail box to pick up at office

Addresses for Residences:
Dawson Creek - Fort St. John
Your Name Your Name
Room # (e.g. 322A) Room # (e.g. 322A)
c/o NLC Student Housing c/o NLC Student Housing
Northern Lights College Northern Lights College
11401–8th Street Box 1000,
Dawson Creek, BC V1G 4G2 9820-120 Avenue,

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Last Updated: April 19, 2018
When you move out please be aware that you will have to change your new mailing address at Student Services.

### 3.8 Move-In Room Inspection

When you move into Student Housing the **1st 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 Student Housing Manager.

This completed form must be submitted to the Student Housing Manager.

### 3.9 Parking

Parking spaces are available and will be reserved on a 1st come 1st serve basis. The Student Housing lot(s) are reserved for Residents only. 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. No parking in front of Student Housing building.

### 3.10 Snow Removal

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

### 3.11 Swipe Cards/Keys

Residents losing a swipe card must notify the Student Housing Office immediately, so the door can be reprogrammed for the Resident’s safety. Replacement cards are $5 DC and $ 15 in FSJ. 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.
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.

3.13 Recreational Equipment

The Dawson Creek Student Housing has a Common Room may be equipped with a variety of work out equipment, a pool table, ping pong table, and a fooze ball table.

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

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 Student Housing. 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 or letter in suit. 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: Student Housing 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.
  - 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.

3.15 Room Transfers

The Student Housing 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 Student Housing 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 Student Housing 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 24-hour notice.

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.)

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 Student Housing building. (See C1 Infractions, Section 1.2.)

4.3 Candles

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

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 Student Housing. 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 Student Housing 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 or old fruit that may cause fruit flies 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
Each Student resident is responsible for reading and understanding the information contained in this Student Housing Guide and Handbook.

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 Student Housing is of critical importance to the Student Housing 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 Student Housing 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 **Student Housing** 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 Housing 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 Student Housing 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 Student Housing 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.

*Under the fire code 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).*

**4.9 Fire Exits**

Fire exits located on the main floor of all NLC Student Housing 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)
4.10 Firearms, Ammunition, Weapons, and Explosives

Firearms, ammunition, weapons, fireworks, explosives, or impaling devices are banned in the Student Housing 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)

4.11 Furniture

Furniture is not to be removed or moved from a suite, room or common area without the permission of the Student Housing 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 Student Housing 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).

4.12 Garbage, Removal of

Residents are responsible for their own garbage removal. Garbage from individual units must be disposed of in the bin and closing of lid outside of the Student Housing 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)

4.13 Guests Staying in Student Housing

All Residents 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
be charged to the Resident(s) who the Student Housing 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 Student Housing must be submitted to and approved by the Student Housing 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, Student Housing 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 if completed. If the person is 19 years of age or older, s/he will be allowed into the Student Housing 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 Student Housing 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 Student Housing 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 Student Housing 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 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 Student Housing 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.
- Only 3 night stay if you exceed the 3 nights you as the resident will be charged per night
- 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 Student Housing Manager or Residence Assistant for a list of suitable materials for hanging items.

At the discretion of the Student Housing 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)

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)

4.16 Move Out Expectations

Each suite is to be completely cleaned prior to a Resident moving out of the Student Housing. 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 Student Housing Contract.

What will happen if you don’t move your stuff out of the Student Housing? 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.

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

Occupancy levels of the Student Housing Units and Common areas are subject to the Fire Code. The Maximum occupancy allowed in any Student Housing unit at any time is eight people. Student Housing 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.
Each Student resident is responsible for reading and understanding the information contained in this Student Housing Guide and Handbook. (See C2 Infractions, Section 2.2.7)

4.18 Parking Rules

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

General rules apply for all Residents with regard to parking.

- 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 no longer than 15 min. Offending vehicles may be towed if reasonable attempts to contact the owner or driver are unsuccessful. (See C1 Infractions, Section 1.1)
- 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 Student Housing stall or in the front for longer than 15 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)

4.19 Pets

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

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 Student Housing 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
Each Student resident is responsible for reading and understanding the information contained in this Student Housing Guide and Handbook.

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infraction. Any Resident may be directed by Student Housing staff or Security to shut down a source of noise at any time. (See C1 Infractions, Section 1.2.1)

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 Student Housing 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)

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 Student Housing Handbook 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 Student Housing. Alcohol is permitted only in the suite, not in the common areas or on the grounds of the Residence.

4.23 Smoking

Smoking is not permitted anywhere in residence. There are designated locations outside of the Student Housing 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)
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 Student Housing. Any acts of non-compliance will be subject to discipline. (See C2 Infractions, Sections 2.2.1 and 2.2.5)

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)

4.26 Underage Residents

No person under the age of 19 years is permitted to live in the Student Housing 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 Housing Family Unit and the Parent(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 Student Housing. 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.) We will try to have underage residents together. Sometime residents will change of age in the middle of the semester.
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.

Student Housing 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 Student Housing Manager is notified of an infraction, all reasonable attempts will be made to resolve the issue within 2 business days.

The Student Housing 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 Student Housing 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 Student Housing, but continued occupancy has specified conditions outlined by the Student Housing 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.

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 and or causes unnecessary work for the Housing staff. Not always all fines are due within 10 business days of the date the written infraction notice is given. The Housing 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 if applicable cost of any repairs is charged to the Resident.

Second C1 Infraction: A $40 fine is issued and the cost of repairs will be charged to the Resident. Additionally the Resident is required to sign a Probation Contract and is put on warning. Any subsequent infraction (C1, C2 or C3) will lead to eviction and additional fines as applicable. Resident must vacate within 7 days

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 Student Housing or Student Housing Rules to counter or contradict any other College sanction or imposed penalty.
   3. Propping open security or suite doors.
   4. Removing screens from exterior windows.

1.2 Failure to Comply with Basic Rules of the Student Housing
   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). ( OR FRUIT FLYES )
   5. In arrears in payment of rent or other charges assessed by NLC.
   6. Having a pet in Student Housing (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
Each Student resident is responsible for reading and understanding the information contained in this Student Housing Guide and Handbook.

9. Displaying the following material in a public area of the Student Housing:
   i. Lewd or pornographic images
   ii. 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 Housing staff, residents or the building. Due to the severity of a C2 Infraction, there is no written warning.

**First C2 Infraction:** A fine of $80 is issued if applicable cost of repairs will be charged to the Resident. The Resident is required to sign a *Probation Contract* and is put on warning. Any subsequent infraction will lead to eviction and additional fines as applicable Resident must vacate within 7 days.

Upon consultation with the Director of Student Services, should the Student Housing Manager determine that the continued presence of the Resident constitutes a real or apparent danger or threat the safety of staff or students of the College or any other person in the Student Housing immediate eviction may be levied in accordance with the Student Housing 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:
7. Racist mater or material inciting hatred
   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.
Each Student resident is responsible for reading and understanding the information contained in this Student Housing Guide and Handbook.

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 Student Housing suite.
8. Parking in fire lanes or within 3 meters or 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 causing damage to College or Student Housing property knowing or unknowing.

2.4 Misconduct Involving Illegal Drugs or Controlled Substances:
1. Use of any illegal drug or drug paraphernalia in Student Housing.
2. Possession of any 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,
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.
5. Causing damage to the College, Student Housing property knowing or
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: 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

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 Housing. 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 cancelation of Probation Contract and Eviction will be effective in accordance with the appropriate consequences for the Category the Infraction is under.

5.4 Eviction Specifics

If a Resident is given an eviction notice s/he may not enter any NLC Student Housing 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 Student Housing Manager will provide the Resident with information on where to go for details about other housing options in the community.
5.5 Residence Infraction Appeal

A Student Housing 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 Student Housing 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 Student Housing Manager’s decision within three working days of receiving the Student Housing Infraction Appeal, and will provide that decision in writing to the Resident, Student Housing Manager and Student Services.
Appendix A

Student Manager Room and Suite Inventory Form

The occupant should complete the inventory immediately and deliver it to the Student 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.

__________________________________________
__________________________________________

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

__________________________________________
__________________________________________

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

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

________________________________________________________________________________________

________________________________________________________________________________________

________________________________________________________________________________________

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.

________________________________________________________________________________________

________________________________________________________________________________________

________________________________________________________________________________________

Paint: Note marks or chips and their location.

________________________________________________________________________________________

________________________________________________________________________________________

________________________________________________________________________________________

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

________________________________________________________________________________________

________________________________________________________________________________________

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

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 – Student Housing Manager Use**

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

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<thead>
<tr>
<th>Description</th>
<th>Amount</th>
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TOTAL TO BE COLLECTED

$_________

Student Housing 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 Housing.

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.

I therefore agree to follow all rules and guidelines as outlined in the Student Housing 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: ________________

Student Housing 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: ____________________________

Student Housing Manager Signature: ____________________________