

Student Housing Handbook

2026–2027

Dawson Creek Student Housing

11401 8th Street, Dawson Creek, BC V1G 4G2

Fort St. John Student Housing

9820 120th Avenue, Fort St. John, BC V1J 8C3

Northern Lights College Farm

10717 213 Road, Dawson Creek, BC V1G 4H4

Toll Free Main Line: 1-866-463-6652



**Northern Lights
College**

Updated for September 14, 2026

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We are committed to providing a safe and welcoming Student Housing community to enhance your learning experience at Northern Lights College.

Each occupant of Northern Lights College housing is responsible for reading, understanding, and adhering to this Student Housing Handbook.

Introduction

Welcome

Welcome to your new home at Northern Lights College!

The Student Housing team is here to help make your stay pleasant and comfortable. We are committed to providing you with a campus living experience that will enhance and define your time here at Northern Lights College. We are excited about your arrival on campus!

NLC Student Housing welcomes you on your learning journey and aims to provide a safe and comfortable place to live as you pursue personal, educational, and career success. We strive to create and maintain an environment free of bullying, harassment, and discrimination, and require all students living in Student Housing to contribute to this respectful housing environment.

Connect with us

In-person

We enjoy seeing all students. Please stop by the Student Housing Manager's Office weekdays, Monday to Friday to speak with our staff.

Dawson Creek hours

Mon–Fri, 9am–8:30pm

Fort St. John hours

Mon–Fri, 8:30am–4:30pm

Student Housing Assistants are available for after hours, weekends, and holidays.

Online

Check out our website at nlc.bc.ca

Our staff

Student Housing Manager (SHM)

The Student Housing Manager plans, organizes, and evaluates the maintenance and operation of Student Housing. They are responsible for all room assignments, fee collection, and access to buildings, rooms, and on-site mail (keys/cards). They are also responsible for enforcing Student Housing policies and procedures (rules, infractions, warnings, and evictions), and strive to promote a sense of community through programs and events that enhance the quality of student life.

Student Housing Assistant (SHA)

Student Housing Assistants are NLC students, living in Student Housing, who assist with housing-related non-emergencies after hours, on weekends and statutory holidays when the Manager is not on-site. Their duties

include move ins and outs, welcome tours, room inspections, event planning, and responding to student housing questions.

Security

Security personnel deal with matters of campus safety and security in and around our Student Housing facilities.

Dawson Creek security

250-784-8202

Fort St. John security

250-261-4119

For all serious/medical emergencies, **call 911**.

Facilities

Northern Lights College's Facilities team is here to help with various tasks such as cleaning empty suites between occupants, replacing burnt-out lights, repairing broken furniture or appliances and fixing leaking pipes.

If something in your suite is broken or needs attention, please let the Housing Manager or Student Housing Assistants know so it can be addressed.

Student Housing

Priority placement

The NLC Housing team strives to provide accommodations for all NLC students currently enrolled in programming. Applications are evaluated on a first-come, first-served basis with a priority placed on Indigenous and first year students, and former/current youth in care. Securing a bedroom in a Student Housing suite is dependent on availability. Due to high demand, we may not be able to accommodate second-year applications.

Student housing fees

Fee	Due Date
Application fee	Within five days of submitting an application.
Damage deposit	When room assignment is confirmed.
Accommodation fee	Five business days prior to move in.
Laundry fee	With accommodation fee.

Rental rates 2026/27

Room	Per Semester	8-wk Trade Program
3-4 bedroom suite	\$2,240	\$1,120
2 bedroom suite	\$3,500	\$1,750
1 bedroom *Only in Dawson Creek	\$4,760	\$2,380

**Please note, all Apprentice (Trades program) stays are considered long-term stays, and are prorated based on length of program.*

Rooming

Room assignments

Room assignments are done based on the information submitted in the Student Housing application. While every effort is made to place applicants based on preferences and requests, all applications are subject to room availability.

Room changes

Room change requests are made through a formal process and are granted at the discretion of the Student Housing Manager. There is a \$100 room change fee that is required to process a room change request. This fee may be waived in certain circumstances at the discretion of the Student Housing Manager.

Student Rights and Responsibilities

Based on *Leading Practices BC Student Housing Rental Agreement Report* (July 9, 2024), from British Columbia, Ministry of Advanced Education and Skills Training.

Safety

- **Right** — Every person has the right to be safe.
- **Responsibility** — Act in a way that does not endanger yourself or others, utilize the security mechanisms provided in your community, and report any unsafe behaviour or conditions.

Respect

- **Right** — To a community based on mutual respect and acceptance; free from intimidation, harassment, discrimination, or racism.
- **Responsibility** — Treat all members of your community with respect, acceptance and understanding. This

includes speaking up when you are aware of acts of harassment, racism and intimidation, or see others being treated with a lack of respect and dignity.

Fairness and support

- **Right** — To expect fair and consistent service from Housing staff when addressing questions or concerns.
- **Responsibility** — Be responsive and cooperative in all dealings with Housing staff, follow applicable processes, and respond to requests (including email correspondence and meeting requests) in a timely manner.

Cleanliness

- **Right** — To a living space that is clean and in good condition.
- **Responsibility** — Assist in the upkeep of common areas by: promptly cleaning up after yourself, participate in making and maintaining a cleaning schedule with your room/unit-mates, using appropriate recycling and waste receptacles, and by reporting equipment that is broken or dirty.

Reasonable quiet

- **Right** — To live in an environment that supports study and sleep.
- **Responsibility** — Always be considerate of your noise level and speak with the relevant community member and/or staff when you encounter unacceptable noise levels.

Consideration

- **Right** — To enjoy your living space with consideration for and from your roommate(s) and others living around you.
- **Responsibility** — Treat others with respect and consideration, and engage in the development of reasonable expectations in your shared living space.

Reasonable privacy

- **Right** — To reasonable privacy and safety of your possessions.
- **Responsibility** — Take necessary means to maintain the security of your community; including upholding the integrity of access points to your building; securing your valuables, and reporting suspicious activity promptly to the appropriate authorities.

Dos and Don'ts

Do

- Do respect and follow quiet hours.
- Do follow any directions provided by the Student Housing Manager, NLC Security, or college officials.
- Do follow the terms of disciplinary sanctions imposed by a Student Housing Manager.
- Do pay all housing fees and fines within the allotted timeframe.
- Do cooperate with, and respect the rights of all members of college staff and/or residents.
- Do keep all open alcohol within your unit and respect the legal drinking age (19+).
- Do respect the buildings, property, and common spaces.
- Do evacuate immediately in the event of a fire alarm.
- Do be responsible for the actions of your guests.
- Do follow all legal, campus, and Student Housing policies around cannabis and other substance use.
- Refrain from tampering with safety equipment (including fire extinguishers, fire alarms, and smoke detectors).
- Respect confidentiality of all occupants (including information such as room numbers, phones numbers, names of occupants, and their programs).

Don't

- Don't disrupt others' academic goals .
- Don't discriminate and harass staff and/or students.
- Don't play drinking games or participate in the mass consumption of alcohol.
- Don't participate in acts that damage, deface or otherwise diminish the functionality and/or appearance of Student Housing.
- Don't leave cooking unattended.
- Don't prop open doors or let strangers into the building.
- Don't smoke (including e-cigarettes, vaping and cannabis) inside or within 7.5 metres of any building.
- Don't have open flames, such as candles or incense, in Student Housing.
- Don't share personal information about others.
- Don't conduct yourself in a way that is disorderly, lewd, or indecent.

Student Support

Physical and mental health affects our day-to-day activities and the ability to nurture healthy relationships and achieve academic success. NLC is committed to supporting students in order to foster a safe environment to live and learn.

Please visit the NLC Student Support page to learn about and access supports available to NLC students at nlc.bc.ca/student-support

Everyone at NLC plays a role in ensuring student well-being. For tips on supporting other students that may be experiencing distress, please see the ***Students in Distress Guide*** at nlc.bc.ca/wp-content/uploads/2026/06/NLC-Students-in-Distress-Guide_Booklet_2026_Web.pdf

Relationships

Students living in housing develop various relationships with others. It is important to understand and develop healthy friendships, romantic, and non-romantic relationships.

Signs of a healthy platonic or romantic relationship:

- You can be yourself.
- You can discuss things honestly with each other, including any problems or concerns.
- All parties practice good communication with each other.
- Respect is demonstrated by both people.
- You feel safe.
- You can trust and count on each other.

Signs of a toxic (unhealthy) platonic or romantic relationship:

- Physical or psychological abuse.
- Control: feeling that you do not have a say on what you do, or whom you hang out with; or threats are being made to control your behaviour. You are humiliated, belittled, put down, or made to feel bad in front of others.
- Your friend or partner gets angry easily, and you feel like you are walking on eggshells.
- You are pressured to do things that feel uncomfortable, including sex, consuming drugs, or alcohol.
- You are threatened or given ultimatums if you try to say "no".

If you have additional questions regarding healthy relationships, please view the NLC Student Health and Wellness guide for additional information and resources at nlc.bc.ca/wp-content/uploads/2024/07/Student_Health_Wellness.pdf

Reach out to your Student Housing Manager for additional information and resources.

NLC Policies

Please review the following policies regarding conduct and note the forms included to report any concerns.

Student Non-Academic Code of Conduct

- **Policy Number A-5.04**
nlc.bc.ca/wp-content/uploads/a-5_04.pdf
- **Complaint form**
nlc.bc.ca/wp-content/uploads/A-5_04_01.pdf

Student Discrimination, Bullying, and Harassment Prevention

- **Policy Number A-5.15**
nlc.bc.ca/wp-content/uploads/A-5_15-1.pdf
- **Complaint form**
nlc.bc.ca/wp-content/uploads/A-5_15_01.pdf

Sexual Violence and Misconduct

- **Policy Number A-5.18**
nlc.bc.ca/wp-content/uploads/a-5_18.pdf

Northern Lights College students are expected to conduct themselves with integrity, dignity, honesty, and respect. NLC does not condone disruptive or dangerous behaviors, or other unacceptable conduct that distracts from the provision of instructional activities and services, or that undermines an environment good for learning. (Policy A-5.04, 2017).

Moving In

Move-in times

Your move in date is noted on your welcome letter and times are between 9am–7pm daily.

Move ins are NOT allowed on statutory holidays unless authorized in advance by the Student Housing Manager.

How to make Student Housing your home

1. Connect with a Student Housing Assistant

Your Student Housing Assistants (SHAs) are here to support you and connect you to the community at NLC. They support the Student Housing community by hosting fun events and assisting students with minor issues and questions.

2. Complete your Move In Inspection form

This form will be provided to you when you move in. It is your responsibility to verify the condition of your suite/room at the time of move in to ensure you are not held responsible for any issues or damage that existed before your arrival.

Tips:

- Be honest: Think about what you would like your space to look and feel like, then share that with your roommates so you can create a plan together to make it happen.
- Communication: How do you like to be contacted/ addressed? What system works for everyone?
- Just ask each other: What are your daily habits (sleeping, studying, noise, guests, shared items)?
- Create a cleaning schedule: Starting off with clear expectations for cleaning, a schedule of when cleaning will happen, and who is responsible for what, can help you for the year ahead.
- Pet peeves: Dive into any pet peeves you and your roommates may have.
- Compromise: Be realistic — living with new people is not always easy; think about what you need and what you can let go of.

3. Decorate your space

Use 3M Command Strips to personalize your space by adding your own style and decorations! **Do not** hang strip lighting, use nails, glue, adhesive hooks that are difficult to remove, or anything else that can damage the wall or surface. Damage will result in the loss of your damage deposit.

Important Information

Naloxone kits

Naloxone Kits are located in student housing, available and accessible to everyone living there no questions asked.

In Canada, the [Good Samaritan Drug Overdose Act](#) provides some legal protection for people who experience or witness an overdose and call 911 or their local emergency number for help. The Act can protect you from:

- Charges for possession of a controlled substance (i.e. drugs) under [section 4\(1\) of the Controlled Drugs and Substances Act](#)
- Breach of conditions regarding simple possession of controlled substances (i.e. drugs) in:
 - pre-trial release
 - probation orders
 - conditional sentences
 - parole

The *Good Samaritan Drug Overdose Act* applies to anyone seeking emergency support during an overdose, including the person experiencing an overdose. The Act protects the person who seeks help, whether they stay or leave from the overdose scene before help arrives. The

Act also protects anyone else who is at the scene when help arrives. The Act **does not** provide legal protection against more serious offences, such as:

- outstanding warrants
- production and trafficking of controlled substances all other crimes not outlined within the Act

Retrieved August 28th 2026 from <https://www.canada.ca/en/health-canada/services/opioids/about-good-samaritan-drug-overdose-act.html>

Parking and snow removal

Student parking spaces are available on a first-come, first-served basis, and students are required to register their vehicle with the Student Housing Manager. After registering, students are welcome to park their vehicle in Student Housing parking spaces.

NLC is not responsible for theft or vandalism to vehicles. Students are responsible for ensuring their vehicles are properly secured and are registered, insured, and functioning.

Parking in a 'No Parking' zone or fire lane may result in your vehicle being towed.

Throughout the winter months, NLC Facilities staff will clear snow from campus roads and parking areas. To accommodate removal of snow from the Student Housing areas, you may be requested to move your vehicle.

Failure to move vehicles when told to, for snow removal or parking lot maintenance may result in vehicles being towed.

- Parking in a manner which occupies more than one space is prohibited.
- The use of extension cords that cross or enter the lane of travel in a parking lot is prohibited.
- Storing broken down vehicles or performing major mechanical repairs on vehicles in the parking lot is prohibited.
- Parking in fire lanes, or obstructing fire hydrants, is prohibited.
- Parking in spots reserved for staff or contractors is prohibited.
- Parking in spots reserved for accessibility is allowed only with proper decal displayed.

CSA certified electrical appliances

The CSA Group provides safety standards required for the use of electrical adaptors/devices/appliances/equipment, etc. in Canada. Only Canadian or North American CSA certified electrical devices are permitted to be used in campus buildings. Failure to use approved devices is hazardous and may result in an additional fee charged to the designate for the repair of any damage

reported or found.

Recycling

Recycling is the process of collecting and processing materials that would otherwise be thrown away as trash and turning them into new products. Recycling bins are located throughout Student Housing. Instructions on proper recycling are included with each bin. Students are encouraged to use these receptacles to help reduce waste.

For questions on what or where to recycle, visit rcbc.ca/recyclepedia/

Internet service

Basic internet service (adequate for study-related use) to is provided in all suites and is included in your fees. If you have trouble with your internet connection, email the Student Housing Manager with a description of the problem. The Student Housing Manager will contact support.

Please note, the Internet service is subject to changes due to weather and damage elsewhere.

Laundry

Laundry facilities (washers and dryers) are located on each floor within Student Housing. Please respect other students' laundry by not disrupting a cycle and by collecting your laundry as soon as it is done. **Laundry facilities are open from 8am-10pm.**

NLC does not charge per laundry load, but has introduced a \$50 per semester laundry fee to help with maintenance of machines.

Please inform the Student Housing Manager or a Student Housing Assistant if there are concerns about any laundry appliances.

Mail delivery and parcel pick up

In Student Housing, each student is issued a mailbox for letter-sized mail. Anything larger than a letter is considered a parcel. Package size and weight limit:

- 23Kg or less in weight
- 100cm x 70cm or less

Please note, oversized items should not be mailed or otherwise sent to your NLC campus and CANNOT be delivered to Student Housing.

Guests

We want you to share the Student Housing experience with your friends and family! However, we want to make

sure that this is a positive experience for everyone. Students are responsible for their guests and must:

- Accompany their guest and escort their guest around.
- Agree to take full responsibility for any actions of their guests inside and outside of the unit while on campus.

Students may have overnight guests if:

- They have approval from the Student Housing Manager.
- They have the written permission of all current roommates.
- They have not had overnight guests more than three (3) nights within that month.

Guests may be asked to leave Northern Lights College property and Student Housing if they do not follow expectations in this handbook or the student code of conduct.

Concerns with guests

If you have concerns about guests, you should contact the Student Housing Manager (during office hours), Student Housing Assistants, and/or Security (during non-office hours).

Privacy

Northern Lights College recognizes our students' need for privacy and will only enter a unit in specific situations:

- In an emergency (fire alarm, flood, leak, hazard, potential damage to facility, unwanted pests etc.)
- To perform maintenance: following a requested work order; to prevent or limit damage to the facility — following a minimum 24-hour notice. Doors are always locked by staff when leaving a suite.
- Other situations, such as inspections and investigations — as defined in the Student Housing Contract.

Cleaning

Students are responsible for keeping their spaces clean. This includes cleaning your individual room and cleaning up after yourself in shared and common spaces.

Suite inspections

Student Housing staff will perform suite and room inspections for cleanliness and maintenance issues a minimum of once per semester. You will be given advance notice of such inspections. You are not required to be present at the time of a suite/room inspection. Please note that by signing the Student Housing Contract, you consent to having authorized housing staff enter your suite.

Cleaning tips

1. Clean from the top down. Start at the highest surface you need to clean (cupboards, counters), then work your way down to the floor.
2. Clean your space, clear your mind.
3. There is power in numbers. Ask your roommates to join you! Divide up tasks and create a cleaning schedule so that everyone is doing their part.

Tip: ask your Student Housing Assistant to help you and your roommates create a cleaning schedule that works for everyone.

Make sure you keep food items outside of your bedroom and store them in airtight containers in your kitchen. Leaving food open in your suite will bring pests into your space, and that's not where they belong!

Do

- Do follow cleaning product labels and store them in a cool, dark cupboard.
- Do use separate cloths for different areas (kitchen, toilet, sinks, surfaces).
- Do use only toilet bowl cleaner in toilet bowl.
- Do wash cleaning cloths regularly to prevent bacteria buildup.
- Do wear rubber gloves for skin protection.
- Do clean spills immediately.
- Do use proper sheets on the mattress.

Don't

- Don't mix chemicals (toxic reactions may occur).
- Don't use bleach or bleach-based products. These can be harmful to health and surfaces.
- Don't leave used cleaning cloths in water — rinse and wash.
- Don't leave water on the floor (thoroughly mop up).
- Don't leave water on surfaces — this can damage surfaces.

Please see [page 13](#) for Chore Chart for Roommates.

Recommended cleaning supplies

- Broom/dustpan and mop.
- Cleaning cloths.
- Bathroom and/or toilet cleaning product and toilet brush.
- General purpose cleaning product.
- Window cleaning product.
- Please note, vacuums and mop/buckets are available to borrow from the Student Housing Manager.

Common issues

Clogged drains

Remove any visible blockages from the drain (hair, food items/debris). To avoid clogged kitchen sink drains, do not put anything down the drain other than soap and water.

Safe to drain

- Water
- Soap

Unsafe to drain

- Large pieces of food: meat/bones, vegetables, rice/pasta/potatoes
- Grease/fat

Plugged toilets

Each suite is equipped with a plunger. It is the students' responsibility to ensure they have plunged vigorously before seeking assistance from housing and/or facilities staff. Only toilet paper should be flushed down the toilet. Do not flush the following items down the toilet:

- paper towel
- hygiene wipes (even if they say they are flushable)
- feminine hygiene products
- oil
- papers
- grease
- food

Maintenance FAQ

Maintenance requests

NLC staff take pride in ensuring that our buildings are well kept. Please reach out to your Student Housing Manager to submit maintenance requests. Facilities staff will respond to your request as soon as possible. However, requests are processed in priority sequence with more urgent requests being fixed first. If you (or your roommates) are not present at the time of the repair, a note will be left in your suite to let you know a member of the facilities team was there.

**If you have an urgent maintenance request such as a flood or clogged toilet outside of the housing office hours and weekends, please contact the Student Housing Assistant on-call or Security immediately.*

Fire Safety

Smoke alarm in suite

Sounds like high-pitched beeping from your smoke detector inside your suite:

1. Do NOT open your suite door.
2. Open windows.
3. Attend to cooking or the cause of smoke by reducing heat, covering or removing from heat source if safe to do so.

Fire alarm in hallway/building

Sounds like it's ringing throughout your suite, hallways, and building.

1. Evacuate immediately using the nearest emergency exit.
2. Proceed to the nearest muster point.
3. Once you are out of the building, do not re-enter until directed to by the Fire Department or NLC staff.

Creation of fire hazards

- The creation of a fire hazard is prohibited.
- Candles and open flames are prohibited.
- Possession of flammable or explosive material is prohibited.
- Possession of a real wood Christmas tree is prohibited.

Hazardous cooking

- Cooking must be monitored throughout to prevent fire, smoke, or grease splatter.
- Cooking with large amounts of oil should only be done in a contained unit like a deep fryer.
- Cooking with oil that produces an excessive amount of smoke or grease splatter is prohibited.

Failure to evacuate

- All occupants MUST evacuate Student Housing and meet at the muster point. During inclement or cold weather, occupants will be relocated to adjacent buildings.
- Entering Student Housing during a fire alarm and before an "all-clear" has been issued is prohibited and dangerous.

Fire safety equipment

- Discharging, tampering with, or operating any fire prevention or detection equipment such as fire extinguishers, pull stations, and smoke/heat detectors for any purpose other than the control of a fire, is prohibited and may result in disciplinary action. This includes removing the batteries from a smoke detector or hanging items on a sprinkler.

- Impeding access to fire equipment is prohibited.
- Parking in a fire lane or within three meters of a fire hydrant or building-mounted fire protection service is prohibited.

Maximum occupancy

- The maximum number of people gathered in any suite is eight (8).

Fire exits

- The unauthorized use of fire exits is prohibited.
- Tampering with or blocking fire exits is prohibited.

How to prevent false alarms

- Keep your oven and stovetop clean and always monitor your food while cooking.
- Fire alarms can be set off by burning food or smoking indoors.
- Never smoke indoors and only smoke in designated smoking areas.
- Do not open your suite door if you burn food while cooking. This will set off the building's fire alarm, requiring evacuation. Turn on the exhaust fan above the stove, and temporarily open your living room windows to air things out.

False alarms impact our community — only activate a fire alarm if there is a fire!

Smoke detectors and alarms

Smoke detectors are located throughout the main corridors and lobby areas of each building. They are connected to the fire alarm system. Smoke alarms are in the hallways of each suite and in each bedroom.

NLC is responsible for all smoke detectors and alarms.

Should you come across a detached or broken smoke detector/alarm or there are unusual noises coming from the smoke detector/alarm, please report it as soon as possible to your Student Housing Manager during regular business hours.

Wildfire information

Wildfire activity has been a regular occurrence in the last few years in Northeastern BC. The cities of Fort St. John, Dawson Creek, and Northern Lights College have a plan to keep you safe.

Access City of Fort St. John information

<https://www.fortstjohn.ca/municipal-services/emergency-preparedness/emergency-support-services>

Access City of Dawson Creek information

<https://www.dawsoncreek.ca/home-property-utilities/emergency-and-protective-services/>

Access BC Wildfire Service for current information

<https://www2.gov.bc.ca/gov/content/safety/wildfire-status>

The official BC Wildfire Service mobile app is available for free download in the [App Store](#) and on [Google Play](#). The App provides up-to-date wildfire information on your mobile phone, helping you stay informed.

Moving Out

Extensions and changes to move out date

- Plan ahead and notify the Student Housing Manager as soon as possible to inquire about extensions and changes to your move out date. Extensions are only approved if space is available.

Preparing to move out

- Students should ensure that their suite/room is left clean and tidy at the time of move out. Personal belongings shall not be left in rooms or common areas. All garbage and recycling shall be disposed of properly.
- Remember to update your mailing address with friends, family, governments, agencies, contacts, and Campus Services. Canada Post has mail-forwarding services that should be set up a few weeks prior to your move out date.
- Please note that NLC Student Housing does not forward mail.

Tips for a smooth move out

Here are a few tips to help you leave Student Housing the way you found it:

- Start early: Pick out things you will be needing over the last couple of weeks and start packing the rest of it up. It is a busy time of the semester; this can save you a lot of stress leading up to move out day.
- Take a last look to make sure your suite/room is tidy and you are not leaving anything behind
- Report maintenance concerns early: let us know before you go if something in your suite is not the way you found it when you moved in.

What happens with the damage deposit?

The Damage Deposit fee may be accessed for costs associated with, but not limited to, any damages in your room, extra cleaning costs, or removal of personal belongings after your stay and is otherwise refunded after move-out inspections occur. Submitting maintenance requests when necessary can help you receive your damage deposit refund. Refunds can take up to six weeks after move out date. Don't forget to change your address so your cheque gets to you without delay.

Where to direct your questions and concerns

Dawson Creek Campus

Student Housing Manager

Monday–Friday between 9am–7:45pm

Email: dc-housing@nlc.bc.ca

Phone: 250-784-7524 (office line)

For assistance after work hours or on weekends:

Student Housing Assistant at 250-784-8961

For assistance on statutory holidays:

Security DC Phone at 250-784-8202

Northern Lights College Farm (Dawson Creek)

Student Housing Manager

Monday–Friday between 9am–7:45pm

Email: dc-housing@nlc.bc.ca

Phone: 250-784-7524 (office line)

For assistance after work hours or on weekends:

NLC Duty Manager at 250-784-7610, or

Security DC Phone at 250-784-8202

Fort St. John Campus

Student Housing Manager

Monday–Friday between 8:30am–4:30pm

Email: fsj-housing@nlc.bc.ca

Phone: 250-787-6239 (office line)

For assistance after work hours or on weekends:

Student Housing Assistant at 250-261-6289, or

Security FSJ Phone at 250-261-4119

Infractions and Progressive Discipline

Noise

- Quiet Hours are Sunday to Thursday, 10pm–8am, and Friday to Saturday, 12am–8am
- Excessive sound/noise that disturbs others during quiet hours anywhere in Student Housing is prohibited. The level of excessive noise is determined by NLC Staff (SHM or security).
- There will be no use of subwoofers at any time.

Pets

- Pets, including, but not limited to, small animals, fish, and reptiles, are prohibited within Student Housing.
- Service animals are necessary and not considered pets. Should you require a service animal's accommodation, please document your request to

the Student Housing Manager in writing under NLC's *Animals and Pets on Campus (A-5.21) Policy*

nlc.bc.ca/wp-content/uploads/2024/07/A-5.21.pdf

Movement within housing

- No rollerblading, skateboarding, or riding bicycles in Student Housing.

Graphic materials

- There will be no display of images or physical representations that are lewd, pornographic, violent, depict bodily harm, suggest illegal substances, or contain any inappropriate subject matter that may reasonably cause offense anywhere in Student Housing.

Unauthorized occupancy

- Occupants are not to occupy or move to an empty bedroom or another suite or room without the written permission of a Student Housing Manager. Occupants may only occupy the suite and bedroom assigned to them. Subletting any room or suite is prohibited.

Entry without permission

- Entry into a suite or room that is not assigned to you without permission is prohibited.
- Staff will not grant entry into a room or suite that is not assigned to you.

Building access

- Do not prop open any door, including entrances, exits, laundry room doors, or suite doors.
- Access to the building is only allowed through the main entrance.
- Lending your assigned swipe card or keys to anyone is prohibited.
- Do not Allow the entry of a person you do not know into Student Housing.

Windows

- The removal of screens from a window is only permitted in case of an emergency. Entry or exit of a person through a window, except in the case of an emergency, is prohibited.
- No moving objects or furniture through a window.

Unauthorized areas

- Occupants and their guests are not to access unauthorized areas unless accompanied by NLC staff. This includes areas normally used only by NLC staff, such as rooftops, mechanical rooms, basements, crawl spaces, supply closets/rooms, or any areas marked "Staff Only".

Keys/lockouts

- Your keys are your responsibility. In case of lockout contact Housing Manager or Student Housing Assistant on Duty. Every lockout will have a fine of \$15.
- The loss or destruction of any assigned keys or key cards will be subject to fines.
- The lending of any assigned keys or key cards is prohibited.

Scents

- Strong scents such as room sprays, personal scents, fragrances, and aerosol products are discouraged. Please consult with your roommates before using strong fragrances.

Garbage and recycling

- Improper disposal of garbage anywhere in Student Housing is prohibited. Bagged garbage should only be placed in designated garbage receptacles. Household garbage should be temporarily kept in suites for daily convenience and regularly disposed of in the dumpsters outside.
- The disposal of household garbage in a common area or common bathroom garbage or recycling receptacles is prohibited.

Pests

- Pests, including fruit flies and other bugs, are the natural result of improperly stored food. Please ensure that garbage is properly secured, food is tidied up, and dishes are done regularly.
- Pests can spread easily from suite to suite in Housing resulting in pest treatment. If you are found to have a pest problem linked to cleanliness, a fine may result.

Alcohol

- The legal drinking age in BC is 19 years of age. Occupants who are under the age of 19 are prohibited from possessing or consuming alcohol.
- Alcohol may be consumed responsibly within an occupants' bedroom or suite. Consuming/serving/ carrying unsealed alcohol is prohibited in the common areas of Student Housing, with the exception being events that have been approved by NLC and have a Special Event License present.
- Mass consumption of alcohol including any activity or game that promotes the mass consumption of alcohol is prohibited. This includes any drinking games, 'shotgunning,' or any paraphernalia such as kegs, beer bongs, and funnels. The making, distilling, or sale of alcohol is prohibited.
- Disorderly conduct while under the influence of alcohol is prohibited.

Cannabis

- Smoking, vaping, or any other method of inhalation of cannabis is prohibited on campus.
- All cannabis brought into or possessed within Student Housing must be stored in a sealed, scent-proof container within an occupant's bedroom. Open and unsealed cannabis and cannabis products are prohibited in the common areas of Student Housing. Anyone under the age of 19 is prohibited from possessing or consuming cannabis, as the legal age for possession in BC is 19 years.
- You are responsible for managing the odour/residual odour on your person from the consumption or the handling of cannabis, as the odour of cannabis is prohibited.

Smoking

- Smoking or vaping of any type anywhere within any building or temporary structure on campus, including bedrooms, is prohibited.
- Smoking within 7.5 metres of any entrance, window, or air intake is prohibited.

Other controlled substances

- The possession, use, trafficking (which includes manufacturing, selling, providing, administering, transporting, sending, delivering, distributing), offering or anything related to the possession, use, or trafficking of illegal drugs is prohibited. In addition, possession of paraphernalia that is associated with possession, use, or trafficking of illegal drugs is prohibited. Possession, use or trafficking of illegal drugs may result in referral to the RCMP.
- Disorderly conduct while under the influence of controlled substances is prohibited and may result in disciplinary action.

Theft

- Theft or possession of another person's property without permission is prohibited and may result in a referral to the RCMP.
- Theft, unauthorized use, or damage/destruction of Northern Lights College property (or of services) is not permitted.

Damage

- Intentionally or recklessly destroying, damaging, or defacing college, corporate property, or property of other individuals located on college grounds is prohibited.
- Room renovations including but not limited to renovations to furniture and fixtures, and painting are prohibited.
- Dart boards are prohibited.
- Knowingly or unknowingly causing damage to college

property — including, but not limited to — putting food down drains or causing water damage, is prohibited and may result in fines or the forfeit of a damage deposit.

- Misuse of college property or services allocated to college staff, personnel or contractors is prohibited.

Solicitation

- Solicitation within or near Student Housing is prohibited for any service, product, or other use without the written permission of a Student Housing Manager.
- All posters and/or other material advertising a product and/or service must be approved by a Student Housing Manager before distribution or display.

Witness

- All incidents must be reported to the Student Housing Manager. Failure to report may result in disciplinary action including fines, a behavioural contract, or eviction.
- Failure to provide identification or providing false information when asked by NLC Staff is prohibited.
- Making a false report, warning, or emergency declaration is prohibited.

Progressive discipline process

The Northern Lights College (NLC) Student Housing progressive discipline process ensures the safe, smooth, and harmonious operation of campus living. Discipline is administered with full awareness that repeated or severe violations may lead to eviction.

Students are entitled to due process and privacy rights. When a violation of Housing standards occurs, the Student Housing Manager will investigate and determine the appropriate disciplinary action or consequence.

General rules and reporting

- **Sexual misconduct:** All incidents of sexual violence or misconduct are governed under NLC's *Sexual Violence and Misconduct Policy* and are referred directly to the Campus Administrator.
- **Criminal activity:** Any criminal activity will be reported directly to the RCMP.
- **Eviction process:** Serious or repeated violations leading to eviction are escalated to the Campus Administrator for final investigation and deliberation.

Low-severity violations

Disruptive behavior that interferes with another person's academic/personal pursuits, ability to sleep or study, poses a threat to safety, or results in property damage under \$300 (or creates unnecessary work for staff).

Examples include, but are not limited to:

- **Noise and civility:** Excessive noise, noise violations, or lack of civility.
- **Guests and access:** Guests in the building after hours, overnight guest violations, unauthorized building access, entry into unauthorized areas, hosting evicted students, or excessive key/lockout issues.
- **Living conditions and property:** Failure to maintain clean and sanitary conditions, pest infestation, failure to manage garbage/recycling, keeping unauthorized pets, overwhelming scents, removing window screens, propping open doors, or removing/damaging housing furniture/property.
- **Safety and hazards:** Smoking in undesignated areas, ejection of objects from windows/stairwells, creation of fire hazards, hazardous cooking, tampering with fire safety equipment, misuse of fire exits, or exceeding maximum room occupancy.
- **Administrative:** Non-payment of rent/fees, subletting, display of inappropriate graphic material, vehicles/parking infractions, and false identification.

Disciplinary escalation and fines

- **Level 1:** Verbal or email warning
- **Level 2:** Written warning (**\$40 fine**)
- **Level 3:** Behavior contract for the remainder of the semester (**\$80 fine**)
- **Level 4:** Eviction

A note on fines

All fines are due within 10 business days of notice. The housing damage deposit may only cover fines during the move-out process after rent and other fees are settled. Multiple infraction notices may be issued for a single incident if multiple violations occur simultaneously.

High-severity violations

Illegal, willfully threatening behavior, or willful damage/destruction of property.

Examples include (but are not limited to):

- **Substances and smoking:** Smoking inside the building; consumption, transportation, or storage of alcohol; sale or trafficking of illegal and/or non-medical drugs.
- **Violence and harassment:** Verbal, physical, or written abuse/harassment; uttering threats; assault; fighting; or sexual violence/misconduct.
- **Safety and security:** Use of weapons, use of explosives, pulling false fire alarms, or abuse of fire/safety equipment.
- **Property and occupancy:** Theft, intentional damage/vandalism, unauthorized key possession, or allowing unauthorized persons to live in the room.

Disciplinary escalation

- **Level 1:** Behavior contract for the remainder of the semester and overnight suspension
- **Level 2:** Eviction

Eviction and suspension guidelines

- **Re-application eligibility:** Students placed on a behavior contract may not be eligible to re-apply for housing depending on the nature of the violation.
- **Move-out timeline:** Students must move out within 24 hours of receiving a suspension or eviction notice.
- **Belongings and re-entry:** If a student fails to leave within 24 hours, their personal belongings will be removed by Security and the Student Housing Manager and placed in storage. Evicted students are only permitted back into the building to collect possessions while accompanied by Security or the Student Housing Manager.
- **Ban period:** Evicted students are barred from entering Student Housing for one year following eviction.

Submitting a formal complaint

Students have the right to submit a formal complaint about an incident that has caused concern. Please contact your Student Housing Manager to request a copy of the appropriate complaint form. They will also describe the process for specific complaints and share information and resources needed to complete them.

Please note, violating the Student Housing Handbook may result in disciplinary action.

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

- Verbal warning
- Written warning
- Monetary fine
- Monetary Fine and Probation contract
- 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 Campus Services within ten business days of the date the written infraction notice is given.

References

“Leading practices in student housing agreements for British Columbia’s Public Post-Secondary Institutions”. British Columbia Ministry of Advanced Education and Skills Training. (n.d.). https://www2.gov.bc.ca/assets/gov/education/post-secondary-education/institution-resources-administration/student-housing/leading-practices_bc_student_housing_rental_agreement_report_v11.pdf

Roommate chore chart. (2024). Retrieved from <https://www.101planners.com/roommate-chore-chart/>

Chore Chart for Roommates

Name:		Chore List	Sun	Mon	Tues	Wed	Thurs	Fri	Sat
Name:		Chore List	Sun	Mon	Tues	Wed	Thurs	Fri	Sat
Name:		Chore List	Sun	Mon	Tues	Wed	Thurs	Fri	Sat
Name:		Chore List	Sun	Mon	Tues	Wed	Thurs	Fri	Sat