



2023 - 2024

Student Housing Guide and Handbook

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 6K1



Northern Lights College Farm

10717 213 Road, Dawson Creek, V1G 4H4



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

Each Occupant living at NLC is responsible for reading, understanding, and adhering to this Student Housing Guide and Handbook. NLC reserves the right to amend the Student Guide and Handbook as necessary.

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The Student Housing Team and Emergency Contact Information

Dawson Creek Campus

Student Housing Manager

Monday – Friday: 9 am – 5 pm

Email: dc-housing@nlc.bc.ca

Phone: 250-784-7524 (office line)

For assistance **after work hours or on weekends**, call the Student Housing Assistant line.

Student Housing Assistants (SHAs), Dawson Creek Campus

Saturday – Sunday and statutory holidays: All day

Phone: 250-784-8961

For **urgent matters**, call Security:

Security in Dawson creek

Phone: **250-784-8202**

In case of emergency (Police, Fire and Ambulance) **call 911**

Fort St. John Campus

Student Housing Manager

Monday – Friday: 8:30 am – 4:30 pm

Email: fsj-housing@nlc.bc.ca

Phone: 250-787-6239 (office line)

For assistance **after work hours or on weekends**, call the Student Housing Assistant line.

Student Housing Assistants (SHAs), Fort St. John Campus

Phone: 250-261-6289

For **urgent matters**, call Security:

Security in Fort St John

Phone: **250-261-4119**

In case of emergency (Police, Fire and Ambulance) **call 911**

Northern Lights College Farm

Dawson Creek Student Housing Manager

Monday – Friday: 9 am – 5 pm

Email: dc-housing@nlc.bc.ca

Phone: 250-784-7524 (office line)

For assistance **after work hours or on weekends**, call the **NLC Duty Manager; 250-784-7610**.

For **urgent matters**, call Security:

Security in Dawson creek

Phone: **250-784-8202**

In case of emergency (Police, Fire and Ambulance) **call 911**

Each Occupant living at NLC is responsible for reading, understanding, and adhering to this Student Housing Guide and Handbook. NLC reserves the right to amend the Student Guide and Handbook as necessary.

Welcome

Welcome to your new home at Northern Lights College Student Housing!

Whether you are a new or returning student, we are excited for your stay and look forward to hosting you.

The Student Housing Team is here to help make your stay pleasant and comfortable.

This **Student Housing Guide and Handbook** is where you will find important and useful information that will help you create the best possible experience while living on campus. This document outlines expectations that will assist you and your fellow occupants.

It is important that you read and familiarize yourself with this handbook. If you have any questions about the handbook or Student Housing in general, please contact the Student Housing Manager.

The Northern Lights College (NLC) is an academic institution operating campus housing. As such, occupants are not bound by the standard landlord-tenant relationship, as governed by the BC Residential Tenancy Act. NLC's Student Housing defines Occupant/Occupants as an individual/group of individuals who reside in any of the NLC housing campuses either on a long-term or short-term contract. For information on the occupancy terms and conditions, kindly refer to the **Student Housing Contract**.

Protection of privacy and confidential information of all Student Housing is of critical importance to the Student Housing team and the College as a whole. Student information is not released without written permission of the Occupant. NLC complies with BC's Freedom of Information and Protection of Privacy Act (FoIPPA).

Introduction

The information contained in this **Guide and Handbook** and the **Student Housing Contract** will guide you and give you information about the policies, procedures, rights, and responsibilities associated with Northern Lights College Student Housing. **It is important that you read and understand this entire document** so that you can enjoy all that Student Housing has to offer and prevent the possibility of committing an infraction. Should you have any questions, please ask the Student Housing Manager.

While you are an occupant at NLC, our goal is to do our best to ensure you have:

- An environment that provides a safe, peaceful, and comfortable space that supports your entire student learning journey
- Privacy and fair accessibility to available amenities
- Opportunities to participate in extracurricular activities and connect with others
- Access and assistance to community organizations, college departments, and staff when needed

Your help and participation are important. To create an environment where all occupants have the same quality experience, we ask that you are aware of and understand your responsibilities.

Important actions and behaviours that will help you integrate into Student Housing to:

- Respect your neighbours.
- Be culturally respectful and tolerant.

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- Work cooperatively with your roommate(s) to collaboratively achieve desired hours of sleep, study, and socialization.
- Examine your own behavior and work together to resolve conflicts.
- Notify appropriate housing staff of a problem in a timely manner and cooperate with them as they work with you to resolve any concerns.
- Clean your suite on a regular basis and keep it clean during your occupancy. **Failure to maintain a clean suite can result in disciplinary action and fines.**

Key Members of the Student Housing Team

Student Housing Manager (SHM)

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

Student Housing Assistants (SHAs)

Student Housing Assistants are NLC students, living in Student Housing, who assist with Student Housing related non-emergencies, after hours, weekends and on statutory holidays when the Student Housing Manager is not on-site. Their duties include check ins and outs, welcome tours, room inspections, event planning, listening, and attending to Student Housing related complaints.

Security

Security personnel deal with matters of safety and security within and around Student Housing facilities.

Janitorial Staff

The janitorial staff maintain the general cleanliness of Student Housing common areas and suites after occupants check out. Please respect their work by keeping your spaces and the frequently used common areas clean.

Facilities Staff

The facilities team are responsible for ensuring that broken items and appliances are maintained and fixed. The facilities staff work to repair issues in suites or common areas. Kindly note that any issues forwarded to the facilities staff by an Occupant will not be addressed if your suite, room, or any part of the common areas (such as the kitchen, bathroom, living room) are not clean and tidy.

Information Technology Staff

IT staff ensure that data security and assist with all things related to computers and the internet.

Duty Manager

A member of the NLC Senior Executive leadership team that responds to emergencies after hours.

Before Moving In

Submit Housing Application

A student housing application must be completed and submitted as soon as possible. Please note the following:

Each Occupant living at NLC is responsible for reading, understanding, and adhering to this Student Housing Guide and Handbook. NLC reserves the right to amend the Student Guide and Handbook as necessary.

- The student housing application can be found online at <https://www.nlc.bc.ca/prospective-students-housing/#apply>
- Students can also email student housing and request a housing application form;
 - Fsj-housing@nlc.bc.ca
 - Dc-housing@nlc.bc.ca
- A non-refundable application fee must be paid with the application submission. This fee can be paid at Campus Services or online.
- Students currently living in student housing must re-apply for student housing prior to their 'move out' date noted on their previous student housing application. Re-applying for student housing will require the student to submit a new housing application (application fees and damage deposit will be waived).
- The damage deposit will be due when an email is received from the Student Housing Manager confirming the student has a suite in student housing. The damage deposit can be paid at Campus Services or online.

Priority Placement

The student housing team aims to provide housing to NLC students that complete the application process. Securing a bedroom in a suite in student housing is dependent on availability. Please note that priority placement in student housing will be given to students that self-identify as Indigenous learners and former/current youth in care.

First year students applying to live in student housing will also receive priority placement. There may be times that students who have resided in Student Housing for one or more years may be asked to find alternative housing options to provide placements for first year students.

Deadlines and Move-In Date

The Housing team determines the deadlines for applications, payments and move-in dates which proceed each semester's first day. **Move in times are between 9am – 7pm daily.** There may be revised move in times for fall and winter sessions - please contact Student Housing for these move in dates.

Fees and Payments

The non-refundable application fee **must** be paid when submitting the student housing application. A Student Housing Application will only be reviewed if the application fee has been paid.

The damage deposit and rent for the first and last month are due and payable prior to occupancy. Students are required to pay in full or provide evidence of financial assistance by the payment deadline. Refunds are not granted after the 14th day of each month (for example, no refund would be given if moving out on September 15th).

A long-term stay is defined as a two month stay or longer. A short-term stay is less than two months and short-term rates will apply.

The current Student Housing Fees can be found in Appendix M.

Additional information will be provided during the housing application process, including payment schedules and payment methods. As soon as your spot is confirmed, you must pay the damage deposit, and first and last months' rent in full. Payments can be made by one of these options:

- **Online payment (Touchnet):**

- When using this option, it is important that you utilize the **area provided for notes** to state what the payment is for. Examples include:
 - Application fee
 - Damage deposit
 - First month's rent
- If you are combining payments in one transaction, indicate what and how much you are making payment for (i.e. Damage Deposit \$x.xx and First month's rent \$x.xx) so that payments are properly applied to your account. Please note; the application fee must be paid upon application and should not include the damage deposit.
- **Online Banking**
- **In person on campus, at the student service department via cash, cheque, debit (Interac), Visa, or MasterCard**
- **By phone via credit card**
- **Money Wire Transfer through Western Union:**
 - Please note that processing times may be delayed and your room will only be secured once the damage deposit and rent for the first and last month have been received by NLC.

Insurance Coverage and Liability

Northern Lights College is not responsible for the loss or damage of money or personal property left in rooms, parking lots, or other areas in around Student Housing. To prevent loss or damage, each Occupant must ensure that their bedroom door is locked at all times.

Occupants are strongly encouraged to obtain Tenant's Insurance or confirm if they are covered under their parent/guardian's home insurance coverage. Many insurance companies have products geared toward full-time students.

What We Provide and What You Should Bring

Long-term Stay Suite

What we provide:

- Private bedrooms: bedframe, long twin mattress, dresser, desk, and chair
- Common Living Areas:
 - Livingroom furniture: sofa and chair or loveseat, coffee table, side tables, dining table and chairs
 - Kitchen: Fridge, microwave, and stove
- Bathroom: shower curtain

What you should bring:

- Bedding for a twin bed (sheets, pillow, blankets, duvet/comforter)
- Kitchen cloths/towels
- Kitchen cooking/eating utensils, dishes, pots, and pans
- Small kitchen appliances such as electric kettle, coffee maker, toaster
- Bath towels
- Laundry soap
- Cleaning supplies (broom, dustpan, mop, mop bucket, household cleaning agents for your kitchen, bathrooms, floors, and furniture)

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- Other personal items that will make your stay comfortable. (Toiletries, hangers, area rug for your bedroom)

Short-term Stay Suite**What we provide:**

- Everything that is provided in the Long-term Stay Suite (listed above)
- Linen (bedding, kitchen cloths/towels, bath towels)
- Kitchen utensils, dishware, and cookware.

Regardless of the number of persons residing in your unit, each unit is designed apartment style - bathroom/s, kitchen, living room and dining areas are shared spaces. Bedrooms are private and exclusive to the occupant in that room only.

Moving In

This section outlines our move-in procedures, mandatory tasks, and your rights and responsibilities associated with this process – whether initial or ongoing.

Where to Go and What Documents You Will Need

Check-In is located at the NLC Housing Building. You will need to present your valid photo ID, payment receipts and welcome letter to receive your suite assignment, access card and keys.

Move ins can occur between 9am - 7pm on regular working days. Move ins cannot occur on Canadian statutory holidays.

Access Card and Keys

Upon arrival, each Occupant will receive an access card and a key. These items give you free access to the housing building main entrance doors, your suite, and your bedroom. **It is important to note that you cannot use your card to access other areas or other suites. Remember to keep your swipe card and keys safe.** If an Occupant loses their access card or their room key, they must immediately notify the Student Housing manager, so the door can be reprogrammed for all Occupants' safety.

Replacement Costs are also listed in **Appendix A – Student Housing Fees**. If a card becomes defective, it will be exchanged at no cost.

- Access Card Replacement Cost - \$25
- Bedroom Key Replacement Cost - \$15
- Mail Key Replacement Cost - \$15

Move-In Suite Inspection

It is mandatory to complete and submit Move In/Move Out Form found in APPENDIX C of this Handbook) when you move in:

1. Complete and sign the form
2. Submit the form to the Housing Manager. The Student Housing team will use the form to assess any damage or missing furniture during the period of your stay. **If an occupant does not complete and return this form, the College shall assess the occupant 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 occupant took occupancy.** You may also get a copy of this form from the Student Housing Manager.

Intra-Suite Meeting

This task is optional - but strongly recommended. Please see Appendix J, Roommate Agreement template.

It will be helpful for you and your roommates, upon arrival, to sit down together and discuss the following:

- **General Conduct** – Use and respect of the shared areas, respect of other people's property
- **Communication** – Exchange contact information. This will create an avenue for free flow of communication
- **Personal Hygiene and Cleanliness** – Ensure you shower or bathe regularly, so personal hygiene issues do not arise between you and your roommate(s). It is also important that you discuss issues such as cleaning the dishes, bathrooms, sweeping, mopping, shoes, clothing, etc.

- **Cleaning schedule** – We strongly recommend that you and your roommates come up with a cleaning schedule. *This will promote accountability, avoid shifting responsibility and a clean suite*
- **Lifestyles** – Visitors, social gatherings, noise levels, etc.
- **Trust and Mutual Regard** – Everyone is responsible for creating an environment where all roommates are welcome and feel like they belong.
- **Fire safety** – You and your roommates should review the fire safety information found in Appendix F. Discuss safe cooking practices and identify exits and the Muster Point outside.

Services Provided and How to Use Them

This section outlines the services we provide, information on how to access them, and your rights and responsibilities associated with their use.

Internet Service

Basic Internet service is provided in all suites and is included in your fees. If you have trouble with your internet connection, please contact Student Housing Staff. *Please note: internet service is provided by an external company and is subject to changes in weather and damage elsewhere.*

Laundry

Laundry facilities (washers and dryers) are located on each floor within Student Housing. Please respect other occupants' laundry by not disrupting a cycle and by collecting your laundry as soon as it is done. Laundry facilities are open from 8 am – 9 pm. Laundry rooms will stay locked for the rest of the time.

Mail Delivery and Parcel Pick Up

In Dawson Creek Student Housing, each occupant is issued a mailbox for letter sized mail. Anything larger than a letter is considered a parcel. Currently in Fort St John Student Housing, letter sized mail will be slipped under the appropriate suite front door and anything that cannot be slipped under the door will be considered a parcel.

- NLC Student Housing management is not responsible for any lost, misplaced, or tampered mail.
- When an occupant has changed their suite or has moved to a new bedroom, they are responsible for changing their address with the service provider.
- Mail that arrives after the occupant has moved out of Student Housing with no additional requests or instructions will be placed back in the mail with 'Return to Sender' noted on the envelope.

Use the appropriate template for your mailing address:

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

Fort St. John:
(Your Name)
Room # (e.g. 322A)
c/o NLC Student Housing
Northern Lights College
9820-120 Avenue,
Fort St. John, BC V1J 8C3

Do not use your NLC housing Box# as your mailing address. Please use the appropriate addresses for each campus.

Dawson Creek Campus: parcels are available for pick up with picture ID at the Regional Building between 8:30 am - 4:30 pm. *A parcel pick-up list is posted near the mailboxes.*

Fort St. John: parcels are available for pick up with picture ID at Switchboard Reception on the Main Campus from 10am – 2pm.

When you move out:

- Remember to update your mailing address with friends, family, business 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: Student Housing does not provide mail forwarding.**

Parking and Snow Removal

Occupant designated parking spaces are available and will be reserved on a first come - first served basis. The Student Housing lot(s) are reserved for occupants only. Visitors may use the parking spaces for the duration they are visiting. **Refer to Clause 1.1.7 Vehicles and Parking in the C1 Infractions section for full details on Parking dos and don'ts.** Occupants may park in front of the building only for loading and unloading up to 15 minutes in duration – parking longer may result in the vehicle being towed.

Please note:

- Students must complete and submit the Student Parking Form, Appendix K.
- NLC is not responsible for any theft from or vandalism to vehicles. Students are responsible for ensuring their vehicles are properly registered and insured.
- Parking in a 'No Parking' zone may result in the vehicle being towed.

Throughout the winter months, NLC Facilities staff will clear snow from Student Housing parking areas. In order to accommodate removal of snow from the Student Housing areas, you may be requested to temporarily move your vehicle to a general parking area on campus.

Lounges, Activity Areas, and Recreational Equipment

Both the Dawson Creek and Fort St. John Student Housing campuses have lounge and activity areas.

The **Dawson Creek** activity room has a variety of work out equipment, a pool table, a ping pong table, and a foosball table.

Fort St. John Student Housing has a ping pong table and gym area, with a variety of work out equipment, on the second floor and a sitting/lounge area with a pool table on the third floor.

Prior to using the gym facilities, all occupants must sign the **Release of Liability, Waiver of Claims, Assumption of Risk and Indemnity Agreement.**

Fire Safety: Fire/Smoke Detectors and Alarms

This section outlines the equipment utilized to detect and suppress smoke and fire, and your instructions and responsibilities in case an alarm or emergency arises.

Fire safety is of utmost importance. There are various fire safety systems located in Student Housing which include fire detectors and alarms. Please familiarize yourself with the various types of 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 must:



- Evacuate the building immediately; closing the suite doors behind you.
- Meet at the Student Housing Muster area.
- You may re-enter the building when the Student Housing staff on duty permits re-entry. The Student Housing staff must await confirmation from the Fire Department before doing so. Do not re-enter the building until you receive confirmation.

When Fire alarm tests are performed, you are required to leave the building, meet in the Student Housing Muster Area, and remain there 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). **Do not, at any time remove these detectors or tamper with their ability to monitor for smoke/smoke and heat.**

- **The Smoke Only Detector:**
 - Is fixed to the ceiling and 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, ensure that you silence it, then identify and remove the source of the issue.
 - 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 who will ensure that it is repaired.
 - **Do not, at any time, remove the smoke only detector or tamper with its ability to monitor for smoke.**
- **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 must EVACUATE THE BUILDING IMMEDIATELY.**
 - 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.

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- If the device continues to go off, even after you feel the air is cleared sufficiently, report it immediately to the NLC Student Housing Staff on duty and they will ensure that it is repaired.
- **Do not, at any time, remove the Heat/Smoke detector or tamper with its ability to monitor for heat or smoke.**
- 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/sounds and blinks, you must EVACUATE THE BUILDING IMMEDIATELY.**
 - **There is a silence button on the Audible Only Alarm which you can push to silence the alarm, if necessary.**

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 Occupant found responsible will face disciplinary action.

Note: If it is Red, do not touch unless there is a fire.

Emergency Response

If there is an incident in housing that concerns students, please:

1. Notify the Student Housing Manager immediately.
2. If the Student Housing Manager is not available, please contact the following people:
 - a. NLC Security. If security is not available, please contact the Duty Manager (numbers to contact these people can be found in the main entry area or by the SHMs office).
 - b. Please inform the Student Housing Assistant to notify them of what has occurred and who has been contacted.
3. Complete an Incident Report (Appendix C) when able to do so, and submit to the Student Housing Manager as soon as possible.

Policies & Procedures

This section outlines our general policies and procedures and your rights and responsibilities associated with how they are conducted.

Quiet Hours

Quiet time provides a conducive environment for studying, resting, or meditating. Student Housing occupants are expected to keep noise levels to a minimum during the following **quiet hours**.

Sunday until Thursday: 10:00pm-8:00am

Friday and Saturday: 12:00am (midnight) – 8:00am

Security

Maintaining a secure environment is a shared responsibility. Ensure all exterior doors remain closed and locked at all times. Do not allow unauthorized individuals to enter the premises and report any suspicious activity to the housing staff or campus security immediately.

Lockouts

In case of a lockout, contact the Student Housing Manager or Student Housing Assistants (contact information is posted by the Student Housing Manager office).

Please note that excessive lockouts may result in fines or other disciplinary actions.

Emergency Procedures

In the event of an emergency, such as a medical crisis or a security threat, contact the appropriate authorities immediately. Familiarize yourself with emergency contact numbers, evacuation procedures, and other emergency protocols provided by the Student Housing Team.

Facility Use

The sole use and purpose of NLC Student Housing is to provide a comfortable and enriching experience to registered NLC students. No other use or purpose is permitted.

Termination

All occupants living in Student Housing must be a NLC student, currently registered in NLC studies. When a student housing occupant ceases being an active and current NLC student, the past student must vacate the suite immediately. Please see 'Moving Out' information in the appendices.

Extension

Occupants who want to extend their stay beyond their scheduled move out date must submit a Student Housing Application one month before their scheduled move out date (the application fee will be waived). The application will be considered based on availability and the occupant's experience in student housing including past infractions such as poor conduct or late rent payments.

Room Placements

Room placements are at the sole discretion of the Student Housing Manager. While all efforts are made to accommodate requests such as suite type and roommate preference, placements depend on

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a variety of factors including, but not limited to availability, demands, future occupancy and ongoing or future projects and maintenance.

Suite Occupancy Capacity

NLC strives to ensure students have a safe and comfortable place to live while completing their studies. To support a safe and comfortable environment, NLC supports appropriate suite occupancy capacity.

- All students will be assigned their own bedroom unless they are living as part of a married or common-law couple (max 2 people). *Please contact the Student Housing Manager to inquire about the availability of suites with a double bed.*
- There are some suites may accommodate families, considering that only children aged 5 years and under may share a bedroom with a sibling. *Please contact the Student Housing Manager to inquire about the availability of family suites.*

Imposed Room Moves

As per the Student Housing Contract, the Student Housing Manager reserves the right to re-assign rooms and suites for any reason at any time with 24 hours' notice (see **Student Housing Contract**). Please follow imposed room move notices, as room moves are only performed when necessary to the operations of Student Housing.

Room Entry by College Staff

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

Any vital information for the Occupants will be posted in an area close to the main entrance or letter in suite. Please check daily, as sometimes only 24 hours' notice can be given. These are two types of situations in which entries are necessary:

- **Emergency 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.
Extreme weather conditions: Student Housing staff will enter rooms to close any open windows. Occupants are to close windows before leaving their suites.
- **Non-Emergency Room Entry:**
 - **Common Areas:** Maintenance and Housing Staff have full access to Student Housing shared 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 Occupants of maintenance service.
 - **Suites:** 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, Occupant(s) will be given 24 hours to clean the suite for re-inspection.

Room Transfers

The Student Housing Manager will allow room transfers on a case-by-case basis. An occupant who is unhappy with their room or roommate can request a transfer by submitting a 'Request for Room Change' from the Student Housing Manager at the Student Housing Office.

Every attempt will be made to accommodate requests for room change, however, students should be aware that transfers are not arranged for convenience reasons only. Transfer of rooms are subject to a \$100 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 with 24 hours' notice, if such re-assignments are determined to be necessary.*

Room Inspections

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

Smoking

Smoking, including the use of e-cigarettes and vaping devices, is strictly prohibited within all housing facilities, including individual rooms, and common areas. Designated smoking areas are available outside the housing premises.

Cleanliness

Residents are expected to maintain cleanliness and hygiene in their rooms and shared spaces. Dispose of trash in designated bins, clean up after using common areas, and refrain from leaving personal belongings in shared spaces.

Damages

All damages to the unit are to be reported immediately to Student Housing Manager via email, call or in person. If the damages occur after hours or on a weekend, please report the damages to the SHA or Security immediately via call.

Occupants are not permitted to repair any damages that they created and doing so could lead to additional charges. Occupants are responsible for damages that they cause. Each occupant shares equal responsibility for any damage caused to the common living areas in the suite if the responsible person(s) fail to claim responsibility. Repair and/or replacement costs will be charged equally among all Occupants within the given suite. Occupant cooperation is encouraged when housing staff are attempting to determine the responsible person(s).

Windows and Screens

Entry through windows is prohibited. If you are locked out, please call the SHA on duty or call Security (after hours.)

Removal of screens is prohibited; it puts you and your roommates' belongings and NLC property at risk. If your screen has been removed from the unit, you will be charged the damage fee, regardless of whether it was found (damaged or not) or not found.

Guests Staying in Student Housing

All Occupants are allowed to have guests under the following guidelines. *Short-term stay Occupants do not qualify for overnight guests.*

General policies and procedures for guests of current Occupants (during non-quiet hours):

- All guests must be accompanied by a current Occupant and must make appropriate arrangements with their current Occupant host for safely entering the building.
- All guests are required to conduct themselves according to Northern Lights College rules, regulations, policies and procedures.
- Occupants are responsible for the behaviour and conduct of their guests while at the College. If the guest incurs an infraction during their stay, it will be charged to the occupant(s) whom 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 Student Housing is limited to the room of the Occupant indicated on the form and the 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. 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 paperwork is 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 Occupant(s) involved will face disciplinary action. (See C1 Infractions, Section 1.2.3)

Temporary overnight guest policies (during quiet hours):

There will be no charge for an overnight guest if an occupant wishes to share their room with the guest, as long as the following conditions are met:

- The Student Housing Manager must be informed when guests are staying overnight, and which occupant is responsible for the guest. Guests will be asked to leave if not escorted by a current occupant.
- Guests are permitted to stay with an occupant for a maximum of three nights per calendar 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 "Student Housing Guest Request Form", Appendix L or which can also be picked up at the Student Housing Office. The occupant host will be required to get all suitemates to sign the form, indicating that they approve of the arrangement.
- An occupant's right to privacy takes precedence over a roommate's right to host a guest. It is expected that a guest will house in the host occupant'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-term or long stay accommodations, subject to the current rates. These fees are charged per individual and collectable for each stay.
- If the three-night stay per calendar month is exceeded, the occupant responsible for the guest will be charged per night thereafter.
- Passing of a guest stay to another occupant, or "carry forward", to allow for more nights in a month is not permitted. (See C1 Infractions, Section 1.2.3)

Short-Term Stay Occupants – Guidelines

As a short-term stay Occupant, you are responsible for keeping your room clean. The room is equipped with a broom and dustpan. There are laundry facilities on each floor. Before leaving we ask that you:

- Wash your dishes
- Leave your soiled towels and face cloths in your bedroom
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.

Policies and Procedures from the Student Housing Handbook apply to the Short-term Stay rooms. However, there are no overnight guests allowed. Please make yourself familiar with the **Student Housing Handbook**.

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 Student Housing.

Underage Occupants

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 occupant will be permitted if:

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

In either case the occupant must have their 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 Student Housing without parent or legal guardian supervision is 17 years of age. Failure to comply is a discipline infraction for the occupant(s) involved. (See C1 Infractions, Section 1.1.) Student Housing will try to have underage occupants assigned to suites together. Please note that there may be times underage occupants will age during the school semester.

Prohibited Items and Activities

Pets

Pets, including, but not limited to dogs, cats, fish, hamsters, guinea pigs, frogs, are not permitted within student housing facilities.

Substances

The possession, use, sale, or distribution of illegal drugs, alcohol (if underage), or any controlled substances is strictly prohibited within student housing. Violations of this policy may lead to severe consequences, including termination of your housing agreement.

Weapons

Possession, storage, or use of firearms, explosives, or any dangerous weapons within student housing is strictly prohibited. This policy is in place to maintain a safe and secure environment for all residents. If you require assistance with the storage of legally owned weapons, please contact the housing staff to explore available options.

Noise

Respect for your fellow residents is crucial. Excessive noise, including loud music, parties, or disruptive behaviour, is not permitted. Be mindful of the impact of your activities on others and maintain a peaceful environment.

Unauthorized Entry, Vandalism and Theft

Vandalism, theft, or unauthorized entry into other residents' rooms is strictly prohibited. Respect the property of others, report any suspicious activity promptly, and cooperate with the housing staff and campus security during investigations.

Infractions & Discipline

This section outlines our standards, codes of conduct, policies, and procedures. Infractions, discipline, and proceedings are defined to assist you in determining what actions are acceptable and what is unacceptable while living in Student Housing.

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 an occupant 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 verbal warning
- 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 Occupant if applicable.
- a **Probation Contract**, signed by the College and the occupant, is where an occupant 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 Campus 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 and shared by all occupants in the suite.

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

Infractions, discipline, and proceedings regarding Student Housing are at the sole discretion of the Student Housing Manager.

Submitting a Formal Complaint

Students have the right to submit a formal complaint about an incident/s that has caused concern. The complaint form can be found in Appendix C. Once a student has filled in the form, it must be submitted to the Student Housing Manager (SHM). The SHM will spend time gathering additional information which will include meeting with the student that submitted the complaint and may also include speaking to students named in the complaint. Once information has been gathered, the SHM

may consult with the Director of Ancillary Services to best determine a fair and equitable outcome. The student that submits the complaint will be informed of the response to their complaint.

Probation Contract

The **Probation Contract** (see **Appendix E**) is a last chance contract that allows the occupant one more opportunity to remain an occupant in the Student Housing. Specific conditions will need to be met in order to complete probation, including the payment of all fines and rental fees arrears. The occupant must also not have incurred any additional infractions. Any additional infractions incurred by the occupant during a 90 day period from the signing of the **Probation Contract** will result in the cancellation of the **Probation Contract** and Eviction will be effective in accordance with the appropriate consequences for the Category the Infraction is under.

Eviction Process

If an occupant 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 Alumni Engagement and Ancillary Services. Eviction of an Occupant occurs after specific combinations of infractions have occurred, and discipline levied, under C1, C2 and C3 Infractions.

Student Housing Infraction Appeal Process

A Student Housing Manager's decision resulting in a written warning, fine, or probationary contract may be appealed within 48 hours of the occupant(s) receiving written notification of the decision in writing to the Director of Alumni Engagement and Ancillary Services.

The Director of Alumni Engagement and Ancillary 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 occupant, Student Housing Manager and Student Services.

Infractions

Category 1 Infraction (C1)

A Category 1 Infraction includes, but is not limited to, any violation that disturbs the comfort of an occupant, results in property damage under \$200 and/or causes unnecessary work for the Housing staff. All fines are due within 10 business days of the date the **written infraction notice** being issued. 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 and the applicable cost(s) of any repairs will be charged to the occupant.

Second C1 Infraction: A fine of \$40 is issued, if applicable. Cost of repairs will be charged to the Occupant. The Occupant is required to sign a **Probation Contract** and is put on warning.

Third C1 Infraction: Any subsequent infraction (C1, C2 or C3) will lead to eviction and additional fines as applicable.

Each Occupant living at NLC is responsible for reading, understanding, and adhering to this Student Housing Guide and Handbook. NLC reserves the right to amend the Student Guide and Handbook as necessary.

C1 Infractions:

Clause	Standard	Description
1.1	Failure to Comply with Basic Rules of the Student Housing	
1.1.1	Noise	<ol style="list-style-type: none"> 1. Quiet Hours are Sunday to Thursday, 10 p.m. to 7 a.m., and Friday to Saturday, 12 midnight to 8 a.m. 2. 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) 3. Excessive noise in common areas 4. Use of subwoofers. 5. Setting alarms outside quiet hours that are at a volume that may wake your roommates. 6. Phone calls or video chats held outside quiet hours and at a volume that may disturb your roommates. <p>Excessive noise at any time is not appropriate. Please remember to be respectful of your neighbours. If neighbours are persistently noisy, the occupant should speak to them first, and if that does not work, refer it to the on-duty Student Housing staff or Security. Student Housing staff or Security will determine if there is a noise violation. If they determine that the noise level is too high, then it is a noise violation and subject to an infraction. Any occupant may be directed by Student Housing staff or Security to shut down a source of noise at any time.</p>
1.1.2	Overnight Guests	<ol style="list-style-type: none"> 1. Violation of overnight guest procedure
1.1.3	Cleanliness	<ol style="list-style-type: none"> 1. Violation of the room cleanliness guidelines (See Appendix B – Cleaning Guidelines). 2. Presence of fruit flies in suite 3. Garbage not removed from suite (Occupants are responsible for their own garbage removal) 4. Improper disposal of garbage 5. Garbage from suites or bedrooms that is disposed of in the halls, common area garbage cans or any other area not designated as a garbage receptacle.
1.1.4	Payments	<ol style="list-style-type: none"> 1. In arrears in payment of rent or other charges assessed by NLC (rent is due on the 1st of every month with no exceptions).
1.1.5	Pets in Housing	<ol style="list-style-type: none"> 1. Having a pet in Student Housing. Pets/fish/reptiles are not allowed in Student Housing. 2. Service animals are necessary and not considered pets. Should you require a service animal please

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		notify the Student Housing Manager.
1.1.6	Movement within Housing	<ol style="list-style-type: none"> 1. Running, rollerblading, skateboarding or riding bicycles within the building. 2. Damage caused by moving equipment through building(s). (An Occupant may store a bike in their 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.) <p>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 occupant's own risk, and we recommend that you lock up your bike. An occupant may store a bike in their suite but s/he responsible for any damage so please be careful.</p>
1.1.7	Vehicles and Parking	<ol style="list-style-type: none"> 1. Specific parking rules exist on each campus. 2. General rules apply for all occupants regarding parking. 3. Requests to move vehicles for snow removal or parking lot maintenance may occur. Failure to comply may result in vehicles being towed. 4. Performing mechanical repairs on vehicles in the parking lot or storing broken down vehicles in the parking lot for more than one week. 5. Unauthorized parking violation. 6. Additional free parking spots for guests and Occupants are located in general parking. 7. Occupants 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. 8. 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. 9. Do not park in spots reserved for staff. Offending vehicles may be towed if reasonable attempts to contact the owner or driver are unsuccessful. 10. 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.

		11. 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.
1.1.8	Display of Materials	1. Displaying the following material in a public area of the Student Housing is prohibited: <ul style="list-style-type: none"> i. Lewd or pornographic images ii. Material depicting violence or injury to another iii. Portraying illegal substances iv. General inappropriate matter which may cause offense to others
1.1.9	Room Transfers	1. Unauthorized room changes may result in the occupant being required to move back to their authorized assigned room and/or disciplinary action.
1.11	Security	1. Propping open security doors, suite doors or laundry room doors 2. The security of occupants and their property is compromised when anyone props open or jams the lock of an otherwise secure door. Vandalism and theft often 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.
1.12	Window Screens	1. Removing screens from exterior windows.
1.13	Student Housing Documentation	1. Student Housing documents, including, but not limited to Student Housing contracts, Move in/Move out checklists, must be submitted to the Student Housing Manager on time.
1.2	Failure to Comply/Failure to Act	
1.2.2	Limitations	1. Making use of the Student Housing or Student Housing Policies & Procedures to counter or contradict any other College sanction or imposed penalty.
1.2.3	Witness	2. Witnessing an incident and not reporting incident to the Student Housing Manager

Category 2 Infraction (C2)


A Category 2 violation includes but is not limited to actions that jeopardize the wellbeing of Housing staff, occupants, 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 occupant. The occupant is required to sign a **Probation Contract** and is put on warning.

Each Occupant living at NLC is responsible for reading, understanding, and adhering to this Student Housing Guide and Handbook. NLC reserves the right to amend the Student Guide and Handbook as necessary.

Second C2 Infraction: Any subsequent infraction will lead to eviction and additional fines as applicable. The Student Housing Manager will notify the occupant in writing of the eviction date.

Upon consultation with the Director of Student Services, should the Student Housing Manager determine that the continued presence of the occupant constitutes a real or apparent danger or threat to 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**.

1.2.1	Civility	 <ol style="list-style-type: none"> 1. Not responding in a civil manner to or ignoring the directions of the Student Housing Manager or other College officials, including, but is not limited to: 2. Knowingly violating the terms of any disciplinary sanction imposed in accordance with the Policies & Procedures outlined in the Student Housing Guide and Handbook. This can also include non-payment of fines levied as a result of a breach of these rules.
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Clause	Standard	Description
2.1	Behaviour that Jeopardizes the Safety or Wellbeing of Others	
2.1.1	Conduct	<ol style="list-style-type: none"> 1. Conduct that is disorderly, lewd, or indecent. 2. Interrupting the laundry cycle, causing inconvenience and disruption for the person who initiated it. 3. moving, handling, or tampering with someone else's laundry/belongings. 4. not sharing space in the living area of the suite. 5. unfair sharing of the common spaces example: failure to make room in the refrigerator/cabinets/pantry for new/existing occupants. 6. discriminating against someone based on their food preferences.
2.1.2	Breach of Security	<ol style="list-style-type: none"> 1. Any material that supports discrimination or racism. 2. Tampering with or removing any automatic door locking mechanisms. 3. Allowing the congregation of guests outside room windows or in the hallways of the building. 4. Lending suite key cards to any person. 5. Using a key card to enter another suite without permission. 6. Providing Student Housing access to someone who has been evicted within the previous 12 calendar months. 7. Entering the building except through the main entry/exit door. 8. Moving objects or furniture through exterior windows.

		9. Exiting the building except by an authorized egress.
2.1.3	Confidentiality	<ol style="list-style-type: none"> 1. Giving out information about other occupants to others without permission. 2. Each occupant is expected to maintain the privacy and confidentiality of each occupant. Do not give out personal information, such as room or phone numbers, of any occupant, other than yourself
2.2 Violations of Fire Safety		
2.2.1	Tampering	<ol style="list-style-type: none"> 1. Tampering with a fire safety device. 2. Endangering of the safety of persons or property by tampering with safety equipment
2.2.2	False Reporting	<ol style="list-style-type: none"> 1. Intentionally initiating or causing to be initiated any false report, warning or explosion or other emergency.
2.2.3	Candles and Open Flames	<ol style="list-style-type: none"> 1. Candles and all open flames are banned in the Student Housing.
2.2.4	Cooking	<ol style="list-style-type: none"> 1. 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. 2. Improper or hazardous cooking methods, 3. Lack of vigilance while using a kitchen appliance
2.2.5	Smoking	<ol style="list-style-type: none"> 1. Smoking and vaping anywhere within the Student Housing building, including bedrooms. 2. Smoking within 7.5 meters of any entrance, window, or air intake. <p>Smoking is not permitted anywhere in Student Housing. There are designated locations outside of the Student Housing building that you can use. Please remember that smoking and vaping is not permitted in the buffer zone around doors, open windows, and air intake around all college buildings and temporary structures on college property (for example; marquee tents).</p>
2.2.6	Sprinkler System	<ol style="list-style-type: none"> 1. 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.

		<ol style="list-style-type: none"> 2. All occupants 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.
2.2.7	Fire Exits	<ol style="list-style-type: none"> 1. Fire exits are 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 occupant is involved, each occupant is subject to discipline.
2.2.8	Creation of Fire Hazard	<ol style="list-style-type: none"> 1. The creation of a fire hazard, the use of open flame; improper use and/or possession of hazardous substances. 2. Use of live wood Christmas trees.
2.2.9	Evacuation	<ol style="list-style-type: none"> 1. Failure to follow proper emergency evacuation procedures or improper use of emergency equipment. Propping suite doors open by means of the deadbolt or other parts of the lock mechanism can damage the electronics within the lock.
2.2.10	Maximum Occupancy	<ol style="list-style-type: none"> 1. Allowing congregation in excess of 8 people in a Student Housing suite. 2. 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-occupants of a suite if a violation of the Fire Code is discovered. 3. The Fire Code must be adhered to for any activities held in the Activity Area of the building. An occupant planning an activity should ensure adherence to Fire Code regulations. All student events held in common areas must be approved by the Student Housing Manager.
2.2.11	Impeding Access to Fire Equipment	<ol style="list-style-type: none"> 1. Parking in fire lanes or within 3 meters of a fire hydrant or building mounted fire protection service 2. Blocking fire hose access points
2.3		

2.3.1	Alcohol and Controlled Substances	<ol style="list-style-type: none"> 1. Consumption of alcohol is permitted only inside suites and in suites where all occupants are over the age of 19. The legal drinking age in BC is 19 years of age. Alcohol is not permitted in suites where occupants under the age of 19 have been placed. 2. All cannabis brought into or possessed within Student Housing must be stored in a sealed, scent proof container. Smoking and vaping are only allowed in designated smoking locations outside of the Student Housing building.
2.3.2	Alcohol and Controlled Substances in Common Areas	<ol style="list-style-type: none"> 1. 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. 2. Use and/or possession of a controlled substance in any common area (e.g., lounge). 3. Open, unconcealed alcohol containers in public areas, such as Common Area or outdoors on college property. 4. Disorderly conduct while under the influence causing damage to College or Student Housing property knowingly or unknowingly.
2.5 Misappropriation of College Property or Property Damage		
2.5.1	Damage to Room/Suite or other College Property	<ol style="list-style-type: none"> 1. Intentionally or recklessly destroying, damaging, or defacing college, corporate property or property of other individuals located on college grounds. 2. Occupants 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 Manager's discretion and approval and must be pre-approved. Unapproved renovations will be considered a violation of this handbook and will result in disciplinary action. 3. 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 an Occupant's damage deposit. Contact the Student Housing Manager or Student Housing Assistant for a list of suitable materials for hanging items. 4. It is at the discretion of the Student Housing Manager, to determine if posters and other displays may be considered offensive and will not be allowed in the common areas of the units, or in ways where they are publicly seen. 5. DO NOT HANG LED strip lights in the units unless

		specific non-damaging adhesive is used. (Note: please confirm with the Student Housing Manager what time of adhesive is acceptable). 6. Dart Boards are prohibited.
2.5.2	Furniture	<ol style="list-style-type: none"> 1. Moving, re-allocating, removing from service or use without permission of College property, processes or services. 2. 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. 3. Occupants are not allowed to move in additional furniture without prior written approval of the Student Housing Manager. Please note that an assessment may also need to be completed to ensure that the space will not become overcrowded and create a hazard to occupants.
2.5.3	Misuse of college property or services	<ol style="list-style-type: none"> 1. Misuse of College property, processes or services allocated for College staff, personnel or contractors.
2.5.4	Damage	<ol style="list-style-type: none"> 1. Causing damage to the College, Student Housing property knowingly or unknowingly (putting food in drain, water damage from shower, toilet, and sink).

Category 3 Infraction (C3)

If an occupant's actions result in a C3 infraction, no probation will be granted and because of the seriousness of these infractions the occupant will be given notice of immediate eviction. *Please note that the RCMP may be contacted.*

First C3 Infraction: An Immediate eviction notice is levied. (The Student Housing Manager will provide the amount of time an occupant has to vacate housing).

C3 Infractions

Clause	Standard	Description
3.1	Abuse	Physical abuse, verbal abuse, threats, intimidation, harassment, coercion and/or behaviour that promotes fear and/or threatens or endangers the health, safety, or physical or emotional wellbeing of another person.
3.2	Theft	Theft of property or possession of stolen property.
3.3	Criminal Harassment	Criminal harassment is when someone makes you fear for your, or a family member's, safety by repeatedly following you or someone you know; repeatedly communicating with you or someone you know; or consistently waiting for you outside your home, work or other place.

Each Occupant living at NLC is responsible for reading, understanding, and adhering to this Student Housing Guide and Handbook. NLC reserves the right to amend the Student Guide and Handbook as necessary.

3.4	Sexual Harassment or Sexual Misconduct	Any unwelcome sexual advances, requests for sexual favours, unwelcome or unwanted touching, and other verbal or physical harassment of a sexual nature.
3.5	Violence	Any form of physical violence or fighting, regardless of mutual consent of the participants.
3.6	Threats	Uttering threats of violence towards College Staff or housing Occupants
3.7	Weapons and Explosives	All firearms, ammunition, weapons, fireworks, explosives, or impaling devices are banned in the Student Housing and on college property. There are storage facilities in the city and surrounding area that can store these items. Occupants are responsible for remaining informed regarding items which are not permitted at any time on the College or Student Housing property.
3.9	Controlled or Illegal Substances	Manufacturing, processing, or distributing a controlled substance or illegal drug.

Moving Out

This section outlines our move-out procedures, mandatory tasks, and your rights and responsibilities associated with this process.

Cleaning: Inspection and Expectations

Each suite must be completely cleaned prior to an Occupant moving out of Student Housing. Roommates should discuss and agree on what the expectations are for the exit of each Occupant. Please see Appendix B for cleaning guidelines.

Suite Inspection

As you near the end of your Student Housing Period, you must request a move out inspection and have a Student Housing staff member complete the **Move in – Move out Checklist found in APPENDIX C**. Failure to comply with this requirement will result in your damage deposit being forfeited, as per the **Student Housing Contract**.

Return of Access Card and Keys

- **All access cards and bedroom keys must be returned to the Student Housing Manager.**

Removal of Possessions

Should you fail to remove your possessions from Student Housing at the end of your Student Housing Period:

- We will consider this abandoning your room
- Your items will be stored up to 30 days at a cost of \$50 to the occupant
- At the end of 30 days, the College may dispose of the property at its discretion.

Mail Forwarding

- All occupants moving out of student housing are responsible to update your mailing address with Campus Services and with friends, family, and business contacts.

- Canada Post has mail forwarding services and occupants moving out of student housing are responsible to contact Canada Post to set-up the service a few weeks prior to the move-out date. *Please note: Student Housing does not provide mail forwarding.*

Appendix A – Student Housing Fees

- Room Transfer Fee - \$100 (payable prior to new keys being issued.)
- Janitorial Fee - \$50 per hour
- Access Card and Key Replacement Costs:
 - The replacements will be inventoried and will be deducted from the Occupant's damage deposit unless other payment is made.
 - Access Card Replacement Cost - \$25
 - Bedroom Key Replacement Cost - \$15
 - Mail Key Replacement Cost - \$15

Appendix B - Cleaning Guidelines for Room Inspections

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 occupants 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. Student Housing recycling is available.
4. No bags of garbage or old fruit (that may cause fruit flies) shall be stored in the room. Use the dumpsters located outside the building.
5. Bathroom: Tubs, sinks, shower curtains and toilets must be cleaned regularly using non-abrasive cleansers or vinegar to reduce mineral, calcium or lime accumulation. Allow the cleanser to stay on the surface for 5-10 minutes to help soften the hard water scale before scrubbing the surface. Try to clean high use areas once a week as 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, chair, 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.

Appendix C – Student Housing Reporting Form (complaint, Witness, Incident)

Student Housing Occupants Reporting Form: Complaint, Witness, and Incident reporting

Name of Person completing this report: _____

Cell Phone: _____

Email Address: _____

Date (writing report): _____

Date of incident or situation: _____

Location of incident or situation: _____

Please describe events leading up to the incident or situation: _____

Please describe the incident or situation: _____

Please describe what happened right after the incident or situation: _____

Please list the people/positions you contacted/called to inform them of the incident or situation: _____

Additional important information to note: _____

Please sign and date to confirm that everything written above is true and accurate.

Signature

Date

Appendix D - Move In/Move Out Checklist

NLC STUDENT HOUSING MOVE IN & MOVE OUT CHECKLIST

Instructions: The occupant(s) will complete this checklist upon moving in and within one week before the occupant(s) moves out. The occupant(s) must submit this to the Student Housing Manager within one week of moving in. The Student Housing Manager will review the contents of the Student Housing Suite and then sign the document upon approval. Prior to the move out date, this checklist can be used to determine if there has been any property damage beyond normal wear and tear.

ROOM NUMBER: _____ **DATE:** _____

CONDITION KEY

E – excellent condition, no marks, discoloration or wear visible (like new)

G – good condition with minor discoloration or wear on the corners/edges/top/bottom. Few or no marks.

F – fair condition with visible marks and visible discoloration and/or wear.

P – poor condition. The item is broken or not safe to use. The discoloration and/or wear makes the item unappealing. An item in poor condition must be removed immediately and replaced as soon as possible.

ITEM	CONDITION ON ARRIVAL	CONDITION ON DEPARTURE	Workorder submitted	Additional Cleaning required
Entrance				
Door/closet				
Walls/Floors/baseboards				
Light fixture				
KITCHEN				
Walls/Floor/Ceiling				
Sink/faucet				
Oven / Stove				
Cabinets & Drawers				
Countertop(s)				
Refrigerator				
Microwave				
Light Fixtures/switches				
Fans / Overhead Fan				
Baseboards				
Electrical outlet				
DINING/LIVING ROOM				
Walls/Floors/Ceiling				
Dining table and chairs				

Each Occupant living at NLC is responsible for reading, understanding, and adhering to this Student Housing Guide and Handbook. NLC reserves the right to amend the Student Guide and Handbook as necessary.

ITEM	CONDITION ON ARRIVAL	CONDITION ON DEPARTURE	Workorder submitted	Additional Cleaning required
Couch/chair/loveseat				
Coffee table/s				
Router/router outlet				
Light Fixtures/Switches				
Windows				
Window latch, screen, coverings				
Electrical outlets				
Baseboards				
ALARMS				
Smoke detector				
Smoke/heat detector				
Emergency lights				
BATHROOM #1				
Walls/Floors/Ceiling				
Tub/Showerhead/faucet				
Shower curtain				
Sink/faucet				
Mirror/Countertop				
Toilet				
Light Fixtures/Switch				
Electrical outlet				
Bathroom fan				
Door/door lock/door jam				
Cabinets / Drawers				
BATHROOM #2				
Walls/Floors/Ceiling				
Tub/Showerhead/faucet				
Shower curtain				
Sink/faucet				
Mirror/Countertop				
Toilet				
Light Fixtures/Switch				
Electrical outlet				
Bathroom fan				

Each Occupant living at NLC is responsible for reading, understanding, and adhering to this Student Housing Guide and Handbook.
NLC reserves the right to amend the Student Guide and Handbook as necessary.

ITEM	CONDITION ON ARRIVAL	CONDITION ON DEPARTURE	Workorder submitted	Additional Cleaning required
Door/door lock/door jam				
Cabinets / Drawers				
BEDROOM # 1				
Walls/Floors/Ceiling				
Bed Frame				
Mattress/Mattress cover				
Window/sill/latch/screen				
Window covering				
Door/lock/knob/jam				
Light Fixtures/switch				
Electrical outlet				
Desk/chair				
Dresser				
Closet doors/shelves				
Closet door frame				
Smoke alarm				
BEDROOM # 2				
Walls/Floors/Ceiling				
Bed Frame				
Mattress/Mattress cover				
Window/sill/latch/screen				
Window covering				
Door/lock/knob/jam				
Light Fixtures/switch				
Electrical outlet				
Desk/chair				
Dresser				
Closet doors/shelves				
Closet door frame				
Smoke alarm				
Bedroom #3				
Walls/Floors/Ceiling				
Bed Frame				
Mattress/Mattress cover				
Window/sill/latch/screen				

Each Occupant living at NLC is responsible for reading, understanding, and adhering to this Student Housing Guide and Handbook.
NLC reserves the right to amend the Student Guide and Handbook as necessary.

ITEM	CONDITION ON ARRIVAL	CONDITION ON DEPARTURE	Workorder submitted	Additional Cleaning required
Window covering				
Door/lock/knob/jam				
Light Fixtures/switch				
Electrical outlet				
Desk/chair				
Dresser				
Closet doors/shelves				
Closet door frame				
Smoke alarm				
Bedroom #4				
Walls/Floors/Ceiling				
Bed Frame				
Mattress/Mattress cover				
Window/sill/latch/screen				
Window covering				
Door/lock/knob/jam				
Light Fixtures/switch				
Electrical outlet				
Desk/chair				
Dresser				
Closet doors/shelves				
Closet door frame				
Smoke alarm				

Room Number: _____

Occupant Name (Print): _____

Occupant Signature: _____

Move In Date: _____ Move Out Date: _____

Student Housing Manager: _____

SHManager Signature: _____

Or

Each Occupant living at NLC is responsible for reading, understanding, and adhering to this Student Housing Guide and Handbook. NLC reserves the right to amend the Student Guide and Handbook as necessary.

Student Housing Assistant: _____

SHAssistant Signature: _____

Move In Date: _____

Move Out Date: _____

Comments:

Appendix E - Request for Room Change Form

Request for Room Change

Date of Request: _____, 20____	
Name _____	Student ID _____
Current Room: _____	Desired Room: _____

Reason for Room Change Request *(please use the back of this page if necessary)*:

NOTE: All room change requests are accepted and processed at the discretion of the Student Housing Manager. All efforts are made to ensure an enjoyable student experience, however room changes are dependant on factors such as availability and other logistical constraints.

*All 'Request for Room Change' forms **must be submitted in person at the Housing Manager's Office located in the Student Housing building.**

AS PER THE STUDENT HOUSING GUIDE AND HANDBOOK:

Room Transfers, page 16

The Student Housing Manager will allow room transfers on a case-by-case basis. An occupant who is unhappy with their room or roommate can request a transfer by submitting a 'Request for Room Change' from at the Student Housing Office.

Every attempt will be made to accommodate requests for room change, however, students should be aware that transfers are not arranged for convenience reasons only. Transfer of rooms are subject to a \$100 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 with 24 hours' notice if such re-assignments are determined to be necessary.*

Appendix F - Probation Contract

Probation Contract

I understand that entering this **Probation Contract** means that this is my last chance and that I am being permitted one final opportunity to remain as an Occupant in Student Housing.

I understand that specific conditions will need to be met to complete this 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.

I understand that I must not have incurred any additional infractions.

I understand that additional infractions incurred by me during the 90 day period from the signing of this **Probation Contract** will result in the cancellation of this **Probation Contract** and eviction will be effective in accordance with the appropriate consequences for the category of infraction.

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 this Probation Contract, which includes payment of fines, or if I refuse to sign this Probation Contract, then the next level of infraction notice will be given to me, an eviction notice.

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.

Occupant's Name: _____ Room & Suite #: _____

Contract Execution Date: _____

Occupant's Signature: _____

Student Housing Manager Signature: _____

Date Signed: _____

Complete this section at completion or termination of contract

Date contract was completed: _____

OR

Date contract was terminated, and eviction resulted: _____

Student Housing Manager Signature: _____

Appendix G – Fire safety

STAY

focused on the food



Unattended cooking is the leading cause of fires in the kitchen.

- Stay in the kitchen when you are frying, boiling, grilling, or broiling food. Turn off the burner if you leave the kitchen—even for a short period of time.
- If you are simmering, baking, or roasting food, check it regularly and stay in the home.
- Use a timer to remind you that you are cooking, or carry around a wooden spoon as a reminder.
- If you are sleepy, have consumed alcohol, or have taken medicine that makes you drowsy, don't cook. Place a delivery order!

KEEP

cooking areas clear

Clear away clutter and give cooking appliances space to lessen the chance of a kitchen fire.

- Keep anything that can catch fire—oven mitts, wooden utensils, food wrappers, towels, curtains—away from the stovetop.
- Loose clothing can hang down onto stove burners and catch fire. Wear short, close-fitting, or tightly rolled sleeves when cooking.
- Have a “kid-free zone” of at least 3 feet around the stove and areas where hot food or drink is prepared or carried.
- Keep pets off cooking surfaces and nearby countertops.
- Clean up food and grease from burners and the stovetop.



PUT

a lid on it

You can take simple steps to keep a small kitchen fire from getting out of control.

- Always keep a lid nearby when cooking. If a small grease fire starts, slide the lid over the pan and turn off the burner. Leave the pan covered until it's cool.
- Never discharge a portable fire extinguisher into a grease fire because it will spread the fire.
- In case of an oven fire, turn off the heat and keep the door closed until the oven is cool. After the fire, have the oven serviced before using it again.
- If you have a microwave oven fire, turn the appliance off immediately and keep the oven door closed. Have the microwave oven serviced before using it again.

PREVENT

scalds and burns



Hot liquids and steam from the stove or oven can cause devastating injuries.

- Turn pot handles away from the stove's edge.
- Keep hot foods and liquids away from table and counter edges.
- Keep your face away from the oven door when checking or removing food so that the heat or steam does not cause burns.
- Open microwaved food slowly, away from your face. Let food cool before eating.
- Keep appliance cords coiled and away from counter edges.



FIRE SAFETY CHECKLIST FOR STUDENTS

- ☐ 1. Make sure your sleeping room has working smoke detectors.
- ☐ 2. Plan to survive ... know two ways out from your room.
- ☐ 3. Have food on hand that doesn't require cooking. Cooking when you've had too much to drink increases the chance you'll make a mistake or start a fire.
- ☐ 4. Buy flameless candles. They come in all sizes, colors and scents.
- ☐ 5. Make sure you know and practice a fire escape plan.
- ☐ 6. Talk with your roommates and determine a safe place to meet outside in case of a fire.
- ☐ 7. Clear exits/hallways/stairs. In case of a fire, you'll need to leave quickly.
- ☐ 8. Clean the dryer lint trap before and after each use. Help keep dryers safe.
- ☐ 9. Leave quickly when the fire/smoke alarm sounds. Spending time retrieving items increases your chances of being trapped. Leave everything and GO.
- ☐ 10. Friends keep friends safe from fire-related hazards. Share this checklist ... pass fire safety tips along to friends!



Fire Safety Outreach provided by:

The Center for Campus Fire Safety Student Committee
and the National Fire Protection Association
campusfiresafety.org | nfpa.org

APPENDIX H – Student Housing Application * *please see following page.*

STUDENT HOUSING APPLICATION Long Term

Please submit to Campus Services

Location: Dawson Creek Fort St John

Name		NLC Student Number	Birthdate (YY.MM.DD)
Gender: <input type="radio"/> M <input type="radio"/> F <input type="radio"/> O		<i>**If under 19 years, a parent or guardian must complete a Parental Consent Release form.</i>	
Permanent Address		City	Province
			Postal Code
Email	Cell Phone	Other contact (phone number)	

Please complete the following if you are a student (claiming the student rate)

College/University*

Program

FIRST YEAR STUDENT (please circle): YES NO

Identify as a former/current student in care? YES NO

Identify as a First Nation Student? YES NO

**Any concerns or incidents related to student housing (including infractions) will be reported to the appropriate authority at the College or University noted.*

Move in date (YY.MM.DD)

Move out date (YY.MM.DD)

Long Term Housing Fees		
Application Fees:	\$50.00 (student)	\$125.00 (non-student)
Late Application Surcharge:	\$100.00 (applied to applications received less than 10 business days prior to arrival date)	
	Student	Non-Student
Damage Deposit	\$ 200	\$ 200
4 Bedroom	\$ 560/month	\$ 615/month
2 Bedroom	\$ 630/month	\$ 690/month
2 Bedroom Accessible Suite	\$ 630/month	\$ 690/month
1 Bedroom	\$ 1190/month	\$ 1320/month

Note: Priority placement to current students in care, former students in care and First Nations Students.

All about you Answering the following questions will assist us in finding the best suite for you. Please use the dropdowns to choose your answer.

1. I am comfortable living in a co-ed suite.
2. I like to invite friends over to study or hang out.
3. I enjoy cleaning and organizing my bedroom.
4. I always wash my dishes and wipe counters after I am done eating.
5. I like to stay up late.

****For additional accessibility support contact Access Services**

NOTES

1. Applicant must notify the College in advance if they will not be attending classes as planned otherwise fees may apply
2. Deposit (application fee plus damage deposit) must be paid to Campus Services at time of application. Payment cannot be remitted by sending credit card information via FAX. It must be done by phone or in person at Campus Services at the campus where the applicant is attending.
3. To be eligible for a full Damage Deposit refund, Student Housing stay must be cancelled a minimum FIVE (5) business days in advance.
4. Applications must be made a minimum of ten (10) business days in advance. Late registration will incur a \$100 surcharge.
5. First and last month's student housing rental fees must be paid to Campus Services BEFORE the first day of occupancy.
6. While all efforts will be made to meet individual room requests, NLC reserves the right to make room assignments according to space availability at the time of application.
7. Potential Long-Term Stay occupants are required to reside in Student Housing for a minimum of two months or the length of the program, whichever is less.

Please sign and date to confirm the above information is accurate:

Signature Date

FOR OFFICE USE ONLY. Deposit Made:

Date:

Revised April 20, 2020

Appendix I – Moving out cleaning guideline to follow.



NLC Student Housing Check-Out Guide

This is a cleaning guide that must be completed prior to moving out of NLC Student Housing to receive a damage deposit refund.

DO NOT USE steel wool on any sink or surface.

DO NOT USE toilet bowl cleaner anywhere except in the toilet.

To Begin:

- ☐ **Remove/box up/pack up** your possessions from your bedroom and throughout the suite.
- ☐ **Let your roommates know** if you are leaving things for them to use.
- ☐ **Donate items or food** that others could use to a local charity or leave in the Activity Room on the Give Away table.
- ☐ Remember to **change your mailing address** with the Government, family, friends, employers, ect.. Set up mail forwarding with Canada Post if required.
- ☐ Remember to **update your address with NLC** through Campus Services.

Kitchen:

- ☐ **Walls, Cupboards & Cabinets:** Clean thoroughly. Remove streaks, stains, debris, and crumbs.
- ☐ **Fridge:** Remove and dispose of old food. Clean the walls, shelves, drawers, surfaces and glass throughout the fridge and freezer. Clean the handle and the outside of the fridge.
- ☐ **Stove/Oven:** Remove and clean all the burnt or splashed food and grease off the fume hood, walls around the stove, face and top of the stove, elements, under the elements, in the oven, oven racks, and the front and sides of the oven.
 - Remember to TURN OFF the oven and burners AND let them cool down before cleaning the stove/oven.
 - Carefully lift the top of the stove to clean underneath (Be careful of sharp parts).
 - DO NOT USE abrasive cleaners or devices.
- ☐ **Microwave:** UNPLUG then clean all grease, food, and splashes on inside, plate, and outside.
- ☐ **Counter & Sink:** Clean so no dirt or mineral build up (NO abrasive cleaners or devices).
- ☐ **Floor:** Vacuum/Sweep (No crumbs, dirt, or debris) then mop. Clean under fridge and stove.

Bathroom:

- ☐ **Mirror:** Streak free (use glass cleaner).
- ☐ **Toilet:** White with no stains (Use toilet cleaner ONLY in the toilet).
 - ☐ Get inside with a toilet brush.
 - ☐ Wipe around the outside, base, and around base of toilet.
 - ☐ Wipe underneath the toilet seat.

- ☐ **Tub & Sinks:** Clean so no dirt or mineral build up (NO abrasive cleaners or devices).
- ☐ **Cabinets:** Clean thoroughly. Remove streaks, stains, debris, and hair.
- ☐ **Floor:** Vacuum/Sweep (No dirt, debris, or hair) then mop.

Bedroom:

- ☐ **Mirror:** Streak free (use glass cleaner).
- ☐ **Windows:** Clean the inside glass and wipe down the window ledges.
- ☐ **Walls:** Clean thoroughly and remove handprints.
- ☐ **Mattresses:** Remove bedding, leave the mattress cover on (Janitors will launder) and vacuum the top and sides to remove dirt and hair.
- ☐ **Desk, Dresser, Bed Frame & Shelves:** Clean and vacuum so that there are no streaks, dirt, debris, or hair left on surfaces, in crevasses, in drawers or underneath the furniture.
 - DO NOT attempt to move furniture as may damage the walls/ floors or cause injury.
- ☐ **Floor:** Vacuum/Sweep (No hair, dirt, or debris) then mop. Clean under the heaters.

Living Room:

- ☐ **Windows:** Clean the inside glass and wipe down the window ledges.
- ☐ **Walls:** Clean thoroughly and remove handprints. Do not cause dents or scrapes.
- ☐ **Furniture:** Vacuum on top, in between, and under the cushions.
- ☐ **Tables:** Clean surfaces thoroughly. Remove streaks, stains, debris, and hair.
- ☐ **Wifi Router:** Leave plugged in and on.

Entrance and Hallways:

- ☐ **Doors:** Gently clean the inside and outside face of the suite door and your bedroom door.
- ☐ **Door Handles:** Gently wipe off so that they are not sticky and there are no fingerprints.
- ☐ **Shelves:** Clean thoroughly. Remove streaks, stains, debris, and hair.

Others:

- ☐ **Remove all garbage** from suite and place in dumpsters (Disposed of properly).
- ☐ **Remove all recycling** from suite and place in appropriate receptacles.
- ☐ Make sure all **lights are turned off.**
- ☐ Make sure the **fan, oven, and stove are turned off.**
- ☐ **Close** all windows and curtains in your bedroom.
- ☐ **Close** all windows and curtains in your suite if you the last to move out.

Last Items:

- ☐ **Remove** all personal belongings before returning keys.
- ☐ Remember to **check your mailbox** one last time before returning keys.
- ☐ **Return your keys** to the **Key Drop** in the Housing Manager's Door.

Thank you for your stay at NLC Student Housing! We wish you all the best in your future!

Each Occupant living at NLC is responsible for reading, understanding, and adhering to this Student Housing Guide and Handbook. NLC reserves the right to amend the Student Guide and Handbook as necessary.

Appendix J: Roommate Agreement template

Open communication is the key to roommate success!



Name: _____

Date: _____

- 1) I prefer to go to bed:
 - (a) Around 10:00 pm
 - (b) Around midnight
 - (c) Around 2:00 am
 - (d) Other: _____
- 2) I prefer to wake up:
 - (a) Around 6:00 am
 - (b) Around 8:00 am
 - (c) Around 10:00 am
 - (d) Other: _____
- 3) I prefer to study:
 - (a) During the morning
 - (b) During the afternoon
 - (c) During the evening
 - (d) Late at night
 - (e) Other: _____
- 4) When I study I like:
 - (a) Complete silence
 - (b) The stereo/TV on
 - (c) To be with others
 - (d) To be alone
 - (e) To be outside of the room
 - (f) Other: _____

- 5) Regarding personal property (Kitchen items, books, food, magazines, etc.), I would prefer:
- (a) To share or borrow with my roommate
 - (b) To allow my roommate to use certain things without my permission
 - (c) To allow my roommate to use my things only if she/he asks for permission first
 - (d) Not to share or borrow anything
- 6) I prefer the room to be:
- (a) Always orderly and clean
 - (b) Sometimes orderly and clean
 - (c) Never orderly and clean
- 7) When cleaning the room, I feel that:
- (a) My roommate/s and I should take turns cleaning the entire room
 - (b) My roommate/s and I should clean our own sides whenever we see fit to do so
 - (c) My roommate/s and I should clean the room together
 - (d) My roommate/s and I should create a cleaning schedule
 - (e) Other: _____
- 8) I would prefer that there are not visitors in our room:
- (a) After 8:00 pm
 - (b) After 10:00 pm
 - (c) Other: _____
- 9) For safety and security reasons, I would prefer that the room:
- (a) Always be locked
 - (b) Be locked only when we are not in the room or sleeping
 - (c) Be locked only when we go to bed or are asleep
 - (d) Other: _____
- 10) I believe guests or visitors:
- (a) Should never be left alone in the room
 - (b) Can be left alone in the room for a short period of time
 - (c) Should be able to stay in the room without my roommate or myself present
 - (d) Other: _____
- 11) If I were going to be gone for a long period of time, I would:
- (a) Let my roommate know when I was leaving and when I would return
 - (b) Prefer to not worry about letting my roommate know
 - (c) Other: _____
- 12) If my roommate is angry with me. I would want her/him to:
- (a) Tell me right away and talk about it with me

- (b) Wait to see if it's really a big deal or not
- (c) Avoid them for a few days.

13) When I am upset, I need:

- (a) To talk things out
- (b) Space and time to deal with it on my own
- (c) To blow off steam, then I am okay
- (d) Other: _____

Roommate Agreement Contract

You and your roommate are individuals with your own likes, and dislikes. You may not find it necessary to share every part of your NLC life with your roommate, but it is valuable to learn to accept each other's differences without infringing upon one another's freedom. **Learning how to be part of a community is an essential life skill.**

The basic rights of each roommate includes, but is not limited to the following;

1. The right to study free from undue interference (noise, music, guests, etc.)

The following times will be reserved for quiet study: (list times)

2. The right to sleep without undue disturbance from noise, guests, roommate(s).

Quiet sleep conditions should occur during the following times (list times)

3. The right to a clean environment in which to live:

The room will be cleaned (times, days):

Room cleaning responsibilities are as follows:

4. The right to host guests based on agreed upon times. Guests are to respect the rights of all roommate/s and other residents.

Guests are allowed in the suite during these times:

5. The right to expect that any and all disagreements will be discussed in an atmosphere of openness and mutual respect, and that it is acceptable to confront the roommate when she/he is not fulfilling mutual agreements.

(The student housing team is available to assist in settling conflicts, but roommates should attempt to work out issues among themselves fist.)

Each Occupant living at NLC is responsible for reading, understanding, and adhering to this Student Housing Guide and Handbook. NLC reserves the right to amend the Student Guide and Handbook as necessary.

6. The right to be free from harassment and discrimination.
7. The right to any additional agreements made by mutual consent.

Other agreements are as follows

We, students living in SUITE _____, agree to the above stated rights. We mutually agree that this agreement will be reviewed every semester (or sooner if needed) and that changes can only be made when we are all in mutual agreement.

_____	_____
SIGNATURE	DATE

_____	_____
SIGNATURE	DATE

_____	_____
SIGNATURE	DATE

_____	_____
SIGNATURE	DATE

_____	_____
Student Housing Team Member	Position

Appendix K: Student Parking Form

Student Vehicle Parking Form

Campus: _____

Name: _____

Contact No. _____

Email: _____

Student Housing Suite: _____

Please select the appropriate term:

Fall Semester

☐

Winter Semester

☐

Spring/Summer Intercession

☐

Vehicle Description:

- License Plate: _____
- Make: _____
- Model: _____
- Color: _____

I, _____ **(print student name)** understand that there is no cost to park in the NLC Student Housing parking lot and hold NLC harmless, assuming all risk and liability to do so.

Student signature

Date

Student Housing Manager signature

Date

FOR OFFICE USE ONLY

Additional Notes:

Appendix L: Student Housing Guest Request Form

STUDENT HOUSING GUEST REQUEST FORM

- *Forms must be completed for any guest staying more than one consecutive night in any given month.*
- *Forms must be submitted and approved by the Student Housing Manager 48 hours prior to the day the guest arrives.*
- *Any guests under the age of 19 must submit a Parental Consent/Release Form for Underage Students that has been completed by the parent(s) or legal guardian(s) of the underage visitor prior to the visit.*

GUEST Name: _____ Guest Date of Birth: _____
dd/mm/yy

Date of Visit: _____ To _____

HOST Name: _____ Phone #: _____

Suite and Room Number: _____

- I am aware that I am responsible for my guest's behaviour and must be present at all times to host the guest.
- I understand that I may have one (1) guest in my room for a maximum of three (3) nights in any given month.
- I understand that I must complete and present this form to the Student Housing Manager for approval 48 hours prior to my guests' arrival.
- I understand that passing of a guest stay to another occupant, or "carry forward", to allow for more nights in a month is not permitted. (See C1 Infractions, Section 1.2.3)
- I understand that I will be charged for any guest staying more than three days and I may also face disciplinary action.

Signature: _____ Student ID #: _____

ROOMMATE APPROVAL: I give permission for the above stated guest to visit our suite for the duration stated above.

Name: _____ Signature: _____

Name: _____ Signature: _____

Name: _____ Signature: _____

Office Use Only: Form Submitted on: _____ Approved: Y N

Student Housing Manager Signature

Date