



**RESIDENTS' HANDBOOK &
RESIDENCE LIFE COMMUNITY STANDARDS
2017 - 2018**

IMPORTANT CONTACTS

Resident Assistant (RA) ON-CALL

(For Hours: See the posters in each lobby or on the front door of the Housing Office)

If you are locked out or require assistance after office hours, please call:

Neyoh: 250-961-8311

Keyoh: 250-961-9266

UNBC SECURITY

Located west of the main library entrance in the Agora

Emergency: 250-960-3333

Non-Emergency: 250-960-7058

HOUSING OFFICE

Located outside the main entrance of Neyoh

(For hours: See the front door of the Housing Office)

* Please note that the Housing Office may be closed periodically for meetings etc. *

Phone: 250-960-6430

Email: housing@unbc.ca

www.unbc.ca/housing



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SECTION 1: THE RESIDENCE LIFE COMMUNITY STANDARDS

INTRODUCTION

Welcome to UNBC Housing and Residence Life. We are looking forward to living with you this year. Please familiarize yourself with all policies outlined within this handbook, as all residents are required to know the contents as per the license agreement.

UNBC's Housing philosophy is one of respect and inclusion. All residents should respect and consider the rights, needs, and differences of their peers at all times while on residence property.



Responsibilities of Every Resident

All residents are expected to act responsibly, to be considerate of other students, to abide by the rules and the regulations of the University and Housing & Residence Life, and to fulfill the financial obligations associated with living in residence. The UNBC Residences are a substance- and smoke-free environment with an emphasis on respecting the rights of others and pursuing academic achievement.

Residents are expected to use reasonable foresight in choosing actions that do not place the safety or well-being of themselves or others at risk. The following Residence Life Community Standards are an important part of your contract with the University of Northern British Columbia. Violation or actions that contribute to or facilitate a violation of any of the following will result in the student entering the Standards Process (see page 20). Residents who choose to be part of a group that is violating the Residence Life Community Standards may collectively and individually be held responsible for the violation. Residents must understand that living in residence is a privilege. Each resident has the responsibility to function within the Residence Life Community Standards in order to maintain this privilege. Residence believes in students being responsible for all choices they make.

Rights of Every Resident

Every individual within our residence community has the right to consideration and respect for their feelings and personal needs while mutually respecting the same rights of every other member of the community.

As a resident, you have the right to the following within the residence community:

- Have all reported offenses investigated efficiently, appropriately, and in a reasonable amount of time, as well as in a fair and unbiased manner as per Natural Justice
- Have your concerns considered by members of the Residence Life Team and for the RLT to be available to assist you in settling conflicts
- A clean environment in which to live, including the right to designate your suite an alcohol and substance free environment
- Read, study, and live free from undue interference, unreasonable noise, and other distractions
- Free access to your suite and residence facilities during the term of the license agreement
- Be free from physical or psychological intimidation, harassment, and/or harm
- Expect that others will respect your personal belongings, and you theirs
- Privacy



About the Residence Life Community Standards

The Residence Life Community Standards have been established to ensure that students who choose to live in Residence live in an environment where every member of the community respects personal possessions and communal space.

These standards are the basic limits that provide the necessary structure of safety and security for the residence community, and are in place to ensure an environment conducive to academic success, social interaction, and personal growth. All standards are reviewed and updated on an annual basis with the best interest of the residents in mind.

Our community standards are focused on mature self-direction as well as holding residents accountable for their own actions. The well-being of the residence community rests on the appropriate behaviour and mutual respect of all residents. All individuals must be aware of their personal rights as well as their responsibilities to their fellow residents.

The Residence Community Standards Program is based upon 6 core principles:

1. Inappropriate student behaviour has a direct impact not only on the individual's experience, but also on that of the community;
2. Behavioural interventions and restitution must respond to the specific needs arising in a community of over 500 residents on campus;
3. A clear and workable set of procedures must address inappropriate behaviour in a reasonable, consistent, and expedient manner;
4. Behavioural interventions must hold individuals directly and immediately accountable for their actions;
5. Community standards procedures must abide by the principles of procedural fairness, and include opportunities for appeal;
6. Residence-specific standards and interventions must be consistent with and refer to existing residence policies, and university policies and procedures including the university's Student Conduct Statement of Principles, as well as the harassment policy.

Progression of Inappropriate Behaviour

The Community Standards Program establishes a set of five behavioural categories:

- LEVEL 1: Disruptive**
- LEVEL 2: Repeatedly Disruptive**
- LEVEL 3: Threatening**
- LEVEL 4: Severe**
- LEVEL 5: Repeatedly Severe**

These categories outline the progression of student behaviour, and allow space for the fact that the compounding severity of one particular set of behaviours can result in a higher degree of disruption. For example, ongoing noise violations, while initially classified as "disruptive," become increasingly serious and threatening as the behaviour repeats itself. The chart on the following page lists the 5 PROGRESSIVE LEVELS of behaviour.

The License Agreement:

This handbook works in tandem with the stipulations of our License Agreement. In order to accept your Housing Offer, you were required to sign our License Agreement.

The License Agreement is available for review on our website.

Residents must be aware of and abide by all policies within this handbook, plus all stipulations within the Resident's License Agreement.

Behavioural Stage	Description and Examples	Housing Staff Involved	Action	Restitution Decided by	Restitution/ Consequences	Appeals to
LEVEL ONE Disruptive 1 point	Resident behaviour has an immediate and minor impact on self and community. Examples include but are not limited to: <ul style="list-style-type: none"> failure to observe quiet / courtesy hours; participating in hallway sports or practical jokes that do not cause property damage or injury to self or others; violation of guest policy without incident; improper garbage disposal; failure to follow staff instructions. 	RA or RLC*	1 st Violation Meeting with RA	RA , SRA or RLC	- Discretionary \$5.00 to \$15.00 fine - Verbal/written warning - and/or 1 point - and/or educational sanction	SRA
LEVEL TWO Repeatedly Disruptive/ Minor Infraction Up to 2 points	Resident behaviour is continually disruptive, or there has been a potential behavioural problem identified, which may or may not pose a significant or immediate threat to safety and security. Examples include but are not limited to: <ul style="list-style-type: none"> removal or relocation of residence furnishings; excessive noise outside of designated quiet hours; violation of smoking and open flame policies; participating in hallway sports or practical jokes that cause property damage or injury to others; using residence rooms for commercial purposes; failure to maintain the suite in a clean condition. 	RA or SRA*	Student Conduct meeting with SRA	SRA	- Discretionary \$10.00 to \$50.00 fine plus an educational sanction - Student Conduct Points - Behaviour contract - and/or community service	RLC
LEVEL THREE Threatening/ Serious Infraction Up to 3 points	Resident behaviour threatens individual and community safety and well-being, or is destructive to property. Incidents of this nature also involve explicit breaches of residence and university policy. Examples include but are not limited to: <ul style="list-style-type: none"> making unauthorized room switches; vandalism and / or damage to residence buildings; violations of the alcohol policy resulting in incident; throwing foreign objects from residence; open display of exploitative or harassing materials; inappropriate use or allocation of ID card. 	RA , SRA or RLC*	Student Conduct meeting with RLC	RLC	- Discretionary \$25.00 to \$100.00 fine - Educational sanction/behaviour contract/Community Service/ Residence Eligibility review - and/or a standardized repair cost	Assistant Director of Student Affairs
LEVEL FOUR Severe/ Major Infraction Up to 4 points	Resident behaviour is so severe in nature that it ought not ever be repeated, and requires immediate cessation. Such instances include but are not limited to: <ul style="list-style-type: none"> threats of physical harm; harassment; severe alcohol policy violations; fraudulently gaining entry to residence rooms; incidents requiring medical assistance; theft of residence property. The severity of these actions may result in further action as determined by the RLC, the Assistant Director of Student Affairs, or other campus services for intervention and support. Cancellation of future residence applications and licenses is a likely outcome at this level.	RA, SRA or RLC*	Student Conduct Meeting with RLC	RLC	- Discretionary \$40.00 to \$150.00 - Educational Sanction/behaviour contract/Community Service/ Residence Eligibility review - and/or a standardized repair cost/ residence probation or eviction	Assistant Director of Student Affairs
LEVEL FIVE Repeatedly Severe or Cause for Eviction Up to 5 points	These offences constitute an immediate threat to personal safety and security. They are also characterized by escalating behaviours where all other Community Standards interventions failed to modify student behavior. In the event that actions are a significant breach of university policy, or provincial and federal law, the behaviour will be described as an evictable offense. These violations can only be addressed by the immediate termination of the License Agreement, and / or referral to the Assistant Director of Student Affairs, or campus security. Examples of such behaviours include: <ul style="list-style-type: none"> harassment; tampering with fire equipment; drug use and / or trafficking; possession of weapons and / or weapons paraphernalia, and other illegal offenses. Such cases may also be referred to the RCMP, and other authorities for investigation and legal action.	RA, SRA, RLC, or AD SA*	Student Conduct Meeting with RLC or Assistant Director of Student Affairs	Assistant Director of Student Affairs	Discretionary eviction from residence and/or referral to other authorities	Vice Provost, Student Engagement or designate

THE RESIDENCE LIFE COMMUNITY STANDARDS

The following residence policy violations are listed in alphabetical order and identify which level of behavior each violation is, as well as the applicable restitution.

1.0 Alcohol Policy [Level 1-5]

Restitution: 1 to 5 Student Conduct points, discretionary fines (\$5 - \$115), and/or other sanctions as appropriate.

UNBC Residence policy only tolerates alcohol consumption that is respectful and responsible. Alcohol consumption within residence is a privilege; residents who choose to consume alcohol will be held accountable for their actions. Alcohol may only be consumed by residents who are over 19 years of age.

Alcohol may NOT be consumed in ways that are:

- unlawful
- isolating or segregating to other residents
- swift and/or in mass quantities
- jeopardizing of any resident's safety

Alcohol may not be consumed in any of the following residence common areas: mailrooms, laundry rooms, hallways, residence court, or the residence parking lot. All alcohol possession and consumption must be in compliance with the Provincial Liquor Laws and UNBC's Student Conduct Statement of Principles.

1.1 Open Alcohol (Level 2-3)

Students may only transport alcohol in closed, inaccessible containers. Open alcohol is considered to be any alcoholic beverage whose top or cork is removed or has been previously removed. If alcohol is being carried in non-original containers, that container must be sealed so that the beverage cannot spill or be accessed in the hallways. It is permissible to carry sealed, unopened, inaccessible alcohol in a bag or in the original packaging along the shortest path between two suites. Alcohol transported in any other manner will be considered "open" or "accessible" under 1.1 Open Alcohol. Any individual found carrying open alcohol in residence will be asked by a Residence Life Team member to dispose of the alcohol in the nearest sink.

1.2 Alcohol - Places of Consumption (Level 3-5)

Alcohol may be consumed in a student's individual bedroom or in the common areas of a resident's suite with the permission of all residing suite-mates. Alcohol cannot be consumed in residence common areas. Consuming alcohol in hallways or engaging in 'floor crawls' will be considered major or severe offenses.

1.3 Alcohol - Mass Consumption (Level 2-3)

Students are prohibited from possessing alcohol in source containers larger than 40 ounces of any alcohol beverage type. This includes but is not limited to mini-kegs, bubbas, and Texas Mickies. During consumption, students must use single serving containers only. Swift or high volume consumption of alcohol is prohibited.

This includes encouraging or engaging in drinking games. Determination of mass consumption is at the discretion of any Residence Life Team member or UNBC Security personnel.

19+

UNBC Residence Alcohol Policies

If you are consuming alcohol within residence, please remember the following rules:

1. You must be 19 years of age or older in order to consume alcohol in residence.
2. Alcohol consumption is not permitted in common areas.
3. If you are transporting alcohol from room to room please remember to keep it concealed in a sealed container.
4. Drinking games are not permitted within residence.

Breaking any of the above rules will result in a write up from a Residence Life Team member and possible restitution.

A student may be identified as having mass consumed if they demonstrate one or more of the following:

- Vomiting or loss of mobility
- Aggressive or strong mood behaviours
- Failure to respond to directions
- Highly impaired speech
- Verbal acknowledgement of depression or self-harm
- State of unconsciousness
- State of confusion in a familiar setting

1.4 Alcohol - Requiring a Medical (Level 4 - 5)

Students who require medical attention due to alcohol consumption are in violation of the Mass Consumption policy. If this occurs, seek assistance from a Residence Life Team member or UNBC Security immediately.

1.5 Alcohol - Drinking Age (Level 4)

The legal drinking age in British Columbia is 19. Students are prohibited from possessing or consuming alcohol if they are under the age of 19. A Provincial underage drinking fine is \$115. Additionally, residents of age are prohibited from making alcohol available to minors. This includes buying alcohol for minors or leaving alcohol in fridges or common areas.

1.6 Alcohol - Delivery (Level 4)

All students are prohibited from accessing any alcohol delivery service on campus.

1.7 Alcohol - Behaviour (Level 3 - 5)

Alcohol consumption is not an excuse for disruptive or unacceptable behaviour. The Residence Life Team and UNBC Security are responsible for the enforcement of this policy. Students who choose to violate this policy will be held accountable for their actions under the Community Standards Program and/or the University of Northern British Columbia's Student Conduct Statement of Principles.

1.8 Alcohol – Sale (Level 3 - 5)

Within UNBC Residence, there are no public, licensed facilities, therefore the sale of alcohol is not permitted in residence.

1.9 Alcohol – Making or Distilling (Level 3 - 5)

The making of beer, wine, or any other alcoholic beverage by any means is strictly prohibited within UNBC Residence. Any student found violating this policy will be fined accordingly and will be subject to eviction.

2.0 Appliances Warning [Level 1]

Restitution: 1 to 3 Student Conduct points

Small CSA-approved appliances are permitted within residence. Cooking appliances are not to be used within bedrooms or in hallways. Additionally, halogen lights are not permitted within residence.

Never let strangers into the building!

Granting building access to someone, even if you just hold the door open for them, makes YOU their host. If you see someone who looks out-of-place within residence, please call the RA On-Call or UNBC Security.

Neyoh: (250) 961-8311
Keyoh: (250) 961-9266
Security: (250) 960-7058

3.0 Attack on the Dignity and Security of an Individual [Level 2-5]

Restitution: 2-5 Student Conduct points

Any activity (verbal, written, graphic, or physical) that is threatening, racist, sexist, homophobic, discriminatory, or unwanted (which includes harassment, sexual harassment, or unwanted sexual attention) is prohibited, and may result in eviction from residence. Please refer to the UNBC Sexual Violence and Misconduct Policy. <http://www.unbc.ca/sexual-violence/policy-procedures>.

Specific prohibited behaviors include, but are not limited to:

- posting or distributing material about another individual
- behaving in a manner that is offensive and may create an intimidating, hostile, or uncomfortable environment
- putting offensive posters/pictures in areas available to public view, including windows or common areas
- using e-mail, voice mail, message boards, mail, computer networks, or other mediums to convey nuisance, obscene, or otherwise objectionable messages or materials
- writing graffiti in residence buildings or encouraging or engaging in offensive acts or behavior
- repeatedly following or attempting to make unwanted contact with another person

4.0 Barbecuing and Outdoor Grilling [Level 1]

Restitution: 1-3 Student Conduct points

Barbecuing and outdoor grilling is only permitted when formally approved by the Residence Life Coordinators.

5.0 Building Entrances [Level 2]

Restitution: 2 Student Conduct points

Propping open a door or any other entrance to either residence building is a security risk as it puts other residents and their property in jeopardy. Please remember to be respectful of all those living in residence. Any resident who allows non-residents into either building will be held responsible for all consequences.

6.0 Internet [Level 2]

Restitution: 1-2 Student Conduct points

Residents are also prohibited from installing their own wireless routers within residence, as this will slow the system down for other users. Any student caught with an unauthorized wireless router will be held responsible and will have their router removed for the remainder of the academic year.

7.0 Cleanliness Standards [Level 1-3]

Restitution: 1-2 Student Conduct points + additional follow up

Residents are expected to keep both their shared living areas and personal bedrooms clean. Additionally, the exterior of their bedroom and suite doors must also be kept clean throughout the year. Failure to abide by this policy may result in a cleaning fee being assessed to an individual resident or the residents of an entire suite. All cleaning fees will be determined by a Housing and Residence Life Staff member. Common area damage or unreasonable messes may result in the relocation of the residents involved or a denial of one's application to residence in the future.



Decorating

There is a zero tolerance policy for any items being affixed to the walls within suites including common areas and individual bedrooms.

Any damage to walls will result in repair fees being deducted from your damage deposit.

Real Christmas trees are prohibited due to fire regulations.

All residence rooms and common areas will be inspected once per semester to ensure that they are being kept clean and safe. The failure by a resident to keep their room or common areas within their suite clean will result in further assessment, possible relocation of residents, and/or a denial of one's application to residence in the future. Potential costs can be seen in Appendix A.

8.0 Cooperation with Staff [Level 2]

Restitution: 2 Student Conduct points + additional restitution

All residents and guests shall cooperate with requests from university staff members. This group includes the Residence Life Team, housekeepers, office personnel, trades staff, third party contractors, emergency workers, and the RCMP. Any verbal or physical harassment and/or emotional or physical abuse will not be tolerated. Failure to cooperate with any of the aforementioned group(s) will result in the resident entering the Community Standards process. Depending on the severity of the situation, a resident may also be evicted from residence, and referred to the University's Student Conduct Statement of Principles. In addition, misleading or not cooperating with a residence investigation will garner the same consequences.

9.0 Damage to Property [Level 2-5]

Restitution: 2-5 Student Conduct points + additional restitution

Damage to the personal property of another resident or any damage caused within residence or to residence property is prohibited. This includes, but is not limited to: buildings, windows, window frames, walls, floors, doors, locks, posters, and advertising materials. All damages will be assessed and the resident(s) responsible will be charged. In addition, violating this policy may result in instant eviction.

10.0 Dangerous Activity [Level 3-5]

Restitution: 3-5 Student Conduct points + additional restitution

Activities that are considered dangerous or potentially harmful to any person, including the resident engaging in the activities, are strictly prohibited and may result in eviction. Such activities include, but are not limited to: smashing objects, breaking glass, sports in the hallway, putting furniture in the hallway, dangerous horseplay, climbing the outside of the residence buildings, jumping in elevators, and climbing into residence through windows.

11.0 Drugs [Level 3-5]

Restitution: 3-5 Student Conduct points + possible referral

The possession, use, trafficking (which includes manufacturing, selling, providing, administering, transporting, sending, delivering, distributing), offering or anything related to the possession, use, or trafficking of illegal drugs is prohibited. Any involvement with any illegal substance or drug-related activity is strictly prohibited. In addition, possession of paraphernalia that is associated with possession, use, or trafficking of illegal drugs is prohibited. Any involvement in such activities will result in a residence sanction, eviction, and possible referral to the RCMP.

Smoking

Smoking within residence is strictly prohibited. If you suspect that anyone is smoking within residence, please contact the Housing Office or the RA On-Call immediately.

Please be respectful of your roommates and your neighbours. If you would like to smoke, please do so outside. Smoking and e-cigarettes are permitted outside of the residences at a distance of 10 feet from any building entrance.

11.1 Drug Suspicion (Level 3)

Restitution: 3 Student Conduct points + possible referral

Circumstances that bring suspicion of illegal substance use, distribution, or sale within residence or on residence property will be investigated, and those involved will be sanctioned with student conduct points and additional restitution. Specific and direct observations that may prompt drug suspicion include but are not limited to the physical surroundings or resident behaviour, speech, or odour. Any use of illegal drugs and substances should be brought to the attention of a Housing and Residence Life Team member or UNBC Security immediately. If a student is suspected of being involved with illegal substances in any way, an RLC and UNBC Security will enter their suite to conduct an investigation.

12.0 Elevator Tampering [Level 3-5]

Restitution: 3-5 Student Conduct points + additional restitution

Tampering with elevator safety systems or engaging in activities that may damage or interfere with the operation of residence elevators is prohibited and will result in an assessment for the cost of repairs and possible eviction.

13.0 Explosive Materials [Level 4]

Restitution: 4 Student Conduct points and possible eviction

Possession of explosive or flammable material including but not limited to: firecrackers, ammunition, fireworks, dynamite, gasoline, propane tanks, and butane or other such materials is not permitted on residence property. Possession of these items may result in eviction.

14.0 False Identification [Level 2]

Restitution: 2-3 Student Conduct points and possible eviction

Using false identification for any reason is prohibited and may result in referral to the RCMP. This includes falsely identifying yourself to a RLT member or UNBC Campus Security.

15.0 Garbage [Level 1]

Restitution: 1-3 Student Conduct points + additional restitution

Residents are responsible for removing their own garbage and disposing of it in one of the garbage containers located in residence court. Leaving garbage in the hallway, placing garbage outside either residence building, or neglecting to remove large amounts of garbage from your suite is not permitted. Any garbage left in the hallways or in common areas will be subject to community billing. The minimum charge for garbage is \$25/bag.

16.0 Guests or Visitors [Level 1-3]

Restitution: 1-3 Student Conduct points + additional restitution

It is important for residents to understand that having a guest in residence is a privilege. Anyone who is invited, accompanied, or admitted onto residence property or into a resident's assigned space (includes but is not limited to: residence buildings, suites, parking lots, and surrounding grounds) is deemed to be a guest of that resident.



“Safe Walk”

UNBC Campus Security offers a “Safe Walk Program” and will be happy to escort students anywhere on campus.

To access this service, please call: (250) 960-7058



Guests 101

Residents must have a guest form approved by their roommates and Resident Assistant prior to the arrival of their guest.

On high traffic nights guest wristbands will also be in effect to monitor the number of guests coming into residence. On those specific days, any guest without a wristband will not be permitted to enter residence.

Every resident is permitted to host two overnight guests to a maximum of four nights in a month except on wristband nights and unless otherwise stated by the Housing and Residence Life Office.

The maximum number of non-overnight guests in a suite is EIGHT for a suite with four occupants. Non-overnight guests must leave residence property by 11:00pm.

If you have a concern about someone's behaviour call an RA On-Call.

If you invite a guest into residence, you become responsible for their behavior. If a situation arises where a guest violates a residence policy, their host then becomes responsible for that behaviour. This policy will apply even when the host has not participated in or condoned the violation. If there are any formal complaints received about your guest(s) from another resident, your guest could be asked to leave.

Keep your door locked when you are not home, and remember that you have the right to ask people you do not recognize or who are acting suspiciously where they live or ask to see their ID card. Additionally, residents must remain with their guests at all times. A resident's failure to be with their guest does not mitigate their responsibility for their guests' behaviour. Residents are responsible for their guest's actions until the guest leaves residence property.

A resident who facilitates access by opening a door for a stranger or a person who has been banned from residence will be deemed as the host of that person and will be held responsible for their behaviour.

16.1 Guest Passes

Restitution: Guest Probation

Residents must obtain approval from a Residence Life Staff member via a guest pass in order to have overnight guests. In order to complete this form, residents must have the permission of all of their roommates. Any resident who does not follow the correct guest procedure will be subject to guest probation.

Residents are allowed to have two overnight guests in their room for a maximum of four nights in any given month. Residents may be evicted for guest stays which exceed this period of time or are a disturbance to their suite or floor. Extra bedding is not made available to guests as residents must provide space in their bedroom for their guest. Guests may not sleep in the common areas within a suite. All guests who are not residents must be over the age of 18. The maximum number of guests simultaneously visiting a four bedroom suite is eight (8), and a two bedroom suite is four (4).

16.2 Guests or Visitors – Prohibited Guests (Level 4)

Restitution: 4 Student Conduct points + additional restitution

Acting as a host to an individual who has been evicted or banned from residence, had their residence offer suspended, or had their visiting privileges revoked is prohibited.

17.0 Illegal Entry [Level 3]

Restitution: 3 Student Conduct points + additional restitution

Residents must have written permission in order to enter another resident's room in their absence and must also request permission at the Housing and Residence Life Office. Only after a Housing staff member receives written or verbal permission from the resident granting permission to enter their suite will a Housing staff member accompany the resident to that room. Residents are not permitted to manipulate locks, doors, or windows within residence. Possession of devices or that can be used to gain entry to another's room is strictly prohibited and may result in eviction. Unauthorized entry is prohibited, and may result in eviction and referral to the RCMP.

ID Card

If at any point during the year you misplace or lose your ID card, please first go to the Cashier's Office to get a new one. Then go to the Housing Office to have it reprogrammed.

18.0 Inappropriate Behaviour [Level 1-3]

Restitution: 1-3 Student Conduct points

Behaviour that is inappropriate or disruptive to a resident, the residence community, or to UNBC as determined by the RLC, is prohibited and may result in eviction. Such behaviors include but are not limited to: 'mooning,' public urination, and visible nudity on residence property.

19.0 Initiations / Hazing [Level 3]

Restitution: 3 Student Conduct points + additional restitution

Initiation or hazing activities that single out particular residents, create mental or physical discomfort, expose another to undue embarrassment or ridicule, or any behavior that may be physically or emotionally harmful to others are prohibited. Encouraging, initiating, participating in, or supporting such activities is strictly prohibited and may result in eviction.

20.0 ID card: lost, unauthorized possession and/or use [Level 1]

Restitution: 1-2 Student Conduct points + additional restitution

Residents are responsible for all ID cards provided to them. If someone loses or misplaces an ID card they must first go to the Cashier's Office to get a new one. Then go to the Housing Office to have it reprogrammed. Continual loss of your ID card will result in financial penalty and residence standards sanctions.

Important Notes:

- Tampering with or disabling a door's locking mechanism or propping open a door is prohibited.
- Unauthorized possession or use of ID cards is prohibited and may result in eviction.
- It is prohibited to loan your ID card to anyone!

21.0 Kitchen area and Lounge Duty [Level 1]

Restitution: 1 Student Conduct point

Residents who use either of the buildings' common lounges must leave the area the way they found it, and in a clean condition. If you want access to a residence common lounge you can call the RA On-Call. All common lounges will be locked at 11:00pm by the RA On-Call.

22.0 Noise [Level 1-3]

Restitution: 1-3 Student Conduct points

The Department of Housing and Residence Life's mandate is to ensure that residents can study and sleep in residence. As a result of the close living quarters of community living, a reasonable amount of noise is to be expected. While absolute silence may not be possible, noise which directly disturbs another resident is not permitted. This refers primarily, but not exclusively to: talking, noise from stereo equipment, radios, televisions, musical instruments, computer equipment, subwoofers, and telephones.



Insurance

The University of Northern British Columbia's residence insurance plan does not cover the personal belongings of each resident. Therefore, the University will not assume responsibility for a resident or guest's lost, damaged, or stolen articles regardless of cause.

* Residents are strongly encouraged to have private content insurance for their belongings.

* Do NOT forget to lock you suite and room when exiting!

Residence is a 24-hour/7 day consideration zone and quiet hours officially start at 11:00pm each night. Residents are expected to be respectful of those living around them and understand that noise they make can disturb those who might be sleeping, studying, or ill. In cases of noise disputes, a Residence Life Team member or the Residence Life Coordinator will determine what is reasonable. PLEASE NOTE: During exam periods both residences will operate on 24-hour quiet hours.

In addition, Neyoh 4th floor has been designated an "Academic Intensive Area" and experiences 24-hour quiet hours at all times of the year. The residents and guests on this floor will be aware of this fact and act appropriately.

23.0 Open Flame / Heat Source [Level 3-4]

Restitution: 3-4 Student Conduct points

Open flames, such as a burning candles or incense, are not permitted within residence. Open element appliances such as hot plates or grills are not permitted in residence and if found, will be confiscated for the remainder of the year.

24.0 Parties and Social Gatherings [Level 2-4]

Restitution: 2-4 Student Conduct points + possible additional restitution

24.1 Definition of "Party"

Parties as defined by UNBC Housing and Residence Life Office are not permitted within residence. This definition qualifies a party as a gathering of more than 12 people or a gathering within a suite that meets one or more following criteria:

- Alcohol consumption is one of the primary activities at the gathering
- Music or noise is a major part of the atmosphere and the volume is such that it is too loud to be defined as "background music or noise"
- Drinking games are the primary activity at the gathering

Since the above definition can be vague under certain circumstances, defining a gathering as a party is ultimately the discretion of the Resident Assistant, Senior Resident Assistant, UNBC Security, or any other representative of the department of Housing and Residence Life.

24.2 Private Parties

Parties are gatherings which comply with the definition outlined in Section 24.1. Private parties within residence may only be held in the common lounges and must adhere to the following guidelines:

- Alcohol is not being consumed.
- The party has been registered with the Housing Office 48 hours before its planned date. To register a party, the host must reserve the common lounge by visiting the Housing Office.
- There can be no more than two parties held in all of residence on a Friday or Saturday night, for a maximum of four total parties for the entire weekend. Parties will not be approved for any weeknights.
- All parties must adhere to building fire codes. Parties in either building's common lounge may not exceed 40 people in Neyoh and 30 people in Keyoh. In addition, private parties are not permitted within residence on the same night as a licensed event on campus.
- Private parties cannot be advertised in any way, or by any medium within residence, or through social media.

“Parties”

The maximum number of occupants in a four-bedroom suite is 12 at any given time including the residents of the suite. In a two-bedroom suite the maximum number of occupants is 6 including the residents of the suite.

You are welcome to have visitors in your suite at any time however it is important to remember that quiet hours begin at 11:00pm each night. If your suite is too loud at that time or excessively loud before 11:00pm, a Residence Life Team member may ask all of your visitors to leave.

24.3 Purchase of Alcohol for Parties/Events

Alcohol at parties or licensed events may not be purchased using communal floor funds or money allocated by the Department of Housing and Residence Life for programming use.

25.0 Paraphernalia [Level 2-3]

Restitution: 2-3 Student Conduct points

Any alcohol or drug paraphernalia such as funnels, brewing equipment, drinking hats, pipes, bongs, vaporizers and hookahs are prohibited in residence. Any resident found with such paraphernalia will be asked to remove it from their suite and place it in storage under the supervision of a Residence Life Team member.

26.0 Pets [Level 4-5]

Restitution: 4-5 Student Conduct points

Students are not permitted to have pets in residence. This includes any and all insects, spiders, snakes, and creatures with fur or feathers. If a resident or guest is found with a pet in residence they will be asked to remove the pet immediately and may be evicted. The only exceptions to this policy are assistive animals for residents with a documented medical condition, and small fish tanks (5 gallons tanks or less) and only containing non-dangerous fish and fish which cannot survive outside an aquatic environment. Please note, if you require an assistive animal within residence, contact the UNBC Housing Office via phone or email, and have all necessary documentation submitted at the time of application.

27.0 Sports or Dangerous Activities within Residence [Level 1-4]

Restitution: 1-4 Student Conduct points

Residents and guests are not permitted to engage in the following active games anywhere within residence: ball hockey, football, golf, bowling, soccer, catch, frisbee, hacky sack, water fights, bicycling, skateboarding, or in-line skating. Any activity that is deemed disruptive or unsafe by a Residence Life Team member is not permitted within residence and anyone found participating in a disruptive or unsafe activity will be asked to stop and may face further restitution at the discretion of a Residence Life Coordinator.

28.0 Prohibited Areas [Level 3]

Restitution: 2-3 Student Conduct points + referral

Neither residents nor guests are permitted access to unauthorized areas unless accompanied by a member of Housing and Residence Life staff. This includes areas not normally used by persons other than staff. Such areas include but are not limited to: roof tops, mechanical rooms, hot water tank rooms, or any areas marked “off-limits to unauthorized personnel” or “staff only.” Accessing these areas is prohibited and may result in eviction and a referral to the RCMP.

29.0 Raids or Pranks: inappropriate or destructive [Level 2-4]

Restitution: 2-4 Student Conduct points + possible eviction

Initiating, encouraging, supporting, or participating in raids or pranks that are inappropriate, disruptive, offensive, hostile, or that would jeopardize the safety and security of others, are strictly prohibited and may result in eviction.

30.0 Recycling [Level 1-2]

Restitution: 1-2 Student Conduct points + possible financial restitution

All residents are encouraged to recycle on a regular basis. It is the responsibility of all residents to bring their recycling to the bins located in residence court. Residents are not permitted to store large amounts of empty alcohol containers within their suite or room due to the increased potential of attracting insects. Displaying recyclable containers in your windows is also prohibited as throughout the year there are many tours being conducted. The blue bin located in residence court is for aluminum and glass recyclable drinking containers. The money collected from the items in this bin is used for programming initiatives within residence. Any resident or guest found removing items from this bin for personal use will be fined by the Housing and Residence Life Office and possibly face theft charges.

31.0 Removal of University Property [Level 3-4]

Restitution: 3-4 Student Conduct points + possible financial restitution

Removing residence furniture or property from a bedroom, lounge, or other common area without permission from the Housing and Residence Life Staff is not permitted. PLEASE NOTE: This includes the removal of window screens from a bedroom or living room. Violating this policy will be considered theft and may result in being charged for the missing items, eviction, and referral to the RCMP.

32.0 Safety / Fire Equipment [Level 3-5]

Restitution: 3-5 Student Conduct points + possible financial restitution + possible eviction

Safety and fire equipment including smoke detectors, sprinklers, heat sensors, fire exit signs, fire extinguishers, pull stations, hoses, alarm bells, etc. is necessary in order to keep residence and those living in it safe. Using or interfering with any fire or safety equipment for any reason other than in an emergency is strictly prohibited and may result in instant eviction.

Unintended interference with safety equipment (re: hanging objects from sprinkler heads or striking safety equipment with an object) may also result in eviction. The cost of all damages associated with any incident involving safety or fire equipment will be billed directly to the resident or may be subject to community billing. Intentionally creating conditions which would lead to a fire emergency or activating a pull station in a non-emergent situation are both illegal, and would lead to a possible eviction as well as financial repercussions.

All residents are required to evacuate residence in the event of a fire alarm or other emergency. Failure to evacuate during either of these situations is strictly prohibited. Any individual who chooses to remain in residence during an emergency evacuation will be fined and will receive further restitution.



Recycling in Residence

Each suite is provided with four recycling bags. These bags are to be used on a regular basis so that recyclable items do not build up in your suite.

Please empty your recycling bags frequently and rinse items you put in them to avoid creating an odor or attracting unwanted bugs, etc.

Large recycling bins are located in Res-Court between the Neyoh and Keyoh buildings.

If you have any questions about the recycling program within residence, please contact the Green Resident Assistant.

33.0 Scents [Level 1]

Restitution: 1 Student Conduct Point

Strong scents such as mothballs*, camphor*, room sprays, personal scents, fragrances, as well as other scents, especially ones from aerosol products, are to be used with caution as other residents may find them disturbing. Scents can easily trigger an allergic reaction which is why all residents must be respectful of their roommates and any sensitivity their roommate(s) might have. If a resident is using a scent which is causing a disturbance, they will be asked by a Residence Life Team member to refrain from using it. *indicates a prohibited item within residence.

34.0 Smoking and Incense [Level 4]

Restitution: 4 Student Conduct Points

Smoking and the burning of incense within residence is strictly forbidden. Residence rooms and common areas (common lounges, study rooms, laundry rooms, elevators, washrooms, main floor foyers, stairwells, and hallways) are all non-smoking areas. Residents and guests who smoke are permitted to do so outside either building at a distance of 10 feet (3 meters) from all residence doors and windows so that those inside are not affected.

35.0 Solicitation / Operating a Business [Level 1-3]

Restitution: 1-3 Student Conduct Points

Solicitation within residence or on surrounding residence property is not permitted for any business service, product, or other use without the expressed permission of the Assistant Director of Student Affairs. All posters and/or other material must be approved by the Housing Office before distribution or display.

36.0 Theft [Level 4-5]

Restitution: 4-5 Student Conduct Points

Theft or possession of another person's property without permission is prohibited and may result in eviction. Depending on the severity of the situation, a referral to the RCMP is also possible. This includes the theft of any UNBC Residence property. If something goes missing from your suite, you should file a report with the Housing and Residence Life Office as well as UNBC Campus Security as soon as possible.

Fire Safety

Tampering with fire or safety equipment anywhere on UNBC's campus is strictly forbidden. Violating Policy 32.0 may result in fines, instant eviction and/or further criminal charges. Anyone caught tampering with fire or safety equipment may also be referred to the Vice Provost, Student Engagement at UNBC.

If you encounter a fire at any time, please use the closest pull station in order to alert all other residents. During an emergency evacuation, all residents are asked to gather in front of the daycare or in the Winter Garden.

37.0 Throwing Objects [Level 2-3-]

Restitution: 2-3 Student Conduct Points

Throwing, dropping, knocking, or ejecting objects from either residence building, whether intentionally or unintentionally, is prohibited and may result in eviction. Additionally, throwing snowballs or other objects at either residence building is strictly prohibited. Any building damage caused by throwing objects will be billed to the resident deemed responsible.

38.0 Unauthorized Assignment [Level 4-5]

Restitution: 4-5 Student Conduct Points

Residents may only occupy the suite and bedroom assigned to them by UNBC Housing and Residence Life. Guests are permitted within residence but guests must abide by our guest policy (see section 16.0 & 16.1). As per the License Agreement signed by all UNBC residents, subletting one's bedroom or lending out one's ID card to another person is strictly prohibited. This policy also applies to situations when money or other consideration is not exchanged. Unauthorized assignment, subletting, or lending one's ID card will result in the eviction of the non-resident occupying the unit, and possibly the official resident.

39.0 Violence / Physical Aggression / [Level 4-5]

Restitution: 4 to 5 points + possible eviction

Acts of physical aggression and violence are not tolerated on residence property. Physical aggression is defined as violent behaviour, such as fighting, hitting, punching, slapping, kicking, pushing, pulling, throwing objects at another, etc. Anyone engaging in physically aggressive behavior may be evicted from residence. Any incident that involves such behaviour will be reported to UNBC Campus Security and those involved may be referred to the RCMP. In addition, anyone involved may also be subject to discipline under the University's Student Conduct Statement of Principles.

Self-defense is recognized by UNBC Housing and Residence Life, however physical self-defense is only permitted when an individual has no other means of escaping another's physical aggression. If you are involved in a situation involving violence or physical aggression, please seek the assistance of a Residence Life Team member or UNBC Security immediately.

40.0 Weapons / Ammunition [Level 3-5]

Restitution: 3 to 5 points + possible eviction

Possession of real or replica weapons is not permitted anywhere on UNBC property. Regardless of whether or not a weapon is legal or illegal, possession of any weapons or ammunition are not permitted. This includes but is not limited to: firearms, bullets, air guns, pellet guns, swords, hunting knives, sling shots, and archery equipment. Wielding any object in a threatening or aggressive manner may result in eviction and a referral to the RCMP.



Weapons

Plain and simple - possession of real or replica weapons on residence property is not permitted.

Anyone found in possession of such items will be referred to UNBC Campus Security and possibly the RCMP.

Important Phone Numbers:

Neyoh RA On-Call:
(250) 961-8311

Keyoh RA On-Call:
(250) 961-9266

Housing Office:
(250) 960-6430

Security:
(250) 960-3333

RCMP: 911

CRISIS SITUATIONS

Self-Harming Behaviours

Follow Up: Referral to campus resources, review of residence eligibility

“Self-harming behaviours” refers to situations where a resident’s behaviour is deemed harmful or irresponsible, or behaviour that places themselves or other residents in danger. Situations where residents are exhibiting self-harming behaviour require further professional intervention and support. If at any time you suspect someone is engaging in such behaviour, or you require assistance with such matters yourself, please contact your Resident Assistant or the Residence Life Coordinator immediately.

Students who engage in self-harming behaviours such as cutting, burning, attempting suicide, etc. within residence will be required to seek support from a third party such as a medical doctor or professional counselor. The expectation is that the intervention will provide the Residence Life Coordinator as well as the Interim Manager of Student Affairs with a determination of the student’s suitability to live in an inter-dependent student residence community.

Students who seek professional care outside of the university will be required to meet with the Interim Manager of Student Affairs. Due to their sensitive and highly confidential nature, self-harming behavioural cases will be automatically referred to and adjudicated by the Residence Life Coordinator, in collaboration with the Interim Manager of Student Affairs, as well as university staff as needed.

Sexual Violence and Misconduct

The University of Northern British Columbia (UNBC) is committed to providing a safe and positive work and learning environment where Members of the University Community feel safe to work, teach, live, learn, and express themselves in a space free from all forms of Sexual Violence and Misconduct. UNBC recognizes that all persons have an inherent right to exercise control over their own bodies and to engage only in consensual sexual activity.

UNBC recognizes that Sexual Violence and Misconduct can involve individuals regardless of their sexual orientation, gender and gender identity or relationship status. It is also recognized that individuals who have experienced Sexual Violence and Misconduct may experience physical, emotional, academic or other difficulties.

Sexual Misconduct – is a broad term that can include sexual assault; sexual exploitation; sexual harassment; stalking; coercion; indecent exposure; voyeurism; the distribution of a sexually explicit photograph or video of a person to one or more persons other than the person in the photograph or video without the consent of the person in the photograph or video and with the intent to distress the person in the photograph or video; the attempt to commit an act of Sexual Misconduct; or the threat to commit an act of Sexual Misconduct.

Sexual Violence – is a broad term that can include any form of unwanted sexual contact or activity performed on a person with any object or body part without consent, or by force. Any sexual activity that is without consent is sexual assault and includes sexual contact such as nonconsensual kissing, grabbing, caressing, fondling, and oral, anal, or vaginal penetration.

All incidents of Sexual Violence or Sexual Misconduct that are reported will be investigated by the University in a manner that ensures due process and natural justice as detailed in the Response Procedure of the UNBC Sexual Violence and Misconduct Policy. <http://www.unbc.ca/sexual-violence/policy-procedures>.

THE COMMUNITY STANDARDS PROCESS

When a student has been identified as having violated one of the previously mentioned Residence Life Community Standards, an investigation will take place and the following Standards Process will be in effect.

1. The RLC is informed of the Standards Violation via a formal complaint issued by a student or an Incident Report (IR) submitted by a Residence Life Team member.
2. The SRA or RLC will investigate the situation.
3. For higher level offenses, a Standards Meeting will be requested with an RA, SRA or RLC. This is an opportunity to gain more information on the situation. Residents can supply evidence or witnesses in this meeting if necessary and the meeting requestor will consider these submissions before making a decision.
4. All students recorded as being involved in the incident will receive a written letter or email to their UNBC account outlining the outcome of the Standards Meeting.
5. In order to resolve all offenses in a reasonable amount of time as outlined in the "Rights of Every Resident" (page 1), an investigation and decision may be made in absentia after three attempts to contact the individual(s) involved.

Possible outcomes of a Residence Community Standards Violation Meeting

After a student conduct meeting, the resident under investigation will be notified in writing by Housing and Residence Life Office of the outcome and applicable sanctions which result from their violations. Possible outcomes and sanctions could include but are not limited to:

1. Admittance/Acceptance

The resident admits to the events as described in the Incident Report or formal complaint and accepts the sanction. Following this, the appropriate sanctions will be discussed.

2. Behavioural Contract

Can be used by the residence staff to clearly outline special conditions or requirements that a resident must comply with as part of their continued eligibility to remain within residence.

3. Collective Responsibility

When necessary, the deciding authority may impose standards restitution and/or consequences on a particular floor or residence area, or group of individual residents if the behaviour warrants such action.

4. Residence Eligibility

A resident's opportunity to re-apply to residence may be revoked due to behavioural concerns.

5. Educational Sanction

An educational sanction may be used to impress the importance or dangers of a specific area or topic. Residents may be asked to complete a bulletin board, attend a seminar, write an essay, complete a service for residence, or attend a meeting with UNBC health staff or other UNBC partner. The residents may be required to present on the topic to all residents, a selected group of residents, or a combination of staff and residents. Educational sanctions may be given in lieu of standards points, or in addition to other sanctions.

6. Eviction

Removal from residence - students will be evicted from residence and permanently banned from re-entering. If an evicted student returns to residence after being evicted, trespassing charges may apply. A student evicted from residence will forfeit all outstanding residence fees. The student will be responsible for all fees due and payable under the License Agreement, up to the expiry date of the agreement.

7. Eviction (On-Site)

If a student is creating a significant disturbance within residence or has been previously placed on residence probation, any Residence Life Staff member can recommend and enforce an on-site eviction resulting in the immediate removal of

the student from residence. Student(s) will be escorted off campus and will need to make an appointment during normal office hours to retrieve their belongings and follow the 'move-out' procedure.

8. Fines

Standardized fines have been approved for each community standard level. The fines are noted in the community standards framework.

9. No Sanction

An incident has occurred, but no sanction is applied.

10. Student Conduct Points

A point assessment is a discretionary option included with most offences which generate a sanction, and may be added to or deducted from the base allotment. See section titled "The Points Process," (page 22).

11. Posted

Some incidents may result in a student's standing in residence to be posted. If this occurs, the student will be banned from entering a specific residence building or residence property all together, permanently or for a specific amount of time, depending on the situation. UNBC Security and Residence Life Staff will monitor and report posted students if found in the building(s), and such students may be charged criminally under BC's Trespass Act.

12. Referral to the Authorities

In the event of illegal or criminal activities, the incident will be turned over to the appropriate authorities.

13. Referral under UNBC's Student Conduct Statement of Principles

Incidents of a complex, extreme, or evictable nature may be referred to other authorities and may include consequences under the University Student Conduct Statement of Principles.

14. Referral Intervention - University Partner, Program or Specialized Training

Residents may be referred to a campus partner or service as part of the standards sanction, should their expertise be required. Such referrals may be made to specific departments such as the International/Exchange Office, Wellness, Counseling, Access Resource Centre, Academic Success Centre, Security, RCMP, a community agency, or other appropriate professionals. This occurs when it is deemed necessary that in order to assist the student, that student requires professional help in the form of awareness training, medical assistance, or behaviour modification.

15. Relocation

Residents may be relocated to a different accommodation when deemed appropriate by a member of the UNBC Housing & Residence Life staff.

16. Restitution

When damage can be attributed to an individual or group, the residents involved will be required to pay for all damages as specifically determined for the incident, or as published in Appendix B: Schedule of Standardized Damage Charges. Building, suite, or floor damage assessments may also be assigned when appropriate.

17. Residence Suspension

A student may be temporarily prohibited from entering residence. Throughout their suspension period, the student is responsible for the full cost of their residence space and is prohibited from entering all residence buildings. If a student violates a residence suspension, they may be charged criminally under BC's Trespassing and/or Property Act and may also be evicted and permanently banned from residence.

18. Suspension of Privileges

When it is deemed that residents are not acting responsibly with respect to a privilege they have within residence, this privilege may be suspended for a specific amount of time. Such a suspension may include the privilege of having guests

(Guest Restriction), visiting the other residence building, booking or utilizing common space, signing out equipment, or consumption of alcohol.

19. Verbal Warning

This consequence is typically reserved for use by the RA at level one incidents. The verbal warning is to be recorded and circulated to the Residence Life Coordinator who will place the information on the student's residence file.

20. Written Warning

This will be in the form of a letter placed on the student's residence file identifying the incident. The warning will be maintained in the resident's file only, and will not be referred to the student's academic file.

21. Residence Probation

The resident will automatically be placed on residence probation. The resident is to understand that any further standards violations will result in the issuing of a notice of eviction, either on-site, or with a 48-hour compliance time frame. The resident will be given 48 hours to remove all personal belongings and vacate the premise and will be required to follow the Housing and Residence Life "Move Out" procedure.

THE POINTS PROCESS

A point range has been standardized for each violation of the Residence Life Community Standards. A resident begins each year with 10 points. If a consequence includes a discretionary point assessment, the assessment is deducted from the resident's current balance. If the balance drops to 2 points, an appropriate sanction will be applied and may include probation, referral, intervention, denied opportunities to return to residence, or eviction. If the points total drops to 1, a resident will likely be evicted from residence.

Points Allocation (Discretionary)

- 1 standard point: For a single occurrence of a level 1 violation
- 2 standard points: For a single occurrence of a level 2 violation
- 3 standard points: For a single occurrence of a level 3 violation
- 4 standard points: For a single occurrence of a level 4 violation (probation)
- 5 standard points: For a single occurrence of a level 5 violation (possible eviction)

Point Restoration

Students may attempt to restore their points standing by actively participating in their community, taking positive action to make residence a better place, or by engaging in behaviours that would increase their academic standing. It is important to note that point restoration is at the discretion of the RLC, and that highly creative ideas are encouraged. Consult the RLC with your ideas and refer to Positive Contribution Notification in Section 2.

Standard of Proof

The Standard of Proof refers to the information necessary to prove that an offence has occurred. Please note that the model used by Housing and Residence Life is the balance of probabilities. This means that when a resident is alleged to have breached a Residence Life Community Standard, a formal complaint or Incident Report is completed by an RLT Member and submitted to the RLC. The RLC will then conduct an investigation into the alleged incident. The Standard of Proof is considered to have been met if, at the end of the investigation and based on all the credible information gathered, the investigating officer (SRA, RLC or Assistant Director of Student Affairs) believes that the reported incident has indeed occurred or that it is more likely than not to have occurred.

Jurisdiction

Any RLT member or security personnel can respond to an incident in which one of the Residence Life Community Standards is being violated on-or-within residence property. Additionally, students who violate the above in any otherwise situated area on campus may be subject to the University's Student Conduct Statement of Principles.

Appeals

If a student wishes to appeal the outcome of a community standards investigation, they must do so in writing, and submit their appeal to the RLC, stating their reason for the appeal. This written appeal must be received by the RLC or designate within 48 hours of the sanction notification. At this time, the sanction may be suspended until the outcome of the appeal hearing at the RLCs discretion. The person designated in the “Appeal Chart” will schedule a hearing and will notify the resident in writing of the date and time. This hearing will usually be conducted within five working days of the notification. * The chart below indicates who will address appeals.

Behaviour	Standards Meeting	
Level One: Disruptive	Standards Meeting may not be required	Se
Level Two: Repeatedly Disruptive / Minor Infraction)	Senior Resident Assistant	Res
Level Three: Threatening / Serious Infraction)	Residence Life Coordinator	Assista
Level Four: Severe / Major Infraction	Residence Life Coordinator	Assista
Level Five: Repeatedly Severe / Potential Eviction	Assistant Director of Student Affairs	Vice Pr

A student may appeal the decision made after their standards meeting under the following criteria:

- There was an error in the process which led to procedural unfairness and affected the outcome or some aspect of the administration of the Standards investigation, preventing the appellant from presenting a fair and complete case.
- The given sanction does not suit the behaviour or the offence involved.
- Substantial new information is available that was not a factor in the original investigation. In this case, the appellant must provide reasons why this new evidence should be considered.
- Appeal decisions are made within 2 weeks and the student is notified. (The appeal is reviewed or heard by the designated authority and accepted, rejected, or the consequence is amended.)



**Join our
Facebook Group
and follow us on
Twitter!**

A residence-wide Facebook group is created each year for the purpose of sharing information about upcoming events as

RA On-Call

When they are on call, all Residence Life Team members will be wearing an ID badge as well as an RA On-Call vest so that they are easily visible.

Neyoh: (250) 961-8311

Keyoh: (250) 961-9266

PLEASE NOTE: All appeal decisions are final. A resident cannot appeal an appeal decision.*

*Appeal decisions involving a Level Five incident and the Vice Provost, Student Engagement can be heard once more through the Senate Committee of Student Discipline Appeals.

Twitter Account
@UNBCResidence

Instagram
@UNBCResidenceLife

SECTION 2: YOUR GUIDE TO RESIDENCE

OVERVIEW

The experience of living in residence as a university student is incredibly unique. Community living will allow you the opportunity to make new friends, gain independence, and develop as an individual. This style of living allows our students to experience living with persons from different backgrounds and with other life experiences. In addition, through programming that is directed at wellness and student success, the Residence Life Team works diligently to ensure that both residence communities are safe and smoke-free environments for all.

During your stay in residence, you may find that living with others will require increased understanding, communication, and co-operation. If there is ever a situation in which you feel you and your roommates are having difficulties, it is important to remember that communication is an ongoing process, even between the best of friends. Community living will most likely be different from the lifestyle you are accustomed to, however we strongly believe that the experiences you gain living in residence will far outweigh any difficulties you might encounter.

The Residence Community Standards detailed in Section 1 of this handbook are fundamental to the operation of our residence program. If at any point during the year you have a question or concern about our policies, a member of the Residence Life Team or Housing and Residence Life staff will be more than happy to meet with you.



WHO IS IN HOUSING?

Student & Guest Services Representative (SGSR)

(250)960-6430

housing@unbc.ca

The SGSR is available to address any questions or concerns that you may have about living in residence. They are also responsible for administrative and operational procedures within the Housing Office which include but are not limited to: housing fees, applications, room allocations and mail.

Residence Life Coordinators (RLCs)

Keyoh RLC
(250) 960-6720
housing@unbc.ca

Neyoh RLC
(250) 960-6435
housing@unbc.ca

The RLCs are responsible for all aspects of student life within the residences as well as Resident Assistants (RAs), Senior Resident Assistants (SRAs), Residence Council, and Residence Life programming. It is also the RLCs duty to assist in the creation of a positive and safe community environment within the residence at UNBC.



Assistant Director of Student Affairs

Brenda Slomka
(250)960-5255
brenda.slomka@unbc.ca

The Assistant Director of Student Affairs oversees the portfolio containing The Academic Success Center, The Career Center, Student Life, and Residence Life. They are the direct supervisor of the RLCs and oversee all upper level conduct issues.

Residence Life Staff

The Residence Life Team (RLT) is comprised of almost 20 senior UNBC students, dedicated to making your residence experience both positive and memorable. Each RLT member has previous residence experience and knows a lot about UNBC, so don't hesitate to ask them a question if you have one during the year. The RLT is here to support you during your stay in residence and will do so through programming, suite visits, and floor meetings. We encourage all of our students to get to know the Resident Assistants (RA) on their floor as well as the other members of the RLT. All of the RLT members are friendly, understanding, and supportive, so don't be shy! If you require assistance from your RA and they are not available, leave them a note or find an RLT member on a different floor.

Senior Resident Assistants (SRAs)

SRAs are returning RLT who contribute significantly to programming initiatives within residence. The SRAs achieve this through advising and supporting RAs, overseeing Residence Council, publishing a monthly residence newsletter, and planning monthly Residence Challenge events. In addition, the SRAs are responsible for investigating lower level student conduct.

Resident Assistants (RAs)

RAs are the housing team members you will have the most contact with during the year. At least two RAs live on every floor of each residence, in order to establish and maintain a cohesive and responsible community environment. They will assist students with settling into residence and adapting to living in residence. The RAs are available for advice and would be happy to assist you as best they can. Each RA will also organize, promote, and implement a variety of educational and social programs for their wing. Finally, RAs will enforce the policies and procedures outlined in this handbook.

Residence Council

Residence Council is a dedicated group of students that organizes activities for all residents throughout the academic year. As student leaders within the residence community, they also act as a direct line of communication and advocacy for residents' needs. Being a member of UNBC's Residence Council is an excellent way to cultivate your leadership skills.

The structure of UNBC's Residence Council is dictated in part by the needs of residence every year. Student input is taken into account in developing a council that serves everyone. If you're interested in being on Residence Council, please attend one of the information sessions that take place in September.



SECTION 3: FREQUENTLY ASKED QUESTIONS

Suite Inspections

All suites and individual bedrooms receive an initial move-in inspection from an RLT or Housing staff member. Any damages, missing items, or cleaning that needs to be done prior to move-in will be the responsibility of UNBC Housing and Residence Life staff.

Once a student moves in to Residence, they will then conduct their own inspection and record the condition of their bedroom for any missing items or damage. It is extremely important to document everything during this inspection because once a student conducts and signs their inspection form online, any required cleaning, missing items, or damage that is not documented will become the responsibility of the resident. If there is a question regarding responsibility for damages to a room or unit, this inspection will be used to determine who is responsible for the damages. Failure to complete either your initial or move-out inspection will result in the resident being assessed for all damages and missing items.

Interim suite inspections are conducted once per semester by the Resident Assistants on your floor or a Residence Life Coordinator. The purpose of these inspections is to check suites for any maintenance issues and assess their cleanliness. A report of your suite inspection will be emailed to you once the inspection has been completed, indicating a pass or fail. The report will also outline any repairs required, damages, or cleanliness concerns. Detailed instructions regarding these inspections will be emailed to you by the Housing and Residence Life staff prior to the inspection. Standardized charges will be applied either to individual residents or all residents of the entire suite if the cleanliness standards are not met. Charges will also be applied if damages are noted during the inspection.

Move Out

All residents are required to move out of residence 24 hours after their last exam or due date of their final paper unless granted special permission for an extended stay by a Residence Life Coordinator. Additional fees will apply if occupying a suite before and/or after the dates specified in the License Agreement, or during the winter break period (2.4: Fees). Residence Life Team members will be monitoring their floors during exam periods to ensure that students who have completed their exams and final assignments are not disturbing those who are still studying. Residents found occupying a suite without being approved to stay past their last exam will be asked to leave.

Information regarding move-out will be distributed to each resident via email. The email will include detailed instructions regarding move-out procedures and suite cleaning standards. Suites not cleaned to standard will be subject to hourly cleaning charges. Please refer to Appendix B for all standard rates. Move-out inspections will be conducted for each suite and bedroom during move-out in April or December. Please ensure that all furniture (including recycling bags) is in its proper location before you move out.

ID cards and parking passes must be brought to the Housing Office after a student has moved out to have their damage deposit refunded, pending a room inspection to ensure all Cleanliness Standards (Section 7.0) have been met and provided there are no damages. If a resident moves out outside the Housing Office hours they must email housing@unbc.ca to let the office know that a room inspection can be completed. In this case, parking passes may be left in the drop box located outside the front of the Housing Office. Please do not leave anything in your bedroom upon departure.

“Move-in Condition”

Students are required to return their suites and individual bedrooms to the same way they were upon arrival. If a resident has moved their furniture during the year it must be moved back to its original configuration in order to pass the move-out inspection. All personal belongings, pictures, or other items from walls and doors must also be removed. Any garbage left behind will be billed to the resident, and in some circumstances, the entire suite. Garbage includes, but is not limited to: shower curtains, brooms, cleaning items, clothing, left over kitchen supplies or food etc. Students will be charged for any additional cleaning required.

Extending Your Stay

The “license to occupy” component of the UNBC Housing and Residence Life License Agreement will lapse during winter break as well as the period between the winter and spring semester. As a result, residents must request permission to occupy during these periods. If a resident requires this type of extension, they must first the Request to Occupy Form. Please be aware that additional pro-rated rent fees will apply. It is important to note that not all requests will be granted as any extension is conditional; students may be asked to move suites during the interim. If you require permission for an extended stay, please follow the procedures below:

1. Fill out a Request for Occupancy Form at least 4 weeks prior to your anticipated final exam date. This will allow sufficient time for residents to find alternate accommodation should their request be denied. Forms will be made available at the Housing and Residence Life Office.
2. Wait to be contacted by the SSGR or an RLC.
3. If approved, pay the fees for your extended stay at the Cashier's Office or online.

Cleaning - What am I responsible for?

Each resident is responsible for cleaning their bedroom and a portion of their suite. Normally this would be 1/4 of the suite, however if there are only 3 occupants in the suite, each is responsible for 1/3 of the suite, and so on. Cleaning responsibilities should be assumed on a weekly basis in order to adhere to the cleanliness standards. If you require a vacuum, you may sign one out at the Housing and Residence Life Office during our regular office hours. Vacuums must be returned within 2 hours. Students may also borrow a vacuum by calling the On-call RA during On-call hours.

Upon termination of the License Agreement, vacating residents are responsible to ensure the suite is left clean in accordance with the Suite Cleaning Standards. If further cleaning is necessary, the resident will be charged a cleaning fee.

Lockout Procedure

If a resident locks themselves out of their room or suite during regular office hours, they must go to the Housing & Residence Life Office (located outside the Neyoh 1st floor lobby doors), provide photo ID, and complete a Residence Room Access form. No exceptions will be made.

If a resident locks themselves out of their room outside office hours, they must wait patiently until the RA On-call starts their shift. Once room occupancy has been confirmed, the resident will then be accompanied to their suite and provided access. A \$5 fee will be applied to the resident's account for this service. This method of lock-out procedure is designed to protect residents against theft and unlawful entry. Security is unable to provide access to residence rooms unless there is an emergency.

Mature Student Floors

The UNBC Housing and Residence Life Office aims to create balance in all residence communities, however it is important to note that the fourth floor of Keyoh has a higher proportion of mature students (3rd year and above).

Academic Intensive Area

Students living on the 4th floor of Neyoh have requested to live in an "Academic Intensive" community by identifying their most important living criteria as: having a quiet living area conducive to studying. This community observes a 24-hour quiet hour policy in which the definitions of noise and consideration for other's need for quiet are communally understood and reinforced.

Poster Policy

All posters displayed in residence common areas must be appropriate for the residence environment. Poster content must not be discriminatory, offensive, promote the consumption of alcohol/parties, have inappropriate graphics, or violate the Residence Life Community Standards. In addition, **anyone wishing to display posters within residence common areas must receive poster approval at the Housing and Residence Life Office.** Posters must be dropped off at the Housing Office to be put up appropriately onto the bulletin boards within residence. Posters must be removed after the effective dates they promote. Those who do receive poster approval may also be responsible for cleaning any residue or for any damage caused by the placement of their poster. On occasion and with reason, Housing may post important notices in areas that receive higher traffic in order to deliver messages in a timely manner.

During the NUGSS elections, residence will promote awareness of the election to its occupants but will not endorse specific candidates. In addition, candidates are not allowed to canvas residence directly. Residence encourages students to be politically aware and to participate. Listed below are the criteria for campaigning within residence.

1. NUGSS election candidates will not be allowed to post their campaign posters outside their residence dorm rooms or any other resident rooms.

2. Campaign banners may not be hung anywhere within residence.
3. A bulletin board will be made available in each residence building specifically for the NUGSS campaign period. These bulletin boards will serve as a space for campaign posters and other elections information.
4. Candidates are permitted to bring two posters of their choosing to the Housing and Residence Life Office for approval.

Building Access

Residents use their student ID cards to access either the Neyoh or Keyoh building main entrance doors depending on which building they are assigned to. Resident's ID cards also provide access to their suite and bedroom. If you lose your ID card at any point during the semester, you must first go to the Cashier's Office to have a new ID card printed. Then, go to the Housing and Residence Life Office as soon as possible to have your new card re-programmed.

When a Staff Member Can Enter a Room

Housing and Residence Life staff, RLT Members, university workers, and security personnel are permitted to enter any residence suite as long as there is cause to do so. Suite entrance by these individuals will most likely be the result of a maintenance request or in response to a violation of the Residence Life Community Standards.

Suite or bedroom entry without prior notice* may occur for reasons of:

- Health, safety, or general welfare concerns related to the resident(s)
- To make repairs to the room and room equipment
- To investigate possible breaches of the License Agreement

Room entry with notice* (usually 24 hours) by authorized personnel of the university may include:

- Making deliveries to the room
- Suite inspections

Residence Life Team Members will always seek permission to enter a suite first, and if they deem it necessary to enter the common area, will announce their presence. University personnel will only seek to enter a student's private bedroom if there is reason to believe an individual's personal or physical safety is at risk, for a maintenance request, or for a room inspection. Abuse of entry or use of residence master keys/cards by authorized personnel is a staff disciplinary matter and will be dealt with by the Residence Life Coordinator.

Maintenance Requests

Our Maintenance staff takes great pride in ensuring that our buildings always meet UNBC's high standards. These dedicated staff members are always willing to assist with anything in your suite or the building that may be in poor condition, needs fixing or repair. We encourage you to complete a Maintenance Request if you notice anything of this nature. Please refer to "Creating a Maintenance Request" on the following page.

Maintenance staff will try to get to your request as soon as possible. However, requests are processed in priority sequence with more urgent requests being fixed first. Please note that by creating a Maintenance Requisition online, you consent to having a Maintenance staff member enter your suite. Requests are typically completed Monday through Friday from 8:30am to 3:30pm. If you (or your roommates) are not present at the time of the repair, a note will be left in your suite to let you know Maintenance was there.

Creating a Maintenance Request

To complete a maintenance request for your room, suite, or a common area go online to:

<http://www.unbc.ca/housing/residence-maintenance-request>

By completing a maintenance request you are agreeing to allow a maintenance staff member to access your suite or room.

Plugged toilets are the responsibility of the Resident and each suite is equipped with a toilet plunger.

Facility Descriptions

Common Lounges

There is one large common lounge in each residence building. These lounges are available to residents of the particular building in which they are assigned on a first-come-first-serve basis, or they may be reserved in the Housing Office. The lounges are available from 8:30am to 11:00pm, 7 days a week.

Study Lounges

There is one study lounge located in almost each wing of each building, except for the first floors. These rooms are available 24 hours a day 7 days a week to all residents for the purposes of studying.

Laundry Facilities

There are laundry facilities located on each floor of the residence buildings. Residents must supply their own detergent and softener. For best results, liquid detergent is recommended. The laundry machines are coin operated. Rolls of coin can be purchased at the Cashier's Office.

Residential Tenancy Act

By signing the UNBC Housing and Residence Life License Agreement, residents agree to the creation of a special licensee-licensor relationship. In doing so, all residents have acknowledged that the Residential Tenancy Act of British Columbia is not applicable to the License Agreement and the occupancy of the accommodation.

Financial Responsibilities

- All students agree to pay all fees associated with their stay in residence, as confirmed by their License Agreement (refer to Fee Schedule appendix for the rates).
- Any student who decides to move off campus during the term of their License Agreement, but is still attending UNBC, will be responsible for the remainder for all residence fees.
- Fees for removing garbage are separate from cleaning charges.
- Costs for repairing damages or removing personal items, furniture, food etc. in the common areas of the suite will be billed equally to all occupants of the suite.
- Costs for such occurrences within a bedroom will be billed to the individual resident. Depending on the situation, costs will be determined using a standardized cost grid (refer to Fee Schedule appendix for the rates).
- At the end of each term, a charge amount representing common area damages may be assessed to each resident, in accordance with community billing. Any charges will be deducted from the residents' damage deposit.

Parking

Reserved parking stalls are available in the residence parking lot on a semester basis (refer to Fee Schedule appendix for the rates). Residents who request a parking spot will receive a parking pass in their move-in package. The residence parking lot is equipped with electrical hook-ups and residents are required to provide their own extension cords to plug their vehicles in. The hook-ups self-activate at -11°C and operate on a 20-minute rotating cycle.

During the winter months, the residence parking lot will be plowed. In order to facilitate this, all vehicles must be removed from the lot. The Housing Office will post notices of the date and time by which all vehicles must be relocated, and where the vehicles should be moved to. All vehicles that are not moved will be towed at the owner's expense.

The student residence parking lot is not a secure parking area. The residence parking lot is occasionally monitored by UNBC Security personnel, however cameras do not monitor the lot on a 24/7 basis. Students who use this area do so entirely at their own risk and should act in such a manner that would be appropriate in an area that is not under surveillance. UNBC is not responsible for thefts or damage, therefore please do not leave valuables in your vehicles.

Residents who wish to cancel their parking during the semester must return their pass to the Housing Office as refunds are issued based on the date the pass is returned to the office. All residents are required to return the passes upon move-out.

PLEASE NOTE: Vehicles parked anywhere but their designated parking stall may be ticketed and/or towed at the owner's expense. There are a limited number of short-term (2-hour) metered parking stalls in the parking lot between the two residence buildings.

Meal Plans

Take advantage of UNBC's Residence 7-Day All-You-Care-to-Eat Meal Plan! Our meal plan provides you with unlimited access to healthy, hot and ready meals that will suit every schedule and meal preference. The meal plan is available for everybody, whether you are a student, staff, or faculty member, everyone has the opportunity to utilize the Dining Hall.

UNBC's Residence 7-Day Meal Plan provides patrons with unlimited access to the Dining Hall and all of its food service options. To enhance your experience, the dining hall will feature extended operating hours from 7am to 11pm, exciting food stations, comfortable seating, and weekly events. This plan is a value-loaded meal option that allows students, staff, and faculty unlimited access to a variety of healthy and nutritious food options as they need it. For 2017/18, the residence meal plan is mandatory for all students who are classified as First or Second Year under the UNBC Academic Calendar (less than 60 UNBC credit hours completed) as well as all ELS and undergraduate exchange students. Meal plans will remain optional for third and fourth year students (over 60 UNBC credit hours completed), as well as all graduate students.

The Residence 7-Day Meal plan will cost \$2320/semester, and will automatically be added to the residence fees for first and second year residence students. Individuals who would like to purchase a meal plan can contact food@unbc.ca for more information.

Exemption requests can be made for cases of extreme medical conditions. All exemption requests must be filed by August 1st prior to the September semester and December 1st prior to the January semester. Any exemption requests received after the deadlines will be reviewed for the following semester. A committee evaluates exemption requests and all decisions are final. To receive information on the exemption process, please email food@unbc.ca.

Telephone and Internet

Phone and internet services are included in every resident's rent. The phone jacks provided in each bedroom will allow you to make calls within residence and to local numbers ONLY provided that you hook up your own phone. Please note that our residences are equipped with wireless internet and therefore, the Housing Office does not provide Ethernet or wireless Internet cards. For broken hook-up jacks for either the telephone or computer network, or for voicemail issues, students can call (250) 960-5770.

Mail Service

Mail is delivered to the Housing Office Monday through Friday. Please bring photo ID to the Housing Office if you wish to pick up mail. Below is your residence mailing address:

NEYOH:

Your name
Neyoh Building
3333 University Way
Prince George, BC
V2N 4Z9

KEYOH:

Your name
Keyoh Building
3333 University Way
Prince George, BC
V2N 4Z9

Parcels that are too large for the mailboxes or any packages requiring a signature are held at the UNBC Distribution Services in the lowest level of the Administration Building. When a student receives a package of this kind, a parcel notice will be emailed to your UNBC email account. Courier drivers should not attempt delivery to the residences at any time. When the university receives a package, it will typically take an extra day before a notification email is sent to the student as all packages must be sorted. When picking up a package on campus, the recipient must bring photo ID. Questions regarding COD parcels or couriers can be directed to the Distribution Services.

Upon moving out of residence, residents are solely responsible for providing a change of address to the persons and businesses they correspond with, including the Registrar's Office. Any mail received after the termination of the License Agreement will be stamped 'Return to Sender'. If you are not a current resident, mail will be returned to the sender.

Cancellation Policy

If a Student wishes to move out of Residence for reasons other than the options set out in section 4.1 of the License Agreement, they may submit an Intent to Move Out Form and written request for release from this License Agreement to the UNBC Housing and Residence Life Office, setting out the reason(s) for the request. The request will be reviewed by UNBC and the student notified of the decision. UNBC requires 60 days' notice for all cancellation requests that do not fall under the options set out in section 4.1 of the License Agreement. This notice will commence on the day the request was received by the Housing Office. The Student will be charged a cancellation fee, which will be equivalent to 60 days of Residence and Meal Plan fees. It is the Student's choice whether to occupy their Residence room during the 60 day notice period, although they are liable for the Residence fees during that period regardless.

SECTION 4: COMMUNITY LIVING

UNBC offers semi-private suite accommodations. Each resident will obtain their own private bedroom but will share a bathroom, kitchen, and living room with a maximum of three other suite mates. It is our goal to ensure that sharing a suite with others will be both a fun and rewarding experience for you. Some of the best experiences while in university can come from living in residence. In order to have a successful year in residence, it is recommended that all residents follow these guidelines when interacting with their roommates.

- Introduce yourself and get to know your suite mates on the first day
- Be honest about your needs and respect the needs of those in your suite
- Draft a suite contract with your roommates during orientation week (See APPENDIX C)
- Do not expect to be immediate best friends
- Do not make assumptions
- When in doubt, talk to each other and hear other people's point of view
- Remember that your suitemates may be feeling nervous as well

What if it's not working out with my roommates?

If students are having a roommate conflict that they feel can only be resolved via a room transfer, it is expected that the Roommate Mediation process be followed beforehand.

Roommate Mediation Process:

1. Openly discuss the issue(s) you are having with all of your roommates. Allow fair opportunity for everyone to communicate what they are feeling and thinking about the situation.
2. Revisit the suitemate contract that you created during orientation.
 - a) Are people following it? Why not?
 - b) Is it fair? Does it need to change?
3. Take time to make a suite contract if you haven't already, or revise the one you have.
4. Ask your Resident Assistants for advice on how to mediate the situation.
5. If these steps do not help make the situation better, see your RA for additional support.

Making a Room Transfer Request

UNBC Housing and Residence Life places students together based on the information provided to them on a student's housing application. It is extremely important to complete your housing application yourself and to do so truthfully. While we do our best to accommodate all specific requests, they are not guaranteed because of the volume of requests and our limited space. Understanding that occasionally roommates that have been placed together may not always get along, Room Transfer Requests can be submitted after the 3rd week of each semester. If your transfer request is motivated by a roommate conflict, it is expected that you will follow the Roommate Mediation Process above. Room transfers are limited and are typically only considered if one's physical safety or security has been threatened or if your current living environment does not meet your physical or personal needs. Please note that room transfer requests are considered a last resort and are only granted under extraneous circumstances. A request will likely not be approved based on reasons of convenience or preference for a particular building or suite. If you are requesting a room transfer, please review the following Room Transfer Request Process.

Room Transfer Request Process

1. Complete a Request for Room Change form (available in the Housing Office)
2. Provide the form to your RA and discuss the situation. Your RA will then sign the document and take it from you.
3. Your RA will consult with the Housing and Residence Life office on possible available rooms that may meet your requirements. It is recommended that you have an idea of where you may want to live and of residents you may want to room with.
4. The Residence Life Office will work on completing your request. You will receive an email to your UNBC account stating the outcome of your request and resulting Room Allocation Change if applicable.
5. If the transfer is successful, your RA and the RA on your new floor will arrange a meeting between you and your new roommates.
6. You will have 48 Hours to complete the room change and come to the Housing Office to update your ID card.
7. Your previous allocation will be inspected for damage and cleanliness. It is your responsibility to report any damage when it occurs and return the room to 'Move-in Condition'.
8. Residents are responsible for all financial obligations associated with the suite and bedroom they are assigned by the Housing and Residence Life Office.
9. After your transfer is completed, the suite transfer fee of \$75.00 or the room transfer fee of \$25.00 will appear on your student account. All payments can be made at the Cashier's Office on campus.

Residents who wish to change bedrooms within a suite must also complete a Request for Room Change Form. Please note that there is a \$25.00 processing fee for transferring bedrooms. It is prohibited for students to enter or occupy a space in residence that is not assigned to them. (See Section One: The Residence Community Living Standards).

Requests of Transfer from Housing and Residence Life

As stated in the License Agreement (www.unbc.ca/housing/license-agreement), Housing and Residence Life does reserve the right to change a student's room allocation under the following conditions:

- The transfer is part of a sanction resulting from a student conduct issue and a meeting with the RLC
 - The resident is being disruptive to their current area or community
 - The current area is detrimental to the well-being and/or success of the individual
 - The transfer is required in order to consolidate student allocations throughout the community
- If Housing and Residence Life does require a student to relocate based on the above criteria, the student will be required to return their current accommodation to 'Move-In Condition', complete the move within the allotted time specified by Housing and Residence Life (usually 48 hours or more), but will be absolved of the \$75.00 room transfer fee. A new Move In Condition Checklist will also need to be completed. Such requests are usually made sparingly, as Housing and Residence Life recognizes the inconvenience a transfer can cause. We appreciate the cooperation of all students involved when such a request is made.

APPENDIX A: HOUSING FEES

Residence Life Fee (\$30.00/semester)

Allocated to:

- Residence Council - used to fund or subsidize activities and events
- Residence Life Programs - used to fund or subsidize activities, events, and programs

Residence Infrastructure Fee (\$25.00/semester)

- Funds reserved to upgrade the phone and internet services in residence, as well as provide ongoing building maintenance

Room Change Fees

- Within-suite: Processing Fee (\$25.00)
- To a different suite: Processing Fee + Cleaning Fee (\$75.00)

FEE SCHEDULE

Due: September 3, 2017	
Residence Life Fee	\$30.00
Residence Infrastructure fee	\$25.00
Semester fee for a room in a 4 bedroom suite	\$2332.54
Semester fee for a room in a 2 bedroom suite	\$2662.41
Meal Plan Fee - per semester	\$2320.00
Parking fee per semester * if applicable	\$169.76
Due: December 31, 2017	
Residence Life Fee	\$30.00
Residence Infrastructure fee	\$25.00
Semester fee for a room in a 4 bedroom suite	\$2332.54
Semester fee for a room in a 2 bedroom suite	\$2662.41
Meal Plan Fee - per semester	\$2320.00
Parking fee per semester * if applicable	\$169.76

* Please note: fees are subject to change.

APPENDIX B: SCHEDULE OF STANDARDIZED DAMAGE CHARGES

* Please note: labour is \$60.00/hour

General Damage	Standardized Cost	Suite	Bedroom	Kitchen	Bathroom	Living Room	In-Suite Hallways	Common Hallways	Common Lounge
Radiator – Repair/Replace			\$200			\$325			
Bed Remove Risers - Reposition			\$150						
Bed - Reposition			\$60						
Bedroom Furniture - Reset			\$100						
Chair - Replace			\$500			\$500			
Cleaning General (dirty)	\$35	\$150	\$35	\$50	\$35	\$35	\$35	\$150	\$225
Cleaning General (very dirty)	\$70	\$325	\$70	\$150	\$125	\$150	\$75	\$300	\$450
Coffee Table - Replace						\$350			
Couch - Replace						\$800			\$800
Counter Top - Replace				\$1,400	\$1,200				
Cupboard Doors - Replace				\$180	\$180				
Desk Light - Replace			\$80						
Desk - Replace			\$800						
Door - Repair	\$50	\$50	\$50	\$50	\$50	\$50			\$50
Door - Replace		\$1,000	\$1,000		\$1,000				\$1,000
Door Lock/Card Reader - Replace		\$675	\$650						
Emergency Exit Lights - Replace		\$175	\$65		\$65				
Enterphone - Replace	\$30								
Enterphone Jack - Repair/Replace	\$30								
Faucet - Replace				\$150	\$150				
Floor Covering - Replace	\$85	\$5,000	\$1,200	\$750	\$1,200	\$1,800	\$800	\$20,000	\$11,000
Fridge - Replace				\$850					
Bed - Replace			\$1,000						
Furniture Removal (non-residence, per item)	\$100								
Garbage Removal (per bag)	\$25								
Fridge - Repair				\$40					
Key Board Tray - Replace			\$60						
Light Fixture - Replace		\$45	\$45	\$160	\$45	\$45	\$45	\$160	\$160
Mattress - Replace			\$350						
Mirrors - Replace					\$135				
Peep Hole - Replace		\$140							
Recycling Bags (missing/damaged, per bag)	\$25								
Stove Hood - Replace				\$350					
Sink/toilet plunge - (plunge/snake)				\$60/\$70					
Smoke Alarm – Reconnect (each)		\$60						\$60	
Smoke Alarms - Replace (each)		\$85						\$85	
Stove - Replace				\$750					
Table - Replace						\$750			
Toilet - Replace					\$450				
Wall Damage (paint only)	\$60	\$2,200	\$200	\$200	\$200	\$250	\$150	\$450	\$500
Wall Damage (repair and paint)	\$80	\$4,000	\$350	\$250	\$250	\$350	\$300	\$1,800	\$1,000
Window Cleaning Outside (each)	\$350	\$450	\$350	\$350	\$350	\$350		\$350	\$350
Window Bottom Center Replace						\$250			
Window Cleaning Inside Only (each)	\$35		\$35	\$35	\$35	\$35	\$35	\$35	\$35
Window Covering - Replace	\$25		\$75			\$140			\$140
Window - Fix/Replace	\$160		\$160					\$160	\$160
Window Left Bottom - Fix/Replace						\$130			
Window Left Slider - Replace						\$160			
Window Right Bottom - Fix/Replace						\$140			
Window Right Slider - Replace						\$175			
Window Screen - Reinstall			\$25			\$25		\$25	\$25
Window Screen - Replace			\$65			\$65		\$65	\$65
Window Slider - Replace			\$150						
Window Top Center - Replace						\$360			

APPENDIX C: SUITE MATE CONTRACT

Discuss these issues as a group and complete the following form. If this sample does not provide enough room or cover all the areas necessary for your suite contract, we encourage you to draft your own.

All suitemates need to be in agreement with the terms.

The suite contract does not supersede the policies in the Resident's Handbook but may add to them. A more detailed version of this contract is available at www.unbc.ca/housing

What is our definition of noise? When is it okay to make appropriate levels of noise? Is silence important for sleep and/or study? When do we all like to sleep?

What are we allowed to borrow from each other? What is off limits? Is permission necessary at all times when borrowing? Which personal items can be kept in the common areas?

In addition to the guest policies in the Resident's Handbook, what is our agreement on overnight guests? How much notice should we give each other when we plan to host a guest? Is overnight okay? Is everyone okay with having guests of the opposite sex?

What is our cleaning schedule going to be? How are we going to share responsibilities? How are we going to approach each other when we want something cleaned?



Housing & Residence Life

All UNBC students need to be aware of the rules and regulations of the university.

UNBC expects students to follow these rules and regulations.

Students should be aware that UNBC has disciplinary procedures in place for students who fail to follow these rules and regulations.

UNBC's Undergraduate and Graduate policies and regulations are outlined in the current Undergraduate Academic Calendar and the current Graduate Calendar both of which can be found online at www.unbc.ca/calendar

Housing & Residence Life
3333 University Way
Prince George, BC
V2N 4Z9

Phone: 250-960-6430
Email: housing@unbc.ca
www.unbc.ca/housing