



Residence Life Policies and Procedures Spring and Summer 2017

TABLE OF CONTENTS

	Page
Moving Into Residence	
Checking Into Residence	2
Things You May Bring	2
Things You May Not Bring	3
Living In Residence	
Student Status	3
Quiet Hours	3
Visitors	3
Vacations	4
Residence Care	4
Meetings	4
Illness or Injury	5
Room Inspections	5
Liability	5
Security	5
Residence Conduct Standards	6
Moving Out of Residence	
Procedures for Checking Out of Residence	7
Early Withdrawal from Residence & Cancellations	7
Financial Policies	
Security Deposit	8
Payment of Residence Fees	8
Declining Balance Meal Plan	9

Moving Into Residence

Checking-In

We expect you to arrive on campus within twenty-four hours of the first university scheduled activity per semester, or following a vacation in the middle of a semester. If you are unable to come at the expected time, please notify the Residence Office to arrange an alternate time. All residents are expected to arrive in time to take part in a Residence Orientation with the Residence Life Coordinator or residence staff upon arrival.

Upon your arrival, your Residence Assistants or Residence Life Coordinator will show you to your Hall and room. Before you unpack and settle in, you will be required to fill out a Room Occupancy Assessment Form. If you need help, the residence staff will be happy to assist you. Once you have completed the forms you will be given your room and building keys.

Things You Need to Bring:

- ✓ personal belongings
- ✓ bed linens (to fit a single bed)
- ✓ pillow
- ✓ blankets
- ✓ bath towel(s)
- ✓ desk lamp
- ✓ clothes hangers
- ✓ over-the-counter medications for colds, the flu and/or headaches
- ✓ favorite posters, plants or stuffed animals. **Please note: Music and room decorations must be consistent with Concordia's values.**
- ✓ If you bring a Personal computer we strongly urge you to have a surge protector power bar for your equipment - Concordia assumes no liability for damage to residents' personal electronic devices.
- ✓ stereo - with the understanding that you must consider the rights of others at all times. Your stereo must be turned down during quiet hours and exam times.
- ✓ Residents are allowed to have a mini-fridge in their room to keep their personal snacks and drinks. Some rooms are only able to accommodate 1 mini-fridge between 2 students. Please inform the residence office if you plan on bringing a mini-fridge.
- ✓ **The only cooking appliance approved for residence room use is an AUTO shut-off kettle.** Auto shut-off kettles may not be permitted in some rooms in order to prevent overloading electrical circuits. If this is the case, kettles can be used in the convenience kitchens. **The Residence Life Coordinator must approve any other appliances.** Cooking appliances not permitted for use in rooms may be permitted in the convenience kitchens.
- ✓ If you plan to bring a car, to reserve a parking stall, please visit <http://concordia.preciseparklink.ca>. **Concordia assumes no liability for vehicles.**



Things You May Not Bring:

- × Cooking appliances (ex: toasters, microwaves, crock-pots, etc.) are not permitted in your room, but may be used in the residence convenience kitchens. There are microwaves and full size fridges in each of the convenience kitchens. If any illegal appliances are found in your room, the Residence Staff will confiscate it and return it to you when you check-out of residence at the end of the year.
- × You may not burn candles or incense in residence; their use may result in a fire. You may, however, have flameless candles in your room.
- × No pets are permitted in the residences.
- × Firearms, weapons (i.e. sheathed blades, swords, etc.), fireworks, explosives, ammunition, pepper spray, chemicals, other controlled substances, or any other object that is generally identified as being harmful or threatening are not allowed on campus. Please contact the Residence Office before bringing any items that may be considered a weapon or dangerous good.

Living In Residence

Student Status

Spring and summer rentals are available only to students who are age of majority. Those who wish to stay in residence during the spring and summer months (May-August) must be registered students at Concordia University of Edmonton. NOTE: Students who move out of residence part way through one's rental term (due to a reversal in university registration status) are not eligible for a refund of their spring and/or summer rental fees.

Quiet Hours

To allow quiet time for study and sleep, quiet hours are in effect every day from 11:00pm until 11:00am. The rest of the day, students need to be courteous and considerate of the other residents, with respect to noise. Quiet hours are in effect 24-hours a day during final exams.

Visitors

Your friends may visit your room from 11am until 11pm Sunday through Thursday, and from 11am to 1am, Friday and Saturday.

Visitors may only come into residence when a resident accompanies them. If you plan to have a guest stay overnight, you must ask permission from your roommate as well as a residence staff member prior to your guest's arrival on campus.



A guest may stay overnight in your room without charge. Guests who stay for more than three nights are charged a fee. Guests may stay in residence up to a maximum of 7 days in an academic year. Guests wishing to stay longer than this must make arrangements with the Residence Life Coordinator.

Guests are expected to comply with residence policies and procedures. Therefore, it is the responsibility of the resident hosting them to ensure that they are aware of, and comply with, the Residence Life Policies & Procedures. Resident hosts assume complete responsibility for the behavior of his/her guest(s).

Residence Care

Your room must be kept reasonably clean. Failure to keep your room in good condition may result in dismissal from the residence. All residents are responsible for the cleanliness and condition of common areas of the residence (lounges) over the spring and summer months as limited cleaning is done by staff.

If you unnecessarily damage the furnishings or fixtures in your room, charges will be assessed to your damage deposit. The cost of repairing damages to common areas is assessed to the individuals responsible or the residents as a group.

Meetings

Over the Spring and Summer months, university residents may have meetings or events to discuss life in the dorm including rules and procedures. These meetings are **MANDATORY** and all residents are expected to attend.

Illness or Injury

Should you become ill, we advise you to return home until you are well. If that is not possible there are always people around to help you out. Residence Staff are not responsible to provide transportation for students. However, they will help in whatever way they can to arrange transportation for you, if needed. Please report all injuries immediately to the residence staff. The campus security staff is trained in basic first aid. Residence staff will not provide cold medications, Tylenol, etc. You are responsible for contacting your instructors regarding absences and for arranging make-up exams or deadline extensions. Please see your instructors regarding specific absence policies. *The Dean of Students will act on your behalf if problems arise due to serious illness.*

Inspection of Rooms

Concordia reserves the right to inspect and search rooms at any time if there is reason to believe that students are violating campus regulations or if there are concerns regarding cleanliness and/or health and safety issues.



Liability

Concordia University of Edmonton is not responsible for the loss of money or personal property resulting from theft, fire, water, or any other cause. This policy also applies to items left in storage at the residence. **We advise you to carry personal property insurance and to lock your room door upon leaving at all times.**

Security

Concerns about the security of our residents and our property are ever-present in today's society. Each member of the residence community must protect the security of the whole community. To protect yourself and your fellow residents, take every precaution to prevent loss, theft or duplication of your residence keys, and immediately report lost keys to residence staff. Keep in mind that it is illegal to duplicate keys and that we charge you the cost of replacing lost keys or of having the locks to your room and the residence doors re-keyed. The replacement cost of lost keys and door locks can be up to \$500.00. *Cost is subject to change.*

If you see unfamiliar persons in the residence, ask how you may help them and immediately report suspicious people or situations to the residence staff. **Never prop open the residence entrance doors.** Take precautions for your physical safety at all times. Walk with friends, especially after dark and in less frequented areas of the campus or neighborhood. Campus Security is available 24 hours a day and, at your request, will accompany you when you walk to your car or to other campus buildings. **Phone 780-479-8761.**

Residence Conduct Standards

Concordia's residence program has the goal of providing a safe, secure, and learning-focused environment. We encourage students to engage in social activities as long as they do not infringe on other residents' rights to pursue academic endeavours. Concordia residence students are expected to conduct themselves in a manner that does not compromise the safety or well-being of themselves or others. As such, any form of misconduct by you or your guests that violates these expectations may result in termination of your Residence Contract and immediate eviction.

Impermissible conduct that could lead to termination of your Residence Contract and immediate eviction includes but is not limited to the following:

- Conduct or communications that discriminate against an individual or group
- Conduct or communications that threaten, intimidate, and/or physically abuse another resident or staff person (i.e. bullying, coercion, discrimination, excessive swearing, fighting, harassing emails, verbal abuse, yelling at residents or staff, etc.)
- Sexual harassment. Actions that constitute sexual harassment are defined in Concordia's *Sexual Harassment Policy*. Full text of this policy is available through the Student Life and Learning Office



- Disruptive behaviour that impedes educational, co-curricular or extra-curricular activities of Concordia (i.e. unreasonable interruption of residence meetings or events).
- Inappropriate behavior that is disruptive to the residence community (i.e. mooning, flashing, nudity in shared spaces or visible through windows, etc.)
- Initiating, encouraging, supporting or participating in raids or pranks that are inappropriate, offensive, disruptive, or hostile towards other residents, staff, or guests
- Willingly misleading, misdirecting, deceiving, or lying to residence or university staff during investigations into violations of Residence Life Policies & Procedures
- Publicly displaying or making available pornographic or offensive material
- Actions, whether intentional or not, that result in a false fire alarm (minimum of \$250 fine)
- The misuse, damage or theft of the property of others, or the property or facilities of Concordia
- Actions causing flooding, whether intentional or not (i.e. leaving windows open which results in burst pipes, clogging or plugging of drains, sprinkler activations, etc.)
- Accessing restricted or unauthorized areas without authorization from a residence or Concordia staff person (i.e. roof tops, mechanical rooms, area marked off limits, etc.)
- Soliciting, selling, and advertising of goods in residence without authorization from residence staff
- Dishonest or fraudulent acts
- Direct or indirect involvement in the possession, use, or trafficking of illegal drugs (Marijuana, Hashish, and their derivatives are considered illegal)
- The illegal or excessive use of alcohol and/or contributing to the illegal use of alcohol
- Unauthorized possession or use of alcohol on campus
- Smoking inside residence buildings or outside buildings, but in proximity to entrances and/or windows.
- The possession, storage, or threatened use of weapons (including decorative or toys that are designed to look like weapons) and dangerous goods is prohibited
- Non-compliance with sanctions assigned by Residence Services and/or Concordia staff
- Repeated violation of campus regulations
- The violation of laws governing the City of Edmonton, the Province of Alberta, and Canada
- Gambling in any realm in Residence is illegal, and will be deemed and sanctionable offence, and or, evitable offence pending investigation and severity.

Although Concordia residence students are expected to uphold the Student Conduct standards set out in the *Concordia Calendar*, behavior or conduct may result in termination of your Residence Contract and immediate eviction regardless of whether such behavior or conduct might also be considered Non-Academic Misconduct as defined in the *Concordia Calendar*. Living in residence is a privilege and Concordia may withdraw this privilege at its discretion, as further described in your Residence Contract.



Moving Out of Residence

Procedures for Checking Out of Residence

The Residence Contract for the spring and summer months are in effect based upon the dates indicated on one's Spring/Summer Residence Contract. If a student plans to move out of residence before the date specified on his/her contract, he/she will forfeit a minimum of \$300 of their security deposit. Advanced notification must be received based on the information outlined in their Spring/Summer Residence Contract. Refunds of deposits are assessed from the date you hand in your keys and officially checkout. If you plan to check-out before the date indicated in your contract, you must notify the Residence Life Coordinator in advance in accordance with your Spring/Summer Residence Contract. Notification of your check-out time must be received within 24 hours of your plans to vacate the residence. If you fail to do so, you will be assessed a charge to your security deposit.

Residence Cancellations

Cancellations in advance of move-in are subject to the following policies:

1. If you are not admitted into an academic program at Concordia University of Edmonton, you will be refunded the full \$500.00 Security Deposit provided you submit a **Residence Cancellation Form** and a copy of your **letter of non-acceptance** to Concordia Residence via email, registered mail, fax, or in person.
2. If you must cancel your residence application due to medical reasons, you will be refunded the full \$500.00 Security Deposit provided you submit a **Residence Cancellation Form** with **proof of medical reason** to Concordia Residence via email, registered mail, fax, or in person **& will be reviewed extensively by the Dean of Students before approval.**
3. All refund claims must be received within the timeline given on the Spring/Summer Residence Contract. No refunds will be issued for claims received after that date.

Financial Policies

Spring/Summer Security Deposit

A Security Deposit must be paid upon conditional acceptance to residence. Those staying during the summer will be required to pay a \$500.00 deposit before receiving final acceptance into the residence. This fee is only refundable if the student remains in residence for their full contract term and is not responsible for any damages in the residence. This fee is also subject to the policies regarding Early Withdrawal and Cancellations. Note: Students who already have a security deposit on account will not need to pay an additional security deposit. The Security Deposit and the first month's rent are due in advance of move-in.



Residence Fees *(all fees are pending board approval and therefore subject to change)*

Once you have received final acceptance into Concordia's Residence, you will be required to pay residence fees as they are due. Due dates and amounts are specifically stated on the signed Residence Contract and payment is expected by those dates. Students are not permitted to move into residence until the stated residence fees are paid.

Residence Spring and Summer Rentals

All spring and summer accommodations are typically granted in the form of single rooms. If you wish to share a room, please let us know at the time of booking.

Declining Balance Meal Plan

- Those staying in residence during the Spring and Summer months are not required to purchase a meal plan.
- Limited cafeteria services are available during the spring and summer months.
- Declining Balance funds cannot be transferred to another student's account.
- Students may add additional funds on their ID card at the Student Accounts Office in Student & Enrollment Services. Leftover funds can be refunded upon request.

Thank you for taking the time reading the 2017-2018 Residence Policy and Procedures Handbook. It is very important and crucial to take the time to read this Handbook in order to understand the rules and regulations that must be followed when living in our residence campus.

If you have any further comments or questions you may contact residence@concordia.ab.ca.

