

Concordia University of Edmonton

2016 - 2017



Residence Life Policies and Procedures

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 Residence Orientation and New Student Orientation at the beginning of the year.

Upon your arrival, your Residence Assistants 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 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 inquire at lorraine.blackburn@concordia.ab.ca or <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

Full-time Status

All residence students must maintain full-time student status (minimum 9 credits/semester) in order to live in residence. Students who fail to maintain full-time status will be required to move out of residence. **NOTE: Students who move out of residence part way through a semester (due to falling below full-time status) are not eligible for a refund of that semester's residence 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 are welcome to visit your room but students need to be courteous and considerate of the other residents, with respect to noise. If frequent noise violations occur then visiting hours or other sanctions may be imposed for that resident.

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 sign them in with a residence staff member prior to or upon 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).

Vacations

Concordia closes the campus and residences during Christmas break.* **For security purposes, all residents are required to turn in their keys to the Residence Office** and/or Residence Assistants before leaving for Christmas break. Residents are required to clean their rooms before leaving for the holiday. **If your keys are not returned and/or room is not clean prior to leaving for the break, you will be assessed a fee that will be taken out of your \$500.00 Security Deposit.**

*** ONLY International students may be permitted to remain in residence during the Christmas Break.** While it is recommended that international students look for alternative accommodations due to the lack of services on campus over the break, these students can remain on campus as long as notice is given to the residence office in advance of the break.

The residences are closed during any school break with duration longer than one week. Only a small number of residence spaces are open during the spring/summer sessions. The Cafeteria is also closed during these times, thus, no food services will be available to students at these times. Please contact the Residence Office if you want to stay in residence during the spring/summer sessions.

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). The residence staff schedules and supervises cleaning duties.

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

A few times each semester, university residents 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 or Ext 5555.**

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) note: This INCLUDES leaving food unattended in kitchen areas.
- 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 by any means 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

Residents are required to vacate the residence within twenty-four hours of their last exam of each semester. When you leave at the end of the academic year, you must clean your room, return your keys and check out with a member of the residence staff. Failure to do so will result in charges against your Security Deposit. Please be aware that your residence contract begins when you check-in and is in effect until the end of the Winter Semester. Only residents who have completed their contracts are eligible for accommodation deposit refunds. See *Early Withdrawal from Residence & Cancellations* for more details. After you vacate the residence, we consider any leftover personal belongings or property abandoned and will dispose of it.

If you are returning to residence and **if space is available**, you may be allowed to store items for a limited time at your own risk. All personal items must be stored in sealed boxes that are labeled with your name, address and telephone number. It is not recommended to store items of high value such as computers, stereos, etc.

Early Withdrawal from Residence & Cancellations

The Residence Contract is for a full academic year (Fall & Winter terms). If a student plans to withdraw from residence between the fall and winter semester he/she will forfeit the \$500.00 Security Deposit. **Note: If a student withdraws from residence during the course of the semester, he/she will forfeit the \$500.00 Security Deposit as a result of breaking their residence contract.**

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. Partial refunds of the Security Deposit will be issued in the following circumstances:
 - A **\$400.00 refund** will be issued if the Residence Cancellation Form is received before **5pm MST on June 24, 2016 for Fall Semester Admission or October 24, 2016 for Winter Semester Admission.**
 - A **\$250.00 refund** will be issued if the Residence Cancellation Form is received **after June 24, 2016, but before 5:00pm MST on July 31, 2016 for Fall Semester Admission or after October 24, 2016, but before November 30, 2016 for Winter Semester Admission.**
 - Cancellations **on/after August 1, 2016 for Fall Semester Admission or December 1, 2016 for Winter Semester Admission** are not eligible for a refund except as noted above.

Financial Policies

Residence Security Deposit

A Residence Security Deposit in the amount of \$500.00 must be paid upon conditional acceptance to residence. This 500.00 Security Deposit is **only** refundable if the student remains in residence for the entire academic year and is not responsible for any damages in the residence and has no outstanding Concordia student fees. This fee is also subject to the policies regarding **Early Withdrawal and Cancellations.** ***Returning residence students will only be required to pay the necessary funds to top up their Security Deposit (if damages were assessed to it in the previous academic year).*

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

All residents are required to enroll in the Declining Balance Meal Plan. A minimum meal plan of \$1,655/semester must be chosen. This minimum amount of \$1,655/semester is non-refundable.

Residence Fees (per semester*):

- Shared Room (Double Occupancy): \$1,860.00
- Private Room: \$2,760.00**

Declining Balance Meal Plan Options (per semester*)

- Option A (Minimum): \$1,655/semester (minimum non-refundable amount)
(approximately 10 meals/week)
- Option B (Regular): \$2,275/semester (approximately 12 meals/week)
(\$1,655/semester non-refundable)
- Option C (Varsity): \$3,185/semester (approximately 14 meals/week)
(\$1,655/semester non-refundable)

*** Note that the balance of each semester's residence fees and meal plan fees are due by the first day of classes in that semester. If you are accepted mid-year, a pro-rated fee will be calculated.**

****Private Room assignments are subject to availability and are assigned at the discretion of the Residence Manager after August 1st.**

Declining Balance Meal Plan

- As per the Residence Contract, all students residing on campus are required to participate in the Declining Balance Meal Plan.
- A minimum of \$1,655.00 of each semester's residence fees are allocated to the Declining Balance Meal Plan. This amount (\$1,655.00), or the amount of the Meal Plan Option chosen, is credited to each residence student's meal card at the beginning of each semester.
- Unused portions on the meal card at the end of the Fall semester are carried over into the Winter semester.
- Unused portions of the credited non-refundable amounts (\$1,655.00/semester) will be forfeited at the end of the Academic year (April 30, 2017).
- Residence students that withdraw from residence during the course of a semester will forfeit any unspent amounts of the minimum non-refundable amount (\$1,655.00) that was credited to their meal card at the beginning of each semester. Students who continue to attend Concordia may, however, continue to use their meal card throughout the rest of the academic year. Unused portions of the minimum non-refundable amounts are forfeited at the end of the academic year in which the student withdraws from residence.
- Meal funds can be used at any time during Cafeteria hours.
- Funds cannot be transferred to another student's account.

- Students may top up their meal card at any time (the unspent top-up balance is refundable upon request). It's very important that students budget their meal card use as the minimum non-refundable amount is not sufficient for those who eat the majority of their meals in the cafeteria. Students may make additional deposits into their meal plan at the Student Accounts. The balance remaining in your account is indicated on each sales receipt and can also be accessed through online student services.
- Students with dietary restrictions due to medical, religious, or other reasons should contact Concordia's Residence Life Coordinator (RLC) directly before signing the Residence Contract, to determine whether their dietary needs can be accommodated. Students are encouraged to discuss their diet restrictions with the RLC, before moving into residence. The RLC, in consultation with Concordia's Caterer, will determine whether the student's dietary needs can be accommodated. **Once a student has moved into residence, he/she will not be able opt out of the Declining Balance Meal Plan.** Concordia's RLC can be contacted at jonathan.dowell@concordia.ab.ca

Thank you for taking the time reading the 2016-2017 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 Jonathan Dowell, Residence Life Coordinator @ jonathan.dowell@concordia.ab.ca