

Campus Housing Handbook



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Traditional Land Acknowledgement

We at CNC Prince George Campus are honored and proud to play and learn on the traditional Lheidli T'enneh territory, and to work with the Indigenous communities of this region, inclusive of the First Nations, Métis and Inuit peoples. We acknowledge the graciousness of the 22 First Nations in welcoming those who are seeking knowledge to their traditional territories.



Part 1: Future Housing Applicants

If you're considering living arrangements while attending CNC, this is the right place to start. Here, you will find information to assist you in weighing your student housing options. Learn about available lengths of stay, housing amenities, types of rooms available, and information on how to apply.

Before you Apply

Why Choose CNC Campus Housing?

- Discover new lifelong friendships;
- Live in an environment that supports your learning;
- Become involved with community events;
- Enjoy your independence alongside a supportive network.

Campus Housing facilities, grounds, and those living within are referred to here as “community.” We are, first and foremost, an educational learning environment, supporting dedicated students who desire to live and learn on campus. The Campus Housing facilities at CNC are conveniently located only steps away from the main entrance to the school. We offer quick access to classes, affordability, and a central location close to shopping, transportation, recreation. Our housing community, made up of both staff and student residents, helps form and shape the feel of each new academic year.

We invite you to call us home during such an important time in your life. Surrounded by others with unique personal and academic interests, and broad cultural upbringings, your post-secondary experience will be enriched far beyond the classroom. We are your community advocates while living on campus.

Lengths of Stay

To ensure that your length of stay with us in Campus Housing will coincide with your program start and end, you will be required to include your program dates on your application. Certain programs at CNC do not always follow the regular academic schedule, as they can begin prior to, or extend beyond, a regular school term. Be sure to verify and confirm your housing dates, as well as any changes to those dates throughout your stay. Outstanding fees for extended stays do apply, and must be paid in full.

Stay per Week

An academic week runs from Sunday to Saturday. Rooms are assigned on a weekly basis for programs that fall within 1-14 weeks (*most typically the trades programs*). Students in trades programs that exceed 14 weeks may still be assigned to a trades room, but term formatting and rates apply. Weekly rates are also applicable to programs that begin earlier than or extend beyond regular term dates. If this is the case for your program, weekly rates will apply for early arrivals and extensions outside of regular term dates.

Stay per Term

The fall and spring terms are each a maximum of 16 weeks in length. The term

rate will apply to summer students who are on campus between May 1st and mid-August. Students applying for the summer must be attending classes full-time for the Intersession period. Students already living in Campus Housing are permitted a grace period to remain in Housing over the summer, as long as they are registered to resume classes in the fall. If a student has completed their program, they will be required to leave at the end of the term.

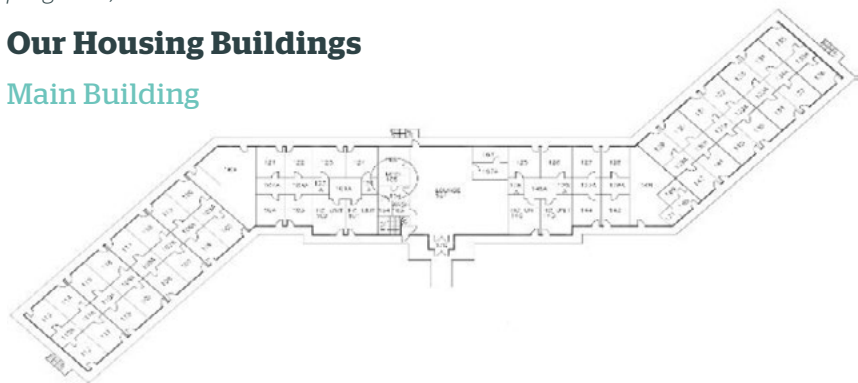
Stay per Academic Year

An academic year runs from September to April (34 weeks in length). If you stay for the academic year, you have possession of your room assignment through the December break (between semester 1 and 2). If you have initially applied to stay for the term and would like to extend your stay for the duration of the academic year, you may. Extensions must be submitted within a certain time frame, and extension fees will apply.

Please note that we may not be able to extend your stay based on current vacancies. We advise that students apply for an Academic Year (unless in Trades programs).

Our Housing Buildings

Main Building



The Main Building was developed in 1993 on the Southwest side of the Prince George Campus, and as of 2021, the majority of the building has undergone updates and renovations. This building accommodates local students as well as students from all over the world. The Main Building consists of two levels (100s and 200s).

Building Amenities

Lower Floor

- Common lounge area
- Kitchen
- Large living room
- TV
- Study space
- Laundry room
- Supply closet
- Washroom

Upper Floor

- Common lounge area
- Large living room
- TV
- Laundry room
- Game tables
- Washroom

Bedroom Types

All rooms are single occupancy only. *All bedrooms are equipped with the following:

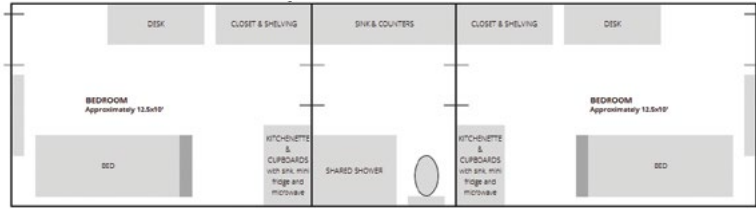
- Wifi
- Kitchenette
- Mini fridge
- Microwave
- Mattress
- Bed frame with drawers
- Desk with lamp
- Clothing cubbies
- Clothing rack
- Garbage can

All mattresses are two-sided, with one side medium density and the other firm, so you can choose your comfort level. All bedrooms are private and adjoined through a locking door to a shared washroom, with the exception of the Private Rooms which also have private washrooms. Personal furniture and large appliances are prohibited, with exception of a nightstand or small bank of drawers.

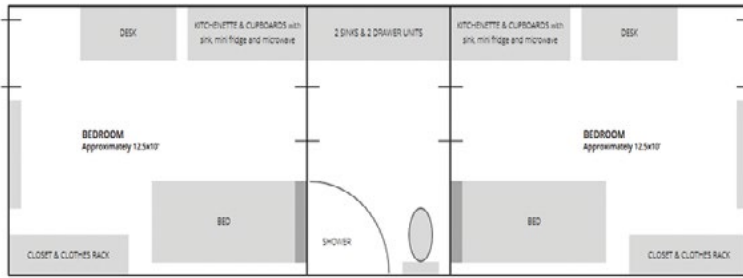
Room Type	Total # Rooms	Square Footage	Avail.	Shared BR [†]	Private BR	Twin Bed	Double Bed
Academic Standard	60	120	All Students	Yes		Yes	
Trades Standard	16	120	Trades Students	Yes		Yes	
Large Accessible	4	150	Priority given to those requiring an accessible room.**	Yes		Yes	
Large Standard	4	150	All students, allocated on first come, first serve basis.	Yes			Yes
Large Private	8	150	Priority given to Community Advisors		Yes		Yes

Avail. Availability | BR bathroom | [†]2 rooms to 1 bathroom **If space permits returning students may occupy

Academic Standard



Trades Standard



Nahoonai-a: Indigenous Housing

Nahoonai-a was named by Lheidli T'enneh First Nation Elder Josie Paul, and it means “to find” or “to rediscover”. This 12-bed building is the first of its kind in BC. Designed like a house, this building accommodates Indigenous Students from across the region, in a supportive, culturally safe, and traditional manner.

Nahoonai-a Amenities

All rooms are single occupancy only. This building is equipped with the following:

- Elders suite
- Communal kitchen
- Large living room
- 2 Study rooms
- Laundry room
- Cultural space



Nahoonai-a Room Types

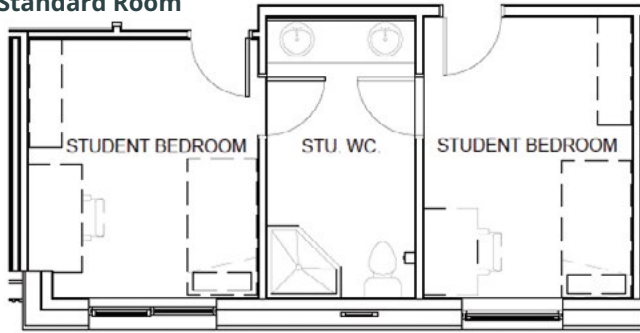
The bedrooms in Nahoonai-a are private and adjoined through a locking door to a shared washroom. Bedrooms are complete with a mini fridge, a mattress, and a bedframe with drawers. There is also a desk and lamp, a wardrobe, and a garbage can. Space is limited; therefore, personal furniture and large appliances are prohibited. All bedrooms come with XL twin beds (38" wide by 79" long by 8" deep) and two-sided mattresses, with one side medium density and the other firm, so you can choose your comfort level.



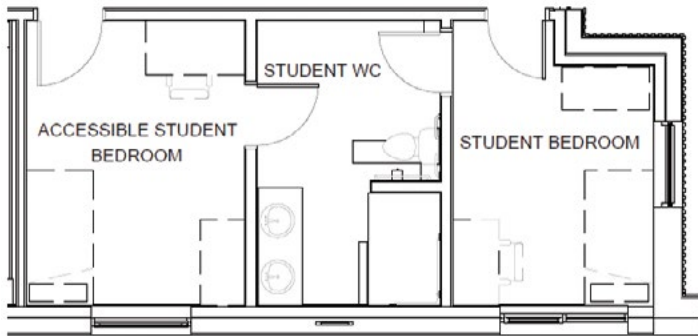
Room Types	Total # Rooms	Avail.	Shared BR [†]	Twin Bed
Standard Room	10	All Indigenous Students	Yes	Yes
Trades Room	1	Indigenous Trades Students	Yes	Yes
Accessible Room	1	Indigenous Students requiring accessibility	Yes	Yes

Avail. Availability | BR bathroom | † 2 rooms to 1 bathroom

Standard Room



Accessible & Trades Rooms



Shared Kitchen Supplies

Many supplies are provided in the shared kitchen space. Please review the list provided below. Due to limited space, please refrain from bringing additional kitchen items as much as possible. If there are necessities that you require, they may be stored in your room.

Supplies Provided

- Full set of large plates, small plates and bowls
- Coffee pot
- Two large mixing bowls
- Kettle
- Two sets of measuring cups and measuring spoons
- Toaster
- Flippers, ladles, tongs, spatula
- Flat baking sheets
- Vegetable peeler and can opener
- Roasting pans
- Can opener and strainer
- Cutting boards



Apply for Housing

Step 1: Meet the Application Criteria

It's time to submit your application. Campus Housing processes are not linked or connected to admissions and all forms you complete for the housing office are independent from CNC registration. We ask that you treat this process no differently than if you were applying to rent an apartment in a shared building.

Main Campus Housing Priority List

Priority 1 Students who apply by the application deadline:

- a. Campus Housing Community Advisors (*maximum 5 per academic year*) who have been selected as successful candidates and issued a Letter of Expectation.
- b. Indigenous students enrolled full-time, former youth in care, and students with support needs (*not limited to first-year students*).
- c. First-year CNC students registered full-time with an out-of-town address.

Priority 2 Returning students in good standing

(*Students with no serious Campus Housing policy violations on their file*)

- a. Full-time Indigenous students, former youth in care, and students with support needs.
- b. Registered full-time domestic or international students with return privileges.

Priority 3 First-year students who do not apply by the application deadline

- a. Full-time Indigenous students, former youth in care, and students with support needs (*not limited to first-year students*).
- b. First-year CNC students registered full-time with an out-of-town address.

Priority 4 Additional Eligible Applicants

- a. Registered full-time CNC students with a local address.
-

Why Are Indigenous Students, Former Youth in Care, and Students with Support Needs Prioritized?

Prioritizing Indigenous students, former youth in care, and students with support needs in Campus Housing reflects a commitment to equity, reconciliation, and creating a supportive environment that meets the diverse needs of all students. By providing priority access, Campus Housing aims to foster stability, connection, and success.

This approach also aligns with the Ministry of Education's recommendations for best practices for on-Campus Housing, which emphasize creating equitable opportunities and addressing the specific needs of historically underserved student populations.

Confirmation of Former YIC, Support Needs and Indigenous Status

Please indicate on your application if you are a former youth in care. Campus Housing will confirm your status with the Office of the Registrar within the first two weeks of the academic semester. For more information, please visit cnc.bc.ca/services/financial-aid/youth-in-care.

For students with support needs, official medical documentation from your primary care provider must be submitted to complete your application.

Proof of Indigenous Ancestry is required for Indigenous students. This can include a status card or an official letter from your nation verifying your Indigenous ancestry. Metis status cards are also accepted.

Requirements for Agencies and Sponsorships

We are happy to answer questions from sponsors after we've been provided proof of sponsorship directly from you, the applicant. Agents and/or Sponsors are not to complete or submit applications or required forms, or respond to emails on your behalf. These are to be completed by you and submitted through your email address so that we have a direct connection to you from the initial point of contact. If you are offered a room assignment, it will be sent directly to your email address to be received and understood by you, the applicant.

International Agencies

Our expectation is that your agent assists you in understanding the application process, expectations, guidelines, and procedures for applying and living on campus. If you are working with an international agency due to a language barrier:

- a. Your agent's name and email address must be identified on your application,
- b. Their company and contact information must be expressed within the body of your email, and,
- c. You must carbon copy (cc) them in all email communication with Student Housing

Employer Sponsored Criteria

You will be responsible for providing your application details/fees directly to your sponsor as per their requirements. We do not independently communicate with employment sponsors. Your application must follow the required criteria, be filled out and submitted directly from your email address, with a carbon copy (cc) sent to your employer for their purposes.

Sponsorships and Funding Criteria

If you are being financially sponsored, you are responsible for providing your application details directly to your sponsor as per their requirements. Your application must be filled out and submitted directly from your email address, and include a copy of your Sponsorship Letter, which mentions the coverage of housing fees. When you submit your application, you must include your sponsor's name, business name, email address, and contact information.

Nahoonai-a Housing Application Information

The Nahoonai-a Housing Application is exclusively available to students who can provide proof of Indigenous ancestry. This housing option prioritizes building a strong sense of community, where students are supported by an Elder who resides in Nahoonai-a full-time. Weekly cultural activities and monthly one-on-one check-ins with the Nahoonai-a Cultural Advisors are integral parts of this living experience.

Applicants should be aware that Nahoonai-a is a community-oriented housing option designed to foster connection, cultural engagement, and shared values. Students accepted into this housing are expected to align with and contribute to the community's values. If you are seeking a more private or independent living experience, Main Campus Housing may be a better fit.

Nahoonai-a Priority List

Priority 1	Students who apply by the application deadline: <ul style="list-style-type: none">a. First-year CNC students registered full-time with an out-of-town address.b. First-year CNC students registered full-time with a local address.
Priority 2	Students who do not apply by the application deadline <ul style="list-style-type: none">a. First-year CNC students registered full-time with an out-of-town address.b. First-year CNC students registered full-time with a local address.

Application Requirements

To apply for Nahoonai-a Housing, students must:

1. Provide Proof of Indigenous Ancestry
2. Submit a Letter of Support
 - This letter must come from the student's Nation's Education Coordinator, Youth Care Worker, or a community representative (this is not limited to a representative from the student's Nation, it can be a schoolteacher, etcetera).
 - Should detail the student's need for additional support, including challenges faced, and confirm their commitment to:
 - Engaging in the Nahoonai-a community.
 - Attending orientation events.
 - Participating in regular one-on-one sessions with the Nahoonai-a Elder.

Application Review Process

Applications are reviewed by a panel that includes:

- The Nahoonai-a Cultural Advisor.
- The Manager of Student Life and Housing.
- The Executive Director of Indigenous Education.
- The Aboriginal Resource Centre Navigator.

Applications are assessed by the application review panel, which will meet several months prior to the semester start date. Applicants are reviewed based on alignment with the above outlined criteria.

- Fall Semester: Reviews completed in July.
- Spring Semester: Reviews completed in November.

Once you have been accepted into Nahoonai-a, you will have the privilege of living in the house for up to one year, at which time you may transition into the Main Building or, if you are ready to do so, find alternative accommodations. Prior to the start of a new academic year, if you have lived or are currently living in Nahoonai-a, you will prepare to move into the Main Building by no later than August 15th.

If you are not allocated a room in Nahoonai-a, you will instead be prioritized for the Main Building.

Step 2: Apply

Application forms can be found online at cnc.bc.ca/services/prince-george/housing. Please be advised that all applications are subject to availability per term and room assignments are not guaranteed.

Incomplete applications will not be processed. Refer to the Terms and Conditions section on each application. The non-refundable application fee is applicable even if you cancel your application within 24 hours of submission.

Application Deadlines

Check the CNC Campus Housing webpage for the most up-to-date information on application openings and deadlines.

The Campus Housing application is for students registered as full-time. We strongly recommend applying at the start of the application opening dates. Academic applications received after the deadline dates are waitlisted until all previous applications are processed.

Application Deadlines for Main Campus Housing and Nahoonai-a:

Fall Arrival (August and September)

- Applications Open – January 15th
- Room Offer Start – June
- Application and Extension Form Deadline – April 15th

Spring Arrival (January)

- Applications Open – September 15th
- Room Offer Start – December
- Application and Extension Form Deadline – October 15th

Intersession Arrival (May and June)

- Applications Open – December 15th
- Room Offer Start – March
- Application and Extension Form Deadline – February 15th

Mid-Semester Arrival (Trades Programs)

- Room offers for Trades programs that start mid-term or are 14 weeks or less, are handled on a case-by-case basis per room availability.

Step 3: Housing Fees and Security Deposits

Housing Fees and Security Deposits

Check your application form for the most up-to-date information on Housing fees and security deposits. For a quick guide on how to pay these fees, visit cnc.bc.ca/current-students/student-support/student-advice/2021/11/08/how-to-pay-student-fees.

All Applicants

After you have paid your application fee, you may be offered a room assignment. Once this room offer is confirmed, your Housing and security deposit fees will be posted with a due date to your CNC Connect account, which is a self-serve payment system. You will be required to pay all fees by their deadlines in order to avoid forfeiting your room.

Your Security Deposit will be posted to CNC Connect within 1 week of room confirmation and must be paid by the due date to avoid forfeiting the room. Students have a deadline of 5 business days to pay their security deposit once it has been posted.

Your Housing fees will be posted to CNC Connect within 1 week of room confirmation and must be paid prior to your arrival on campus. Campus Housing does not accept payments onsite. Students are required to pay at least

one term in advance to secure their room assignment.

Sponsored Applicants

If your Housing fees and/or security deposit are being covered by an employer or sponsor, please ensure their information is included on your application form and that they are carbon copied (cc'd) in all email communications.

Once your room offer has been confirmed and your fees are posted, a sponsorship letter should be sent to Financial Services at ar@cnc.bc.ca and an additional copy should be sent to the Campus Housing at campushousing@cnc.bc.ca. Financial Services will send an invoice to the student and sponsor. It will be considered the sponsor's responsibility to ensure all payments are completed. Should a student withdraw from their program, any refunded Housing and security deposit fees will be returned to the sponsor, not the student.

International Students

For International students who are waiting on Visa approval, you will not be required to pay your Housing and/or security deposit fees until after you have received Visa approval. Housing will reserve/hold a room for international students waiting on visa confirmation. Students must inform Campus Housing as soon as they receive Visa approval and will be expected to pay their Housing and security deposit fees by the deadlines posted.

International students have until the end of the previous semester before their arrival to confirm their Visa approval (e.g. *students arriving for the Spring term have until the end of the Fall term to confirm their status*). Students who do not receive approval by this time will be required to forfeit their rooms and/or reapply for a later date.

Cancellations and Late Applications

Cancellations

Similar to the application process, the cancellation process for Campus Housing is separate from your CNC program admissions. In the case that your program is delayed, cancelled, or you are not admitted, you need to contact the Campus Housing office directly by phone or email to cancel your application. The only time we cancel an application is when we receive direct instruction by the applicant to do so, or when we are unable to contact you for room assignment past the expiration date of the offer. Your security deposit is non-refundable after room assignment, unless notice of cancellation is received within 25 days of acceptance. It is also not refundable if you **1) no show, 2) fail to check-in, or 3) fail to provide cancellation directly to housing.**

Late Applications

Applications that have been submitted after the application close date may not be processed in time for the desired move in date and/or transferred to the waitlist.

Waitlist

If the application you submitted is no longer relevant, you must cancel your current application, email a new application form with updated information, and you may be required to pay another application fee. However, you are permitted to use the original submission date from your first application in order to save your place on the waitlist. Housing will contact you if your application is waitlisted.

Unpaid Fees

If you have outstanding Housing fees and have refused to pay in full as per the terms and conditions, this will affect your ability to register for college courses. All Housing fees are connected to your student account and reflect upon your status as either in good standing or in arrears.

Extensions

Students with programs that extend outside regular term dates have the option to submit an extension. This is applicable to first year students only. Please contact Housing staff directly for further information.

Return to Campus Housing

Campus Housing will accept students returning for a second or third year, as vacancies permit, per the priority list. Returning students must be in good standing, without any serious Campus Housing policy violations on their file. Return forms must be submitted by the application deadlines to be considered.

After you Apply

Room Offers

A room offer is an official acceptance of application, and an offer to be placed within one of our housing buildings on campus. Room offers are sent via email to the personal email address provided on your application.

Room offer start dates are approximate and may continue for several months, depending on room availability. Please see *Application Deadlines for Main Campus Housing and Nagoonai-a*.

Room Confirmations

If you receive a room offer, you will have specific questions to respond to regarding your stay on campus and a set number of days to confirm or decline the offer.

Campus Housing will have a specific day designated for check in, which will be outlined in the Dates and Rates sheet attached with a student's room offer. For students arriving mid-semester, please check that your arrival is within the specified office hours.

CNC Connect and PayMyTuition

Once a room offer is confirmed, your security deposit will be due within 5 business days. Housing fees will be posted with a due date to your CNC Connect self-serve account within one week of room confirmation. You will be required to pay all fees by their deadlines in order to prevent forfeiting your room.





Meet the Housing Team

Housing Staff

The Housing team implements community policies and ensures that all daily operations run smoothly. Our office is located in the lower lounge of the Campus Housing Main Building. Our focus is on safety, comfort, and campus life, and YOU play a vital role! Together, we can ensure that community members are able to study and thrive in a safe environment that embraces tolerance and inclusivity. We encourage you to get to know our team.

Student Life and Housing Manager

Your Student Life and Housing Manager oversees and administrates all aspects of Campus Housing. The Manager promotes equity and equality in an academically focused environment. They are your go-to person for all housing policies, and they can be available on short notice for emergency situations. The Student Life and Housing Manager also liaises with other CNC departments to ensure adequate service and maintenance is provided to the Campus Housing buildings and grounds.

Housing Administrative Assistant

The Administrative Assistant works alongside the Manager and is responsible for daily operations, including applications, room offers, and other organizational assignments. They are available during office hours to coordinate and assist with any tasks and issues which arise.

Office Hours- Manager & Admin Assistant

Monday - Friday: 8:00 am - 3:30 pm

Office is closed for statutory holidays.

T 250 561 5849 | **E** campushousing@cnc.bc.ca

Community Advisors

Community Advisors are students living on campus, whose purpose is to connect members of the community through the organization of social events and activities, while providing peer support and guidance. Their goal is to help you adjust to campus life, to feel included and safe, and to have the best experience possible as you complete your studies. They are student leaders whose role is to engage with you, and ensure the Community Standards are upheld. Community Advisors regularly liaise with the Manager, Admin Assistant, Security, and other staff within the college. They are well versed in our policies, guidelines, and procedures, and should be your first point of contact when you have questions or concerns of any kind.

Part 2: Accepted Housing Applicants

Congratulations! You have successfully accepted a room offer and it's time to prepare for life in Campus Housing. In this section, you will get to know your Housing staff, check off your packing list, connect with your housing community, and prepare for move-in day.

Community Advisors are responsible for handling Community Standard violations and reporting concerns that interfere with the rights or privileges of those living on campus. The Community Advisors are an invaluable part of the Housing team, and we encourage you to get to know each of the Community Advisors.

Office Hours - Community Advisors

Monday - Friday: 7:00 pm - 9:00 pm

On call for emergencies: 4:00 pm - 8:00 am

Changes to this schedule may occur during the summer term.

Saturday-Sunday: 4:00 pm - 8:00 pm

On call for urgencies after hours

C 778 349 4036 | Community Advisors do not answer the main phone line or emails

Note: An emergency is any type of maintenance or building issue (e.g., water leak or power outage in your room); checking out cleaning supplies or picking up mail is not an emergency.

Apply to be an Community Advisor

Being an Community Advisor is a challenging and rewarding role. It is a unique position that requires strong communication and excellent interpersonal skills in order to build and maintain relationships. Due to the level of responsibility and on-call hours required for the Community Advisor position, we do not accept students with secondary jobs for this position. If this interests you, we encourage you to apply. There are four to five positions available, and require a commitment of an academic year, with the exception of CAs working over the Intersession. There is a thorough application and interview process, and successful applicants are carefully chosen for their leadership ability, and eagerness to learn and be part of a tight knit team.

Student Services Staff

The Housing team is part of the Student Services Department (SSD), which falls under the SSD Director, and Vice President, Student Affairs. Student services, including Health & Wellness, Counselling, Recreation, and Advising, are all part of the SSD. Students living on campus have access to the Student Services team the same way all CNC students do, and as a part of the Housing community, may be offered unique opportunities to participate in workshops and events. If you require a service provided by the SSD and are unsure how to access it, connect with the Housing team for assistance.

Connect with your Community

CNC Housing Network Facebook Group

We have a Facebook group that we update regularly, called the CNC Housing Network. If you have a Facebook account, we recommend you join this group to read the notices and event activity within it. We post pictures from our events and it is a place where you can share, connect with the Community Advisor, sell textbooks, post your own questions, insights, alerts, and advice.

Email

If the email address from which you initially sent your application changes, you must advise us by sending an email from your new email address. When we need to communicate with you directly, we most often do so by email. Responding to all emails is a mandatory part of the guidelines you agree to follow when living on campus. Likewise, if you have a concern or a request of any kind, it should be sent via email. Periodically we will send emails to the entire Campus Housing student body. You are expected to read all emails that come from campushousing@cnc.bc.ca and respond in a timely manner when requested to do so.

What to Bring

Highly Recommended (priority Items)

- Health Card and other forms of identification
- Personal Hygiene products (*hand sanitizer, toothbrush, soap, shampoo, hairbrush, nail clippers, etc.*)
- Towels and face cloths
- Toilet paper/ tissue
- Laundry basket and detergent/dryer sheets (*machines are card-operated*)
- Bed sheets, pillows, blankets (*check your mattress size*)
- School Supplies
- Cleaning Supplies (*Non-chlorine cleaners and cleaning supplies; if chlorine products are found, they will be confiscated*)
- Kitchenware (*dishes, utensils, pots, dishrack, dish soap, dishcloths and hand towels, garbage bags*)

Nahoonai-a Indigenous Student Housing Add-ons

- One of each: 6-8" pot, 6-8" pan, small muffin tin, small loaf tin
- One each: mug, drinking cup, kitchen knife

Optional Items

- Small appliances with an auto-shutoff switch, such as a kettle, coffee maker, or induction plate
- Small stand up vacuum or handheld vacuum, broom, mop, and bucket
- Computer or electronic device for schoolwork and entertainment, and/or a small tv, and Ethernet cable
- Clothing hangers
- Personal fan
- Storage bins/containers
- Photos, posters, and sticky tack (*Please note that any cost associated with punctures or scratches of any kind to the walls will be charged to you upon moving out. The only permitted adhesive is sticky tack.*)
- Musical Instrument (*must be acoustic, or equipped for and used with headphones, in a manner that does not disturb others*)

What to Leave Behind

It is important to understand that you are giving up certain rights and freedoms by agreeing to live within the Housing community. One of these rights is regarding what is and isn't permissible in your room. If these items are found in your room, they will be confiscated and you may be subject to a fine and/or eviction. Refer to the restricted and prohibited sections below for details.

- Cooking appliances with an open flame such as a candle fondue or open-element burner, and deep fryers
- Candles, incense, fireworks, or other sources of flame or fire
- Fridges or freezers of any size, and appliances without an auto-shutoff switch
- Hooks that hang over the backs of doors, nails and screws, 3M strips, double sided tape, etc.
- Large Furniture
- Mattress
- Explosives, firearms, and weapons
- Pets

Storage Facilities

Nahoonai-a Storage

Extra storage is offered by way of a locker associated specifically to your bedroom, found on the upper level of the building. CNC does not assume responsibility for lost, damaged, or stolen articles, regardless of cause. As per fire regulation, bicycles and sports equipment, or large items cannot be stored inside the building.

How to Get Around

Parking

Vehicles parked in the Housing lot must be insured and operational. The Housing lot is located behind Campus Housing, off of 22nd avenue.

Pay for Parking

All parking lots on college grounds are paid parking. We recommend using the PayByPhone parking app, but payments can also be done through the meters on the main campus. The lot location code for Campus Housing is 9890.



Parking Restrictions

Please be advised that occasionally there will be restrictions in place for our parking lots. If you have just arrived on campus and are unsure of current restrictions, please contact the Housing staff. The small front lot between the two buildings is for accessible parking, pick up/ drop off, and loading/ unloading, and staff. Overnight parking in this lot is not permitted and the parking spaces within it are not for students living on campus nor their overnight guests. Fines will be issued to those who disregard restrictions or do not follow posted procedures.

Winter Parking Procedures

In the winter months, there are fluctuating parking procedures due to snow removal. Procedural notices will be circulated in October with instructions for students to follow. There are no block heater plug-ins available and running extension cords from your room to the parking lot is not permitted. During colder periods of the winter months, a battery booster is recommended for those that may need it.

Bicycles

Bicycles are a great way to get around the city in the summer months. Bikes brought to Housing can be locked up in the compound at the school outside of the dental entrance. Bicycles secured to the rack or on the outside of the exterior poles of the building are at your own risk. Bikes are prohibited inside bedrooms without expressed consent from the Housing Manager. Fines apply for storing a bike inside, unless written permission has been provided by the Manager.

Public Transit

Bus stops are located on Campus Road between Campus Housing and the gym. For more information, please visit: <https://cnc.bc.ca/current-students/campus-life/student-perks/u-pass>

Mail and Delivery Services

Mailboxes are located on the office wall in the lower lounge in Campus Housing, and near the main entrance in Nahoonai-a. You will be provided with keys to your mailbox upon check in.

Mailing Address

This address is to be used for all incoming and outgoing mail:

First and last name include your legal and preferred (Canadian) name

3330 22nd Ave: Campus Housing -or- Nahoonai-a

CNC Campus Housing Room #

Prince George BC V2N 1P8

Important: Mail is delivered to the Housing office in the afternoon, typically between 1:00 PM - 3:00 PM. Mail is not delivered on the weekends. Please do not visit the Shipping & Receiving department to pick up mail directly; students who do so may lose future mail privileges.

Mail Notice

A mail notice is a small piece of paper that says "You Have Mail in the Office" and gets placed on the outside of your mailbox when there are envelopes or boxes that are too large to fit inside. These items are held in the Housing office. You must take the notice off of your mailbox to exchange it for your package. If you are not familiar to office staff, you will be asked to produce ID to pick up mail from the office.

Moving In

Fall and spring check in dates vary slightly from year to year. Arriving outside of the times provided in the Dates and Rates Document will result in a failure to successfully check in. Outside of fall and spring check in dates, summer check in times align with posted office hours. Be aware of the statutory holidays in which the office will be closed. If your program starts outside of regular academic dates, you will want to ensure that you arrive during office hours.

Check-in Process

Ensure all of your fees have been paid through your CNC Connect Account prior to your arrival. If you have not paid your term fees in full, you will be required to

do so in order to access your room.

Checking in takes some time. Allot yourself 30 minutes to meet the team, go over your License Agreement, and ask questions. If you've completed your paperwork and are asked to wait, take that time to start networking - introduce yourself to others and ask them about their programs.

When you arrive, a Community Advisor will meet with you to go over your paperwork, answer any questions, and provide you with your room and mailbox keys. Once this is complete, you will be shown to your room. Students are then required to attend a Mandatory Block meeting the same day as check in; your block assignment will be communicated to you upon check in.

Required Documents

Campus Housing License Agreement

All students in Campus Housing are required to complete their License Agreement prior to check in. Reading the Community Standards handbook is an expectation and requirement before signing your License Agreement.

All Campus Housing License Agreements are legal contracts outlining expected behaviors throughout the duration of your stay. In conjunction with the Community Standards handbook, supporting documentation, and all posted signage, these are the policies and procedures that govern your stay in the community. It is your responsibility to read all documents carefully and be informed of the expectations of living on campus.

Waiver Forms

All students under 19 years of age are required to submit a waiver form with their guardian's information. If a student wishes to release information to other third parties (such as a teacher, sponsor, or other family member), an additional waiver form must be provided.

Room Checklist

Upon moving in, you will have 48 hours to complete and return the Mandatory Room Checklist. This form is intended to record, in writing, any defects, damage, or missing items in your room, and to address any immediate issues found within the room or washroom. After this form is completed by you and returned to the office, the form is placed in your file. After check out, the form is used by staff to assess the room and washroom for damage, broken items, and additional cleaning, all of which are your financial responsibility.

Failure to return your room checklist to the Housing office within 48 hours of check in will result in an immediate \$50 fine. It is important to ensure all preexisting damages are recorded on your room checklist and submitted to

the Housing office, as without a record, all damages will be assumed to be the responsibility of the current student.

Room Standards

Furniture

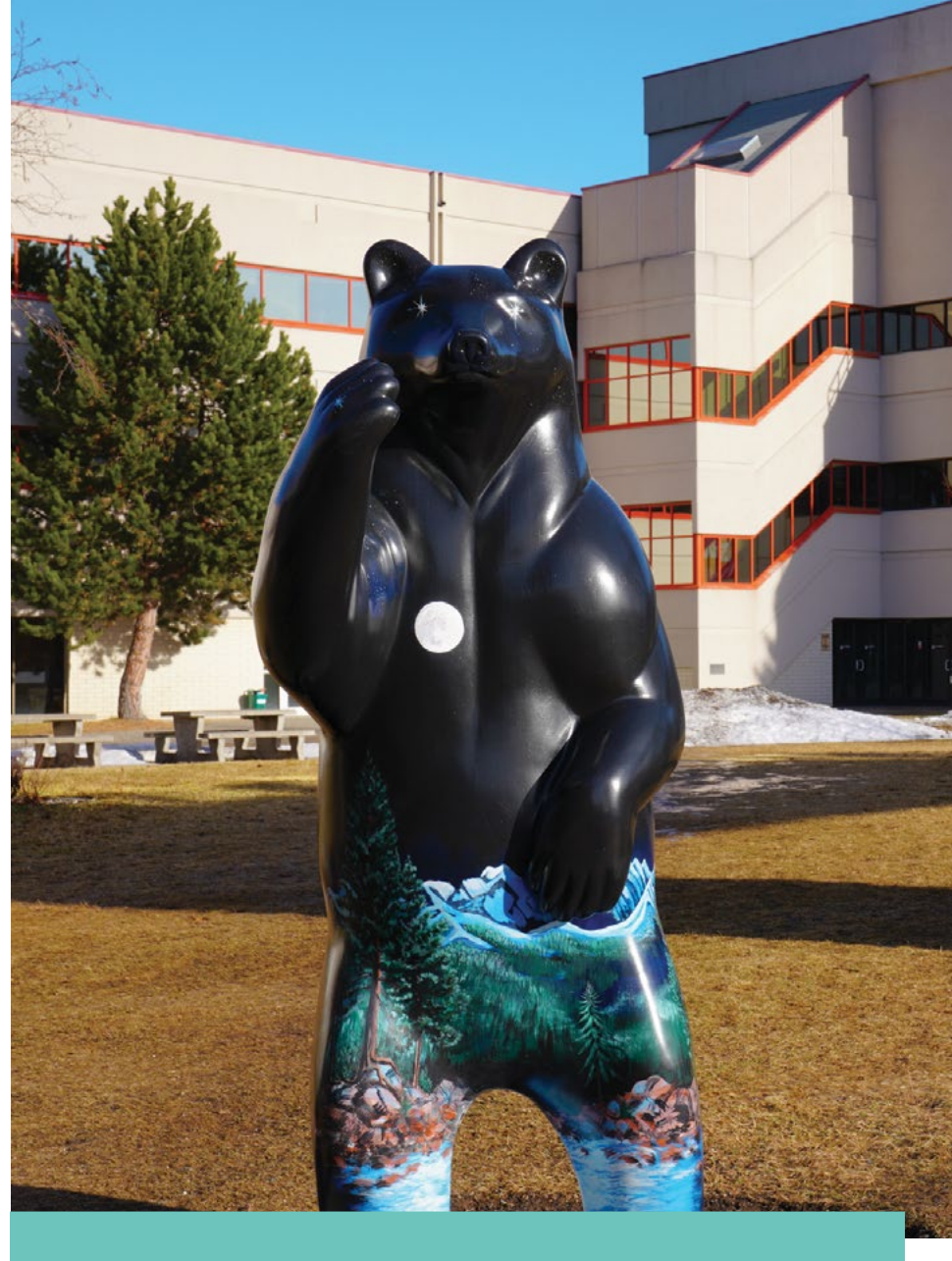
Rearranging your bedroom furniture is not permitted. Dragging items across the floor damages the furniture as well as the flooring. Contact the Manager if you wish to change the configuration of your room, and if permitted, a note of approval will be written on your Room Checklist. Moving items without approval will result in a fine, repair or replacement of damaged items, and instruction to properly and safely move items back to their original state.

Access to your Room

Room Keys, Swipe Cards, and Mailbox Keys

All keys and swipe cards belong to CNC and are considered high security items. Copying, duplicating, or loaning of keys and/or swipe cards is prohibited. You are permitted only those keys which were assigned directly to you. For security purposes, placing keys on a CNC lanyard or student ID is prohibited. Lost or stolen keys must be reported immediately and key replacement, repair fees, or deadbolt replacement fees will apply. Refer to the Violations and Fines section for more information.

Additionally, students are expected to keep their doors and windows secure when they are not present. Any unsecured doors or windows found by Housing staff will be relocked and a fine will be issued to the student responsible.



Part 3: Living in Campus Housing

You've arrived to Campus Housing! We are pleased to have you join our community. This section will tell you everything you need to know about living in Campus Housing. Learn about safety and communication information, maintenance and cleaning expectations, housing amenities and facilities, and the Community Standards.

Safety on Campus

In the case of an emergency requiring fire, police, or ambulance, dial 911 immediately.

Important Phone Numbers

Emergency Police Fire Ambulance 911	Nechako Medical Clinic in Parkwood Place 250 645 6900	CNC Security (non-urgent) 250 561 5827
Crisis Line 250 563 1214	Salveo Medical Clinic in Superstore 250 614 0007	CNC Shipping & Receiving 250 562 2131 ext 5335
Police Non-Emergency 250 561 3300	VictimLINK 24hour Hotline 1 800 563 0808	CNC Student Services 250 561 5818
Police Crimestoppers 1 800 222 8477	Here2Talk 1 877 857 3397	CNC Student Union 250 561 5852
Poison Control Centre 1 800 567 8911		CNC Health & Wellness Centre 250 562 2131 ext 5377
		CNC First Aid 200 on any red phone or 250 561 5857

Fire Safety & Evacuation Procedures

Fire safety in Campus Housing is of utmost importance. Some alarms are silent and alert Security and Facilities staff; other alarms signal and require action from you. You are expected to follow the following protocol when you hear an alarm or are asked to vacate the building:

1. Feel your door for warmth before slowly opening it, ensuring the fire is not on the other side - leave your room and close your door.
2. If you are on the second floor, navigate to the closest stairwell.
3. Go to Area G (*front lawn*) if roomed on the front side of the Main Building or Nahoonai-a.
4. Go to Area H (*back student parking lot*) if roomed on the back side of the Main Building.
5. Inform the arriving emergency personnel immediately if you know of anyone unable to evacuate the building.
6. Do not re-enter the building until the Fire Marshal or CNC representative has indicated it is safe to do so. Going back to your room when it is unsafe, or failing to do as asked in an emergency, can result in a \$100 fine.
7. Follow Community Advisors directions.

If you cannot leave your room:

1. Protect yourself from smoke by staying low to the ground.
2. Stay in your room until you are rescued or told you can leave.
3. Use damp towels or duct tape to cover the door and vent cracks.

Assisted Evacuation

Those with accessibility limitations must review evacuation procedures with the Student Life and Housing Manager to ensure that safety equipment is in place that will assist in hearing or seeing an alarm when it is activated.

Fire Drills

A fire drill or mass notification system testing may be arranged at any time. Every room is equipped with a notification speaker. You are expected to be prepared in case of a fire drill or emergency. The building is equipped with approved fire safety equipment. There are extinguishers in the lounges and along the outside walkways. Acquaint yourself with the location of the fire equipment. There are smoke and heat detectors, and sprinklers inside each room. The smoke detectors will sound in individual units only, and the heat detectors will activate the fire alarm throughout the building. These devices are checked annually to ensure continuity of safety. Please report problems with any of the fire safety equipment to the housing team immediately.

Safe Walk

If you feel unsafe walking to or from the school to the Housing buildings at any time, CNC Security can accompany you within the boundaries of campus. The Housing member on shift is also available to assist. To request SafeWalk, visit the Security Office or call 200 on the **Red Phones**, which are located across campus. **Red Phones** can also be used to request First-Aid, report suspicious activity, and to request assistance (*e.g. for car problems, you are lost, etc.*).

Communication in Housing

Bulletin Boards

There are three bulletin boards within Campus Housing where we post signage and notifications. Board locations:

1. Lower lounge on the wall next to the front entrance.
2. Interior stairwell, midway up the stairs
3. Upper lounge on the back wall in the right corner

Bedroom Door Notices

All notices on your door are to be read and understood, even if the content may not apply directly to you. Example: You do not have a vehicle, but the notice is related to parking. You must read the notice so that you are aware of the content and can advise a guest visiting with a vehicle.

Maintenance

All fixtures in your room and washroom should be in good working condition, including but not limited to locks, windows, doors, and appliances. You are obligated to report damages and required repairs (e.g. *leaking faucet*) by email to campushousing@cnc.bc.ca. Lawns, gardens, trees, snow removal, and pathways are typically tended to between 7am and 4pm. Parking lot snow removal is usually done in the evenings. Facilities Services and Housing do everything possible to minimize excessive noise during quiet hours.

The following is prohibited and will result in a fine:

- Failure to report damages to furniture and items in rooms and shared spaces
- Failure to report maintenance issues (such as *items not working*)
- Tampering with electrical or plumbing, or attempting to fix appliances on your own

PTAC Units

The heat, as well as the air conditioning in every bedroom is provided by a unit called a PTAC (*pee-tack*). The unit is controlled by you, the user. While there are also electric heaters in each room, they are backup. A few do's and do not's about PTACs:



- Never block the unit with a bed, clothes, furniture, or other items
- Do not use the heat or air conditioning with the window or door open
- Do not leave the heat above 20, or air conditioning on if you will be gone from the room for longer than 2 hours
- Do not tamper with the unit in any way; if it is not functioning properly or making a strange noise, report it to a Housing team member right away

Buildings and Grounds

Those living in Campus Housing have the right to free and peaceful use of the property and grounds for legitimate purposes. It is the expectation that every individual respect and maintain the integrity of such property, grounds, and facilities so they may be equally available to others. This includes reporting any issues as well as picking up after yourself.

Turn off lights and computers when not in use, turn down thermostats when

not in the room, keep shades down to retain heat or maintain cooled air, keep windows closed when heating or cooling the room, and do not obstruct heating/air conditioning units.

Cleaning & Housekeeping

General Housekeeping: Main Building

It is important while you are staying in the Main Building that you keep your bedroom tidy and hygienic. This includes weekly cleaning of the kitchen (*sink, countertops, backsplash, fridge, microwave, and cupboards*), sweeping and mopping or vacuuming of the floor, and monthly wiping of the room walls. Refer to the Cleaning and Expectations, forms for more details.

General Housekeeping: Nagoonai-a

While you are staying in Nagoonai-a, it is important that you keep your bedroom tidy and hygienic. This includes weekly cleaning of the fridge, sweeping and mopping or vacuuming of the floor, and monthly wiping of the room walls.

In addition to keeping your bedroom and shared washroom clean, you will be responsible for cleaning up after yourself in all shared spaces, including the lounges, laundry areas, and shared kitchen. Cleaning duties will be as assigned by the Manager or Cultural Advisor and divided fairly between the students living in the building. The care and cleaning of the shared kitchen is the responsibility of every single individual living in the building. Up to twelve students will be sharing the kitchen, cupboards, appliances, fridge, and freezer.

Shared Washrooms

You will have a washroom mate who you are expected to introduce yourself to and arrange a cleaning schedule with. As adults living in a shared learning environment, this schedule must be developed BY both of you, FOR both of you. Your washroom must be hygienic at all times. If your washroom mate moves out, you will need to take on their cleaning duties until someone else moves in. Refer to the Violations and Fines section for more information.

Private Washrooms

Those with a private washroom will be held to the same cleaning standards as those with shared washrooms. If a staff member sees your washroom is not up to standard, you will be given 24 hours to clean it before being fined. Refer to the Violations and Fines section for more information.

Washroom Cleaning Expectations

Weekly Cleaning:

- Sinks,
- Countertops,
- Floor,
- Toilet,
- Shower top to bottom

Monthly Cleaning:

- Walls,
- Ceiling,
- Shower curtains

In rooms that still have shower curtains, do not purchase and install your own. If you have an issue with the existing shower curtain, please advise housing staff.

Room Inspections

There will be a minimum of one announced room inspection per term. If a room and/or washroom fail to meet essential health and safety expectations, you will be provided a 24 hour warning to comply. Failure to meet standards upon re-inspection will result in a fine and written warning being issued.

Shared Kitchen

The shared kitchen is for the use of all Housing students, which includes a communal fridge and freezer in the lower lounge that can be utilized for overflow items. If you choose to store food in the shared fridge or freezer, you must put your name on all items, as well as throw out all items that are outdated. To ensure your own privacy, do not include your room number when labeling food.

When using the kitchen for cooking, students are expected to monitor any items cooking on the stove-top or baking in the oven. Students are not permitted to leave items unattended; fines applicable for any unmonitored cooking or baking. Please ensure that the kitchen is cleaned after use and that any dishes borrowed from the Housing cabinets are washed, dried, and put away properly.

Housekeeping Supplies

Janitorial supplies, such as mops, brooms, and vacuums, are available for students to sign out from our Janitorial room during office hours. All items must be returned within the same day and are not to be dropped off outside the Janitor room door unattended. Spray or liquid cleaners are not available and will need to be purchased separately. Please be aware when selecting cleaning supplies that bleach and most chlorine products are prohibited for use in the building, unless provided directly by Campus Housing.

Laundry Facilities

The washers and dryers in the Main Building are card operated. There are two of each in both laundry rooms, which are located in the lower and upper

lounges. Cards can be purchased in advance and will be available during check in. There is a card reader located in the lower lounge laundry room, which will provide students with the ability to load money onto their card to use the machines.

Laundry rates for the washer and dryers in Nahoonai-a are included in your Housing fees. The machines are located on the first floor and do not require additional payment. Wash loads are cold water only, so ensure you purchase a cold-water detergent.

Garbage and Recycling

The garbage bin for both buildings is located near the fire hydrant in the Campus Housing parking lot (*inside the wooden fence*). Please refrain from accumulating garbage in your room or leaving full bags of garbage in the hallway. Campus Housing does have a cardboard recycling bin, located in the parking lot. You will need to break down any cardboard boxes before placing in the bin. All dumpsters are secured with a lock; a garbage key is available in the lower student lounge for students to use. Students are expected to return the garbage key within a timely manner. Students are also expected to dispose of their garbage appropriately. Students caught leaving garbage outside the dumpsters, using the regular trash cans for disposal, and/or not returning the garbage key to the proper location will be issued fines.

Recycling bins are located on the lower and upper floors of the student lounges. Campus Housing only provides recycling for beverage containers. Absolutely no garbage or food containers are to be put in the recycling bins. For information on what recyclables are accepted, please visit: www.return-it.ca/beverage/products/

Around Campus

Food Delivery

Your food delivery and drop off/pick up address is to be used for food and pick up or drop off only! If you use this address for incoming or outgoing mail, it may result in a fine and/or cease your mail service altogether:

**First name and last initial, Building name, Room #
3464 22nd Ave**

Gymnasium and Weight Room

Visit cnc.bc.ca/services/prince-george/recreation for further information on access to the gym, weight room, and other recreation rooms.

Campus Housing Activities

You will have the privilege of participating in planned events and activities. Fun and safety are our main objectives when organizing any type of event for those living on campus. It is imperative that we each do our part in maintaining respectful, kind, and safe conduct while attending community events.

Attending Events

We have a general reduce-reuse-recycle guideline in Housing, and for this reason, we ask anyone living on campus who attends a food event to bring their own plates, utensils, and cups (*or a to-go container*) with them from their room. This way, leftovers aren't wasted and you can take them back to your room with you on your own plate.

It is very important to the Housing team that our food events offer options. We try our best to offer vegetarian, dairy free, vegan friendly, and gluten-free options at all of our meals.

Games

Campus Housing includes a pool table and ping-pong table in the upper student lounge. Additionally, board games, movies, books, and other resources are available for students to use, with the expectation of cleaning up after yourself and returning items to their proper places.

Weekly Events

The Community Advisors will plan and organize an event or activity once a week. These typically are smaller events meant for students to socialize and destress. If you have an idea to share, please don't hesitate to offer suggestions and ideas.

Events in the Aboriginal Cultural Space

The majority of these events will be specific to students living in Nagoonai-a and/or by invite only. The cultural space was built to support Indigenous students to learn and partake in specific traditions and culture.

Community Standards

Understanding Tenancy

As stated in Section 4(b) of the BC Residential Tenancy Act, *"This Act does not apply to living accommodation owned and operated by an educational institution and provided by that institution to its students."* Each individual living in the community is therefore bound by their License Agreement and other housing documents, and required to abide by all federal, provincial, and municipal laws; regulations and bylaws; and CNC rules, regulations, policies, and procedures. If at any time there is a discrepancy between matters in the License Agreement

and external sources, provisions of the Agreement shall prevail. CNC reserves the right to amend this handbook and its supporting documents at any time.

Personal insurance for coverage of your possessions from theft or accidents is highly recommended. While we strive to keep our buildings and rooms in good working condition, and issues are rare, the unexpected can occur. Example: if the fridge in your room stops working and you lose the contents within, personal insurance may help you recoup the costs to replace those items.

You retain your legal rights when you become a member of the community. You have a responsibility to abide by all federal, provincial, and municipal laws, and regulations, in addition to CNC's policies. Those living here have the right to the safety and security of their personal property. You are to refrain from acts of theft, willful destruction, or vandalism of the property of others, and to follow the personal safety recommendations within this handbook.

Quiet Hours

Hours outside of the academic year will be posted. During the academic year, hours are:

Sun-Thurs 10:00pm to 7:00am | **Fri-Sat** 1:00am to 10:00am

The Campus Housing community fosters an academic environment geared toward those committed to their studies. Excessive noise in the building, day or night, is not permitted. No noise should be audible outside of your room within quiet hours. Quiet hours may change depending upon the time of the year. This applies to everyone. The lounges are locked during quiet hours and you are expected to adhere to these times without having to be reminded.

Reasonable Right to Privacy

You have the right to personal safety and security in a community housing environment, free from harassment and intimidation. You have the right to privacy by way of properly locking doors and windows. You are to treat others respectfully and refrain from behavior or actions that violate their privacy. You are also entitled to reasonable privacy to your room. It is important to know that this does not mean you have exclusive possession of it. Unlike apartment buildings or private dwellings, Housing facilities operated by post-secondary institutions do not provide exclusive access rooms. What does this mean for you? In the case of any type of alarm or sensor related to heat, steam, smoke or fire, CNC staff or contractors may enter your room without advance notice in order to diagnose a problem and/or tend to it. We make every attempt to provide advance notice in non-urgent situations; however, in emergency situations, advance notice is not possible. Additionally, members of the Housing team, Facilities, Security, other authorized staff, contractors, or safety personnel

may enter your room for the following reasons:

- Health, personal safety, and general wellbeing checks.
- To make necessary repairs to the room and/or equipment within the room.
- To tend to reported malfunctions or perform maintenance within the room.
- To inspect the premises for suspected infractions to rules or regulations.
- Any other issue or concern as outlined in the License Agreement and within this handbook.

Lounges and Shared Spaces

We have zero tolerance for bullying, hate speech, sexism, racism, and discrimination. We encourage questions and curiosity to build knowledge and compassion leading to a more inclusive community. We are an accepting, non-judgmental community and will not tolerate anything less.

The following is prohibited in all lounges and shared spaces, including outdoor green space:

- Alcohol, marijuana, and marijuana products.
- Smoking or vaping of any substance, with the exception of tobacco in the designated areas.
- Illegal substances, weapons, and flame or fire of any kind (with the exception of the BBQ, properly used).
- Removal or swapping out of furniture, jumping on or walking across furniture, and vandalism.
- Use of furniture or equipment other than intended.

There are two lounges in the Campus Housing for anyone living on campus to enjoy. You are responsible for cleaning up after yourself and any guests.

Nahoonai-a is a house where all areas within are accessible without having to exit the building. The living room, kitchen, laundry room, and study rooms are communal to those living inside and must be respected by all. You are responsible for cleaning up after yourself and any guests that may be visiting.

Visitors and Overnight Guests

A visitor is somebody who visits during the day and does not spend the night. Visitors must leave the premises for quiet hours. A guest is somebody who spends one or more nights on campus in a room.

Overnight guests are permitted in the Main Building for a maximum of 6 nights per month.

Overnight guests are not permitted in Nahoonai-a without the consent of the

Cultural Advisor or Campus Housing Manager. This is in consideration of the others residing in a shared living space.

All overnight guests must be signed in at the office with photo ID during office hours. It is your responsibility to inform your washroom mate of all visitors and guests who will be accessing your shared washroom. Guests under 19 years of age require prior approval from the Housing Manager. Direct consent from your guest's guardian will be required for this approval. Extra beds are not available. Disruptions will not be tolerated. If a visitor or guest is causing a disruption to anyone living in the building, they will be asked to leave immediately and may or may not be permitted back. This may, in some cases, reflect poorly upon you. You are directly responsible for your visitors and guests and must ensure they adhere to the Community Standards. All visitors and guests must be accompanied by you at all times, both in your room and shared spaces, including the student lounges, kitchen, and laundry rooms. Being caught with an overnight guest who has not been signed in or exceeds the 6-night maximum, puts you at risk of a fine, additional Housing fees and/or no longer being afforded the privilege of overnight guests in the future. Guest's cannot stay in your room while you are out of it (*e.g., while you are in class, at work*).

Violations, Fines, and Consequences

Incident Reports

Behaviors and matters not included in this section will be tended to on a case-by-case basis. An incident report can be neutral, acknowledging an event or occurrence that requires documentation for future reference, or it can be disciplinary. In the case of minor incidences, determined by the Housing Manager, a student living in Campus Housing could receive verbal warnings before eviction. In major incidences, such as the Prohibited List below, a student could receive an immediate eviction, without a verbal or written report.

Warnings

Verbal warnings are generally given for minor occurrences and oversights, such as noise complaints. We understand and take into consideration that living on campus can be an entirely new experience which can lead to behavior with unintended consequences. In this case, we afford you the opportunity to recognize your actions, respond accordingly and agree to re-read this handbook.

Continued disregard for verbal warnings will result in a written warning and required meeting with the Manager to address your behavior. A written warning may include action and/or fine and/or a probation contract, as well as possible eviction, dependent upon the severity of the behavior or incident. Depending on the severity of a situation, a verbal warning may become an immediate written warning.

Both verbal and written warnings are documented on your file as an Incident Report. You have the right to access documentation on your file. Damage to or loss of CNC property; breach of the Community Standards as outlined in this Handbook, the License Agreement, and posted notices; and falsifying information on your paperwork, may be cause for a written warning, fine, or disciplinary action. This applies to your visitors and guests as well.

Restricted

Campus Housing makes a clear distinction between restricted and prohibited violations as listed within this document, the License Agreement, and all other supporting Housing documentation. If you violate or breach any written agreement or posted notice, refer to the non-exhaustive list of consequences and fines that apply, depending on severity of the action or breach. Accumulated incidences are taken into account, possibly preventing continuation of stay at the beginning of a new term or immediate eviction.

Alcohol

If you are of legal age, as per BC Liquor Laws, you have the privilege of possessing and consuming alcohol in the room assigned directly to you or when invited to the room of a friend of legal drinking age. Alcohol is not permitted in the room of a minor, in shared spaces or parking lots, on pathways, balconies, or the lawn. Open alcohol (*e.g., bottle or can of cooler or beer*) is never permitted for transport between rooms. If you have opened an alcoholic beverage, you must drink it or leave it behind before exiting the room. If you are found with open alcohol outside of your room or the room of a friend of legal drinking age, you will be subject to an immediate fine.

1. **\$100 fine as written on Security Deposits, Guidelines and Fines**
2. **final written warning**
3. **eviction**

If you are found with alcohol in the room of a minor, you will receive an immediate fine and final written warning. You are to obey the law regarding alcohol, uphold Community Standards, and be accountable for misconduct or damages that occur while you and/or your guest(s) are under the influence.

1. **\$100 fine as written on Security Deposits, Guidelines and Fines**
2. **eviction**

Marijuana: Consumption and Storage

All CNC buildings and grounds are impairment free. Smoking, inhaling, or vaporizing marijuana or marijuana products are not permitted anywhere on college grounds, including Housing, and if found doing so, you will be subject to an immediate \$100 fine. You are permitted to store marijuana products in your

room in a tightly sealed container for which the odor cannot be detected by those entering the room. The right to live in an environment free of obnoxious odors supersedes the right to store restricted products in your room, and if a complaint is made, you will be prohibited from further storage of marijuana and/or products.

1. **\$100 fine as written on Security Deposits, Guidelines and Fines**
2. **eviction**

Tobacco: Smoking and Vaping

If you are of legal age, you have the privilege of smoking or vaporizing tobacco products in the two designated areas on Housing grounds: #1 Is located at the back of Campus Housing on the patio, and #2 Is located out front beside the path between the two buildings. These are the only two locations on Housing grounds where smoking and vaping is permitted. If found smoking or vaping away from either of the designated areas, you will be subject to an immediate fine. Smoking and vaping are prohibited indoors. They are also not permitted to smoke or vape in parking lots, on balconies, pathways, or lawns. You are to obey the law, properly dispose of debris in the two disposal units or external garbage cans, and uphold Community Standards while you and/or your visitors and guests smoke.

1. **\$100 fine as written on Security Deposits, Guidelines and Fines**
2. **final written warning**
3. **eviction**

Bedrooms: Hygiene/ Damage

Includes those found in filth, disrepair, damaged, or with a cluttered floor hindering emergency accessibility. Warnings are not typically issued for normal wear and tear of CNC property or items in your room unless the wear is unreasonable.

1. **written warning**
2. **final written warning**
3. **eviction**

\$50 fine as written on Security Deposits, Guidelines and Fines for storing a bicycle inside a room without written approval.

\$50 minimum fine as written on Security Deposits, Guidelines and Fines for moving furniture without written approval.

Immediate confiscation of any kitchen appliance that does not have an auto shutoff.

Bedroom Washrooms: Hygiene/ Damage

Allowing or contributing to the unnecessary uncleanliness of any shared washroom for which two individuals are both responsible or for which one individual is personally responsible as the sole user in either a private washroom, or shared washroom during the temporary absence of a washroom mate. Uncleaned washrooms will not be tolerated.

1. **written warning with 24 hours to clean to an acceptable standard as per CNC staff**
2. **\$60 minimum fine and final written warning**
3. **eviction**

Prohibited

Shared Spaces: Hygiene/ Damage

Includes an area in a lounge that has been damaged or requires excessive cleaning. If the individual(s) comes forward immediately and accepts responsibility, a reduction in the consequence may be considered, on a case-by-case basis. If the individual(s) responsible is not known, video footage may be reviewed, and the outcome levied equally among all involved. If fines are not cleared up within one week, a notice of eviction and a possible ban from CNC Campus Housing may be issued.

1. **\$100 minimum fine, final written warning with 48 hours to respond**
2. **eviction**

Tampering with Locks

Includes placing additional locks on any doors; leaving the room door or window open, or unlocked while not present; manipulating a lock, door, or window; willful damage to public or personal property; entering a room without permissions that is not your own.

1. **written warning and up to \$1000 fine, high likelihood of immediate eviction**
2. **eviction**

Unauthorized Areas

Mechanical and furnace rooms and designated off limit areas including but not limited to rooftops; climbing or scaling or strapping anything to the outside of the building; throwing objects off/out of the building, walkways, or stairwells.

1. **final written warning,**
2. **eviction**

Unsafe Play

Playing any physical game on the walkways, in shared spaces, or in stairwells; including but not limited to skateboards, scooters, floor hockey, football, soccer, Frisbee, and wrestling.

1. **final written warning,**
2. **eviction**

Violence

All members of the community are expected to act in a way that is free from violence or disruptive behavior, e.g., bullying, damaging property, excessive swearing, fighting, obscene text messages or emails, and harassing phone calls. Violence includes but is not limited to yelling at community members or staff, unreasonable disruption of the environment, and unwanted communication or contact. Violence is not tolerated, condoned, or overlooked, and depending on the nature of the offence, may result in immediate eviction.

1. **final written warning and/or eviction,**
2. **eviction**

Visitors and Guests

Includes exceeding the 6 night maximum to host an overnight guest in a month, hosting an overnight guest for another student, guests sleeping in shared spaces, giving room keys to visitors or guests without expressed consent of the Housing Manager, and hosting evicted/banned individuals.

1. **final written warning with 48 hours to respond, and possibility of a fine in accordance with Housing fees**
2. **eviction**

Immediate Eviction

The actions below result in immediate eviction without the opportunity for remedy. An immediate eviction is permanent.

Drugs (non-medicinal)

Includes the possession, use, trafficking, paraphernalia (manufacturing, selling, giving, administering, transporting, sending, delivering, and distributing), or offering to do anything related to these activities with illegal drugs, as defined by the province of BC.

1. **high likelihood of immediate eviction and lifetime ban**

Fire and Safety Equipment

Do not disconnect smoke detectors or hang items on sprinkler heads or any other safety device. Any misuse of the equipment is prohibited and subject to a fine, possible charges by the Fire Dept, and/or eviction.

The Fire Department has zero tolerance regarding fire safety equipment tampering. The Housing team will make every effort to identify those who tamper with equipment and enforce disciplinary action. In addition, charges could apply under the Fire Protection and Preventions Act. This includes, and is not limited to, use of any device that would increase risk of fire, cause objectionable noises or vibrations, overload the electrical system, restrict others' access or ability to use the facility and services, or be of any danger whatsoever to the community. Violation of the following rights and responsibilities may result in probation, monetary fines, or eviction.

Using smoke detectors, alarms, heat sensors, fire extinguishers, sprinklers, hoses, and any fire safety equipment for anything other than its intended use is not permitted. This includes pulling a fire alarm without cause that results in the attendance of the Fire Department.

1. **high likelihood of immediate eviction and lifetime ban,**
2. **\$1000 minimum fine for any damages**

Violence

The violence referred to here includes physical and sexual behavior that harms or threatens to harm another person. All reports of violent behavior will be dealt with seriously. If a community member has been harmed, or is in immediate danger of being harmed, the individual(s) responsible for this threat or harm may be suspended from the building, or relocated, pending completion of an investigation. In the event of any urgent incident, the Community Advisor on duty or CNC staff may undertake immediate action. If you experience or witness any type of threatening or violent behavior or believe that someone in the building or someone affiliated (*e.g., guest*) may become violent, immediately report to the CNC Housing Team, Security, and RCMP.

Housing Students

1. **written warning and possible investigation, incident forwarded for review under the student discipline policy, possible eviction or relocation,**
2. **eviction and lifetime ban if found at fault**

Visitors/Guests

1. **Eviction of Housing student**
2. **Charges filed with the RCMP**
3. **Lifetime ban**

Weapons and Dangerous Goods

The possession, storage, use, or threatened use of weapons, knives, firearms,

ammunition, explosives and open flames, firecrackers, chemicals, or any other objects identified as being for the use (*or potential use*) of harm or threat to any individual or group of individuals is prohibited.

1. high likelihood of immediate eviction and lifetime ban

Other Fines and Consequences

Parking Lots

\$50 fine as written on Security Deposits, Guidelines and Fines, for those parked in a temporarily off-limits area or for not following posted procedures. This fine can be given and due for payment more than once.

Lost Keys

Must be reported to the office immediately. When the location of the keys is known (*e.g.,* traveled home for the weekend and left them behind), loaner keys can be provided. When the location of the keys is unknown and there is no association with CNC, there is a \$40 replacement fee. When the location of the keys is unknown and they were associated with a CNC lanyard or student ID (*e.g., on a lanyard keychain or lost in a purse with student ID*), there is an \$85 deadbolt and key replacement fee.

Preparing to Move Out

Room inspection appointments can be scheduled with your Community Advisor during office hours if you are unsure if your cleaning measures have been sufficiently thorough. Your room must be left in the same condition as when you moved in: clean and live-in ready. Depending on the length of time you have lived on campus, and if you have been using the Housing address as your main mailing address, you will want to start preparing to move out in advance. Here is a checklist to prepare you for moving out:

1-7 Days Prior

- Arrange for mail forwarding 2-3 weeks in advance of your move out date (*we do not forward mail*)
- Update the School with your new address and/or phone number
- Spot wipe the bedroom walls and thoroughly wipe kitchen walls
- Wipe all doors, knobs, counters, cupboards, and inside shelves and drawers
- Wipe the washroom walls and thoroughly wipe around the toilet, shower, and sink
- Unplug the fridge to defrost it the night before your move out date, then wipe it inside and out

Day Of

- Vacuum or sweep and mop the bedroom and washroom floors
- Unplug and wipe inside, underneath, and outside of the microwave
- Properly clean the toilet, shower, and washroom counter/drawers
- Ensure room and washroom are empty from ALL personal belongings, including cleaning supplies (*if there are any items left behind, no matter how small, a minimum \$50 disposal fee will be reduced from your security deposit*)
- Lock your window and deadbolt and return keys directly to a Housing team member, or place them in the key slot on the office door (*do not put them under the gate on the desk or give them to someone else to return*)

Your keys should be returned directly to the Housing office. Keys should not be left in your room or given to another student to hand in. Fines applicable for the non-return of any keys or swipe cards.

Security Deposit and Cleaning Expectations

The Room Checklist will be pulled from your file and the staff member who cleans the room will create a report with your checklist. We do not return security deposits to other persons, even when requested. Your security deposit will be refunded directly to you with the last address on file within two to four weeks of move out; if changes need to be made with how you receive your refund, please contact the Financial Services office for assistance. Damages, misplaced or broken fixtures, and failure to clean will result in charges that will be reduced from your Security Deposit. In some cases, cleaning charges may exceed the deposit amount and result in additional fees. Fees will be deducted from your security deposit and, if exceeding your deposit limit, placed on your CNC account. Unpaid account fees may prohibit you from registering for future courses. The Cleaning Expectations document is emailed to you with your room assignment.

Breaking the License Agreement

If you break the Agreement by moving out early, without submitted proof of academic or medical withdrawal, your Housing fees will not be refunded and you will be on restricted access for any future requests to live on campus. Refer to your License Agreement for further details.



