

Student Housing Handbook

2024-2025

Dawson Creek Student Housing

11401 8th Street, Dawson Creek, BC V1G 4G2

Fort St. John Student Housing

9820 120th Avenue, Fort St. John, BC V1J 6K1

Northern Lights College Farm

10717 213 Road, Dawson Creek, BC V1G 4H4

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



**Northern Lights
College**

Each occupant of Northern Lights College housing is responsible for reading, understanding, and adhering to this *Student Housing Handbook*. NLC reserves the right to amend the *Student Housing Handbook* as necessary.

Updated for 2024-2025

Table of Contents

Introduction.....	3	Cleaning 101.....	9
Welcome	3	Suite Inspections.....	9
Connect with us.....	3	Cleaning Tips and Chore Chart.....	10
In-person.....	3	Recommended Cleaning Supplies.....	10
Online	3	Common Issues.....	11
Our Staff.....	3	Clogged Drains.....	11
Student Housing Manager (SHM).....	3	Plugged Toilets.....	11
Student Housing Assistant (SHA).....	3	Maintenance 101 – FAQs.....	11
Security	3	Maintenance Requests.....	11
Facilities.....	3	Acceptable use of Electrical Outlets.....	11
Student Rights and Responsibilities.....	4	Moving out.....	12
Safety.....	4	Preparing to move out	11
Respect.....	4	Tips for a smooth move-out	12
Fairness and Support.....	4	What happens with the Damage Deposit?	12
Cleanliness	4	Interession/Summer Semesters	12
Reasonable Quiet	4	Fire Safety.....	12
Consideration	4	How to Prevent False Alarms	12
Reasonable Privacy	4	False Alarms Impact our Community.....	13
Do’s and Don’ts	5	Smoke Detectors and Alarms	13
Student Support.....	5	Infractions and Discipline	13
Relationships.....	5	General.....	13
Moving In	6	Submitting a Formal Complaint	14
Priority Placement.....	6	Infractions	14
Student Housing Fees.....	6	Alcohol and Controlled Substance.....	14
When are fees due?	6	Community Respect	15
Deadlines and Move-in Times.....	7	Fire Safety.....	15
How to make student housing your home.....	7	Safety and Security	17
Important Information to Know	7	Unit Care	18
Parking and Snow Removal.....	7	Dignity and Integrity	19
Internet Service.....	8	Discipline	20
Laundry	8	Discipline Administration:.....	20
Mail Delivery and Parcel Pick Up	8	Category 1 Infraction (C1)	21
When you move out:.....	8	Category 2 Infraction (C2)	21
Rooming		Probation Contract	21
Room Assignments.....	8	Category 3 Infraction (C3)	21
Room Changes.....	8	Eviction Process	21
Moving out Before the end of your Contract.....	8	Student Housing Infraction Appeal Process	22
Guests	9	Where to Direct your Concerns	22
Privacy	9	Dawson Creek Campus	22
Lockouts.....	9	Northern Lights College Farm	22
		Fort St. John Campus.....	22
		References.....	22

We are committed to providing a safe and welcoming student housing community to enhance your learning experience at Northern Lights College.

Introduction

Welcome

Welcome to your new home at Northern Lights College

The student housing team is here to help make your stay pleasant and comfortable. We are committed to providing you with a campus living experience that will enhance and define your time here at Northern Lights College. We are excited for your arrival on campus.

NLC Student Housing welcomes every student on their learning journey and aims to provide them with a safe and comfortable place to live as they pursue personal, educational, and career success. We strive to create and maintain an environment that is free of bullying, harassment, and discrimination, and require all students living in student housing to contribute to this respectful housing environment.

Connect with Us

In-person

We love to see all our students. Stop by the Student Housing Manager's Office Monday to Friday and speak with our staff today.

Online

Check out our website at nlc.bc.ca.

Our Staff

Student Housing Manager (SHM)

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

Student Housing Assistant (SHA)

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

Security

Security personnel deal with matters of safety and security within and around student housing facilities.

Facilities

Our dedicated Northern Lights College Facilities team is here to make sure that your accommodations are worry free. They are here to help with everything from cleaning empty suites to replacing burnt-out light bulbs, broken furniture, or fixing leaking pipes.

Student Rights and Responsibilities

Retrieved on July 9, 2024, from British Columbia, Ministry of Advanced Education and Skills Training, *Leading Practices BC Student Housing Rental Agreement Report*.

Safety

Right Every person has the right to be safe.

Responsibility Act in a way that does not endanger yourself or others, utilize the security mechanisms provided in your community, and report any unsafe behaviour or conditions.

Respect

Right To a community based on mutual respect and acceptance; free from intimidation, harassment, discrimination, or racism.

Responsibility Treat all members of your community with respect, acceptance and understanding. This includes speaking up when you are aware of acts of harassment, racism, intimidation or see others being treated with a lack of respect and dignity.

Fairness and Support

Right To expect fair and consistent service from housing staff to address your questions or concerns.

Responsibility Be responsive and cooperative in all dealings with housing staff, follow applicable processes, and respond to their requests (including email correspondence and meeting requests) in a timely manner.

Cleanliness

Right To a living space that is clean and in good condition.

Responsibility Assist in the upkeep of common areas by promptly cleaning up after yourself, participating in making and maintaining a cleaning schedule with your room/unit-mates, using appropriate composting, recycling and waste receptacles, and by reporting facilities for equipment that is broken or dirty.

Reasonable Quiet

Right To live in an environment conducive to sleep and study.

Responsibility Always be considerate of your noise and speak with the relevant community member and/or staff when noise levels are unacceptable.

Consideration

Right To enjoy your living space with consideration for and from your roommate(s), and others living around you.

Responsibility Treat others with respect and consideration, and engage in the development of reasonable expectations in your shared living space.

Reasonable Privacy

Right To reasonable privacy and safety of your possessions.

Responsibility Take necessary means to maintain the security of your community; including upholding the integrity of access points to your building; securing your valuables, and reporting suspicious activity promptly to the appropriate authorities.

Do's and Don'ts

Do

- Respect and follow quiet hours
- Cooperate with, and respect the rights of all members of college staff and/or residents
- Keep all open alcohol within your unit and respect the legal drinking age (19+)
- Respect the buildings, property and common spaces
- Evacuate immediately in the event of a fire alarm
- Be responsible for the actions of your guests
- Follow all legal, campus, and residence policies around cannabis and other substance use
- Refrain from tampering with safety equipment (including fire extinguishers, fire alarms and smoke detectors)

Don't

- Engage in behaviours disruptive to the pursuit of academic goals
- Engage in behaviours which are harassing or discriminatory to staff and/or residents
- Play drinking games or facilitate the mass consumption of alcohol
- Damage, deface or otherwise diminish the functionality and/or appearance of residence
- Leave cooking unattended
- Prop open doors or let strangers into the building
- Smoke (including e-cigarettes, vaping and cannabis) inside or within 10 metres of any building
- Have open flames (including birthday candles or incense) in residence

Student Support

Physical and mental health impacts day to day activities and the ability to nurture healthy relationships and achieve academic success. NLC is committed to providing supports to students in order to foster a safe environment to live and learn.

Please visit the NLC Student Support page to learn about, and access the various supports available to NLC students; nlc.bc.ca/student-support.

Everyone at NLC plays a role in ensuring student well-being. Please see the link to download the Students in Distress Guide for tips on supporting other students that may be experiencing distress; nlc.bc.ca/wp-content/uploads/Print_Student_Guide.pdf

Relationships

Students living in housing develop various relationships with others. It is important to understand and develop healthy friendships and romantic and non-romantic relationships.

Signs of a healthy platonic or romantic relationship:

- You can be yourself
- You can discuss things honestly with each other, including any problems or concerns
- All parties practice good communication with each other
- Respect is demonstrated between both people
- You feel safe
- You are able to trust and count on each other
- Equality in the relationship, where power is shared, supported, and cared for??

Signs of a toxic (unhealthy) platonic or romantic relationship:

- Physical or psychological abuse
- Control: feeling that you do not have a say on what you do, or whom you hang out with; or threats are being made, to make you do things
- You are humiliated, belittled, put down, or made to feel bad in front of others
- Your friend or partner gets angry easily, and you feel like you are walking on eggshells
- You are pressured to do things that feel uncomfortable, including sex, consuming drugs, or alcohol. You are threatened or given ultimatums if you try to say “no.”

If you have additional questions regarding healthy relationships, please view the NLC Student Health and Wellness guide for additional information and resources;

https://www.nlc.bc.ca/wp-content/uploads/2024/07/Student_Health_Wellness.pdf

For more information about NLC’s Sexual Violence and Misconduct Policy, please visit

https://www.nlc.bc.ca/wp-content/uploads/a-5_18.pdf

Reach out to your student housing manager for additional information and resources.

Moving In

Welcome to Student Housing!

Priority Placement

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

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

Student Housing Fees

When are fees due?

Your application fee is due when submitting your application to NLC;

Damage/Security Deposit is due when you receive confirmation of your suite;

Student Housing accommodation fees are due five business days **before** you move in.

Per semester (September-December/January-April):

- 3-4 bedroom suite: \$2,240/bedroom per semester
- 2 bedroom suite: \$2,520/bedroom per semester
- 1 bedroom suite: \$4,760 per semester

Trade program stays

- 3-4 bedroom suite: \$1,120/bedroom per 8-week trade program
- 2 bedroom suite: \$1,260/bedroom per 8-week trade program
- 1 bedroom suite: \$2,380 per 8-week trade program

**Please note: All Apprentice (Trades program) stays are considered long-term stays*

Deadlines and Move-in Times

The housing team determines the deadlines for applications and move-in dates which precede each semester's first day. **Move in times are between 9am–7pm daily.**

Please contact a student housing manager to confirm move-in times on statutory holidays.

How to make Student Housing your Home:

1. **Connect with a student housing assistant:** Your Student Housing Assistants (SHAs) are here to support you and connect you to the community at NLC. They can help you with many things like making friends, helping your roommates create a cleaning schedule that works for everyone, and connecting you to tutoring or other services.
2. **Complete your move-in Inspection form:** This form will be sent to you after you move in. This is your opportunity to verify the condition of your suite/room at the time of move in to ensure you are not held responsible for any issues or damage that existed before your arrival.
3. **Complete your roommate agreement:** You will receive a contract for you and your roommates to fill out with each other. Your SHA can help facilitate conversation between roommates and develop agreed-upon standards of what the coming year will look like in your shared space. The SHM will hold onto your roommate contract for the year. If you do find yourself having disagreements throughout the year, your SHA will be able to help you through roommate conflicts or provide mediation, if necessary.

Tips:

- **Be honest** Reflect about what you'd like your space to look and feel like, then share that with your roommates so you can create a plan together to make it happen.
 - **Communication** How do you like to be contacted/addressed? What system works for everyone?
 - **Just ask each other** What are your daily habits (sleeping, studying, noise, guests, shared items)?
 - **Create a cleaning schedule** Starting off with clear expectations for cleaning, a schedule of when cleaning will happen, and who is responsible for what, can help you for the year ahead.
 - **Pet peeves** Dive into any pet peeves you and your roommates may have.
 - **Compromise and be realistic** living with new people isn't always easy; think about what you need and what you can let go of.
4. **Decorate your space:** Personalize your space by adding your own style and decorations! Do not hang strip lighting, use nails, or anything else that can damage drywall. Damage to the wall will result in the loss of your damage deposit.

Important Information to Know

Parking and Snow Removal

Student parking spaces are available on a first-come, first-served basis.

NLC is not responsible for any theft from or vandalism to vehicles. Students are responsible for ensuring their vehicles are properly registered and insured.

Parking in a 'No Parking' zone or fire lane may result in your vehicle being towed.

Throughout the winter months, NLC Facilities staff will clear snow from campus roads and parking areas. In order to accommodate removal of snow from the student housing areas, you may be requested to temporarily move your vehicle.

Internet Service

Basic internet service is provided in all suites and is included in your fees. If you have trouble with your internet connection, please contact Shaw/Rogers at the number provided.

Please note, internet service is provided by an external company and is subject to changes in weather and damage elsewhere.

Laundry

Laundry facilities (washers and dryers) are located on each floor within student housing. Please respect other students' laundry by not disrupting a cycle and by collecting your laundry as soon as it is done. **Laundry facilities are open from 8am–9pm.**

Mail Delivery and Parcel Pick Up

In student housing, each student is issued a mailbox for letter-sized mail.

Anything larger than a letter is considered a parcel.

Package size and weight Limit:

- A package must be 23Kg or less in weight
- A package must be no larger than 100cm x 70cm or less.

*Please note, oversized items should not be mailed to your NLC campus and CANNOT be delivered to student housing. **Oversized items** must be picked up at the place of delivery by the student that placed the order.*

When you Move Out:

Remember to update your mailing address with friends, family, business contacts, and Campus Services. Canada Post has mail forwarding services that should be set up a few weeks prior to your move out date.

Please note: student housing does not provide mail forwarding and will not hold mail.

Rooming

Room Assignments

Room assignments are done based on the information you submitted on your student housing application. These assignments are not necessarily permanent and may be changed by request, only if and when a different unit is available and upon the approval of a student housing manager.

Room Changes

If you would like a room change, please contact the Student Housing Manager. Not all requests can be accommodated immediately, but your request will be kept on file. There is a \$100 room change fee that is applied for room change requests. This fee may be waived in certain circumstances at the discretion of the student housing manager.

Moving out Before the end of your Contract

If you are considering moving out before the end date of your contract, please contact the Student Housing Manager immediately. Please refer to your student housing contract for more details on the termination of your stay.

Guests

We want you to share the student housing experience with your friends and family! However, we want to make sure that this is a positive experience for everyone.

Students may have guests if;

- They have the permission of all current roommates
- They are present and able to escort their guest around
- Agree to take full responsibility for any actions of their guests inside and outside of the unit while on campus
- Have not had guests overnight more than three times within that month

Guests may be asked to leave Northern Lights College property and student housing if they do not follow current policies, rules, and behavioural standards.

Concerns with Guests

If you have concerns about guests, you should contact the student housing manager (during office hours), or student housing assistants and/or Security (during non-office hours).

Privacy

Northern Lights College recognizes the student's need for privacy and will only enter a unit in specific situations:

- In an emergency (fire alarm, etc.).
- To perform maintenance work following a requested work order.
- For maintenance and other inspections following a minimum 24-hour notice. Doors are always locked by staff when leaving a unit.
- Other situations as defined in the student housing contract.

Lockouts

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

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

Cleaning 101

Students are responsible for keeping their spaces clean. This includes cleaning your individual room and cleaning up after yourself in shared and common spaces.

Suite Inspections

Student housing staff will perform suite and room inspections for cleanliness and maintenance issues at a minimum of once per term. You will be given advance notice of such inspections. You are not required to be present at the time of a suite/room inspection. Please note that by signing the student housing contract, you consent to having authorized housing staff enter your suite.

Cleaning Tips

1. Clean from the top down. Start at the highest surface you need to clean (cupboards, counters), then work your way down to the floor.
2. Clean your space, clear your mind.
3. There is power in numbers. Ask your roommates to join you! Divide up tasks and create a cleaning schedule so that everyone is doing their part. *Tip: ask your Student Housing Assistant to help you and your roommates create a cleaning schedule that works for everyone.*

Chore Chart for Roommates

Name:	Chore List	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Name:	Chore List	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Name:	Chore List	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Name:	Chore List	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday

Make sure you keep food items outside of your bedroom and store them in airtight containers in your kitchen. Leaving open food items in your suite will bring furry friends into your space, and that's not where they belong!

Do

- Follow cleaning product labels and store them in a cool, dark cupboard
- Use separate cloths for different areas (kitchen, toilet, sinks, surfaces)
- Wash cloths regularly to prevent bacteria buildup
- Wear rubber gloves for skin protection
- Clean spills immediately

Don't

- Mix chemicals (toxic reactions may occur)
- Use bleach, or bleach-based products. These can be harmful to health and surfaces
- Leave used cleaning cloths in water – rinse and wash
- Leave water on the floor (thoroughly mop up)
- Leave water on surfaces – this can damage surfaces

Recommended Cleaning Supplies

- Broom/dustpan and mop (can be borrowed from student housing manager)
- Cleaning cloths
- Bathroom and/or toilet cleaning product and toilet brush
- General purpose cleaning product
- Window cleaning product
- **Note:** Vacuums are available to be borrowed.

Common Issues

Clogged Drains

Remove any visible blockages from the drain (hair, food items/debris). To avoid clogged kitchen sink drains, there are items that are, and are not, safe to put down a drain:

Safe

- Water
- Soap

Unsafe

- Large pieces of food
- Meat/bones
- Vegetables
- Rice/pasta/potatoes
- Grease/fat

Plugged Toilets

Each suite is equipped with a plunger. It is the student's responsibility to ensure they have plunged vigorously before seeking assistance from housing and/or facilities staff. Only toilet paper can be flushed down the toilet. Please do not flush: paper towel, hygiene wipes (even those that say they are flushable), feminine hygiene products, oil, papers, grease, or food – down the toilet.

Maintenance 101 – FAQs

Maintenance Requests

Our facilities staff take great pride in ensuring that our buildings always meet our high standards.

Please reach out to your Student Housing Manager to submit maintenance requests. Facilities staff will respond to your request as soon as possible. However, requests are processed in priority sequence with more urgent requests being fixed first. If you (or your roommates) are not present at the time of the repair, a note may be left in your suite to let you know facilities was there.

**If you have an urgent maintenance request after hours such as a flood and clogged toilets outside of the housing office hours of operation and weekends, please contact the SHA on-call or Security.*

Acceptable Use of Electrical Outlets

The CSA Group provides safety standards required for the use of electrical adaptors/devices/appliances/equipment, etc. in Canada. Only Canadian or North American CSA certified electrical devices are permitted to be used in campus buildings. Failure to use approved devices is hazardous and may result in an additional fee charged to the designate for the repair of any damage reported or found.

Moving Out

Preparing to Move Out

- Late move-out requests: **plan ahead and notify the Student Housing Manager as soon as possible to inquire about extensions. Extensions are only approved if space is available.**
- Students should ensure that their suite/room is left clean and tidy at the time of check-out. Personal belongings shall not be left in rooms or common areas. All garbage and recycling shall be disposed of properly.
- Contact Canada Post to ensure all future mail is forwarded to your new address. Please note that NLC Student Housing does not forward mail.

Tips for a Smooth Move-out

Here are a few tips to help you leave student housing the way you found it:

- **Start early:** Pick out things you will be needing over the last couple of weeks and start packing the rest of it up. It is a busy time of the semester; this can save you a lot of stress leading up to move-out day.
- **Take a last look:** Make sure your suite/room are tidy and you are not leaving anything behind as you head out.
- **Report maintenance concerns early:** let us know before you go if something in your suite is not the way you found it when you moved in.

What happens with the Damage Deposit?

The Damage Deposit fee may be accessed for costs associated with, but not limited to, any damages in your room, extra cleaning costs, or removal of personal belongings after your stay and is otherwise refunded after move-out inspections occur. Submitting maintenance requests when necessary can help you receive your damage deposit refund.

Intersession/Summer Semesters

During the Intersession (spring)/Summer semesters you may choose to stay in housing if you are enrolled in a course. Please ensure that you have submitted an application by the deadline each year or semester to secure a room in student housing for these semesters.

Important: Please note that you are responsible for cleaning your room/suite and any shared common areas.

Fire Safety 101

Smoke Alarm in Suite

Sounds like high-pitched beeping from your smoke detector inside your suite

1. Do NOT open your suite door
2. Open windows
3. Attend to cooking or the cause of smoke

Fire Alarm in Hallway/Building

Sounds like ringing throughout your suite, hallways, and building.

1. Evacuate using the nearest emergency exit
2. Proceed to the nearest muster point
3. Once you are out of the building, do not re-enter until directed to by the Fire Department or NLC staff.

How to Prevent False Alarms

- Fire alarms can be set off by burned food or smoking indoors.
- Never smoke indoors and only smoke in designated smoking areas.
- Do not open your suite door if you burn food while cooking. This will set off the building's fire alarm, requiring evacuation. Temporarily open your living room windows to air things out, keep your oven and stovetop clean, and always monitor your food while cooking.

False Alarms Impact Our Community

- Only activate a fire alarm if there is fire!
- No matter what caused the alarm, fire trucks and other resources will be taken from active fires and real emergencies to come to the college. This takes resources away from actual emergencies!
- Fire alarms in the middle of the night are disruptive.

Smoke Detectors and Alarms

Smoke detectors are located throughout the main corridors and lobby areas of each building. They are connected to the fire alarm system. Smoke alarms are in the hallways of each suite and in each bedroom.

NLC is responsible for the maintenance/repair and testing of all smoke detectors and alarms.

Should you come across a detached or broken smoke detector/alarm or there are unusual noises coming from the smoke detector/alarm, please report it as soon as possible to your Student Housing Manager Office during regular business hours. If you have questions or concerns about fire alarms, preventing false alarms, or what to do in an emergency, please contact the Student Housing Manager's Office.

Infractions and Discipline

General

Northern Lights College students are expected to conduct themselves with integrity, dignity, honesty, and respect. NLC does not condone disruptive or dangerous behaviour, or other unacceptable conduct that distracts from the provision of instructional activities and services, or which undermines an environment conducive to learning. (*Policy A-5.04, 2017*).

Please review the following policies regarding conduct and the note the forms included to report any concerns.

Student Non-Academic Code of Conduct Policy Number: A-5.04

https://www.nlc.bc.ca/wp-content/uploads/a-5_04.pdf

https://www.nlc.bc.ca/wp-content/uploads/A-5_04_01.pdf (Student Non-Academic Code of Conduct Complaint form)

Student Discrimination, Bullying and Harassment Prevention Policy Number: A-5.15

https://www.nlc.bc.ca/wp-content/uploads/A-5_15-1.pdf

https://www.nlc.bc.ca/wp-content/uploads/A-5_15_01.pdf (Student Discrimination, Bullying and Harassment Prevention Complaint form)

Sexual Violence and Misconduct Policy Number: A-5.18

https://www.nlc.bc.ca/wp-content/uploads/a-5_18.pdf

Each occupant of housing has agreed to abide by the *Student Housing Handbook* and it is important you understand what is and is not allowed at NLC. Any action contradictory to the Criminal Code of

Canada, BC Offence Act, BC Fire Code, BC Building Code, or Municipal bylaws is prohibited within the Northern Lights College premises or properties.

Student Housing infractions are levied as Category 1 (C1) Infraction, Category 2 (C2) Infraction and Category 3 (C3) Infraction. When the student housing manager is notified of an infraction, all reasonable attempts will be made to resolve the issue within two (2) business days.

The *Student Housing Handbook* does not limit a student or college staff member from pursuing action under another NLC policy, however NLC reserves the right to determine whether action shall be taken under both the policies and the *Student Housing Handbook*.

Infractions, discipline, and proceedings in student housing are identified and administered by the Student Housing Manager.

Submitting a Formal Complaint

Students have the right to submit a formal complaint about an incident that has caused concern. Please contact your housing manager to request a copy of the appropriate complaint form. The SHM will also describe the process for specific complaints and share information and resources needed.

Infractions

Notes:

4. *The Student Housing Handbook* does not counter or contradict any other college sanction or imposed penalty.
5. “Common areas of student housing” mean spaces within student housing — including, but not limited to hallways, common areas, stairwells, elevators, laundry rooms, and all outdoor spaces around housing.

Alcohol and Controlled Substances

Alcohol

- The legal drinking age in BC is 19 years of age. Occupants who are under the age of 19 are prohibited from possessing or consuming alcohol.
- Alcohol may be consumed responsibly within an occupants’ bedroom or suite. Consuming/ serving/carrying unsealed alcohol is prohibited in the common areas of student housing, with the exception being events that have been approved by NLC and have a Special Event License present.
- Mass consumption of alcohol including any activity or game that promotes the mass consumption of alcohol is prohibited. This includes any drinking games, ‘shotgunning,’ or any paraphernalia such as kegs, beer bong, and funnels. The making, distilling, or sale of alcohol is prohibited.
- Disorderly conduct while under the influence of alcohol is prohibited.

Cannabis

- All cannabis brought into or possessed within student housing must be stored in a sealed, scent-proof container within an occupant’s bedroom. Open and unsealed cannabis and cannabis products are prohibited in the common areas of student housing.
- Occupants who are under the age of 19 are prohibited from possessing or consuming cannabis.
- You are responsible for managing the odour/residual odour on your person from the consumption or the handling of cannabis. The odour of cannabis is prohibited.
- Smoking, vaping, or any other method of inhalation of cannabis is prohibited on campus.

Controlled Substances

- The possession, use, trafficking (which includes manufacturing, selling, providing, administering, transporting, sending, delivering, distributing), offering or anything related to the possession, use, or trafficking of illegal drugs is prohibited. In addition, possession of paraphernalia that is associated with possession, use, or trafficking of illegal drugs is prohibited. Possession, use or trafficking of illegal drugs may result in a referral to the RCMP.
- Disorderly conduct while under the influence of controlled substance is prohibited.

Community Respect

Damaging Another's Property

- Damage or vandalism to the personal property of another person is prohibited.
- Moving, handling, or tampering with someone else's belongings is prohibited.
- Interrupting a laundry cycle that is not your own is prohibited.

Noise

- **Quiet Hours** are Sunday to Thursday, 10pm–8am, and Friday to Saturday, 12am to 8am
- Excessive sound that disturbs others during quiet hours anywhere in housing is prohibited.
- Use of subwoofers at any time is prohibited.
- Excessive noise as determined by a member of NLC staff at any time is prohibited.

Guests

- Unattended guests are prohibited. Occupants are responsible for the actions of their guests; assume full responsibility for their guest's actions; and, must remain with their guest at all times.
- Guests that cause a disturbance will be removed from housing, regardless of time, and are not permitted to re-enter until approval is granted by a student housing manager.
- Violation of the overnight guest procedure is prohibited.
- Occupants are permitted to have an overnight guest for a maximum of three nights per month with approval from a student housing manager and must inform their roommates of the guest's stay. A guest staying overnight for more than three nights per month is prohibited.

Scents

- Strong scents such as room sprays, personal scents, fragrances, and aerosol products are not encouraged. Please consult with your roommates before using strong fragrances.

Vehicles and Parking

- Failure to move vehicles for snow removal or parking lot maintenance is prohibited and may result in vehicles being towed.
- Performing major mechanical repairs on vehicles is prohibited.
- Storing broken down vehicles is prohibited.
- Parking in fire lanes, or in any way that obstructs fire hydrants or building-mounted fire protection services, for any amount of time is prohibited.
- Parking in spots reserved for staff or contractors is prohibited.
- Parking in spots reserved for accessibility without a proper decal displayed, is prohibited.
- Parking in front of the building for longer than 15 minutes in a designated drop-off zone is prohibited.

Fire Safety

Appliances

- Small appliances that meet Canadian safety standards are permitted. Any appliance that does not meet Canadian safety standards is prohibited.

- Mini bar fridges must be kept in bedrooms unless all roommates agree to have it in a shared living space.
- Cooking appliances that are open-coil, open-flame, or gas-based, including hot plates, butane burners, and barbecues are prohibited inside housing.
- Halogen lamps are prohibited.
- Pressure cookers without a pressure relief valve are prohibited.

Hazardous Cooking

- Improper or hazardous cooking methods are prohibited.
- Cooking with large amounts of oil is prohibited, unless done so in a contained unit like a deep fryer.
- Cooking with oil that produces an excessive amount of smoke or grease splatter is prohibited.
- Lack of vigilance while using a kitchen appliance is prohibited.

Failure to Evacuate

- Failure to evacuate when a building-wide alarm sounds, is prohibited. Upon hearing a fire alarm, all occupants **MUST** evacuate student housing and meet at the muster point. During inclement or cold weather, occupants will be relocated to adjacent buildings.
- Entering student housing during a fire alarm and before an “all-clear” has been issued is prohibited and dangerous.

Fire Safety Equipment

- Discharging, tampering with, or operating any fire prevention or detection equipment such as fire extinguishers, pull stations, and smoke/heat detectors for any purpose other than the control of a fire, is prohibited.
- The removal of or tampering with any fire safety devices or detectors is prohibited; this includes, but is not limited to, removing batteries, covering the smoke alarm, or disconnecting a smoke alarm.
- Impeding access to fire equipment is prohibited.
- Parking in a fire lane or within three metres of a fire hydrant or building-mounted fire protection service is prohibited.
- Preventing the proper operation of, or tampering with a sprinkler device or sprinkler system is prohibited.
- Contacting (in any manner), hanging anything from, or throwing anything at or towards a sprinkler device is prohibited.

Smoking

- Smoking or vaping anywhere within any building or temporary structure on campus, including bedrooms, is prohibited.
- Smoking within 7.5 metres of any entrance, window, or air intake is prohibited.

Fire Exits

- The unauthorized use of fire exits is prohibited.
- Tampering with fire exits is prohibited.
- Blocking fire exits is prohibited.

Creation of Fire Hazards

- The creation of a fire hazard is prohibited.
- Candles are prohibited.
- All open flames are prohibited.
- Possession of flammable or explosive material is prohibited.
- Possession of a real wood Christmas tree is prohibited.

Maximum Occupancy

- A congregation of more than eight people in any suite is prohibited.

Safety and Security

Building Access

- Propping open any door, including entrances, exits, laundry room doors, or suite doors is prohibited.
- Entering the building except through the main entry/exit door is prohibited.
- Entering student housing in a manner other than using your assigned swipe card is prohibited, except for entry granted by NLC Staff or in an emergency.
- Lending your assigned swipe card or keys to anyone is prohibited.
- Allowing entry into student housing of a person you do not know is prohibited.
- Providing access to a person who has been evicted within the previous 12 calendar months is prohibited.

Unauthorized Areas

- Occupants and their guests are prohibited from accessing unauthorized areas unless accompanied by NLC staff. This includes areas not normally used by persons other than NLC staff. Such areas include, but are not limited to, rooftops, mechanical rooms, basements, crawl spaces, supply closets/rooms, or any areas marked "Staff Only".

Entry Without Permission

- Entry into a suite or room that is not assigned to you without permission is prohibited.
- Staff will not grant entry into a room or suite that is not assigned to you.

Unauthorized Occupancy

- Occupants are prohibited to occupy or move to an empty bedroom or another suite or room without the written permission of a student housing manager. Occupants may only occupy the suite and bedroom assigned to them.

Subletting

- Subletting any room or suite is prohibited.

False Identification

- Failure to provide identification when asked by NLC Staff is prohibited.
- Providing false identification is prohibited.

Theft

- Theft or possession of another person's property without permission is prohibited and may result in a referral to the RCMP.

Weapons and Explosives

- All firearms, ammunition, weapons, fireworks, explosives, explosive charges, impaling devices, device that produces a projectile, and any other objects or substances that could potentially cause harm or injury to individuals is prohibited.

Witness

- Witnessing a serious incident and failing to report the incident to the student housing manager is prohibited.

False Witness

- Initiating, causing to be initiated, or making any false report, warning, or emergency declaration is prohibited.

Keys

- The loss or destruction of any assigned keys or key cards is prohibited.
- The lending of any assigned keys or key cards is prohibited except by a Student Housing Manager.

Confidentiality

- The release of personal information, such as room or phone numbers, of other occupants without their permission, is prohibited. Each occupant is expected to maintain the privacy and confidentiality of each occupant.

Movement

- Running, rollerblading, skateboarding, riding bicycles, or moving in an unsafe manner, is prohibited within student housing.

Windows

- The removal of screens from a window, except in the case of an emergency, is prohibited. Repair for damaged screens may be charged to the occupant.
- Entry or exit of a person through a window, except in the case of an emergency, is prohibited.
- Moving objects or furniture through a window is prohibited.

Unit Care

Cleanliness

- Violation of the room cleanliness guidelines is prohibited. Occupants are expected to keep both their room and suite clean and free of any obstacles/blockages.
- The imbalanced or disproportionate distribution of suite cleaning duties among roommates is prohibited. Occupants are expected to work with their roommates in a cooperative manner to maintain suite cleanliness.
- More than one sink of recently soiled dishware is prohibited.
- The accumulation of any spill, stain, dirt, dust, or hair on or in cupboards, counters, appliances, furniture, floors, tubs, sinks, or other surface is prohibited.
- The accumulation of more than two bags per suite of recently empty bottles or cans is prohibited.
- The storage of empty bottles or cans on a window ledge is prohibited.
- The storage of garbage that produces an excessive or pungent odour is prohibited.
- The storage of rotting food or old fruit is prohibited.
- The accumulation of stains, soap build-up, or mineral build-up in sinks, bathtubs, or toilets is prohibited.
- Use of toilet bowl cleaner anywhere except in a toilet is prohibited.
- Any accumulation on floors of clutter, papers, garbage, or clothing, especially when it blocks the path of travel throughout a suite or room is prohibited.
- The accumulation of grease or food spills on stoves, on walls, or in ovens is prohibited.
- Excess amounts of water on surfaces, counters, or around sinks is prohibited.
- The improper use of the mattress cover provided, including sleeping directly on it, is prohibited.
- The accumulation of handprints, dirt, or other soiling on walls is prohibited.

Garbage and Recycling

- Improper disposal of garbage anywhere in student housing is prohibited. Garbage should only be placed in designated garbage receptacles. Household garbage should be temporarily kept in suites for daily convenience and regularly disposed of in the dumpsters outside.
- The disposal of household garbage in a common area or common bathroom garbage or recycling receptacles is prohibited.
- Garbage not stored in a garbage bag is prohibited.

Pests

- The presence of fruit flies, bugs, or other pests in any room or suite is prohibited.

Pets

- Pets, including, but not limited to, small animals, fish, and reptiles, are prohibited within student housing. Service animals are necessary and not considered pets. Should you require a service animal's accommodation, please notify the student housing manager.

Furniture

- Moving furniture within, between suites, or between areas of student housing is prohibited except with the written permission of a student housing manager.
- Your own furniture, especially fabric furniture (couches, mattresses, chairs), is not allowed to enter or remain in student housing, except with the written permission of a student housing manager. Small kitchen appliances are not considered furniture.

Solicitation

- Solicitation within or near student housing is not prohibited for any service, product, or other use without the written permission of a student housing manager.
- All posters and/or other material advertising a product and/or service must be approved by a student housing manager before distribution or display.

Damage

- Theft, unauthorized use, or damage/destruction of Northern Lights College property (or of services) is not permitted.
- Posters or decorations which could cause damage to any wall or surface are prohibited.
- LED strip lights that adhere to surfaces are prohibited.
- Intentionally or recklessly destroying, damaging, or defacing college, corporate property, or property of other individuals located on college grounds is prohibited.
- Room renovations including but not limited to renovations to furniture and fixtures, and painting are prohibited.
- Dart boards are prohibited.
- Knowingly or unknowingly causing damage to college property — including, but not limited to putting food down drains, causing water damage, or causing surface staining is prohibited.
- Misuse of college property or services allocated for College staff, personnel or contractors is prohibited.

Dignity and Integrity

Civility

- Failure to respond in a civil manner to, or ignoring, the directions of a student housing manager, NLC Security, or college official is prohibited.
- Violating any terms of disciplinary sanctions imposed by a student housing manager is prohibited.
- Failure to pay fines within the allotted timeframe is prohibited.
- Conduct that is disorderly, lewd, or indecent is prohibited.

Inappropriate, Dangerous or Negligent Behaviour

- Acting in a threatening manner (intentionally or not) toward any person's safety, health, or well-being (either directly or indirectly) is prohibited.

Graphic Materials

- The display of any images or physical representations that are lewd, pornographic, violent, depict bodily harm, suggest illegal substances, or contain any inappropriate subject matter that may reasonably cause offense is prohibited anywhere in student housing.

Attack on the Dignity of an Individual

- Any verbal, written, graphic, or physical activity that is threatening or discriminatory (racist, sexist, homophobic or transphobic) is prohibited.
- Physical abuse, verbal abuse, threats, intimidation, harassment, coercion and/or behaviour that promotes fear and/or threatens or endangers the health, safety, or physical or emotional well-being of another person is prohibited.

Criminal Harassment

- Criminal harassment is prohibited and may result in a referral to the RCMP. Criminal harassment is when someone makes you fear for your, or a family member's safety, by repeatedly following you or someone you know; repeatedly communicating with you or someone you know; or consistently waiting for you outside your home, work or other place.

Sexual Harassment or Sexual Misconduct

- Any unwelcome sexual advances, requests for sexual favours, unwelcome or unwanted touching, and other verbal, written, graphic, or physical harassment of a sexual nature is prohibited.

Violence

- Any form of physical violence or fighting, regardless of mutual consent of the participants, is prohibited.
- Any form of physical aggression: not limited to, fighting, hitting, punching, slapping, kicking, pushing, pulling, and throwing objects at another person; is prohibited.

Threats

- Uttering threats of violence towards college staff or occupants is prohibited.

Discipline

Violating the Student Housing Handbook may result in disciplinary action.

Discipline for a detected infraction will be one of the following:

- Verbal warning (C1 Only)
- Written warning
- Monetary fine
- Probation contract
- Eviction
- Additional monetary penalties may be assessed for breaches where there is a cost to repair, replace or to ensure security is restored. Fines and monetary penalties are payable to Campus Services within 10 business days of the date the written infraction notice is given.

Discipline Administration:

- The category of infraction will be determined by the student housing manager.
- If the college is unable to determine who is responsible, infractions will be applied to and shared by all students in the suite.
- All infraction decisions will be provided in writing (email and/or written letter) to the student.
- Infractions, discipline, and proceedings regarding student housing are at the discretion of the student housing manager.
- All fines are due within 10 business days of the issue date of the written infraction notice.
- The housing damage deposit may only be used to cover fines as part of the move-out process and

- if all rent and other outstanding fees have been deducted from the damage deposit first.
- Multiple infraction notices may be given for one incident should multiple infractions occur in the same incident.
 - Upon consultation with the director of Ancillary Services, should the Student Housing Manager determine that the continued presence of the student constitutes a real or apparent danger or threat to the safety of college staff or students, or any other person in student housing, immediate eviction may be levied in accordance with the student housing contract.

Category 1 Infraction (C1)

A Category 1 Infraction includes, but is not limited to, any violation that disturbs the comfort of a student, results in property damage under \$200, and/or causes unnecessary work for the housing staff.

- First C1 Infraction: a written warning is issued, and the applicable cost(s) of any repairs will be charged to the student.
- Second C1 Infraction: a fine of \$40 is issued, if applicable. Cost of repairs will be charged to the student. The student is required to sign a Probation Contract and is put on warning.
- Third C1 Infraction: any subsequent infraction (C1, C2 or C3) will lead to eviction and additional fines as applicable.

Category 2 Infraction (C2)

A Category 2 violation includes, but is not limited to actions that jeopardize the well-being of housing staff, students, or the building.

First C2 Infraction: A fine of \$80 is issued, if applicable. Cost of repairs will be charged to the student. The student is required to sign a Probation Contract and is put on warning.

Second C2 Infraction: Any subsequent infraction will lead to eviction and additional fines as applicable. The student housing manager will notify the student in writing of the eviction date.

Probation Contract

The **Probation Contract** is a last chance contract that allows one more opportunity to remain in student housing. Specific conditions will need to be met in order to complete probation, including the payment of all fines and rental fees arrears. The student must also not incur any additional infractions. Any additional infractions incurred by the student during a 90 day period from the signing of the probation contract will result in the cancellation of the probation contract, and eviction will begin in accordance with the appropriate consequences for the category the infraction is under.

Category 3 Infraction (C3)

A C3 infraction is deemed most serious, and the student will be given notice of immediate eviction. Please note that the RCMP may be contacted.

First C3 Infraction: An immediate eviction notice is levied. (The Student Housing Manager will decide the amount of time a student has to vacate student housing).

Eviction Process

If a student is given an eviction notice they may not enter any NLC student housing building for a minimum of one year from the date of eviction. Re-entry may be considered only after a written request is made to the director of Ancillary Services.

Student Housing Infraction Appeal Process

A student housing manager's decision resulting in a written warning, fine, or probationary contract may be appealed in writing within 48 hours of the student(s) receiving written notification of the decision to the director of Ancillary Services.

The director of Ancillary Services will decide whether to uphold or overturn the student housing manager's decision within three (3) working days of receiving the student housing infraction appeal and will provide that decision in writing to the Student and appropriate college departments.

Where to direct your questions and concerns

Dawson Creek Campus

Student Housing Manager

Monday-Friday: 9am-5pm

Email: dc-housing@nlc.bc.ca

Phone: 250-784-7524 (office line)

For assistance after work hours or on weekends, call a student housing assistant 250-784-8961

Saturday-Sunday and statutory holidays: Security DC phone: 250-784-8202

Northern Lights College Farm

Dawson Creek Student Housing Manager

Monday-Friday: 9am-5pm

Email: dc-housing@nlc.bc.ca

Phone: 250-784-7524 (office line)

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

Security DC Phone: 250-784-8202

Fort St. John Campus

Student Housing Manager

Monday-Friday: 8:30am-4:30pm

Email: fsj-housing@nlc.bc.ca

Phone: 250-787-6239 (office line)

For assistance after work hours or on weekends, call a student housing assistant: 250-261-6289

Security FSJ Phone: 250-261-4119

References

"Leading practices in student housing agreements for British Columbia's Public Post-Secondary Institutions". British Columbia Ministry of Advanced Education and Skills Training. (n.d.). https://www2.gov.bc.ca/assets/gov/education/post-secondary-education/institution-resources-administration/student-housing/leading_practices_bc_student_housing_rental_agreement_report_v11.pdf

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