

Brandon University Residence Handbook

Digital Version: <https://www.brandonu.ca/residence/resources/>

Our Mission is to facilitate a residence life experience in which students are supported in their academic pursuits, personal growth, and participation in an interdependent community.

Chapter One: Meet the Team

Residence and Ancillary Services

Our team primarily operates out of the Ancillary Services Office, located on the main floor of McMaster Hall. We are open Monday to Friday, 8:30 am to 4:30 pm, excluding holidays. Our staff is here to assist students with any questions or concerns they may have including: assisting with keys, producing work orders, taking payments for housing or services, distributing mail and answering questions regarding meal plan balances.

1.1 Meet your Residence Staff Team

Management



Manager, Residence & Ancillary | Jackie Nichol
(204) 724-7867 | nicholj@brandonu.ca

Residence Coordinators



Residence Life & Conduct | Brian Erixon
erixonb@brandonu.ca

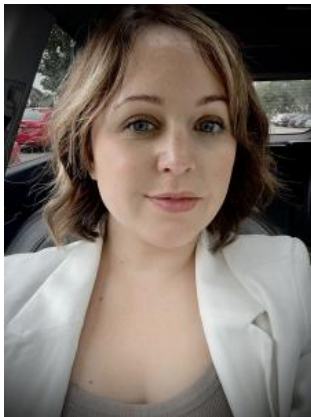


Occupancy & Facilities | Derek Booth
(204) 727-9799 | boothd@brandonu.ca

Front Counter Service



Ancillary Services Clerk | Cindy Sisson
(204) 727-7394 | sissonc@brandonu.ca



Residence Clerk | Kailin MacRae
(204) 727-9761 | macraek@brandonu.ca

Student Staff

Residence Assistants

(204) 724-2263 | On Call outside Ancillary Services Office hours.

The Residence Assistants are senior students who are hired by the Residence Manager. Their responsibilities are to provide security and discipline, assist and advise residence

students and encourage residence activities, events and programs. Each evening there is at least one Residence Assistant who is on duty. This person may be contacted between 4:30pm and 8:30am, Monday through Friday and all day Saturday and Sunday.

Residence Councils

Residence Councils are student elected groups that organize residence programming. Each council has a President, Vice-President, Secretary/Treasurer, and floor/hall reps. All members promote residence spirit and encourage residents to have fun! Joining your Residence Council is a great way to get involved in the community and make great friends.

Physical Plant Team

Maintenance

The Physical Plant provides a safe, comfortable and supportive environment for our students by ensuring reliability. Our list of qualified tradesmen includes: carpenters, electricians, power engineers, painters and plumbers. For maintenance requests, students must contact the Residence Office.

Cleaning Services

Each of our (3) three halls has its own Building Service Worker. Our BSW's work effectively and efficiently in maintaining the community bathrooms and lounges. Residents are expected to maintain their own rooms and floors. Each of our Residence Assistants have access to a vacuum, which can be checked out for this purpose.

Chapter Two: Community Living

2.1 Residence Life Community Standards

Residence Community Living Standards

Brandon University's Residence Community Living Standards (RCLS) are a set of community values, expectations, and policies for all students and staff living and working in residence. All residents and staff are expected to uphold the RCLS.

The following section provides an overview of most of the RCLS and regulations; it does not fully cover all of them in detail. Failure to comply may result in disciplinary action. Please note that since circumstances are not always categorically defined, some situations may be left to the discretion of the Residence Staff.

In working with students, residence staff emphasize student development and accountability for one's own actions and/or behaviour; therefore, anger, alcohol, or substance abuse will not be acceptable as a reason or rationale for behaviour that does not follow the RCLS.

All students residing in Brandon University residences are responsible for abiding by all federal and provincial laws, the human rights codes of Manitoba and Canada, all city by-laws, the residence agreement and all other university policies and procedures.

Residence students will be held accountable for any actions that are not deemed appropriate by university and residence policies. Please note that all residence outcomes, policies, and procedures are separate from any criminal charges, and a student who is held responsible for actions taken that contravene a law, may face charges outside of the residence environment.

Administration of the RCLS

Should a resident conduct themselves in a way that is contrary to the RCLS and/or their actions or behaviour has a negative impact on our residence community the Incident Management Process is followed.

Accommodations

Brandon University Residence Staff recognizes that some students may have practices or medical requirements that may put them in conflict with the RCLS. This includes but is not limited to: smudging, emotional support animals, medical cannabis, etc. Anyone requiring accessibility accommodations must contact Student Accessibility Services and provide the required documentation. Due notice, at minimum 30 days, must be given to the University before any accommodation can take place.

Residence Rights, Privileges and Responsibilities

The well-being of the Residence community rests on the balance of the community's ability to respect the needs of the individual, and the individual's ability to respect the needs of the community. Residence Staff work with residents to create communities based upon

mutual respect and personal development. This is best achieved when every individual is aware of their shared rights and the accompanying responsibilities. The following guiding principles describe your rights, privileges, and accompanying responsibilities as a resident within the Residence community:

Guidelines

Safety

Rights – You have the right to an environment that is safe.

Responsibilities – You have the responsibility to not engage in activities that could be harmful to the health and safety of yourself or those in your community.

Respect & Dignity

Rights – You have the right to live in an environment free of harassment, intimidation and discrimination and be treated with respect and dignity.

Responsibilities – You have the responsibility to refrain from actions of harassment, discrimination and intimidation and treat others with respect and dignity. This also means speaking up when you are aware of such acts or see others being treated with a lack of respect and dignity.

Fairness & Support

Rights – You have the right to expect fair and consistent service from Residence Staff. You have the right to be heard and access support services through appropriate campus resources.

Responsibilities – You have the responsibility to be responsive and cooperative in all dealings with University Staff members following applicable processes, and to respond to their requests (including email correspondence) in a timely manner.

Clarity of Standards

Rights – You have the right to expect that the Community Standards as outlined in this handbook and in the Residence Agreement are clear.

Responsibilities – You have the responsibility to know the Community Standards and ask questions if you do not understand them.

Community Living

Rights – You have the right to enjoy all of the benefits of living in Residence including those related to academics, convenience, social activities, opportunities and resources.

Responsibilities – You have the responsibility to contribute to the community in a positive way and be familiar with the high expectations for living held by your community.

Cleanliness

Rights – You have a right to a living space that is clean and kept in good condition.

Responsibilities – You have the responsibility to assist in the upkeep of common areas (lounges, wash-rooms, etc.) by not leaving behind garbage or dishes, by using appropriate

disposal and recycling receptacles, and to keep your own room clean and in good condition.

Reasonable Quiet

Rights – You have the right to live in an environment conducive to sleep and study.

Responsibilities – You have the responsibility to follow the standards regarding quiet hours and to always be considerate of others even when quiet hours are not in place (these are called consideration hours).

Autonomy in Managing Personal Health

Rights – You have the right to manage your own health and wellness.

Responsibilities – You have the responsibility to work with Residence staff and health providers to ensure your personal physical and/or mental health does not negatively impact the residence community or yourself.

Consideration

Rights – You have the right to enjoy your living space with consideration for and from your roommate, and others living around you.

Responsibilities – You have the responsibility to consider the needs of your community and roommate, and to engage in the outlining of reasonable expectations in your shared living space.

Reasonable Privacy

Rights – You have the right to a reasonable amount of privacy and the safety and respect of your possessions.

Responsibilities – You have the responsibility to take all necessary means to maintain the security of your community including upholding the integrity of access points to your community and locking up valuables.

Legal Rights

Rights – You retain your legal rights as a member of the Residence community.

Responsibilities – You have a responsibility to abide by and be familiar with all Federal, Provincial and Municipal laws and regulations in addition to the University's own policies.

Housing

Privileges – You have the privilege of having housing on campus.

Responsibilities – You have the responsibility to respect the Community Standards and live within their guidelines in order to maintain this privilege.

Guests

Privileges – You have the privilege of having guests visit you in residence.

Responsibilities – You have the responsibility to (a) ensure that you have the permission of your roommates to host the guest, and (b) ensure that your guest(s) respect and abide by the Residence Community Standards, University policies, and the law.

2.2 Living with a Roommate

Living with a Roommate

Roommate Agreement

Whether you have known your roommate for years, or they are someone you just met, living with someone is a totally new experience. A roommate agreement can be used to start conversations with your roommate regarding personal habits, needs, and wants related to your shared space. It is a written agreement used to help you set guidelines for the environment you live in based on respect for each other.

All residents in a Double Room will be asked to complete a roommate agreement during their first week in residence via eRezLife. All parties should respect the terms of the agreement; should changes need to be made, all roommates should sit down again and renegotiate the agreement. The needs of all roommates should be considered and addressed. However, this does not mean you will get everything you want. In most situations compromises will need to occur when sharing a space.

Working Through Conflict

Should a conflict arise, roommates must first openly and respectfully discuss the subject of conflict and attempt to reach a mutually agreeable compromise. Revisit your roommate agreement and make changes as necessary. If the conflict cannot be solved by the individual roommates, the residents must seek out the consultation of their RA. The RA can conduct a 'roommate mediation' in an effort to resolve the conflict. Finally, if the conflict still remains unsolved the RA will consult with the Residence Coordinator to discuss options to resolve the situation.

Residents should note that a room change is the 'last-resort' to a conflict situation and will not take place until all other avenues have been attempted.

Chapter Three: Regulations and Incident Management

3.1 Incident Management and Accountability

Incident Management

Reporting

An incident can be reported to the Residence Office by anyone. This includes: Residence community members, off-campus students, staff, faculty, and administration. If there is an incident or concern related to any residence community member in or outside of residence, or there is a community impact, reporting this allows the Residence Office to manage and support the community through accountability.

Documentation

All incidents will be documented by any member of the Residence Staff.

Meeting with Residence Staff

Any students connected to a documented incident can expect a meeting request from a Residence Staff member. Communication will be sent to the student email (@brandonu.ca) or the applicable email on file. It is the expectation that students respond to meeting requests within the time frame outlined by Residence Staff.

Decision Making

Residence Staff managing the incident will make decisions, or provide a letter outlining the outcomes, for incidents that are under their review. Decisions are made solely on the situation that has been documented; however, previous incident outcomes will weigh on future outcomes to identify best solutions to support the individual's success in residence.

Standard of Proof

Decisions will be based on the balance of probability (standard of proof), which means that the evidence shows it is more likely than not the alleged behaviour occurred.

Incident Outcomes

Developmental and Restorative Outcomes

- Apology
- Community Project
- Community Resolution
- Educational Workshop
- Guided Reflection
- Guided Support and Planning
- Restitution
- Restorative Justice Meeting
- Warning

Consequence Based Outcomes

- Cleaning Fee (minimum \$50.00)
- Loss of Privileges
- Performance Bonds
- Rule Violation Fee (\$100.00)

Termination of Contract

- **Probation:** a serious warning that a resident is at risk of eviction for any future offence.
- **Eviction:** termination of residence contract and the resident will be expected to move out of residence by the deadline outlined by Residence Staff.

Appeals Process

- Appeals can be sent to residence@brandonu.ca.
- Appeals must be filed within 72 hours of receiving the outcome letter.
- Residence Staff will respond within 3 business days.

3.2 Standards and Regulations

Standards and Regulations

Alcohol

Consumption of alcohol in public spaces is prohibited. Students are permitted to store and consume alcohol in their private rooms. Note that the provincial drinking age is 18 and that all residents are required to respect and abide by all applicable federal, provincial and municipal laws pertaining to alcohol. Events and activities that promote excessive alcohol consumption (drinking games, large volumes of alcohol, etc.) as well as the sale of alcohol is prohibited.

Appliances

Residents are not permitted to have any large appliance in their room. An open-element appliance, such as a hot plate or barbeque, poses a significant fire hazard and such appliances are not allowed in residence rooms. Cooking appliances such as rice cookers, slow cookers, electric hot pots, and air fryers are also not permitted. Any appliance deemed a safety hazard will be confiscated until the end of the residence contract.

Businesses and Solicitation

The University does not permit solicitation, any third-party advertising, and/or operation of a business, in its residences.

Cannabis

Consumption of cannabis in public spaces, including residence, is prohibited. Students are permitted to store up to 30 grams of cannabis in a sealed, labelled container within their private rooms. Note that the legal age of cannabis use is 19 and that all residents are required to respect and abide by all applicable federal, provincial and municipal laws pertaining to cannabis. Students can refer to the [Use or Consumption of Tobacco, Cannabis and E-Materials Policy](#) for more information.

Cooperation with Staff and Officials

It is expected that individuals will cooperate with University staff and officials in our Residence Community, as well as emergency services personnel. Residents and their guests must comply with requests made by University staff and officials. Verbal or physical harassment and/or emotional or physical abuse of staff members carrying out

their duties will not be tolerated. Failure to identify yourself or to falsely identify yourself when requested by a staff member is prohibited.

Damages

Except for normal wear and tear, residents are financially responsible for the loss, damage, or repair of residence property caused by either themselves and/or their guests. Residence and Ancillary reserves the right to apply applicable fees to the student for the cost of cleaning, repair, and/or replacement of residence property.

Guests

The Student understands and agrees to abide by the [Guests in Residence Policy and Procedures](#), which outlines the rules and regulations for positive and safe guest experience in Brandon University's residences. Guests can be registered through the Ancillary Services Office, Residence Assistant on Duty, and the Security Desk during posted business hours. The University reserves the right to limit Guest access at any time for the safety and security of the Residents.

Daytime Guests 5 am to 11 pm

- Maximum of five (5) guests per Resident allowed.
- Of five (5) guests total, maximum of three (3) guests aged zero (0) to seventeen (17) years per Resident allowed.
- Residents may request approval for additional guests under 18 (e.g., their children) by contacting the Residence Manager.
- Guests do not need to be registered and must leave before 11pm.

Overnight and After Hours Guests (11 pm to 5 am)

The majority of these rules do not apply to residents visiting other buildings. The rule that does remain in effect is that a maximum of one (1) guest (including a resident from another building) per Resident is allowed after hours and overnight.

- Residents may have one (1) overnight/afterhours guest at a time.
- Resident may have an overnight/afterhours guest for no more than six (6) total nights per month.
- Overnight/afterhours guest must be aged at least sixteen (16) years.
- Overnight/afterhours guests MUST be registered.

[Guest Policy FAQ's](#)

Harassment & Bullying

Abuse (verbal, written, physical or otherwise), threats, intimidation, sexual assault, violence, pranks, and forms of harassment against any member of our community, is not tolerated in Residence. Ignorance, anger, alcohol, or substance abuse will not be

accepted as an excuse for such behaviour. Incidents of harassment and bullying should be reported to the Residence Staff Team or referred to Brandon University's [Diversity and Human Rights Advisor](#).

Illegal Substances

Brandon University does not tolerate any illegal drug-related activity. Possession, in or around residences, of any controlled drug(s) or substance(s) including for the purpose of administering, delivering, giving, selling, or transporting the drug(s) or substance(s) to another person or persons, will not be tolerated on university property. This section also applies to misuse of prescription medication.

Reasonable belief of either use or possession of illegal drugs or any unsafe practice involving prescription medications/drugs in our residence community is considered a violation.

Keys & Building Access

For the safety of all members our Residence Community, access to residence buildings is controlled. Each person authorized to be in residence, receives keys and/or access cards which provide access to the main entrance door, their individual room. These items remain the property of Brandon University; they cannot be duplicated, and must be returned upon request.

Residents are responsible for keeping keys, key cards and fobs safe and secure.

Residents are encouraged to carry their keys with them at all times. Residents are not permitted to change the lock to their room or add locks, latches, or keyed devices that may prevent access to the room.

Residents should report lost keys to the Residence Office immediately. A replacement set will be provided and the resident will be invoiced for replacement keys/cards.

Replacement Costs

Residence Room Key/ FOB—\$75.00

Mail Key – \$25.00 to \$60.85

Student ID Card – \$32.50

Residents Lock Out

There is always someone to assist with a resident lock out. Please contact Security to let you in. They can be reached by phone 24/7 at 204-727-9700 and at the Security Desk between the hours of 11:00 pm and 5:00 am.

Prohibited Behaviour

- Tampering in any way with, or disabling, locks (or other security devices including, but not necessarily limited to, card readers, hinges, magnetic locks, alarms, lights, or emergency pull stations)
- Lending of keys and/or access card
- Possession of unauthorized keys and/or access cards
- Propping of exterior/building access doors/fire doors
- Blocking of exits

For safety reasons, there are areas in residence buildings where individuals are not permitted access. These areas include rooftops; mechanical, electrical (this includes tampering with electrical panels), and maintenance rooms; offices and administrative spaces; some dining hall related spaces such as kitchens; or any other space determined by the University.

Misuse of Facilities

All facilities are to be used and maintained for the purpose for which they were designed.

Prohibited Behaviour

- Sports played inside the residences.
- Tampering with window screens, throwing or dropping objects from, or climbing out windows.
- Removal / relocation of residence furniture from residence rooms and or common spaces*
- Alteration or construction of any part of a residence room.
- Use of nails, screws, tacks, or non-3M brand hooks.
- Removal/Vandalism of posters and signs

**Furniture not found in your room at the end of your contract will be considered missing and applicable replacement fees will be applied.*

Noise & Quiet Hours

Excessive noise is an infringement of the rights of other residents. All residents are required to control their own noise level and the noise level of their guests. Stereos, radios, TVs, musical instruments, and conversations must at all times be kept at a level that will not disturb other residents.

Residents who are disturbed by noise are encouraged to exercise self-advocacy and discuss their concern with the other student. Residents are required to respond respectfully when asked to lower their noise level.

Quiet Hours:

11:00 pm to 9:00 am

Extended quiet hours will be enforced during exam periods.

During quiet hours all noise including, but not limited to, that of stereos, radios, TVs, musical instruments, and all conversations must not be audible beyond the student's rooms. Residents may be required to store or remove speakers, equipment, etc. from their residence room.

Sub woofers or speakers where bass cannot be controlled or reduced, are not permitted in residence – both in individual rooms and common areas.

Pets

No pets are permitted in residence; except for non-dangerous fish (aquariums must be no larger than 88L capacity). Only service animals approved through the University [Service Animal Policy](#) and registered with Accessibility Services are allowed.

Scent-Free Residences

Residence endorses a scent-free environment. Thus, members of the residence community as well as visitors are encouraged to avoid excessive use of scented personal care products.

Sexualized Violence

Sexualized violence, including sexual harassment and sexual assault, undermines the full and free participation of all members of the community by negatively impacting individuals and/or creating intimidating, hostile, or unsafe living, learning and working environments.

The university has a standalone [Brandon University Sexualized Violence Policy](#). Any resident who experiences sexualized violence may seek assistance and referral from Residence Staff, counselling support from Counselling Services, and/or advice on complaint and reporting options from the [Sexual Violence and Education and Prevention Coordinator](#).

Sexual Violence Response Protocol

If you wish to disclose experiencing sexualized violence, or if you require information about our approach to responding and supporting students who disclose experiencing sexualized violence, the Sexualized Violence Education and Prevention Coordinator at Brandon University.

Smoke-Free Residences

Our residences are strictly non-smoking, this includes the use of e-cigarettes and vaporizers. Smoking is only allowed in designated smoking areas outside the residence buildings. Residents are reminded to inform their guests of the smoking regulations. All

smokers are asked to dispose of their cigarette butts in the appropriate disposal containers.

All students are encouraged to read the Brandon University Board of Governors Policy [Use or Consumption of Tobacco, Cannabis and E-Materials](#) for further information and clarification our smoking policy.

Student Status

Residence is reserved for registered, actively studying students. Residents are responsible for contacting the Residence Office if their student status changes.

Theft

Individuals are not permitted to take possession of, use/misuse, and/or be in possession of property that is not their own, without prior permission. Individuals are also not permitted to deface, destroy, and/or dispose of property that is not their own. This includes removal of utensils, dishes, glasses, food, etc. without permission, from Harvest Hall.

Violence

Violence, inciting violence, and/or physical aggression is not tolerated in residence. Violence and physical aggression include any physically aggressive or violent behaviour, such as fighting, hitting, slapping, kicking, pushing, pulling, throwing objects at another, etc.

Ignorance, anger, alcohol, or substance use will not be accepted as an excuse for instances of violence.

Any acts of violence and physical aggression as defined in this handbook are grounds for immediate Residence Probation and/or Eviction.

Weapons & Explosives

Firearms or any other weapons are strictly prohibited. This includes items that are created or whose use could be intended to cause harm, be seen as intimidating, or be mistaken for a weapon. Examples include, but are not limited to, restricted weapons, fencing foils, ceremonial or decorative swords, air soft guns, paintball guns, axes, knives, and replicated / collectable weapons.

Chapter Four: Facilities and Safety Procedures

4.1 Safety and Emergency Procedures

Safety and Emergency Procedures

Health and Safety

In any population, physical, mental, and emotional health needs will vary from person to person. With this understanding, you are asked to respect the following guidelines:

- If you have a contagious condition that is spread through close living conditions you will be asked to see a physician and to follow all subsequent medical recommendations.
- If you are managing a mental health condition, you will be asked to take proactive steps to minimize any potential negative impact to the community. The Residence Staff can help facilitate this process by referrals to Counselling.
- Community living may not be appropriate for some students. Living in a community offers many benefits but also has the added stressor of living in close proximity with others. Should your actions or conditions negatively impact the community, Residence Staff will address the behaviour and work with you to provide support where possible.

Emergency Procedures

Fire/Evacuation Information

Failure to leave the building during a fire alarm is a violation of your Residence Community Living Standards. Floor meetings and fire drills will be held in your residence to help you become familiar with your residence's evacuation procedures.

- Manually activate fire alarm system if you discover fire/smoke.
- Immediately exit the building, closing doors behind you if safe to do so and make your way to your muster area.
- DO NOT use elevators.
- DO NOT attempt to re-enter the building until instructed to do so by the Fire Department, Security, or Residence Staff.

Active Shooter/Dangerous Person

- If you learn of a dangerous person threatening the safety of individuals on campus, contact dial 911.
- Be prepared to provide a full description of the individual and their location.
- DO NOT approach the individual.
- Remove yourself from danger; if safe to do so, leave the area, if unable to leave, take shelter in-place.
- Individuals not immediately affected by the situation should Shelter-in-Place, staying away from windows and doors.

Medical Emergencies

- Contact the RA on duty.
- If condition is life threatening, call 911 and then notify Security so they can direct and assist emergency personnel.

- Be prepared to provide a full description of the nature of the condition.
- Provide first aid or medical assistance if trained and necessary;
- Remain with the person until emergency response personnel arrive.

Residence Safety Tips

Safety and security is everyone's responsibility — for you and for your residence community.

Do:

- Keep your room locked at all times
- Use the SafeWalk program or walk with a friend at night and use well-travelled and well-lit sidewalks and roads
- Report all damaged locks, lights, smoke detectors, electrical outlets and other safety hazards immediately
- Report any suspicious activity or concerns to Security (204) 727-9700
- Download the [BU READY](#) App

Don't

- Don't lend keys to anyone. Don't leave them anywhere public, and report lost or stolen keys immediately
- Don't prop open any doors
- Don't open doors to or let people into the residence buildings

Preventing Thefts

Thefts in residence can occur and you should take steps to protect your belongings. Keep your door locked when you are not in your room, retrieve your laundry promptly and do not give anyone your bank card or PIN. Keep valuables in a safe place and never lend your keys to anyone. Residents found to be engaged in unauthorized taking or appropriating of property from a roommate or from any member of the residence community is subject to incident outcomes. Please report any thefts to the Residence Office immediately. The University is not responsible for any lost or damaged goods, theft or otherwise, in residence. We strongly recommend you obtain insurance for your property. Ask your parents or guardian to contact their insurance company regarding coverage of your belongings.

Fraudulent Emails, Phone calls, Text Messages

Be aware of emails, phone calls, and/or text messages that ask for personal and financial information.

Any reputable business will never ask you for any sensitive information in this manner. For more information, visit the [BU Help Desk IT Security](#) webpage.

4.2 Reporting Repairs and Room Access

Reporting Repairs and Room Access

Reporting Repairs

Please report any damages, new or preexisting to the Residence Office who can assist you with a work request. Work Order Request Forms are available on eRezlife, our online software, or you can make a work order request at the Ancillary Services Office. Repairs are completed by Maintenance Staff, Building Service Workers, or third party contractors. Access to your room may be needed in order to complete the repair. These repairs will be completed during the work day, 8:30am-4:00pm Monday-Friday whenever possible. **Please do not make any repairs yourself.**

Access to Rooms

In general, your room is considered personal, private space. This privacy will be respected provided that the rights of your fellow residents are not violated (and no illegal activity is committed or suspected); however, while there will be reasonable attempt to give at minimum 24 hours notice before entry of your room, this notice is not guaranteed. Residence staff reserves the right to enter a student's room at any time. Some examples of when an RA may enter a student's room: a radio/television has been left on and can be heard from the hallway or adjacent rooms, a concern for a student's safety/wellbeing, etc. This right will be exercised with discretion and with all due regard to student's privacy. Whenever possible, a resident's room will not be entered without the student being present. Facilities staff may access the room to complete repairs and cleaning staff may access the room to complete scheduled cleaning.

Chapter Five: Contract Changes, Cancellations, & Check Outs

5.1 Contract Changes

Extension of Stay

In early April, the Residence Office will email information to students on how to apply for a Spring/Summer stay.

Required Documentation to Extend your Stay

Some form of documentation is required by the Residence Office in order to grant an extension. Your documentation must be submitted at the time of extension application. Examples of appropriate and required documentation are as follows:

- Copy of course outline or copy of registration and enrollment for the following session

Practicum

Students may be eligible for a credit, if their academic program takes them away from Residence for the purpose of a required practicum. The following conditions must be met for eligibility.

- The student must be away from campus for three or more weeks.
- The distance to the location of the practicum must be greater than 30 minutes driving time, OR driving to the location of the practicum must be impractical.
- The student must be moving into the town/city where the practicum takes place.

A board AND room credit are only refunded if a student checks out for the remaining duration of their contract period.

The Student Practicum Room/Board Credit Request Form can be found on the students' eRezLife portal.

5.2 Cancellations

Cancellations and Declining your Offer

Improper notification regarding the cancellation of your Residence Contract will in most cases result in incurring further Residence charges and/or penalties.

Messaging regarding room offers, reminders etc. is sent via email (@brandonu.ca and/or personal account) and it is the responsibility of the student to make sure they 1) are checking their email and 2) have updated their ERez Life account with the most current contact information.

Residence Cancellations

You are declining your room offer

Students who receive a room offer, that no longer wish to proceed with their Residence Application, may decline their offer by logging into the ERez Life portal and choosing 'decline'.

You have not paid your \$350 deposit by the deposit due date stated on the room offer and/or have not accepted your room offer.

Without a deposit to hold the space AND the accepted room offer, your application will expire and your room will be given to the next person on the wait list. If you have paid via online banking, PayMyTuition or PlastiQ there may be a delay in your funds reaching your student account. Please contact our office at residence@brandonu.ca with a receipt of payment, for confirmation, to avoid cancellation. If you choose to re-activate your application, your previous room offer cannot be guaranteed and you will be placed at the bottom of the wait list.

You have accepted your room offer but you have not checked in

The Residence Office will try to connect with you prior to cancellation however, failure to notify our office of any changes in your check-in date will result in the cancellation of your

application. The \$350 deposit is non-refundable after the date specified in your room offer email.

You have already moved into Residence but now would like to move off campus

All students must fill out a 'Notice of Withdrawal' form.

If you have dropped your courses, you will need to provide a copy of your Tuition Statement to the Residence Office. You will be assessed a \$500 penalty and charged until the last day in Residence. Refunds will be processed once the check-out is complete.

If you will still be a studying student, you will be assessed a \$500 penalty and charged until the end of the term, provided you give proper notification to our office before December 1. *Students who fail to give proper notification before December 1, will be charged for the full academic year without further penalties.*

Applicable refunds will be credited to the student account and refunded directly the student. We advise students to contact the Financial and Registration Office at finreg@brandonu.ca for more information on refund total and to set up a method of payment.

5.3 Checking Out of Residence

Check-out Procedure

End of Fall Term Check Out

We highly encourage all residents to vacate their rooms 24 hours after their final exam. It is essential that maximum quiet be maintained, so that the sleep or study of any student is not interrupted. If a resident has only signed their contract for Fall Term, they must follow the check-out procedure emailed to them.

Residents are permitted to leave their belongings in their room if they are continuing their studies into the Winter Term. Room keys do not need to be returned to our office. Our Residence Assistants will contact all residents to inquire about their winter/holiday plans to ensure an efficient transition from the Fall Term to the Winter Term.

Before you leave for Winter Break

- Make sure windows are closed and locked
- Disconnect everything (except fridges) that generates heat or is sensitive to power surge
- Remove any garbage and perishable food from your room
- Turn off lights and lock your door

If you had initially signed a residence contract for both Fall and Winter Terms and wish to withdraw from the Winter Term, you must notify the residence office before December 1st otherwise, you are responsible for the entire room and board fees for the Winter Term.

End of Winter Term Check Out

All residents should check out of residence 24 hours after their final exam. It is essential that, during check-out period, maximum quiet must be maintained so that the sleep or study of any student is not interrupted.

Our Residence Assistants will contact all residents to inquire about their spring/summer plans to ensure an efficient check-out process. If you require to stay in residence beyond 24 hours after your last exam or need to extend your stay past the residence contract date, you must notify your Residence Assistant or the Residence Office well in advance.

On Check-Out Day

Before you check-out:

- Makes sure windows are closed and locked
- All your belongings are packed and out of the room
- Remove any garbage and perishable food from your room
- Ensure that your room is clean (floor vacuumed/swept, surfaces wiped, etc.)
- Turn off lights and lock your door

At the Residence Office:

- Fill out check-out form
- Return your Student ID Card, Room Key, and your Mailbox Key
- After hours check outs need to contact the RA on duty cell.

If your room is deemed unsanitary or there is significant damage to the room at the time of check-out, you will be charged a minimum of a \$50.00 cleaning fee.

If you vacate residence without following proper procedure and/or without giving proper notice, you shall be responsible for room and board charges up until the notice has been given and the proper check-out procedure has been followed. Unreturned keys will automatically incur a re-key fee.

5.4 Residence Storage

Residence Storage – A Perk for Returning Residents

A perk of returning to residence is that we provide Returning Residents free storage for the spring and summer; however, there is a limited window for when storage is available. Please note that:

- There is a **5** item limit for storage. Fridges and/or microwaves count as a storage item.
- We cannot store large furniture i.e. couches/futons, mattresses, and desks.
- Upholstered items must be new at the time of move-in and must be wrapped in plastic.
- All items need to be clearly labelled with your name and contact information

Storage rooms are located in the basement of Flora Cowan Hall and Darrach Hall. While staff are happy to guide students to our storage rooms, staff are not to assist with carrying

of any items. We strongly urge students to plan ahead and have friends and/or family assist with the transport of items to storage.

Access to storage will be available during final exam period only during the allotted times posted and access will not be granted to those who request storage outside these hours. It is understood that storage in residence is a privilege and that residence has no obligation to give access to storage facilities outside the scheduled times posted.