

RESIDENCE HANDBOOK

2026-2027



BRANDON UNIVERSITY
RESIDENCE

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WELCOME HOME

Welcome to Brandon University Residence! We are thrilled to have you join our community, and we want you to know that you matter here. It is our hope that your stay in residence becomes one of the most rewarding experiences of your post-secondary journey. Our goal is to provide you with a safe, comfortable living and learning environment in which you may grow as an individual and develop long lasting relationships!

This handbook provides a brief introduction to what you can expect from living in residence and the expectations of you as a community member. You'll find valuable information about living with roommates, safety procedures, policies, and contact information that will help guide you through your transition to residence life. As you begin your year with us, please know that the Residence Team is always available to support you and help you solve problems that may arise.

We hope that you enjoy your experience at Brandon University and that you will take advantage of all of the opportunities that living in residence provides. We look forward to getting to know you.

Best wishes,

-Residence and Ancillary Services

CONTACTS

BU Campus

Residence Office (204) 727-9761 | residence@brandonu.ca

Ancillary Services (204) 727-7394 | ancillary@brandonu.ca

Student Services (204) 727-9737 | Book an appointment [online](#)

Food Services (204) 727-9670 | foodservices@brandonu.ca

Finance and Registration (204) 727-9724 | finreg@brandonu.ca

IT/HelpDesk (204) 571-8500 | helpdesk@brandonu.ca

Brandon University Students' Union (204) 727-9660 | info@busu.ca

Indigenous People's Centre (204) 727-9623 | indigenous@brandonu.ca

PENT (204) 727-7371 | pent@brandonu.ca

International Activities (204) 727-7479 | international@brandonu.ca

Security (204) 727-9700

RA On Call (204) 724-2263

Emergency

Police / Fire / Ambulance 911

Police (non-emergency) (204) 729-2345

Suicide Crisis Helpline 988

Manitoba Suicide Prevention/Support Line 1-877-435-7170

Mobile Crisis Unit (204) 725-4411

Sexual Assault Crisis Line 1-888-292-7565

Pssst...You may want to save these to your phone

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.

Residence & Ancillary Services Manager Jackie Nichol

(204) 571-7852 | nicholj@brandonu.ca

The Residence and Ancillary Services Manager is responsible for overall administration and operations related to residence. They also manage parking services, the student ID Centre and conference services on campus. The Manager serves as a resource to all students living in residence.



Residence Coordinator: Student Life & Conduct Brian Erixon

(204) 727-7497 | erixonb@brandonu.ca



The Residence Coordinator, Student Life and Conduct is responsible for the student experience in Residence. They provide leadership to the Residence Assistants and Hall Councils, manage student conduct and provide support and resources to all students living in Residence.

Residence Coordinator: Occupancy & Facilities

Derek Booth

(204) 727-9799 | boothd@brandonu.ca

The Residence Coordinator, Occupancy and Facilities is responsible for managing occupancy and room assignments in Residence, as well ensuring that your physical space is comfortable.



Front Counter Service

You most likely have already met our amazing clerks by email. They will have been in contact with you throughout the summer providing you information about your room assignment and your residence check-in. The Residence Clerk and Ancillary Clerk provide administrative support for the day-to-day operations of our residences and our ancillary services. They are available at the front desk to answer questions, sign out equipment and assist students as needs arise.

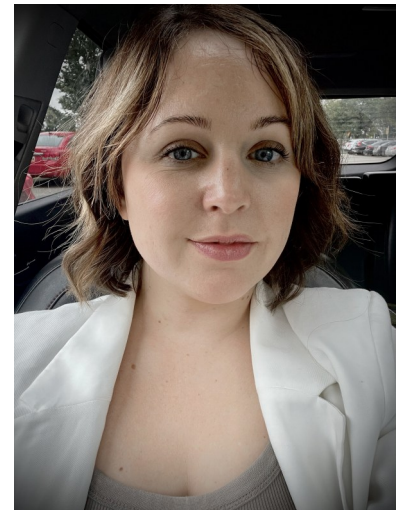


Ancillary Services Clerk Cindy Sisson

(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 Coordinator. 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.

IMPORTANT DATES: FALL

Move in Day	September 4 and 5
Labour Day	September 7
Orientation Day	September 8
First Day of Classes	September 9
Add/Drop Deadline	September 23
National Day for Truth and Reconciliation	September 30
Thanksgiving	October 12
Fall Study Break	November 9 to 13
Remembrance Day	November 11
Voluntary Withdrawal Deadline	November 23
*Follows Monday Slot Schedule	December 10
Final Exam Period	December 14 to 23
Winter Break	December 24 to January 1

IMPORTANT DATES: WINTER

Winter Orientation	January 4
First Day of Classes	January 5
Add/Drop Deadline	January 19
Louis Riel Day	February 15
Winter Study Break	February 15 to 19
PENT Move In Day	March 20
Good Friday	March 26
Voluntary Withdrawal Date	March 29
PENT Move in Day	April 3
First Day of PENT Classes	April 5
Final Exam Period	April 14 to 26

RESIDENCE FEES

Room Fee

Cost of the Residence Hall/Room Type.

Board Fee (Meal Plan)

Cost of the Meal Plan. A Meal Plan is mandatory for students to live in Brandon University Residence.

Application Fee

\$65.00 fee to apply for Residence. Non-refundable.

Resident Student Association Fee

\$60.00 fee per academic term that funds Residence programming. Non-refundable.

Facilities Fee

\$84.50 fee per academic term that is used for Residence upgrades (furniture, carpets, renovations, etc.). Non-refundable.

Maintenance Fee

\$15.00 per academic term is used for non-recoverable damages within Residence. Non-refundable.

Room Change Fee

Students who transfer rooms are subject to a \$50.00 fee.

Room Violation Fee

Students who violate Residence policies are subject to a \$100.00 fee, per the discretion of Brandon University.

Lost ID Card & Keys/Fobs

Students who lose their Student ID card are subject to a \$32.50 replacement fee.

Students who lose their Room Key/Fob are subject to a \$75.00 fee.

Students who lose their Mailbox Key are subject to a fee up to \$60.85.

Student Fitness Fee (Non-BU Students)

Non-BU Students are charged a fee of \$48.90 per academic term on their Housing Account to use the Healthy Living Centre.

Student ID Card Fee (Non-BU Students)

Non-BU Students are charged a fee of \$28.50 on their Housing Account for their Student ID card (building and meal access).

YOUR ROOM

Furniture Included in your Room

- Bed & Mattress
- Desk
- Chair
- Closet Space
- Dressers
- Bedside Table



Bed & Mattress Sizes

Most beds in residence are size Twin XL, with the two exceptions:

- McMaster Hall Queen Room —Queen Bed & Mattress
- Darrach Hall Standard Single Room — Double Bed & Mattress

Rules with Furniture

- Residence Furniture must remain in the room.
- Any furniture removed will be considered missing and the replacement value of the furniture will be charged to the student.
- **Most Single Rooms will have double sets of furniture.** We encourage all students to take advantage of the extra furniture to customize the space as they see fit.
- Used upholstered furniture is not permitted. Upholstered furniture must be new with receipt of purchase.
- Students can bring in a foam mattress topper or mattress for additional comfort—these items must be new with receipt of purchase.

Check your Move-in Guide for items we encourage you to bring to make your space feel like home! The University is not responsible for loss of or damage to personal property and does not provide storage or shipping after withdrawal or termination. Students are strongly encouraged to maintain tenants or personal property insurance.

MEAL PLANS

How Does it Work?

After you've paid your residence fees, your meal plan money will be loaded onto your Student ID card for the term.

Value Meal Plan* \$2,425 per term

Basic Meal Plan* \$2,800 per term

Premium Meal Plan* \$3,175 per term

*Names of the Meal Plans reflect the dollar amount of each plan.

Your meal plan operates from a **Declining Balance Model** - which means the amount you spend per purchase is deducted from your meal plan balance. Your meals spent using your meal plan are tax-free with all Meal Plans, but confectionery items are taxable. We strongly encourage all residents to monitor their meal plan balance to ensure they do not under or over spend their meal plan money for the term. More information on Meal Plans can be found the [Meal Plan website](#).



How to Monitor your Meal Plan Balance

BU students go to your BU student portal and review the 'meal plan' tab.

All students check your receipts after making a purchase at Harvest Hall.

Residents can add meal plan money to their Student ID card at the Ancillary Services Office. **Meal Plan money that is unused (other than extra added funds) in any Meal Plan price level at the end of a contract is forfeited, non-refundable and non-transferable.**

Dietary Restrictions

Food Services understands the challenges that dietary restrictions, food allergies and intolerances can present for many students. To ensure a safe food experience, the Food Services Team is happy to guide residents on how to navigate the Harvest Hall menu and meal options. Contact foodservices@brandonu.ca.

SERVICES

Parking

Students who live in Residence are guaranteed a place to park on campus at an additional cost, free of tax! To view parking options and prices, visit <https://www.brandonu.ca/parking/>

Mail Boxes

All Residents are assigned a mail box and receive a mail box key upon arrival. Mail boxes are located on the Ground Floor of McMaster Hall. The Ancillary Services Office receives resident mail received from the Brandon University mail room and sorts resident mail during business hours. Residents can expect to receive their mail within 1-2 business days of delivery.

For large parcels and packages, Residents will receive a parcel slip directing them to pick up their mail at the Ancillary Services Office during business hours.

Your Mailing Address

First and Last Name
Box Number (given upon arrival)
Brandon University Residence
270 18th Street
Brandon MB
R7A 6A9



Wi-Fi

Wi-Fi access is integrated into all 3 residence halls, so there is no need to bring a wireless router or Ethernet cable. You should receive an email with your unique WIFI Access Code prior to your check in. If one was not sent to you, or you have misplaced it, contact residence@brandonu.ca.

Security

There is 24/7 Security on BU Campus. All students can request a Safe Walk - where a Security Guard can walk with a student to their desired destination on campus.

There is Residence Security on site from 11:00 pm to 5:00 am. During these hours, all residents and approved guests must report to the Security Office to enter their respective building.



Mini-Fridge Rental

Residents can rent a mini fridge from the Ancillary Services Office for an eight month contract (September to April). To rent a fridge please visit the Ancillary Services Office during business hours. Please note fridges are in limited supply.

Laundry

Laundry rooms are located in each of the 3 Residence Halls:

McMaster Hall: Available on every Even Numbered Floor (2,4,6,8,10)

Flora Cowan Hall: Available on the Basement Floor

Darrach Hall: Available on the Basement Floor

App-Powered Convenience – Use your phone to:

- Load laundry funds easily (and yes, parents can top up from home!)
- Get notified when your laundry is done
- Check machine availability before heading down

Alternative to the App – No smartphone? No problem. You'll be able to purchase a laundry card for \$10.00 and load funds at the kiosk located outside of the Ancillary Services office.

- Lose your laundry card? Laundry Card purchase/replacement fee is \$10.00.

Affordable Pricing –

- Wash: \$2.50/load
- Dry: \$2.50/load

More information on our Laundry Services can be found on our laundry [webpage](#).

RESIDENCE COMMUNITY LIVING STANDARDS

The following section provides an overview of most of the Residence Community Living Standards (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, including students that do not study at Brandon University, 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 have 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	Rights	Responsibilities
Safety	You have the right to an environment that is safe.	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	You have the right to live in an environment free of harassment, intimidation and discrimination and be treated with respect and dignity.	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	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.	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	You have the right to expect that the Community Standards as outlined in this handbook and in the Residence Agreement are clear.	You have the responsibility to know the Community Standards and ask questions if you do not understand them.
Community Living	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.	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	You have a right to a living space that is clean and kept in good condition.	You have the responsibility to assist in the upkeep of common areas (lounges, washrooms, 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.

Guidelines	Rights	Responsibilities
Reasonable Quiet	You have the right to live in an environment conducive to sleep and study.	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	You have the right to manage your own health and wellness.	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	You have the right to enjoy your living space with consideration for and from your roommate, and others living around you.	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	You have the right to a reasonable amount of privacy and the safety and respect of your possessions.	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	You retain your legal rights as a member of the Residence community.	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.
Guidelines	Privileges	Responsibilities
Housing	You have the privilege of having housing on campus.	You have the responsibility to respect the Community Standards and live within their guidelines in order to maintain this privilege.
Guests	You have the privilege of having guests visit you in residence.	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.

CHECK YOUR EMAILS

It is an essential part of student life to keep up to date with all that happens on campus, including residence! From upcoming events to important deadlines, all news will be sent to your Brandon University email. If you go to Assiniboine College or another institution, check the email that you used to create your eRezLife profile.

Another great option to keep up with your student email account is to have emails forwarded to your preferred email address.

To forward emails from your BU Webmail account, simply enter the 'Settings' menu, and click 'Forwarding'. Ensure the 'Enable Forwarding' button is turned on and enter the address you would like to have your emails forwarded to in the box below and hit 'save' in the bottom right corner of the screen!

To stay even more connected with BU Residence Life, we also recommend following our social media accounts and visiting our website frequently!

<http://www.brandonu.ca/residence>



BU Residence



bdn_residence

ROOMMATES

Living in residence can be a great deal of fun – some of the best friends you'll ever meet might be living down the hall from you. At the same time it can be stressful to live in close proximity to a large number of people and there is potential to run into conflict with some of the people on your floor. However, how you chose to handle these situations will determine whether this will be a positive experience or a negative one.

Roommate Agreements

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 students sharing a room will be asked to complete a roommate agreement during their first week in residence. 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 and Dealing with Roommate Conflict

It is very important to communicate needs clearly and openly when in the midst of a conflict. Living with someone will always have its ups and downs and sometimes a situation is not easily solved.

We encourage you to take the following steps to resolve a roommate 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 that will not take place until all other avenues have been attempted and is at the discretion of the Residence Coordinator.



Room Change Requests

Room changes are not processed during the first three weeks of a term. After this period, room changes may be requested, although as a last resource only. Room Change Request Forms are available through eRezLife.

All room changes must be approved by the Residence Coordinator and residents may be charged a room change fee. Room checks are required every time a resident changes rooms and are completed by the Residence Assistants. Any unauthorized room changes may result in disciplinary action.

INCIDENT MANAGEMENT AND ACCOUNTABILITY

When there is an incident in residence, it is important to follow the Community Standards Incident Management & Accountability process to encourage responsibility, preserve community and, when possible, repair any harms or wrongdoing to an individual or impacts to the community. Specifically, this is in respect to the following process:

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.

Interviews

Any student connected to a documented incident can be interviewed by the Residence Assistant or Residence Coordinator managing the specific incident process. Students interviewed will have access to aspects of the documented incident report and will be asked questions related to their knowledge, actions and impacts related to the situation. The student may bring a student union representative as support.

Communication

Anyone contacted about a situation is expected to respond to interview requests immediately. The Residence Office will coordinate times using your academic

timetable and will also work with your personal scheduling needs; however, it is important that interviews occur within the timeframe outlined by the Residence Staff. We expect open and honest communication in order to best support the process. The Residence Office will use your email address associated with your eRezLife Profile as the primary method of communication. For BU Students this will be your Brandon University email address.

Confidentiality

We expect participants in this process to maintain confidentiality in order to preserve community and minimize negative impacts.

Any information communicated to Residence Staff stays within Brandon University. The University will not disclose information externally without the Student's consent, except in cases of imminent danger or where required or permitted by law.



Decision Making

The Residence Coordinator or Manager 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.

Burden and Standard of Proof

At each stage of the decision-making process the responsibility of establishing that there has been a violation by a student (burden of proof) will be on the Residence Staff. 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. The preponderance of evidence also requires the decision-maker to take into account conflicting evidence, meaning the student has the opportunity to present their side of the situation. In short, the

documentation and accompanying evidence must prove ‘more likely than not’ that an incident occurred. It is important to note that just because an incident has been reported, Residence Staff does not assume fault. Specific measures may be taken while we investigate, depending on the severity of the reported incident. The Residence Office will make these decisions, with the best interest of all students being considered.

Accountability

With reasonable effort, Residence Staff will aim to manage incidents and make decisions from a developmental lens, which requires active participation from the respondent of an incident. This is your responsibility. Active participation means:

Response: as a resident, you are expected to reply to any communication from the Residence Office. We encourage students to monitor e-mail on a consistent basis. Students may be charged a Rule Violation Fee of \$100.00 for not responding to communication from our office.

Engagement: for a truly developmental and/or restorative resolution, there needs to be investment from the respondents related to an incident. We encourage you to ask questions for clarification within the process and to ensure you access the appropriate supports and resources in cases where you are unsure. Therefore, in cases where a respondent has not responded to communication or misses meetings related to an incident, a consequence-based decision will be made rather than a developmental or restorative resolution based on preponderance of evidence, meaning, what most likely happened based on the information we have through documentation.

Incident Outcomes

Incident Outcomes are the final decision(s) and documentation related to a specific incident. The Incident Outcomes will also identify decisions made, collaboratively with



the respondent or solely by the decision maker connected to the specific incident report. Below are examples of Incident Outcomes that can be decided upon in order to repair harm caused by the incident to an individual or the community. Many of these can be considered commitments to the community, requiring a resident to engage in actions to restore the impact of a violation and repair the harms resulting from misconduct on other members of the community.

Developmental & Restorative Incident Outcomes

Apology: expression of remorse and the willingness to take responsibility for a transgression. Apologies must be sincere and are an important way to repair community relationships and restore trust between parties.



Community Project: taking action to rebuild the community is a way to pass on learning to others, show that one is socially responsible for their actions and rebuild the trust that is lost through misbehavior. Community projects should be meaningful, relevant to the harm and rewarding.

Community Resolution: informal agreement made between a member of the Residence Staff Team and members who have harmed or negatively impacted the community. Community Resolutions resolve a situation and will revisit community standards.

Educational Workshop: opportunity to explore a specific topic related to the harm caused to an individual and/or community. Examples include, but aren't limited to: alcohol, substance use, decision making, goal setting, aggression, diversity, discrimination and harassment, appropriate relationships, social media and Indigenous awareness.

Guided Reflection: formalizing impacts through an individually-gearred reflection

activity that may include reading and/or reviewing a documentary, lecture or TED Talk.

Guided Support and Support Planning: A person is assigned to help, advise and support the respondent to support change in behaviour to prohibit committing further offences.

Restitution: monetary amount that repays financial loss. Restitution is different from fines even though they both involve money; fines are punitive and meant to impose a cost or burden upon an offender. Restitution is determined by an accounting of the losses incurred by the harmed party. Restitution agreements should include: clear specification of financial losses to harmed party, payment plan that meets the needs of the harmed party, but also take into account the respondent's ability to pay.

Restorative Justice Meeting: facilitated dialogue between offender and harmed parties. After discussion of the harm, the parties decide what steps the offender can take to repair harm. The dialogue is facilitated by the Residence Coordinator.

Warning: in discussion between the respondent and the staff managing the incident, they may discuss strategies to make different decisions in the future and the Incident Outcome being a warning and outlines of these strategies.



Consequence Based Incident Outcomes

In all cases, the Residence Staff managing the incident will explore developmental and/or restorative options to resolve the situation, taking into consideration the respondent and the harmed communities.

In cases where the respondent is not engaging, the staff managing the incident will decide Incident Outcomes that may be perceived as consequences, which

include but aren't limited to:

- Loss of privileges, including guest privileges
- Confiscation
- Fine
- Performance Bonds
- Removal and/or disposal of garbage at the expense of the resident(s) and/or cleaning charges
- Probation, which is a serious warning that a Resident is at risk of eviction for any future offence(s)
- Eviction from Residence with readmission restricted

Eviction from Residence

Students can be evicted from residence for conduct-related issues as deemed necessary by the Residence Coordinator. Examples include, but are not limited to: multiple community standard violations, disrespect towards staff, physical violence, vandalism, theft, or possession of or involvement with illegal substances. Eviction does not relieve the student of financial obligations.

Temporary Relocation, Limits and Eviction

After an incident occurs and in the case of exceptional circumstances, the Residence Coordinator can decide to temporarily relocate or limit individuals involved in the reported incident.

Temporary Relocation can result in a move to an alternative residence space or alternate accommodation on campus at any given time.

Temporary Limits from residence can result in restricting access to any space under the jurisdiction of the Residence Office, or communication with any individual(s). Space includes, but is not limited to: residence buildings and/or specific locations (i.e.: floors, common spaces, cafeterias). Communication Limits will be recommendations from Residence to restrict contact, including, but not limited to: face-to-face, notes, social media, mobile texting, photo/image sharing and/or communication through third parties. Limits can also apply to guests.

Temporary Eviction can be approved at any given time, without process, by the Residence Coordinator. The Residence Office will assist with arrangements, but is

not financially responsible for final costs.

These decisions will be made if there is a concern for the health and/or safety of person and/or community. Every effort will be made to have the incident managed as quickly as possible.

Late-Year Conduct/Special Circumstances Outcomes

There are certain times of the year which may result in the conduct process being altered to accommodate residents writing exams, orientation week, or leaving for academic breaks. During this time Residence Staff may make decisions concerning behaviour and assign outcomes without the resident's engagement in the process. Residents always have the opportunity to appeal outcomes they feel may not be fair or reasonable.

Limits of Support

When a resident exhibits advanced needs beyond the scope and expertise of what may reasonably be provided by the Residence Office, accommodation will be made in consultation with the resident and relevant Student Services. Where the behaviour and/or needs cannot be

accommodated because it is deemed that continued occupancy could place the individual or other residents at risk, the Residence Office may take action that can include, but will not be limited to, relocation to another residence and/or termination of the Residence Agreement.



Letter of Support

A letter expressing concern for a resident's wellbeing. It includes personal and professional supports that the resident is encouraged to use, and other success strategies.

Letter of Expectation

A letter serving as a joint understanding between Brandon University Residence and the resident outlining the limitations and expectations going forward. Should

these expectations not be agreed to or met, the Residence Office may take action that can include, but will not be limited to, relocation to another residence and/or termination of the Residence Agreement.

Relocation or termination will only occur when other accommodations have been unsuccessful or where the severity of the behaviour demands immediate response. Termination will be implemented only after a review and referral process is completed for each case by the Residence Coordinator.

Appeal Process

Residents whose actions are found to be in violation of Residence Community Living Standards, and who have been sanctioned by a member of the Residence Staff Team may file an appeal. Submitting an appeal will not change the effective dates of any contracts/outcomes in place. The appeal must fully explain the resident's reasons for filing the appeal.

When submitting an appeal, a resident should demonstrate one or more of the following:

- New information and evidence which would support a different outcome
- Bias or lack of procedural fairness in the decision-making process
- Error(s) in the interpretation of policies

An appeal must be filed within 72 hours of receiving the outcome letter. The appeal must be submitted by email to the Residence Office

residence@brandonu.ca.

Once the appeal email has been received, the Residence Office will acknowledge receipt of the appeal via email, within 3 business days, and include an update as to whether their appeal will be reviewed by the Residence & Ancillary Services Manager or designate, and the expected timeline for a decision.



STANDARDS AND REGULATIONS

This section of the handbook outlines behaviours that go against Residence community standards. Residents deemed to have violated these standards based on the balance of probabilities may be subject to sanctions outlined in the Residence Incident Management Process & Accountability model.

There are two levels of violations: Level 1 and Level 2

Level 1 Violations behaviour encompasses less serious actions that are usually handled by an educative conversation or a letter of warning. Please note that multiple counts or repeated behaviour of this category can lead to more serious outcomes.

Level 2 Violations usually threaten and compromise the safety of staff and/or fellow residents and are treated most seriously. Such behaviour may be grounds for significant outcomes up to, and including, Eviction from Residence, even after one occurrence.

Each circumstance is unique, and individual situations can be assessed differently at the discretion of Residence staff.

Substance Regulations

Alcohol

Consumption of alcohol in residence, or in any public area in or surrounding residence, is regulated by Manitoba's Liquor and Gaming Control Act. Please be aware that the provincial drinking age is 18. Individuals are required to respect

and abide by all applicable federal, provincial and municipal laws pertaining to alcohol. Alcohol can be consumed in private residence rooms.

Level 1 Violation

1.1 Imposing the physical effects of alcohol in the residence community. Physical effects include but are not limited to vomiting, passing out, or being disruptive

1.2 Participating in a drinking game, floor/hall crawl, or any event that has drinking as its main goal or intoxication as its inevitable end

Level 2 Violations

1.3 Selling and/or producing alcohol

Cannabis

The Manitoba government has set a legal age of 19 for the use, purchase and possession of cannabis. Cannabis equipment must be stored in a private space in your residence room; sealed in a container such that any smell is undetectable outside of your residence room or, in a shared room, by your roommates; with labelling clearly indicating its use.



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 on our cannabis policy. Residence will follow adhere to provisions set forth by the Safe and Responsible Retailing of Cannabis Act and the Non-Smokers Health Protection and Vapour Products Act.

Residents who require the use of medical cannabis must register with the Accessibility Services Office. Accessibility Services will advise Residence regarding recommendations.

Level 1 Violations

- 2.1 Smoking or vaping Cannabis in residence or on Brandon University property
- 2.2 Preparing ingestible cannabis products in shared spaces and residence rooms
- 2.3 Possessing or consuming highly potent forms of cannabis including but not limited to wax, shatter, and budder
- 2.4 Improper storage of cannabis

Level 2 Violations

- 2.5 Selling Cannabis
- 2.6 Growing Cannabis

Smoking

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 of our smoking policy.

Level 1 Violations

- 3.1 Smoking in a non-smoking area. Smoking includes but is not limited to tobacco and vaporizers

Illegal Substances

Brandon University does not tolerate any illegal drug-related activity.

Level 2 Violation

- 4.1 Possessing, using, storing, or distributing a prescription drug not in your name, illegal drug, or drug paraphernalia

Facility Regulations

Appliances & Non-Permitted Items

Any appliance brought into residence must be certified by the CSA group, meaning it has been tested and proven to be safe. An open-element appliance, such as a hotplate, BBQ, or space heater, poses a significant fire hazard. Any appliance or item deemed a safety hazard, including candles and incense, will be confiscated until the end of the residence contract.

Permitted (CSA Approved)	Not Permitted (Including but not limited to)
Microwave	Hotplate
Toaster	BBQ
Kettle	Space Heater
Keurig style coffee pot	Air Conditioner
Mini fridge (max. 4.0 Cubic Feet)	Air Fryer
Blender	Slow Cooker

Level 1 Violation

5.1 Using or possessing an unapproved appliance

5.2 Burning a material that results in smoke or flame indoors

Level 2 Violation

5.3 Burning a material that results in smoke or flame indoors, *more serious than 5.2*

Damages

Any damage inflicted upon residence property outside of regular wear and tear may be charged to the resident or residents responsible. Ancillary Services and Residence reserve the right to levy charges (including repair and/or clean-up costs) or fines against residents of the applicable floor, room or hall.

Level 1 Violations

6.1 Marking any surface through action or neglect

6.2 Modifying a residence space, including but limited to making repairs, using tacks, nails, or non 3M hooks

6.3 Willful damage, vandalism or graffiti or neglect that leads to damage to private property

6.4 Actions or neglect that leads to or has the potential to lead to damaging, offensive, or harmful problems in Residence, including water damage, odours, and insect/rodent infestation

Level 2 Violations

6.5 Willful damage, vandalism or graffiti or neglect that leads to serious damage to private property, *more serious than 6.3*

6.6 Actions or neglect that leads to or has the potential to lead to damaging, offensive, or harmful problems in Residence, including water damage, odours, and insect/rodent infestation, *more serious than 6.4*

Misuse of Facilities

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

Level 1 Violations

7.1 Playing sports inside of residence

7.2 Removing or relocating furniture from residence rooms or common spaces

7.3 Tampering with window screens, throwing or dropping objects from, or climbing out windows

7.4 Storing an oversized item in a residence space

7.5 Operating a business from Residence

7.6 Promoting a third party business in residence. This includes but is not limited to flyers slipped under doors, door to door knocking, or mass mailings

7.7 Propping open exterior/
building access doors/fire
doors

7.8 Blocking exits

Level 2 Violations

7.9 Renting or subleasing a
residence room

7.10 Operating an illegal or
unregulated business from
residence



7.11 Tampering with window screens, throwing or dropping objects from, or
climbing out windows, *more serious than 7.3*

Emergency Response Equipment

Brandon University residences are governed by the laws and regulations of the
Province of Manitoba as enforced by the Office of the Fire Commissioner.
Violations of these laws and regulations may result in criminal charges.

Level 1 Violations

8.1 Submitting a false report of an emergency

8.2 Turning off hallway lights

Level 2 Violations

8.2 Tampering with fire equipment, including but not limited to; smoke detectors,
heat detectors, fire extinguishers, sprinklers, pull stations, emergency exits, strobe
lights, hanging of decorations (flags, etc.) from the sprinkler heads/pipes

8.3 Tampering or misuse of other Brandon University emergency equipment
including but not limited to AEDs and emergency communication systems

8.4 Submitting a false report of an emergency, including but not limited to falsely pulling a fire alarm or calling 9-1-1, *more serious than 8.1*,

Keys and 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, fobs, and ID cards to the Residence Office immediately. A replacement set will be provided and the resident will be charged for replacement keys/cards.

Level 1 Violations

9.1 Duplicating, modifying, or tempering with a Residence key, lock, or door

9.2 Entering a locked, secured, or restricted room or space without authorization,

9.3 Changing rooms with another resident without authorization

Level 2 Violation

9.4 Entering a locked, secured, or restricted room or space without authorization, *more serious than 9.2*

Community Regulations

Cooperation with University and Staff Officials

It is expected that individuals will cooperate with University staff and officials in our Residence Community. Residence Staff, Ancillary Staff, Security, Custodial, Facilities, Maintenance, and Dining Hall/Food Services staff are to be treated with

courtesy and respect at all times. It is also expected that emergency services personnel (including, for example, the Police and Fire Departments, as well as Emergency Health Services) will be treated appropriately.

Level 1 Violations

10.1 Failure to cooperate and/or comply with a directive from Residence Staff, Emergency Services, Security, or other University Officials

10.2 Withholding or providing false information to Residence Staff, Emergency Services, Security, or other University Officials

10.3 Disrespecting, verbal or physical harassing, or interfering with Residence



Staff, Emergency Services, Security, or other University Officials, less serious than 10. 3

Level 2 Violations

10.4 Failure to cooperate and/or comply with a directive from Residence Staff, Emergency Services, Security, or other University Officials, *more serious than 10.1*

10.5 Withholding or providing false information to Residence Staff, Emergency Services, Security, or other University Officials, *more serious than 10.2*

10.6 Disrespecting, verbal or physical harassing, or interfering with Residence Staff, Emergency Services, Security, or other University Officials

Violence

Violence, threats of 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. 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.

Level 1 Violations

11.1 Contributing to a hostile environment

11.2 Behaving in a manner that heightens concern for safety or well being

Level 2 Violations

11.3 Causing harmful and/or unwanted physical contact or threats of harmful physical contact to others.

11.4 Creating a fearful or harmful environment verbally, visually, and in writing, *more serious than 11.2*

11.5 Behaving in a manner that heightens concern for safety or well being, *more serious than 11.3*

Human Rights

Brandon University is committed to providing a safe environment for all members of the University community. Residents are responsible for their own behaviour and the behaviour of their guests and as such, are required to work cooperatively with Residence staff to ensure that all individuals have equal access to a positive and supportive living environment in Residence regardless of race, religion, gender, disability, sexual orientation, political affiliation, or other grounds protected against discrimination under Manitoba's Human Rights Act.

Incidents of human rights infringement should be reported to the Residence Staff Team or referred to Brandon University's Diversity and Human Rights Advisor.

Level 1 Violations

12.1 Any activity or behaviour - whether physical, verbal, written, or graphic - that is threatening, racist, sexist, homophobic, or conveys any form of discrimination, harassment, sexual harassment or unwanted sexual attention,

12.2 Distributing offensive material or putting offensive posters/pictures in areas available to public view, including windows or common areas, less serious than

12.2

12.3 Using e-mail, social media messaging, voice mail, or other mediums to convey nuisance, obscene, porno-graphic or otherwise offensive messages or materials

Level 2 Violations

12.4 Any activity or behaviour - whether physical, verbal, written, or graphic - that is threatening, racist, sexist, homophobic, or conveys any form of discrimination, harassment, sexual harassment or unwanted sexual attention, *more serious than 12.1*

12.5 Distributing offensive material or putting offensive posters/pictures in areas available to public view, including windows or common areas, *more serious than 12.2*

12.6 Using e-mail, social media messaging, voice mail, or other mediums to convey nuisance, obscene, porno-graphic or otherwise offensive messages or materials, *more serious than 12.3*

Weapons and 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, firearms, restricted weapons, fencing foils, ceremonial or decorative swords, air soft guns, paintball guns, axes, knives, and replicated / collectable weapons.

Level 1 Violations

13.1 Possessing a weapon

Level 2 Violations

13.2 Using a weapon

13.3 Possessing a weapon, *more serious than 13.1*

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.

Level 1 Violations

14.1 Stealing, possessing stolen property, or failing to report stolen property



Level 2 Violation

14.2 Stealing, possessing stolen property, or failing to report stolen property, *more serious than 14.1*

Noise and 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.

Level 1 Violations

15.1 Behaving in a manner that is noisy or interferes with other's enjoyment of residence

15.2 Using an item designed such that bass or volume cannot be controlled or reduced

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. Any mess or damage caused by a pet or stray animal in residence is the responsibility of the resident.

Level 1 Violation

16.1 Keeping a pet or stray animal in residence.

Guests

Residents are welcome to have guests in Residence and are responsible for ensuring guests know and abide by the regulations and procedures in this Residence Handbook. Any guest found violating the regulations will be asked to leave and may be banned from further visits.

Residents will be held accountable for any disruption or damage caused by their guests and may be subject to sanctions for any violations of the Residence Handbook regulations committed by their guests.

All off-campus guests entering residence after 11pm must register with Security Services and provide photo identification. Visiting guests who are unable to provide photo identification and/or are not properly registered with Security Services will be required to leave. Since some residents share accommodations with a roommate it is of utmost importance and respect for this person to have their permission prior to having an overnight guest.

Residents can register their guest through the Ancillary Services Office, Residence Assistant, or the Security Desk during operating business hours. This assists residence officials during emergencies to have an aware of additional occupants in the buildings. 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 Coordinator
- 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.

Level 1 Violation

17.1 Failing to monitor the behaviour and/or actions of a guest

Level 2 Violation

17.1 Failing to monitor the behaviour and/or actions of guest resulting in guest

engaging
behaviour
with any
Violation



in
consistent
Level 2

SAFETY AND EMERGENCY PRROCEDURES

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.



Evacuation Steps

- 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 9-1-1.
- 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

- If condition is life threatening, call 911 and then notify Security so they can direct and assist emergency personnel.
- Contact the RA on duty or Residence Office.
- Be prepared to provide a full description of the nature of the condition.
- Provide any necessary first aid or medical assistance if able and trained.
- Remain with the person(s) until emergency response personnel, Security, or Residence Staff arrive.



Residence Safety Tips

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

Do:

- Do keep your room locked at all times
- Do use the SafeWalk program or walk with a friend at night and use well-travelled and well-lit sidewalks and roads
- Do report all damaged locks, lights, smoke detectors, electrical outlets and other safety hazards immediately
- Do download the **BU Ready** App, available on the App Store and Google Play
- Do report any suspicious activity or concerns to Security (204) 727-9700

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](https://www.brandonu.ca/helpdesk/it-security/)” webpage <https://www.brandonu.ca/helpdesk/it-security/>



RESIDENCE FACILITIES

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. Repairs are completed by Facilities staff, or through contractors hired by Brandon University. Facilities staff and/or contractors may need to access your room in order to complete the necessary repair. These repairs will be completed during the business hours 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.



Facilities staff may access the room to complete repairs and cleaning staff may access the room to complete scheduled cleaning. For non-emergent matters, a room will not be entered without permission from the resident.

LEAVING RESIDENCE

Residence Contract Withdrawal

Various scenarios can prompt the withdrawal from your residence contract once you've moved into residence. Please read the following information carefully.

Change in Academic Status

If you have dropped your courses, you will need to provide a copy of your Tuition Statement to the Residence Office. Refunds and charges are based on a pro-rated formula for withdrawal dates prior to November 15th for the Fall Term and March 15th for the Winter Term. No refunds are guaranteed after these dates.

No Change in Academic Status

If you will still be a studying student, you will be 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 1st, will be charged for the full academic year without further penalties.

Notice of Withdrawal Form

All students must fill out a 'Notice of Withdrawal' form, found available online through eRezLife. Improper notification regarding the cancellation of your Residence Contract will in most cases result in incurring further Residence charges and/or penalties.

All approved withdrawals are assessed a \$500.00 administrative fee.

Checking Out of Residence

Fall Term Departure

We highly encourage all residents to vacate their rooms 24 hours after their final exam. Residents are permitted to leave their belongings in their room if they are continuing their studies into the Winter Term. If a resident wishes to check out of residence and not return for the following Winter Term, they must follow the check-out procedure.

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. If you require to stay in residence beyond 24 hours after your last exam or throughout the entire Winter Break, you must notify your Residence Assistant or the Residence Office well in advance.

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.



Check-Out Procedure

All residents must check out of residence no later than 24 hours after their final exam. Maximum quiet must be maintained during this time so that the sleep or study of any student is not interrupted.

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. Requests are not guaranteed to be approved.

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.

On Check-Out Day

Before you check-out

- Make 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, and ensure all floors are cleared of any garbage
- Ensure that your room is cleaned and left in the same condition as when you moved in (floor vacuumed/swept, surfaces wiped, etc.)
- Turn off lights and lock your door
- Proceed to the Residence Office to complete a check-out with a staff member

At the Residence Office:

- Fill out check-out form
- Return your Student ID Card, Room Key, and your Mailbox Key

Leaving After Hours? Contact the RA on Duty 204-724-2263

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, plus the cost to replace or repair damage to room.

Extension of Stay

Contact the residence office if you are interested in extending your stay into the Spring and Summer months. In early April, the Residence Office will provide information on how to apply for a Spring/Summer stay in residence.

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 plane ticket
- Copy of course outline or copy of registration and enrollment for the following session
- Copy of your new lease with your name on it

STORAGE

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, mattresses, desks and T.V.'s.
- 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.

Storage is only available for students who apply for residence during the Returning Student Promotion and have paid the \$65 app fee and the \$350.00 room deposit.

RELATED POLICIES

We encourage all members of the Residence Community to become familiar with the Brandon University related policies outlined below. Please do not hesitate to reach out to a member of the Residence Staff Team who can assist in clarifying the relationship between these policies, the Residence Agreement, and Residence Handbook.



Residence Agreement 2026-2027

Computer Acceptable Use Policy

Discrimination & Harassment Policy

Guest Policy

Service Animal Policy

Sexualized Violence Policy

Student Non-Academic Misconduct Policy

Winter Break Policy

Guidelines for Indoor Indigenous Ceremonies

Use or Consumption of Tobacco, Cannabis, or E-Materials

References

Information contained within this document has been cross referenced from the following sources:

- Dalhousie University. Residence Code of Conduct. Retrieved July 24, 2018, from https://www.dal.ca/campus_life/residence_housing/residence/halifax-campus/living-in-residence/rules-and-responsibilities/code-of-conduct.html
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- Nipissing University. Residence Philosophy. Retrieved July 24, 2018, from <https://www.nipissingu.ca/departments/residences/life/Pages/Residence-Philosophy.aspx>
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- University of Lethbridge. Residence Community Handbook. Retrieved June 25, 2026, from <https://www.ulethbridge.ca/housing/residence-handbook>
- Yukon College. Campus Housing Handbook. Retrieved July 24, 2018, from <https://www.yukoncollege.yk.ca/student-life/campus-housing>

