

# Residence Handbook

Resources, Guidelines, and Community Standards

## Table of Contents

Welcome Home! .....	3
Residence Supports .....	4
Contact us .....	4
Information and Updates .....	4
Residence Staff .....	4
Residence Assistants .....	4
Residence Life Specialists .....	5
Residence Council .....	5
Living in Residence .....	5
Residence Commons .....	5
Lockouts and Keys .....	5
Mail and Parcels .....	6
Guests .....	6
Garbage and Recycling .....	7
Facilities and Maintenance .....	7
Cleaning .....	7
Laundry .....	7
Food and Vending .....	7
Bicycle Storage .....	7
Learning in Residence .....	8
Programming & Events .....	8
Residence + .....	8
Roommate Agreements .....	8
RA Chats .....	8
Residence Safety .....	9
Apartment Check-Ins .....	9
Security .....	9
Insurance and Personal Property .....	9

Room Entry .....	9
Cooking Safety .....	10
Fire and Life Safety .....	10
Prohibited Items .....	10
Emergency Response .....	11
Residence Conduct and Community Standards .....	11
Residence Conduct Process .....	11
Progressive Points.....	11
Violation Classifications .....	12
Community Standards Violations .....	13
1. Disruptive or Negligent Behaviour .....	13
2. Alcohol .....	13
3. Cannabis.....	14
4. Substances .....	14
5. Smoking.....	15
6. Guests and Access.....	15
7. Noise .....	15
8. Animals .....	16
9. Fire and Life Safety .....	16
10. Violence, Harassment, Discrimination and Sexual Violence .....	16
Sanctions.....	16
Appeals .....	18
Residence Contract.....	19
Contract Terms .....	19
Eligibility.....	20
College and Resident Responsibilities: .....	20
Financial Obligations:.....	21

## Welcome Home!

This handbook contains information, resources, and expectations to make your stay in residence safe, comfortable, and fun. Residence is more than just a place to live; it is a place to make connections, explore new skills, and be part of a dynamic and inclusive community. We encourage you to participate in social and educational programming and use the residence amenities. Our live-in student staff can provide resources and support as you navigate college. We are delighted to have you as part of our Residence community at Loyalist!

The resources, policies, and expectations outlined within this handbook have been created to ensure that the residence environment supports each individual in our community as they study and learn at Loyalist. Residence is a communal living environment, which is not ideal for everyone. You will share space and amenities with those who are different from you and may encounter conflict or misunderstandings with roommates or other community members. Living in residence requires cooperation, compromise, patience, flexibility, and understanding. We expect that you be aware and reflective of your impact on others. You will be held accountable for your choices and actions.

# You belong here.

Residence is a unique environment where students and staff from many different backgrounds, cultures, countries, and ethnicities learn, live, and work together. We are committed to fostering a community where people are recognized, respected, and celebrated for who they are in all intersections of their identity. We value diversity, equity, inclusion, and accessibility, and aim to create an environment that reflects these values. We recognize the harm perpetuated by existing colonial structures and actively seek opportunities to amend our approach by incorporating Indigenous ways of knowing into our community and practices.

All students, staff, and guests have the right to exist in and enjoy our spaces and events regardless of their race, national or ethnic origin, colour, religion, age, sex, sexual orientation, gender identity or expression, and mental or physical disability.

This is a collective and individual commitment that requires each of us to educate ourselves and each other about difference and identity. In residence you have an opportunity and responsibility to learn from and about others to challenge and expand your perspective. We invite you to share your experiences, culture, identity, and perspectives in ways that are meaningful to you and that respect others.

We won't always get it right- communal living by nature will present conflict, misunderstandings, and the need for compromise. We are committed to addressing issues quickly and compassionately, and to taking steps that repair harm and protect dignity.

We encourage everyone to actively participate in this learning environment, and welcome all who wish to further this work to connect with our team to share and activate your ideas.

## Residence Supports

### Contact us

- Contact us at [residence@loyalistcollege.com](mailto:residence@loyalistcollege.com)
  - General questions, meeting requests
  - Office hours- Monday-Friday, 8am-4pm
- Residence Assistant on-call number – 613-391-9078, 613-847-0324
  - Urgent support or resources
  - Hours: Monday-Friday, 8pm-8am, Weekends 24hrs
- Security 613-969-1913 Ext 2222
  - Emergencies
  - 24hrs
  - Non-emergency number- x2148

### Information and Updates

We will use your @loyalistcollege.com email to communicate with you, including all important updates and information about your residence contract. We expect that you check this email regularly, at least once every 48hrs so you don't miss important updates.

You will receive a Residence Newsletter regularly, which will include updates on upcoming programs and events, helpful links and information, and hours of operation.

Please thoroughly read our communication; you are responsible for knowing what has been sent out and completing any required actions (including adhering to deadlines).

### Residence Staff

The residence team comprises student and professional staff who work to enhance your experience and support you in achieving your goals. We have administrative and operational staff who work in the office to keep our department running- they send out communications, take care of room assignments and accommodations, and liaise with campus partners such as facilities to ensure that your stay in residence is comfortable and that your needs are met. In addition, we have Residence Life staff who provide direct support to you, including:

#### Residence Assistants

RAs are experienced returning students who live in your residence community. They can provide resources and support as you navigate college life, and help to build community in residence. RAs facilitate social and educational programming reflecting the Loyalist College values, creating memorable and engaging opportunities to develop connections and skills. RAs participate in evening and weekend on-call rotations to provide safety, security, and emergency response support. RAs ensure that our Residence Community Standards are respected and that you know policies and procedures. The RA team can help you find appropriate college and community resources relating to academics, personal and crisis support, financial aid, recreation, and more. RAs are trained with skills in peer support, active listening, First Aid & CPR, conflict management, mental health support and intervention, and crisis response. They are students too, so have helpful knowledge and experience about Loyalist.

### Residence Life Specialists

RLSs are full-time, professional staff who oversee the RAs and aspects of student life in residence. They are a great first resource after the RAs for questions about living in residence and accessing resources. The RLSs administer the Residence Conduct Process and can help you navigate conflict and reflect on your impact. They are great resources for roommate issues, personal support, and skill-building. The RLSs also plan most of the social and educational programming in residence and are always open to new ideas!

### Residence Council

Residence Council is an autonomous body of an elected Council Leader and hired representatives from each building dedicated to advocacy, representation, and student engagement in residence. Residence Council meets regularly with residence staff and leadership to ensure that residents' interests, rights, and voices are invited, considered, and integrated into the programming, supports, and decision-making processes concerning Residence at Loyalist College. The Residence Council Leader also liaises with the Loyalist Student Government on College-wide matters, ensuring that the Residence student perspective is voiced.

## Living in Residence

### Residence Commons

Residence Commons is our central social and administrative hub. Read a book by the fireplace, play some pool with friends, play a board game on the couch, or watch a sporting event on the big screen! We host most of our events in the Commons, where you can also find our team's offices (including the Residence Office). You can sign out a key to the gaming room (with multiple consoles/platforms, including VR!) or grab a timeslot for the group/individual study rooms. Laundry, food, and mail facilities are also located in the Commons.

Residence also has lots of outdoor space including a pavilion, barbeques, picnic tables, and a volleyball court!

### Lockouts and Keys

Residence keysets and electronic key-fobs maintain the safety and security of all residence environments. When a keyset is lost, the lock is replaced out of precaution, and a new keyset will be issued (replacement cost of \$50 per key and \$25 per key-fob billed to your student account).

If you lose your keys or are locked out of your building or room, go to the Residence Office to request to be let back in. A staff member can access a master key to unlock your apartment; please note that we will need to verify your identity upon entry to your space. Your first lockout is free; all additional lockouts are \$15 each, billed to your student account.

Please note that lending or loaning your keys to another student or using a keyset that has not been issued to you violates our Residence Community Standards.

## Mail and Parcels

**Your residence mailing address is:**

### Apartments

Your Name  
284A Wallbridge-Loyalist Road  
Loyalist College Residence-  
Building, Apartment Number (ex. Morton 5)  
Belleville, Ontario, K8N 5B9  
\*special instruction- leave in residence office

### Townhouse

*Your Name*  
284C Wallbridge-Loyalist Road  
Loyalist College Residence-  
*Townhouse Block, Unit number (ex. A5)*  
Belleville, Ontario, K8N 5B9  
\*special instruction- leave in residence office

**Lettermail** is delivered on weekdays and will be placed in the mailbox for your apartment. You have a key to your mailbox as part of your residence keyset.

**Parcels** will be delivered to the residence office or Amazon parcel lockers. When parcels are received, you will receive an email when they are ready to be picked up. Deliveries requiring payment upon receipt will only be accepted if payment arrangements have been made with the Residence Office. We will not accept delivery of alcohol or cannabis products where identification needs to be shown.

**Outgoing mail** with proper postage may be placed in the outgoing mailbox located in Residence Commons.

## Guests

A guest is defined as someone who is not assigned to your apartment or townhouse unit. You may host a maximum of two (2) non-residence guests at a given time, and you must accompany and escort your non-residence guest(s) at all times. Overnight guests are permitted during unrestricted periods for a maximum of three (3) consecutive nights. You are responsible for the behaviour of your guest(s), and will be held accountable for any damages, Residence Community Standards, or Loyalist Student Code of Rights and Responsibilities violations committed by your guest(s).

You may not lend or give residence keys to your guest(s).

Guests are prohibited during Orientation weeks and Stayover periods; exact dates will be communicated to you in advance.

## Garbage and Recycling

You are responsible for garbage and recycling in your apartment. You must regularly empty your apartment's garbage and recycling to the large receptacles provided outside (near D and E buildings, or between townhouse rows A and D). Do not leave garbage in common areas, stairwells, hallways, residence grounds, or entryways. Failure to dispose of garbage and recycling appropriately and regularly violates our Residence Community Standards.

## Facilities and Maintenance

**Emergency facility issues (ex., flood, door locking issue) should be reported to Security immediately.**

All other facilities and maintenance issues should be reported via StarRez. Please do not try to fix facilities issues yourself; our team will prioritize the work and complete your requests as soon as possible.

Any damage created from negligence or intentional alterations to residence facilities will be charged to your student account. This includes but is not limited to painting, changing fixtures, scratches/dents from moving furniture, and tape/tacks/nails/light strips on the walls.

## Cleaning

You are responsible for working with your roommates to ensure that your residence space is kept clean and tidy. You will receive a cleaning schedule upon move-in, distributing various chores equally among roommates. We encourage you to communicate and work together to ensure that cleaning is completed regularly and thoroughly so everyone can safely enjoy the space. Vacuums can be signed out in the Residence Office, however other cleaning supplies are not provided. Failure to maintain a clean apartment violates our Residence Community Standards.

## Laundry

Laundry facilities are located in the Residence Commons and are accessible 24/7. You will receive a reloadable card when you move in. Prices vary per load depending on the wash cycle. You are responsible for monitoring and removing your laundry from the machines when the cycle is complete.

Townhouse units include in-suite laundry. Port Hope Residence laundry is coin-operated.

## Food and Vending

**Residence Marketplace** is a campus food outlet (meal plan accepted!) inside the Residence Commons offering a made-to-order menu of meal options.

**Vending** is also located in the Residence Commons (open 24hrs) which includes freshly made sandwiches, wraps, and entrees in addition to snacks and drinks.

## Bicycle Storage

Locked and covered bicycle storage is located outside Residence Commons. You can sign up for a key in the Residence Office (a refundable key deposit is required) and must provide your own bike lock. E-bikes must be registered through our Facilities department. Bicycles cannot be kept indoors. The bike shed is not actively monitored.

## Learning in Residence

### Programming & Events

Residence offers you engaging and educational opportunities to build social connections and skills. Our programming is framed around the Loyalist College Values; we aim to provide an enriching experience through the delivery of multifaceted and dynamic events where you can investigate and practice these values among your peers. Residence programming gives you lots of opportunities to meet new people and invest in your learning outside the classroom. Our RLSs and RA team offer innovative and fun programming across a wide variety of interests, from casual games nights and trivia to an annual carnival and paint nights; there is something for everyone. If you have an idea of something you'd like to see, we would love to make it happen- just ask!

### Residence +

*Do you need a bit of help building skills for living independently? Residence + is a six-week supplemental program offering additional direct support for students transitioning to independent living on campus. You can meet others in smaller groups, learn meal prepping, budgeting, and conflict management skills, and then have additional opportunities for direct support throughout the term.*

### Roommate Agreements

Living in residence is an excellent opportunity to get to know other people- and yourself! Communication and compromise are vital tools to help you live successfully with roommates- the apartment agreement is a great way to get started. Your RA will meet with your apartment at the beginning of the term to review the apartment agreement, which gives each of you a chance to discuss your expectations and needs. Through this facilitated conversation, you will discuss how to share things (and which things to share!), review the cleaning schedule, discuss personal preferences around communication and routine, and more. You will also talk about how you want to address things individually and as a group if you get off track. The apartment agreement can be adapted throughout the year as you learn more about each other.

Your RA and RLSs are available to help you work through any ongoing roommate challenges, but we suggest trying to address any issues yourselves first. It might be an awkward conversation, but it's an important learning experience for you and your roommates- most things can be easily fixed through respectful communication.

### RA Chats

Everyone is on their own journey at college, and we want to ensure you have the support you need to succeed. Your RA will schedule chats with you twice per term to check in, see how things are going, and discuss any resources or support you might need. You don't have to wait for these chats to see an RA- they are available to help you as you need- but this dedicated time (even if it's just a few minutes) gives you a chance to get to know each other better and make sure that you have what you need.



## Residence Safety

Your safety is a priority in residence. Safety is both an individual and a collective responsibility. Lock your bedroom and apartment doors, do not prop doors or let anyone into buildings behind you who you don't know, and immediately report any safety concerns to a residence staff member.

### Apartment Check-Ins

The RLSs will schedule bi-weekly check-ins with each apartment and townhouse; the check-in dates and times will be emailed to you. These check-ins are an excellent opportunity for you to ask questions, seek resources, and highlight any issues you may be having with your apartment. Our team will be checking the life safety equipment in your unit (ex., smoke detectors) and will also be monitoring for cleaning and damages.

### Security

Loyalist College has 24-hour security guards on site to respond to emergencies; after hours and on weekends, you will regularly see a member of our Security team working in the Residence Office or conducting rounds of our buildings. Stop and say hi- they're wonderful people who enjoy getting to know students and helping to keep you safe.

**Security can be reached in an emergency at 613-969-1913 x2222 or via the [Safe App](#).**

Security, RAs, Facilities, and Residence Staff regularly conduct rounds of our buildings to ensure that everything is safe. Please note that many areas of our buildings including hallways, building entrances, outdoor space, and Residence Commons contain security cameras.

### Insurance and Personal Property

Insurance carried by Loyalist College does not cover personal possessions of students and the College does not assume liability for lost, stolen, or damaged personal items. You are responsible for arranging insurance coverage for personal property brought into residence and storing valuable items securely. Malfunctions of residence locks, facilities issues (ex., fire, flood), or personal theft do not alter the liability.

### Room Entry

College staff have the right to enter apartments, townhouses, and/or bedrooms at any time for cleaning, maintenance, addressing a reported concern, inspecting appliances and/or facilities, responding to a health and safety concern, investigating possible violations (of the law, Residence Contract, or Residence Community Standards), and in the event of an emergency. Notice of entry will be communicated in advance where possible, except in emergencies or under suspicion of a violation.

Residence management may enter and search rooms or common areas if there is reasonable suspicion of a violation of the law, Residence Contract, or Residence Community Standards. Reasonable suspicion may arise from reports, observations, or evidence suggesting illegal activities, safety concerns, or breaches of conduct. Searches will be conducted in a manner that respects residents' privacy while ensuring the safety and well-being of the community. If evidence of illegal activity is found, or if the situation poses a significant threat to the safety of residents or the community, Loyalist College reserves the right to involve local authorities.

Staff will loudly knock twice and announce their entry before entering your space.

### Cooking Safety

Common cooking appliances and kitchens are provided in each apartment and townhouse. Stoves, microwaves, refrigerators, and kitchen workspaces must always be kept clean and free of debris to prevent health and fire hazards. Cook with low heat where possible, set timers and reminders, and do not leave any cooking unattended. Cooking in bedrooms is prohibited.

### Fire and Life Safety

Smoke detectors are provided in each unit. Townhouse units contain carbon monoxide monitors, and apartments have additional heat sensors and fire extinguishers. An Automated External Defibrillator (AED) is located in the Residence Commons building outside the Residence Office. Please familiarize yourself with the location of life safety equipment in your area and the instructions for use. Apartments have both local (in-unit) alarms, as well as building alarms. If the alarm goes off in your apartment while cooking, open the windows and fan any smoke outside. **If a fire cannot be extinguished, activate the fire alarm immediately, call Security, and then evacuate the building. If the building alarm sounds, evacuate the building immediately and go to the emergency gathering point** (Residence Commons for apartment style, across the road to Kente for Townhouses). Do not re-enter the building until Security gives you permission. Tampering with or misuse of fire and life safety equipment is a violation of our Residence Community Standards.

It is your responsibility to ensure that any personal electrical devices (e.g., hairdryers, chargers, fans) are Canadian Standards Association (CSA) approved and in good working order (e.g., no frayed wires, etc.).

### Prohibited Items

For the comfort and safety of our community, the following items are not permitted in residence. Possession or use of any of these items inside residence is a Residence Community Standards violation.

- Large appliances (full-sized refrigerators, deep freezers, etc.)
- Additional furniture
- Illegal or controlled substances without a valid permit/prescription
- Candles, incense, burners for essential oils
- Flammable items such as fireworks, gasoline, propane tanks, butane, camping stoves, barbecues, or other fuels, corrosives, or explosives.
- Weapons or replica weapons (ex. firearms, large knives, martial arts weapons, archery weapons, pellet guns). If weapons are required for an extracurricular activity (ex., martial arts), please make arrangements to store them off-campus
- Items that promote the accelerated consumption of substances (ex., funnels, drinking games, shared drinking vessels, or other paraphernalia).
- Containers of alcohol larger than 1L
- Tires and bicycles
- Cannabis plants, toxic or hazardous plants
- Halogen lamps, sunlamps, or other hydroponic equipment or systems.
- Pets (approved service animals excepted)
- Posters and decor displaying offensive, derogatory, or explicit language or images

- Products with strong scents that violate Loyalist's Share the Air policy

## Emergency Response

Please review the [requirements and instructions](#) for individual actions in the event of a college-wide emergency, such as evacuations, fire alarms, shelter-in-place orders, or lock-downs.

At the discretion of Loyalist staff, the emergency contact person listed in your application may be contacted in cases of physical or mental health emergencies. Please ensure that this information is kept up to date.

## Residence Conduct and Community Standards

### Residence Conduct Process

The Residence Community Standards and Conduct Process (RCSCP) is a complementary policy to the Loyalist Student Code of Conduct (LSCC), and provides expectations and processes to address non-academic misconduct in or around Residence property. This can include behaviours or actions that disrupt the residence environment, infringe on another student's rights, pose a risk to college property or environment, or otherwise compromise the safety and well-being of others within the Loyalist College community.

As a residence student, you must actively and directly participate in the Residence Conduct Process. The goals of the Residence Conduct Process are to:

- Outline expectations and guidelines to help all residence community members adjust and thrive in a communal living environment.
- Provide accountability measures that are developmental, educational, restorative, and progressive to facilitate reflection and growth.
- Manage behaviour that negatively impacts the community through conversation and outcomes that discourage recidivism.

Where a process or policy is not covered by the RCSCP, the tenants of the LSCC will be applied. All residence students are also accountable to the LSCC; violations that contravene both policies may be handled under either structure at the discretion of the Student Conduct and Accountability Specialist, in consultation with Residence leadership.

### Progressive Points

We recognize that people make mistakes. You will be given opportunities to reflect, learn, and set goals for a successful future within the Residence Conduct System. Our progressive points system allows you to see where you are within the conduct system, so you can better understand the consequences of your actions. Suppose you are found responsible for a community standards violation. In that case, you will be assigned a certain number of progressive points that reflect the severity and impact (realized or potential) of your actions. These points accumulate when you are found responsible for multiple violations over time and are intended to measure your overall impact on the community; as you

accumulate progressive points, the way we investigate violations and the sanctions we apply will change.

- Students who accumulate more than 3 points will be placed on an accountability agreement, and all future incidents will be investigated by the Student Conduct and Accountability Specialist.
- Students at 4 points or above may be removed from residence.

Please note that points and sanctioning are progressive where possible; however, in severe or unique circumstances, four points may be assigned for one violation, making a student immediately eligible for eviction.

### Violation Classifications

Violations are categorized into one of three levels based on the impact (realized or potential) of the incident(s). Resolution strategies and sanctions (if applicable) will reflect the level of violation(s), and the respondent’s prior conduct history (number of points assigned in residence, and any relevant history under the LSCC). Upon categorizing the type of non-academic misconduct reported, the case investigator shall then review, analyze, and determine the appropriate level in which it falls under as a Level One, Two, or Three per the below definitions:

Level	Definition	Investigator	Potential progression points assigned	Educational sanctions
1	Behaviours or actions that have a <b>limited impact</b> on others’ rights, experience, enjoyment, use of campus spaces or institutional property.	Residence Assistant, Residence Life Specialist (RLS)*	0-1	Informal, restitution
2	Behaviours or actions that have a <b>significant impact</b> on others’ rights, experience, enjoyment, use of campus spaces or institutional property. The incident may have also compromised another individual’s or a group’s safety.	RLS, Student Conduct and Accountability Specialist (SCAS)	2	Informal, progressive, restitution
3	Behaviours or actions that have or could have endangered <b>the safety, security, physical or psychological well-being</b> of the Loyalist College community or institutional property; including actions for which municipal, provincial, or federal laws apply	SCAS	3-4	Progressive, restrictive, restitution

\*The Student Conduct and Accountability Specialist will investigate level 1 violations for students with more than three progressive points

## Community Standards Violations

This section provides a list of expectations and rules that must be followed throughout your residence contract. Please note that this is not an exhaustive list, and that we reserve the right to hold you accountable for any behaviour that can be defined by the level classifications above. It is solely your responsibility to know these rules and to abide by them. These rules can be amended and others can be added as part of the sanctioning process.

### 1. Disruptive or Negligent Behaviour

Classification (Section/ Violation)	Violation	Level
1.1	Failure to comply with the direction(s) or reasonable request of any College employee who is acting in accordance with their duties. This includes repeated failures to attend meetings with Residence staff.	1-3
1.2	Refusal or failure to comply with the application of the Residence Community Standards and Conduct Process, including: <ul style="list-style-type: none"> <li>- Refusal or failure to attend meetings or hearings regarding alleged violations</li> <li>- Intentionally impeding an investigation, including knowingly distorting or providing false information</li> <li>- Refusal or failure to comply with sanctions as a result of a violation</li> <li>- Retaliation against any participant in the Residence Conduct process</li> </ul>	1-3
1.3	Inappropriate communications, including verbal, written, virtual, and/or through a third party	1-3
1.4	Attempted or realized relocation, theft, damage, or misuse of residence or others' property	1-3
1.5	Failure to uphold reasonable standards of cleanliness	1-2
1.6	Causing a disturbance in a residence environment	1-3
1.7	Possession or use of a prohibited item in residence (see page 11 for a list)	1-3
1.8	Failure to report an issue that poses a hazard or risk to others, including but not limited to facilities, behavioral, or damage issues	1-3
1.9	Failure to remove yourself from a situation that contravenes the Residence Community Standards or Loyalist Student Code of Conduct	1-3

### 2. Alcohol

Classification (Section/ Violation)	Violation	Level
2.1	Possession or consumption of alcohol by an individual under the age of 19	1-2
2.2	Possession and/or consumption of alcohol outside a private residence unit (including but not limited to Residence Commons and outdoor college property and parking lots).	1
2.3	Promotion of alcohol consumption, including items (ex., displays, posters, paraphernalia), events, unsanctioned gatherings, or displays that may be seen to promote irresponsible consumption.	1-2

2.4	Provision of alcohol to an individual under the age of 19	2
2.5	Participation in activities aimed at mass or accelerated consumption (ex., drinking games, funnels, etc.). This includes playing drinking games with any liquid.	2
2.6	Possession or consumption of alcohol containers larger than 1L, including homemade mixed drinks.	2

### 3. Cannabis

Classification (Section/Violation)	Violation	Level
3.1	Possession and/or consumption of cannabis, cannabis byproducts, including but not limited to concentrates, products considered edibles, seeds, or plants while under the age of 19. Possession of cannabis accessories, including but not limited to bongs, grinders, pipes, and vaporizers in or around Residence while under the age of 19.	1-2
3.2	Possession and/or consumption of cannabis outside a private residence unit within College grounds (including but not limited to Residence Commons and outdoor college property and parking lots). Smoking, vaping, or consuming a cannabis product by inhalation in or around residence.	1
3.3	Promotion of cannabis consumption, including items, events, unsanctioned gatherings, or displays that may be seen to promote irresponsible consumption.	1-2
3.4	Provision of cannabis or cannabis products to an individual under the age of 19	2
3.5	Participation in or in association with the manufacturing, growing, and/or preparing of cannabis in or around residence. Possession of cannabis plants.	3
3.6	Possession of more than 30g of dried cannabis (or equivalent) at one time.	2
3.7	Possession of cannabis for the purpose of distribution/trafficking/selling. Possession of items for the purpose of cannabis distribution (scales, bags).	3

### 4. Substances

Classification (Section/Violation)	Violation	Level
4.1	Possession and/or consumption, in or around residence, of any narcotic or controlled substance including prescription medication, for purposes other than those for which they were prescribed.	2-3
4.2	Participation in or in association with the manufacturing, growing, and/or preparing of controlled substances in or around residence.	3
4.3	Administering, delivering, giving, selling, trafficking, or transporting any narcotic or controlled substance to others.	3
4.4	Possession and/or use of any paraphernalia associated with controlled substances.	1

4.5	Any action that causes a person to unknowingly consume a substance without their consent.	3
-----	---	---

### 5. Smoking

Classification (Section/ Violation)	Violation	Level
5.1	Smoking, vaping, or consuming tobacco or other products by inhalation in or around residence. Loyalist College is a smoke-free campus.	2
5.2	Possession or consumption of tobacco or tobacco products by an individual under the age of 19	1
5.3	Provision of tobacco or tobacco products to an individual under the age of 19	2

### 6. Guests and Access

A guest is defined as someone who is not a resident of your assigned apartment or townhouse unit.

Classification (Section/ Violation)	Violation	Level
6.1	Exceeding the limit for number of guests (2) or length of stay (3 consecutive nights).	1
6.2	Failing to accompany/escort non-residence guests while in residence.	1
6.3	Lending or provision of residence keys to guests.	2
6.4	Failure to report lost/stolen residence keys.	2
6.5	Accessing prohibited areas in residence, including but not limited to rooftops, mechanical rooms, offices, and bedrooms and apartments that are not assigned to you without the accompaniment of the assigned residence tenant.	2-3
6.6	Hosting or participating in a gathering and/or party that impacts the community and/or hinder an individual's ability to enjoy residence peacefully	1-2
6.7	Contravention of the Residence Community Standards by a guest.	1-3

### 7. Noise

Classification (Section/ Violation)	Violation	Level
7.1	Failure to maintain a respectful level of noise; creating excessive noise that hinders others' enjoyment or use of the space.	1
7.2	Possession or use of devices that amplify noise or create undue sound disruption (ex., subwoofers, amplifiers, horns, etc.).	1

### 8. Animals

Classification (Section/ Violation)	Violation	Level
8.1	Possession of an animal in residence (approved service animals are excepted).	2-3
8.2	Failure to provide adequate care to an approved animal in residence.	2-3
8.3	Failure to follow guidelines and expectations outlined in an approved service animal agreement	1-3

### 9. Fire and Life Safety

Classification (Section/ Violation)	Violation	Level
9.1	Creation of a fire hazard via unsafe/unsanitary cooking practices, including actions that lead to the activation of a building-wide alarm	2-3
9.2	Failure to exit a residence building during a fire alarm	2-3
9.3	Possession of weapons (replica or real)	3-4
Violations regarding the tampering or misusing life safety equipment (including smoke alarms, fire extinguishers, AEDs, etc.) will be handled via the Loyalist Student Code of Conduct process.		
Violations regarding the creation of circumstances, actions, or hazards that endanger or have the potential to threaten the life safety of others (including starting fires, uttering threats, using weapons, etc.) will be handled via the Loyalist Student Code of Conduct process.		

### 10. Violence, Harassment, Discrimination and Sexual Violence

All Residence students have the right to exist in our spaces free from violence, harassment, discrimination, and sexual violence. Residence students must abide by all provisions and requirements outlined in Loyalist's Harassment and Discrimination Policy, Sexual Violence Policy, and the Student Code of Conduct. Violations of these policies will be handled via the Loyalist Student Code of Conduct process.

#### Sanctions

If you are found responsible for a Residence Community Standards violation, the investigator will assign sanctions as applicable based on the level and type of violation, as well as your prior conduct history (progressive points and relevant LSCC history). The goals of our sanctions are to:

- give you an opportunity to reflect on the impact you have had
- repair harm to individuals and the community
- reduce recidivism through education
- minimize the risk of future harm

Sanction Type	Accumulated Progressive Points*	Sanction	Description	Fine amount**
---------------	---------------------------------	----------	-------------	---------------



Informal	0-2	Conversation	Meeting with a staff member to discuss behaviour and reaffirm expectations	\$50+
		Written warning	Email to clarify expectations	
Progressive	2-4	Experiential learning assignment	Participate in a stakeholder conversation, review relevant media, or engage in another educational experience and submit a reflection to demonstrate your learning.	\$100+
		Mediation/restorative conversation	Participate in a facilitated conversation with involved parties to understand impact and repair relationships.	
		Community repair	Engage in service to the residence community to repair harm.	
		Bond	A hold is placed on your student account in an amount of \$200+, will be applied if future violations occur.	
Restrictive	4-6	Accountability agreement	Ongoing behavioral intervention strategy, which may include additional access restrictions, a notice of prohibition, or	\$150+

			loss of privileges (ex., alcohol/substance restrictions, other sanctions).	
		Removal from residence	Residence contract is terminated	
Restitution	0-6	Damages	Cost of damage repair is billed to student account	As applicable
		Cleaning charges	For repeated failure to maintain a clean space, the cost of professional cleaning services is billed to student account	

\* At the discretion of the investigator and based on the severity and context of the incident, sanctions may be assigned to students without the accumulated number of points. For example, you are not entitled to six points prior to removal from residence- this sanction may be applied for a first violation, depending on the circumstances.

\*\*Fines will be applied if a sanction is not completed/submitted by the deadline, and may be applied as a sanction in select circumstances at the discretion of the investigator. Please note that fines remain on your student account until paid; unpaid fines will result in a hold on your account, preventing course registration and graduation until paid in full.

## Appeals

Each student has the right to appeal a decision made under the RCSCP, on the basis of:

- 1) A significant error where the procedures outlined in the Code of Student Rights and Responsibilities were not followed correctly.
- 2) Clear evidence of bias or a conflict of interest on the part of a decision maker.
- 3) The outcome is disproportionate to the behaviour, action, or incident.
- 4) There is significant new evidence that was not available at the time of the decision, which has the potential to change the outcome of the decision.

The process to appeal depends on the level of violation that you have been found responsible for:

Level	Appeals Process	Appeals Chair
1 & 2	Sole decision maker	Director, Residences & Ancillary Services (or designate)
3	Appeals panel, per LSCC process	Appointed under LSCC policy/process

Appeals must be submitted to the appropriate body per the process outlined in the LSCC.

## Residence Contract

This contract outlines the agreement between Loyalist College Residences (“College”) and approved students living in Loyalist College Residences (“Resident”) on the Belleville Campus in the apartment-style Residences.

Violations or contraventions of this contract may result in disciplinary measures which can include financial penalties and sanctions, up to and including termination of the Residence Contract and removal from residence.

### Contract Terms

1. This contract is activated upon the official Residence move-in date for the associated academic term(s) or another date pending advance approval from the College.
2. This contract expires and residents are required to move out (vacate their room and hand in Residence keys) no later than 24 hours after their last academic commitment, or by their contract end date (as outlined in completed Residence Application Form) with approval from the College. Academic Commitment includes, but is not limited to: class, exam, presentation, test, quiz, interview, placement or other academic commitment. Residents requiring an extension to this condition must make the request in writing to the Residence Office no later than thirty (30) days before the end the Residence contract.
3. In the event a Resident no longer meets the eligibility criteria below, they must vacate residence no later than one week after ineligibility, or according to related College direction (ie. Student Code of Conduct sanctioning).
  - a) The College may terminate this contract and require a Resident to vacate the residence for any default under, breach or contravention of this contract by giving the Resident written notice twenty-four (24) hours in advance, unless violence or destruction is the reason for the "Notice to Vacate". Under such circumstances, the Resident will be required to vacate the premises immediately. NOTE: Depending upon the actions requiring the withdrawal, the Resident may not be entitled to any refund.
4. Subletting of rooms is not permitted.
5. The permissible occupancy per apartment unit shall be one Resident per bedroom single occupancy or two Resident per bedroom double shared occupancy.
6. The following are prohibited in and around the residence:
  - a) Illegal drugs or drug paraphernalia
  - b) Possession or consumption of alcoholic beverages or cannabis by persons under the age of 19.
  - c) Weapons, including but not limited to firearms, knives, or replicas, and
  - d) Gambling.
7. All Residence buildings are non-smoking buildings. Smoking is not permitted anywhere on campus property.

8. The premises are not to be altered or decorated with paint, wallpaper, nails, or other items that cause permanent damage/alteration of the space (ex. Puncturing drywall). The Resident(s) will be responsible for any repairs that occur as the result of use of thumbtacks, pins, or tape to attach posters or pictures or other items to the wall or ceiling.
9. Pets or any other animals may not be kept in or around the residence (Service/Support animals are permitted, provided the Service/Support Animal Registration Policy is followed).
10. Nothing must be thrown out the window, in the stairwells, or in any other public place by the Resident or their guest(s).
11. The Resident agrees that the College is not responsible, in contract or in tort, for any injury to the Resident or their guests or for losses or damage to property owned by or under the control of the Resident or their guest(s).
12. The Resident agrees to indemnify the College for any losses, expenses and costs sustained by the College as a result, direct or indirect, of the Resident's willful or negligent acts.
13. The College reserves the right to withhold grades and/or diploma of Residents until they have paid all outstanding accounts.
14. The Resident agrees that their use and occupation of the College premises, including Residences, is subject to their compliance with the terms and conditions contained in this Contract, as well as those set out in the Community Standards and Expectations guidebook, Student Code of Conduct and/or any relevant municipal, provincial or federal laws.
15. The college reserves the right to change the terms and conditions of this contract, in writing, within fifteen (15) working days of the change. Written notice shall be made by delivery to the Resident's Loyalist e-mail address.
16. In the event that any portion of the contract is found to be unenforceable or invalid, the remainder of the contract shall stand.

### Eligibility

In order to live in Loyalist College Residences, students must meet the following criteria for the entire length of the Residence Contract. If eligibility criteria are not met at any point during the contract dates, the Residence Contract will be considered void. Residents must:

- A. Be defined by the College as a registered, [full-time student](#) who is in active pursuit of studies.
- B. Meet all financial deadlines outlined below, with or without pre-arranged payment plans.
- C. Be able to live independently in a high-density, multi-occupant environment.

### College and Resident Responsibilities:

1. Each Resident will respect the individuals in the Residence Community, including students, staff, guests, and external contractors.
2. Residents will keep their assigned space and items (including bedroom, common areas, furniture, and appliances) clean and in good repair for the duration of their contract,

and will report deficiencies in a timely manner. Residents are responsible for the cleaning and housekeeping of their spaces, including garbage disposal. At no time is the College responsible for carrying out housekeeping in the Residence. Failure to keep the common areas and their room clean and in good repair may result in extra charges being levied against the Resident's account.

3. The College is responsible for maintenance of furniture, fixtures, and equipment inside the bedroom and facility, including mechanical and electrical maintenance of the appliances provided. i.e. the stove, refrigerator, microwave, water heater, smoke detector, and fire extinguisher. It is understood that if rooms, furniture, fixtures, or appliances require repairs for any other reason than normal wear and tear, it shall be charged with equal distribution between all Resident(s) in the residence/affected area unless the individual(s) responsible is (are) identified.
4. Residents must advise the College by completing the Room Assessment form of any damages, deficiencies or other problems regarding the condition of rooms and of the shared quarters no later than forty-eight (48) hours after taking possession of the premises. It is the Resident's responsibility to see that a Room assessment is completed and received by the College within the above-mentioned forty-eight (48) hour period. Failure to do so may result in the Resident being responsible for any such damages.
5. The Resident must pay the entire cost of repairs for damages, deficiencies or other problems found in the Resident's room that are not captured by the Room Assessment Form indicated above.
6. The College has the authority to assign rooms and accommodation and the Resident will respect the College's assignment. The College may at its discretion assign or re-assign rooms when deemed necessary. Any costs associated with the move will be incurred by the Resident(s).
7. The behaviour and actions of guests are the responsibility of the Residence host Resident. Residents are responsible for all damages or losses that they or their guest cause to the inside or the outside of the residences and to the premises that they occupy, i.e. their bedroom, shared quarters in the apartment, and the public areas.
8. Upon vacating residence, Residents are to leave the premises in a neat, tidy and orderly condition. Failure to do so may result in extra charges being levied against the Resident's student account.
9. The College may consult with the appropriate authority regarding criminal and other legal sanctions for misuse of fire protection equipment (e.g. fire alarm, fire extinguisher, smoke detectors, etc.) and, in addition, the College may pursue its own sanctions under this Contract, the Residence Community Standards, the Loyalist College Student Code of Conduct, or otherwise.

#### Financial Obligations:

1. The Resident agrees to pay College Residence fees according to the schedules and procedures set by the College. Late fees will be charged on overdue accounts.
2. In the event that Residence fees paid by ordinary cheque are returned to the College by the bank for any reason whatsoever, the Resident agrees to pay residence fees by

electronic banking, certified cheque or money order and agrees to accompany such payment with an additional administrative fee as determined by the financial regulations of the college.

3. Even where the College issues a "Notice to Vacate" for breach or default or contravention of the Contract, the Resident may continue to have the obligation to pay residence fees.
4. In the event that the College omits or does not pursue its contractual right to late fees on overdue accounts, such omission or failure by the College shall not act as a waiver to collect the same late fees at some future date.
5. If a Resident voluntarily withdraws from the College and/or Residence, they will be charged a \$500 withdrawal fee. Following the Resident vacating their room and handing in their keys along with a Residence Moving Out Form, a prorated credit will be assessed and added to the student account. Contracts cancelled within 30 days of the end date will not be refunded. NOTE: Depending upon the circumstances requiring the withdrawal, the Resident may not be entitled to any refund.
6. If a Resident is required to withdraw from the College and/or Residence, they will be charged a \$500 withdrawal fee. Following the Resident vacating their room and handing in their keys along with a Residence Moving Out Form, a prorated credit will be assessed and added to the student account. NOTE: Depending upon the actions requiring the withdrawal, the Resident may not be entitled to any refund.
7. If the Resident's rent is in arrears at the date of withdrawal, the balance to that date shall become due and payable.
8. If a contract is terminated within fourteen days of its start date, a \$500 withdrawal fee will be applied. If a contract is terminated more than fourteen days prior to its start date, a \$150 withdrawal fee will be applied.