

BCIT™

STUDENT HOUSING HANDBOOK



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WELCOME TO BCIT STUDENT HOUSING

**On behalf of all Housing staff, welcome to BCIT Student Housing!
We hope your time with us will be happy and memorable.**

BCIT Student Housing offers comfortable and convenient accommodations for BCIT full-time students. In addition to all the physical comforts and close proximity to school, the real benefit is living with, and learning from, your neighbours and friends. On-campus living is very different from living at home or on your own. You will be sharing a suite with 11 other people — a situation that requires a lot of understanding, communication and cooperation. This is also a unique opportunity to join a supportive community and develop valuable life skills.

When you arrive at BCIT Student Housing, there will be lots of people to help you settle into your new home and answer any questions you may have, including the Resident Advisors, the Housing Office staff and many returning students. Before you arrive and throughout your stay, read this handbook to familiarize yourself with what to expect while living on campus.

Best wishes for a successful and happy stay at BCIT.

BCIT Housing Office staff

GENERAL INFORMATION

As an educational institute operating on-campus housing, BCIT and its residents do not enter into a standard landlord-tenant relationship, as governed by the BC Residential Tenancy Act.

Please read the housing contract, which outlines the terms and conditions of occupancy in BCIT Student Housing, before you arrive. The updated contract can be found on the Housing webpage. [bcit.ca/housing/student-housing-contract-and-handbook]

Eligibility

To be eligible to live in on-campus Housing, you must be actively attending classes in a cohort-based, full-time BCIT program.

Contract length and summer housing

Housing contracts are available for three separate terms: Fall, Winter and Summer. When you apply for housing you will be able to select the term for which you need housing. Your offer letter and contract will specify your specific contract length. If students wish to return to Housing in an up-coming term or stay past the end of their contract they will need to re-apply.

Moving in

You may move into your room on the date and time indicated on your housing offer. If you cannot check in during this time, it

is important that you contact the Housing Office in advance to notify them to avoid losing your room.

When you check you will receive your keys and be given a tour of your suite by a Housing staff member. After you arrive you will be required to attend a suite meeting and sign your bedroom inspection.

Keys

On arrival you will be issued three (3) keys: suite, bedroom and mail.

Lost keys will result in a replacement fee if not found within two (2) weeks or at time of move out. Keys can be replaced at the housing office.

Housing keys may not be duplicated.

Room transfers

Room transfers can be requested through the Housing Office. You are not permitted to change rooms prior to the request being approved. The Housing Office is not responsible for the costs incurred with any room transfer.

A \$50 transfer fee is assessed for approved room transfers regardless of if they are canceled once approved.

Notice to vacate

As indicated in the housing contract, one month's advance notice to vacate is required. Notice must be given to the Housing Office on or before the first business day of the month prior to vacating via a notice to vacate form. Failure to give one month's notice will result in the regular rent being charged.

Damage deposit (long-stay programs only)

Each resident pays a damage deposit prior to move in. The deposit may be used to cover the cost of repair for any damage you do to the buildings this includes bedrooms, common areas and exteriors.

The deposit is refunded upon check out if there are no outstanding fees due to damages and unsatisfactory conditions.

In cases where damage cannot be traced to an individual resident, each resident of the suite will be charged a portion of the repair cost. Consideration is given to normal wear and tear before damage assessments are made. The damage deposit does not earn interest.

Room or unit entry

Authorized BCIT personnel may enter your assigned room, at any time, without prior notice for any of the following reasons:

a) to ensure the health and safety of any individual;

- b) to provide access to emergency responders (including, but not limited to, police, ambulance and fire) to ensure the health and safety of any individual;
- c) to investigate or take action to address an ongoing source of disruption or nuisance;
- d) to make emergency repairs to your assigned room, unit or building, or to investigate the need to make urgent repairs to any portion of your building;
- e) to make repairs to your assigned room or unit that have been requested by you or a previous occupant;
- f) where it is believed that you are in breach of any term or condition of this License Agreement or the Student Housing Handbook;
- g) you have granted BCIT personnel permission to enter; or
- h) BCIT believes you have abandoned or vacated your room or unit.

BCIT will provide you with a minimum of 24 hours notice to enter your room or unit for reasons other than those identified above. Note that authorized BCIT personnel may enter your assigned room or unit for inspection purposes each academic term and will provide a minimum 24 hour notice prior to inspection.

Disclosure of personal information

You hereby acknowledge and agree that BCIT may, in accordance with applicable privacy legislation, release your personal information:

- a) to your parents and/or guardians and/or designated emergency contact, in the event you become seriously ill or are involved in an emergency; and
- b) to third party authorities and other BCIT departments or services, if you are involved in criminal activity [including drug related activity] or threats to your own safety or the safety of others.

In addition, by accepting the terms and conditions of this License Agreement, you hereby grant to BCIT for the Contract Term, the right to contact and share personal information with your parents and/or guardians for the purpose of ensuring your safety and well-being, in the event you are involved in criminal activity [including drug related activity] or threats to your own safety or the safety of others.

EXPERIENCING CAMPUS LIFE

We encourage students to be actively involved in the campus community and make new connections while balancing a demanding academic schedule.

While living on campus you will have quick access to a variety of events both inside and outside of the Housing community. The resident advisor team hosts many events throughout the term and you are encouraged to come and meet other residents and join in on the fun.

BCIT also has many opportunities to get involved on campus. You are encouraged to visit BCIT Recreation and the BCITSA for ways to get involved with clubs, intramurals or other fun activities.

Student Housing community

The Housing Office

The Housing department at BCIT is part of the Student Success division of Student Services at BCIT.



Resident Advisors

Resident Advisors (RAs) are here to support. Working as the front line of the Housing Office team, they are enthusiastic about developing a supportive and positive living community for everyone.

RAs can support you with:

1. peer mentoring and counseling
2. accessing campus services
3. mediating conflict in the suite
4. maintenance deficiencies
5. emergency management
6. check ins and check outs
7. activity planning and execution
8. supporting safety and enforcing community standards
9. answering general questions about housing and BCIT.

Each RA is responsible for a group of students and they can be found in the apartment above C suite in each house.

FACILITIES AND SERVICES

The Student Housing complex incorporates a low-rise, split-level design to create a village-like student community.

Each of the seven houses contains:

- four suites, accommodating 12 students in each suite;
- a laundry room.

Each suite contains:

- two floors of bedrooms and bathrooms;
- a dining room with tables and chairs;
- a living room with couches, and a TV with cable;
- two kitchen areas with cupboards, two stoves and four refrigerators.

Each bedroom floor contains:

- six bedrooms, each approximately 9'5" x 11';
- separate toilet and shower cubicles (two on each floor);
- two sinks

Bedrooms

Your bedroom is fully carpeted and furnished including a closet.

The furnishing is as follows:

1. Bed and an extra-long twin mattress [36" x 80".]
2. A desk and chair,
3. bookshelf
4. dresser

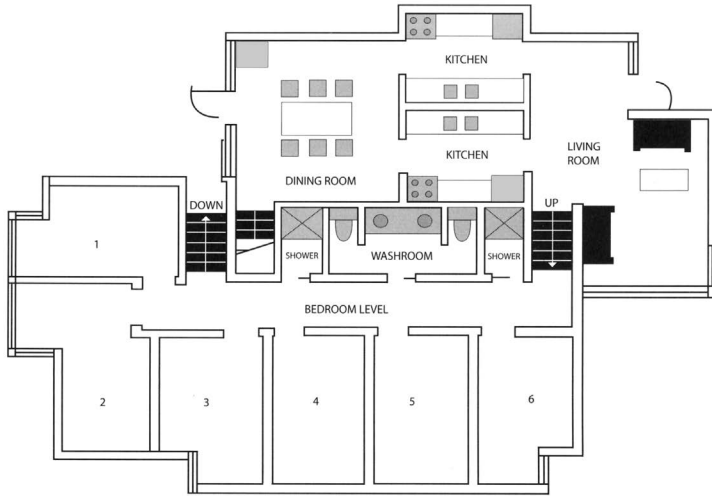
The room also includes a bulletin board and wall-mounted mirror. As the room is completely furnished and storage space is limited, you may not substitute your own furniture for the provided furniture. Personal mattresses are not permitted. Storage, bed linens and towels are not provided.

Common living areas

Enjoy the living room, dining room and kitchen as you socialize, relax, and prepare meals with your roommates. As these are high-traffic areas, the 12 students living in each suite need to cooperate to ensure everyone feels respected and comfortable. We ask that you clean up after yourself, leaving the tables and chairs clean for use by other residents.

Please also do not remove furnishings from these areas for your personal use and do not take furniture outside the building. External furniture and large appliances are not permitted. Any such items found will be removed and the costs of removing them will be charged to the owner or suite.

Electronics, video equipment and gaming equipment must fit on or inside the entertainment cabinet provided. They cannot be stored on the floor or on other furniture.



Kitchens

The kitchens are divided into two separate areas, with six residents sharing each side.

Each student has two cupboards and a drawer for storage of all food and cooking items. You will share a refrigerator and freezer with three other people, so please avoid buying large items or buying in bulk.

Cookware, dinnerware and kitchen utensils are not provided. Please avoid bringing a large number of utensils and/or appliances, as storage space is very limited.

We suggest you wait until after your arrival with regard to electric appliances such as a mixer, blender, toaster, and kettle, as you may be able to share these articles with other members of the suite. Remember, counter space is limited.

Television and cable

The living room of each suite is equipped with a TV and cable subscription for use by all suite residents. Due to space restrictions, you may not put your own TV in the common living areas of the suite.

However, you are welcome to bring a TV for your bedroom. Each room has been outfitted with a cable outlet. If you wish to have cable TV in your bedroom, you will need to purchase this service.



Internet

BCIT provides both wireless and wired internet throughout Student Housing and on campus. Residents are not permitted to connect their own router to the BCIT network. BCIT does not offer technical support for smart TVs, wireless printers and online gaming consoles. In addition, smart TVs are not supported by the BCIT wireless network. For more information on connecting to this service, refer to the information sheet on your bedroom bulletin board.

Downloading movies, videos, music and pornography is not permitted. All BCIT staff and students, including residents, are governed by BCIT Policy #3501 *Acceptable Use of Information Technology at BCIT* and Policy #3502 *Information Security*. Violations of Policy #3501 or #3502 by students using the BCIT network in Student Housing will result in a range of action, including immediate disconnection and other disciplinary measures as deemed appropriate by BCIT.

Laundry rooms

A laundry room is located in each house adjacent to Suite A. There is in-suite laundry located in accessible suites. Laundry rooms contain two washers and two dryers. Ironing boards are provided in each suite but residents must provide their own irons.

Lounge

A common lounge for use by residents is located next to the Housing Office on the ground floor of SW11. This lounge is a multi-purpose room containing a large-screen television, board games that can be signed out by the Housing Office and vending machines.

Parking

Limited reserved parking is provided at an additional cost in the Student Housing parking lot, located on the west side of the housing complex. If there are no spaces left, you are able to park in campus parking located outside our lot, for purchase upon arrival.

Only insured vehicles with permits may use the reserved spaces in the lot. Unauthorized vehicles or vehicles parked in front of any yellow curbs will be towed away at the owner's expense. Repairs and maintenance on vehicles is strictly prohibited in the Student Housing parking lot. Municipal bylaws forbid parking recreational vehicles, motor homes or any unlicensed vehicle on the premises.

If you have a motorcycle, you may park in the motorcycle enclosure adjacent to the parking lot without a permit. This area is not covered and is first-come, first-served.

Mail and postal service

Mail is delivered to the Housing Office Monday to Friday, except holidays. You will have your own mailbox in the Housing Office lobby. Please check your mail regularly.

Your new mailing address is:

Your name
Your house name and room number
4200 Willingdon Avenue,
Burnaby, BC V5G 4J3

Following move out, the Housing Office will forward mail for one month, after which all mail will be returned to sender.

A Canada Post mailbox is located beside the Student Housing parking lot. Stamps are not available at the Housing Office.

Email

The Housing department will frequently send important information to the email address listed on your mybcit account. You are responsible for ensuring your my.bcit profile information is always up-to-date and for checking your email account regularly.

Insurance

BCIT does not assume responsibility for money or personal property in housing, nor does the Institute assume responsibility for losses which may be incurred due to fire, theft, water damage,

etc. You are advised to keep your room doors and windows locked and to carry insurance for personal property. Some students may be able to obtain coverage for fire, theft, etc. through their family's home insurance.

Maintenance and repairs

Please advise your RA or the Housing Office if you have a maintenance or repair request. Arrangements to have the problem corrected will be made as soon as possible.

Bed bug strategy

A proactive approach is in place to prevent bed bugs in housing. A bed bug-sniffing dog and handler inspect all bedrooms and common areas multiple times per year. Advance notice will be given prior to entering bedrooms. You are required to tidy your bedroom and remove all food and garbage from the bedrooms prior to inspection. Penalties for non-compliance will be applied.

If you have been anywhere known to have bed bugs, please contact the Housing Office before returning to Student Housing so we can work with you to prevent them from being brought into Student Housing.

Asbestos and lead paint

All of the BCIT Student Housing buildings were built over 30 years ago and therefore contains encapsulated asbestos, which does not pose a hazard if undisturbed. Asbestos can generally be found

in texture coating on ceilings, drywall joint compound, floor tiles and leveling compound beneath floors, mechanical insulation, pipe elbows and fittings still present in basement and storage rooms and in caulking/mastic on windows. If floors, walls or areas are other building materials are damaged or exposed, or you have any concerns with respect to the condition of a space within the Student Housing buildings, you are asked to immediately contact BCIT's Housing Office.

Lead is also known to be present in some building materials on campus, particularly in paints and surface coating materials. To prevent the disturbance of lead containing building materials, do not put any holes in the walls and promptly report any drywall damage to the BCIT Housing Office.

CLEANING

The majority of residents prefer to live in a clean and tidy environment. All students are required to participate equally in keeping the housing clean. Anyone who repeatedly violates this expectation will be issued warnings or asked to vacate.

Housekeeping staff is responsible for providing sanitation services in common areas on weekdays. This includes: emptying waste receptacles; vacuuming carpets; as well as sanitizing counters, sinks, toilets, showers and floors.

Residents' cleaning responsibilities

All residents are required to follow these guidelines:

- Keep tables, countertops and furniture clear of all items so they may be washed by the housekeeping staff.
- Wash and put away dishes. Dishes must be kept in your cupboards (not on the counter or in/under the sink).
- Place all items to be recycled in the recycling bags provided. Empty tins or bottles left visible in the suite will be removed by the cleaners daily.
- Dispose of all items that will not fit in the waste receptacles in the dumpsters located outside.
- Do not pour grease or solid particles and or food down kitchen drains.

- Wipe all surfaces, including the stove, after use.
- Refrain from leaving water standing in the sink.
- Clean and remove spoiled items from fridges and freezers.
- Keep the floors clear of objects. Vacuum the common areas when there is debris.
- Keep the shower basin and floor clear of toiletries and other personal items.

Additional expectations

Residents are expected to:

- Fully cooperate respectfully with the Housekeeping staff.
- Encourage those who are less inclined to clean up after themselves.
- Report anything that is damaged or in need of repair immediately to an RA or the Housing Office.
- Refrain from borrowing others' kitchen items without permission.
- Refrain from cutting or placing hot items directly on the counter top. Any damage caused to the counter tops will be charged to the individual or suite responsible.

Inspections and consequences

The housing staff will regularly inspect the common areas for cleanliness. If a suite fails to meet the standards and expectations set out in this handbook:

- The suite will be issued a **first warning**. The suite must be cleaned within 24 hours.
- On the next offense, the suite will receive a **second warning**. The suite must be cleaned within 24 hours.
- On the third offense, the suite will receive a **final warning**. It must be cleaned within 24 hours. A mandatory suite meeting will be held.
- The next offense will result in termination of all suite cleaning services (including bathroom cleaning and garbage removal). The residents of the suite must clean the suite themselves daily until cleaning is restored.
- If cleaning service is restored, future infractions will result in termination of cleaning service without warning.
- Continuing problems will result in fines being assessed to each suite resident, and eviction in extreme cases.



Bedroom cleaning

You are responsible for cleaning your own bedroom. The housekeeping staff does not enter individual bedrooms. Garbage bags are available at the Housing Office or through your RA if you need them.

Vacuums

A vacuum has been provided in each suite for use by all residents of that suite in the common areas and bedroom. Vacuum bags should be replaced frequently. Replacement bags are available from the Housing Office.

RECYCLING

Recycling in student housing

Recycling bags are located in all bedrooms and in the dining area of each suite. Please deposit the contents of your bedroom recycling box in the recycling bag in the dining area as needed. Housekeeping staff will bring the recycling to the central collection area in the parking lot in front of SW15.

Waste that cannot be recycled should be placed in the garbage cans in the suites. Larger items can be bagged and placed in the outside dumpsters.



STUDENT HOUSING COMMUNITY STANDARDS

The mandate of Student Housing is to provide a living environment that will promote the academic success of its residents. BCIT strives to provide an on-campus living community that promotes respect for people and property and in which residents are responsible for their actions.

Rights and responsibilities

The well-being of the housing community rests on the community's ability to meet the needs of the individual and vice versa. This balance is best achieved when all individuals are aware of their personal rights and their responsibilities to fellow residents.

As such, the following principles were designed to describe the rights of the individual within the housing community:

- All individuals within the student housing community have the right to consideration and respect for their feelings and personal needs, while at the same time respecting the same rights of every other person within the community.
- Every individual within the student housing community has the right to live in an environment where personal possessions and communal space are respected by every other individual.

In accordance with the above principles, you have the right to:

- read, study and sleep in your room, free of undue interference. Unreasonable noise and other distractions such as TVs, stereos and guests inhibit the exercise of this privilege;
- a clean living environment;
- petition for redress of grievances;
- be free from intimidation and physical or emotional harm.

Your responsibilities are to:

- read the Student Housing Handbook, ask for clarification if needed, and understand the standards, policies and rules.
- consider and appreciate your neighbors and their need for undisturbed sleep and study;
- clean up after yourself both in Student Housing and on the grounds;
- inform your RA if you feel that you have a grievance or problem in housing;
- inform the RAs or Housing Office staff if you feel physically or emotionally intimidated in Student Housing.

Community standards expectations

BCIT is committed to providing an on-campus living environment that enhances residents' ability to live, learn and work within an environment of mutual respect and free from discrimination.

The community standards are applicable for all residents and on all Student Housing property (including all buildings, pathways, roadways and grounds), online communities (including social media) where content affects the housing community, and at all Student Housing-related events, even if the event takes place off campus. All residents are expected to be aware of and adhere to the requirements of the BCIT Student Code of Conduct (Non-academic Policy 5102). In cases where the actions of the resident are an impact to the greater BCIT community, the violation may be addressed under the BCIT Code of Conduct Policy 5102, Harassment and Discrimination Policy 7507 or by Safety and Security Policy 7100.

Residents and their guests are expected to cooperate with the requests of Housing staff in the enforcement of BCIT policies, rules and community standards.

Students whose behaviour results in the need for professional care outside of the Institute (ambulance, RCMP, etc.) will be automatically referred to the Assistant Director of Housing in order to determine any necessary follow-up. Residents may be required to meet with the Assistant Director prior to returning to student housing property.

The Housing department may impose disciplinary sanctions independent of any criminal charges. The Housing department also reserves the right to inform the emergency contact about unlawful activity or any behaviour that threatens the safety or well-being of you or other residents.

In situations where an individual's behaviour poses a significant risk to self or others, the student will be referred to appropriate Student Services or the Safety and Security unit prior to returning. Students who engage in self-harming behaviour will be required to seek professional support in order to minimize the adverse impacts of the self-harming behaviour and assess the student's ability to live within an interdependent living environment such as on campus housing.

Accountability and responsibility in a group living environment

A fundamental premise of group and community living is that residents participate in an interdependent living situation whereby individuals play an active role in maintaining the safety and behavioural expectations of the community.

All residents of the suite are expected to individually and collectively take ownership for what transpires in the suite. If someone in the suite or their guest is causing cleaning problems, creating damage, disrupting you or others or violating rules, you are responsible for asking the person to stop the inappropriate actions or to contact a RA for assistance. Where necessary,



the Assistant Director of Housing may impose standards or restitution to suite members, buildings or a group of residents if the behaviour warrants such a resolution.

Nobody should be allowed into the suite who doesn't live there, unless accompanied by a resident host or unless this person is a Housing Office staff member. If you do not know someone, do not allow them access into the suite.

You are expected to conduct yourself appropriately at all times and in a manner suitable to a positive living and learning environment. You must comply and must ensure your guests comply with all applicable laws, all BCIT policies, all Student Housing rules and all requests made by Housing staff in enforcing such laws, policies and rules.

Community standards process

BCIT Housing is committed to providing a resolution process that adheres to the principles of administrative fairness. Suspected violations of the Community Standards will be documented in writing and submitted to the Housing Office within a timely manner. Any resident suspected of violating a Community Standard will be sent a Standards Violation notice within five business days providing the resident with a Review Meeting date no later than seven business days after the incident. Residents are welcome to bring a support person or witness to any meetings. If you require assistance, we encourage you to access the services of the BCIT Student Association Advocacy

department. They are an independent organization that provides assistance to students in order to help navigate Institute policies and procedures.

Any resident found to have violated the Community Standards must be informed in writing of the outcome. The community standards process is based upon the principle of progressive negative behaviour. Therefore, in determining the outcome, the following will be considered:

- the severity and impact of the violation.
- any previous community standards infractions.
- the intention of the resident and other mitigating circumstances.

Any violations of community standards deemed as minor may be addressed through verbal warning by the Resident Advisor or Housing staff member. All informal resolutions will be documented and may be used in determining any future sanctions if necessary.

Community standards sanctions

The goal of the community standards process is to ensure that the prohibited behaviour will not reoccur and to repair any harm that occurred as a result of the behaviour. One or more of the following sanctions are possible:

- **Warning** – a notice in writing to the student that the student is violating or has violated institutional policy
- **Reprimand** – a written document that outlines a specific violation by a student that is placed on the student’s file
- **Loss of Privileges** – the denial of specified privileges for a period of time or under certain conditions, including, but not limited to, restricting students from entering specific locations, attending specific events, or being in proximity to certain people
- **Educational Sanction** – a requirement to produce or complete an assignment or activity such as, but not limited to, a letter of apology, written report, attending a meeting, reading a publication or attending a training program
- **Community Service** – a requirement to perform up to 50 hours service as a means of restitution for the damage, loss or harm caused
- **Restitution** – a requirement to provide compensation for the replacement or costs as a result of the damage, loss, or harm caused
- **Behavioural Contract** – an agreement on the required or permitted actions of a student for a period of time
- **Withholding of Services** – BCIT may withhold or restrict services, including but not limited to: submitting future applications, parking on campus and use of internet.

- **Referral** – request or require that a student receive professional assistance or complete professional assessment
- **Eviction** – a termination of the housing agreement. All evictions will include a ban from BCIT Student Housing property. All students evicted remain indebted for any fees, assessments, or damages. The timeline of the eviction is based upon the severity of the violation and determined by the Assistant Director of Housing.
- **Referral to BCIT Policy 5102** – the violation may be referred to the Office of Student Life for review under the Student Code of Conduct

Appeals

The process for appealing Community standards sanctions up to contract termination (eviction) is as follows:

1. A resident may appeal the category and/or assigned sanctions on the following grounds:
 - a) Lack of procedural fairness or bias/unfair treatment or discrimination;
 - b) Improper investigation;
 - c) The sanction does not suit the infraction/behaviour; and/or
 - d) New information has come to light rendering the original decision unreasonable.
2. Once an appeal has been submitted, one of the following outcomes will result:
 - a) No change and the original decision is upheld.
 - b) The original decision is overturned.
 - c) The decision/sanction is modified, which may result in increasing/decreasing the sanctions already levied.
3. A resident has five (5) business days from the receipt of their follow up letter to submit a request for an appeal. To initiate this process the resident is required to e-mail the Senior Director, Student Success with the following information:
 - i. Ensure the title of the email is: BCIT Student Housing Community Standards Appeal
 - ii. In the body of the email:
 - iii. Indicate your full name, Student number, House, suite and room number
 - iv. Indicate your reason for entering an appeal (based on the requirements above).
4. Once your email has been received, you will be contacted within five (5) business days with a decision as to whether an appeal meeting will be scheduled.

5. If an appeal meeting is scheduled, you will be invited to discuss your case with the Senior Director, Student Success or designate.
 - a. Your case will be considered in conjunction with other reports and information presented by BCIT staff.
 - b. You will be informed of the outcome of the appeal meeting within five (5) business days.
6. The decision of the Senior Director, Student Success is final and not subject to further appeal.
7. All imposed sanctions, including eviction, will remain in place during the time of the appeal unless informed in writing otherwise by the Assistant Director, Housing or the Senior Director, Student Success.

Community standards and prohibited behaviours

Residents are responsible for their conduct while living within BCIT Student Housing and to ensure not to place themselves or others at risk.

Guests

You are responsible for your guests' behaviour and must be present to host your guests. You are also responsible for your guests' actions when attending student housing functions whether they are held on or off campus.

You may accommodate one guest in your bedroom for a maximum of three consecutive nights, twice per month. No person may be the guest of more than one resident in succession.

In exceptional circumstances, extensions may be granted by the Housing Office.

The RA must be informed of all overnight guests so that he or she will be aware of the number of people in the house in the event of an emergency.

Out of respect for others and the limited amount of common space in each suite, guests are not permitted to overnight in the common areas. Guests may only overnight in your room.

Noise policy and quiet hours

Each suite accommodates 12 people. With that many people living together, you must expect a certain degree of disruptive noise from time to time.

Quiet hours are defined as those times during which residents are prohibited from making any noise that may be heard in any bedroom other than their own or outside. Noise in common areas must not be loud enough to be heard in bedrooms. This refers primarily, but not exclusively, to noise emanating from stereos, video games, televisions and verbal conversation.

Quiet hours are in effect around the clock in all suites in student housing Sunday through Thursday, inclusive and on Friday and Saturday between 11pm – 7am.



Noise must be confined to the suite at all times and is at no time permitted to disturb residents of the suite or other suites.

In all suites, every resident has the right to request that other people minimize their noise, even during times that are not quiet hours. If you are unsuccessful, you should approach your RA or the RA on duty.

Similarly, if someone has asked you to be quiet, you should respect that person's wishes and reduce your noise output.

Musical instruments

Suitable facilities do not exist in student houses for playing musical instruments. Playing instruments that disturb others is not permitted.

Alcohol

You are obligated to use alcohol responsibly and legally and are fully accountable for your own actions as well as the actions of your guests.

Drinking age

Possession, consumption, or providing alcohol by individuals less than 19 years of age in British Columbia is prohibited. You and your guests are responsible for knowing, understanding and complying with this standard.

Behaviour

Alcohol consumption is not an excuse for disruptive or unacceptable behaviour. The Housing department and campus security are responsible for the enforcement of this policy. Public intoxication is not permitted.

Areas of consumption

Consumption of alcohol by you and your invited guests is permitted only:

- in a resident's bedroom and
- in the common areas of the suite.

The consumption of alcohol or the presence of open alcohol is not permitted in any other indoor space, including laundry rooms and the housing lounge or anywhere outdoors, including patios, decks, sidewalks and lawns. Concealing open alcohol in water bottles, cups, thermoses, etc. is also not permitted.

Common sources

Alcohol may not be produced or sold in student housing. Common sources of alcohol not allowed include, but are not limited to: kegs, beer bongs, pitchers and funnels.

Excessive drinking

Excessive drinking is not permitted in student housing. BCIT and the Housing department consider excessive drinking to be

consuming alcohol to the point of impaired mood, judgment or mobility. Determination of excessive drinking is at discretion of the housing staff.

Prohibited events involving alcohol

Drinking games and any organized games where alcohol is the focus are not permitted. Examples include: beer bongs, suite crawls, century clubs, flip cup or water pong.

Parties

Parties are not permitted in student housing or on the housing grounds.

A party is defined as:

- more than 25 per cent of those present are from other suites or are not residents;
- the total number of people gathered exceeds 14;
- noise that can be heard outside the suite or in neighboring suites, or a gathering that disturbs others in the suite.

Residents are not permitted to sponsor, encourage, attend or be involved in a party in student housing or on housing property.

Drugs

Illegal drugs are not allowed in student housing. Use, possession, growth, manufacturing, trafficking or sale of any drug in

other than prescribed legal manner is strictly prohibited. Any involvement, whether direct or indirect, in any illegal drug or drug-related activity is prohibited.

It is unacceptable to return to student housing smelling of or under the influence of drugs.

Possession of drug paraphernalia is prohibited.

These activities will result in sanctions and may result in eviction and referral to BCIT Security and/or the RCMP.

Cannabis

Cannabis: means the substance set out in item 1 of Schedule II to the Controlled Drugs and Substances Act, and all substances derived therefrom or of which Cannabis or any of its chemical compounds or derivative substances is an ingredient, element, or component, including but not limited to Cannabis oil, bud, shatter, wax, resin, concentrates, edibles, tinctures, pills, medications, and topical lotions, and includes all synthetic forms of such substances.

The following rules apply with respect to cannabis and cannabis products in student housing.

1. All activities involving cannabis products (for example storage, consumption, acquisition) must be carried out in accordance with all Federal and Provincial laws and this Contract. Where the provisions of this Contract are more restrictive than the Federal and Provincial laws or the general rules of BCIT

regarding cannabis, then the provisions of this Contract/ Handbook prevail.

2. Smoking, vaporizing, consuming or using a cannabis product is prohibited anywhere on BCIT property whether inside or outside of all BCIT student housing buildings.
3. The possession or cultivation of cannabis plants in your accommodation or elsewhere on student housing property is prohibited.
4. BCIT Student Housing strictly prohibits the manufacture, offering for sale, sale, advertisement of or distribution of Cannabis products on BCIT Student Housing property.
5. Cannabis products must be stored:
 - a. in your private space in your bedroom. For example, they cannot be stored in a shared fridge, freezer or cupboard;
 - b. with labels clearly indicating they contain cannabis; and
 - c. sealed in a container such that any smell is undetectable outside of your bedroom.
6. Cannabis equipment must be stored:
 - a. in your private space in your bedroom. For example, it cannot be stored in a kitchen or bathroom cupboard;
 - b. sealed in a container such that any smell is undetectable outside of your housing room;

c. and with labelling clearly indicating it is used to prepare or consume cannabis;

7. Failure to adhere to the provisions of this Contract with respect to cannabis may result in disciplinary action up to and including eviction from BCIT Student Housing.

Fire safety equipment and procedures

Tampering with fire alarms, firefighting equipment, or fire detection equipment is strictly prohibited. Residents are required to evacuate all buildings in the event of a fire alarm or other emergency.

Prohibited areas

You are not allowed on roofs, under patios, on trellises, in any mechanical rooms, crawlspaces or in any other area in student housing clearly marked as off-limits.

Furniture and removal of property

BCIT Student Housing provides all furniture, and students are responsible for the damage and condition of all furniture. The removal of any BCIT property is unacceptable and residents will be charged the cost of replacement and/or returning the property.

Removal of BCIT property, including window screens, from the bedroom or suite without the permission of the Housing Office is prohibited. The Housing Office does not have sufficient space

to store furniture, so the furniture supplied in each room must remain in the room.

Damage and theft costs

You are expected to take reasonable care of housing facilities and property and the belongings of others. Damage also constitutes vandalism, which is defined as the willful or malicious destruction or defacement of property. Theft or possession of another person's property without their consent is prohibited and may result in eviction and/or referral to the RCMP.

Costs due to damage or loss will be charged to the people responsible. Damage or loss caused by guests will be billed directly to the host resident. In cases where the people responsible cannot be identified, the charges will be assessed against all residents of the suite.

Keys and illegal entry

All residents are responsible for their keys at all times. Residents are not to loan or give their keys to others. Unauthorized use or possession of housing keys is prohibited. Tampering with or disabling locking mechanisms or leaving an unlocked door unattended is prohibited. Students must report lost keys immediately to the Housing Office. An individual must have written permission to enter another's room and must do so without manipulating the lock, door or window.

Pets

You and your guests are not permitted to have any animals on the premises. No fur, fins, feathers, or scales.

Cooking

Cooking is only permitted in the kitchen. Under no circumstances shall any resident leave any cooking unattended for any time.

Residents are not permitted to use cooking appliances in their bedrooms. This includes use of hot plates, kettles, rice cookers, toasters and microwaves. The electrical system will not support use of these appliances.

Cleanliness

All residents are expected and required to participate equally in keeping student housing clean and to meet the expectations outlined in the section "Student Housing Cleaning."

Smoking

BCIT is a clean air campus [policy 7100]. Smoking is not permitted in any suite or bedroom on campus. If you smoke outside, you are required to smoke 20 feet away from windows and doors, to use the cigarette butt trees provided and to clean up after yourself. This applies to use of electronic cigarettes as well.

Prohibited items and activities

- Storing of any item such as bikes, boxes, equipment, etc. in hallways, patios and balconies is prohibited.
- Dart boards, foosball and air hockey games are not permitted.
- Water fights and playing outdoor games inside, such as hockey, football, Frisbee throwing, etc. is prohibited.
- Antennas, external wiring and loose or visible internal wiring in common areas are prohibited.
- Changes, modifications or additions to the physical environment are prohibited, such as air conditioners, flags, hanging baskets, chin up bars, and bird feeders.
- Any conduct which is inappropriate or disruptive to the housing community is prohibited and will result in sanctions. Inappropriate behaviour includes, but is not limited to, yelling, screaming, profanity, public urination, spitting, filming others without permission, and lewd conduct.

Weapons, explosives and flammable materials

Possession of any weapons or weapon components, legal or illegal, is prohibited. This includes, but is not limited to, firearms, air guns, pellet guns, swords, hunting knives, sling shots and archery and fencing equipment. The Housing Office reserves the right to evict anyone found in possession of these items, and these objects will be confiscated and NOT returned to their owner.



Wielding any object in a threatening or aggressive manner may result in eviction and referral to the RCMP.

Due to fire hazard, halogen “torch” lamps and heat sources such as hot plates, propane stoves, or space heaters are not permitted. Furniture, bedding, garbage, etc. must be kept at least 30 cm away from any baseboard heater.

Possession of explosive or flammable material, including, but not limited to, firecrackers, ammunition, fireworks, dynamite, gasoline or other such materials is not permitted on student housing property. Possession of the same may result in eviction. Propane tanks and butane are not permitted in housing buildings.

Open flame and indoor burning, such as candles and incense, are not permitted in Student Housing.

Physical violence, intimidation and sexual violence and misconduct

Physical aggression, intimidating or threatening the wellbeing of others, and sexual violence and misconduct are not tolerated. Physical aggression means any physically aggressive or violent behaviour, such as fighting, hitting, punching, slapping, kicking, pushing, pulling, or throwing objects at another person. Sexual violence and misconduct means any sexual act or act targeting a person’s sexuality, gender identity, or gender expression, whether the act is physical or psychological in nature, which is committed, threatened or attempted against a person without the person’s consent. This includes, but is not limited to, sexual assault, sexual

exploitation, sexual harassment, stalking, indecent exposure, voyeurism or the distribution of a sexually explicit photograph or video of a person to one or more persons without the consent of the person in the photograph or video.

Anyone engaging in physically aggressive behaviour or sexual violence and misconduct may be evicted. Security will be involved and the incident [event] may be referred to the RCMP and/ or the Student Code of Conduct and/or the Harassment and Discrimination office.

For more information on BCIT’s Sexual Violence and Misconduct Policy, please see policy 7103 and associated procedure 7103-PR1. For more information on BCIT’s Response to Abusive or Threatening Behaviour, please see procedure 7100-PR1. Further information can be obtained by contacting Safety, Security and Emergency Management at 604.451.6856 or the Respect, Diversity, and Inclusion Office at 604.432.8409.

BCIT harassment and discrimination policy

We want to ensure that BCIT is a place where all members of the BCIT community are valued and respected. All members of the BCIT community are entitled to work and learn in an environment free from bullying, harassment and discrimination.

BCIT’s Harassment and Discrimination Policy [Policy 7507] and associated procedure [7507-PR1] support this commitment as follows:

- BCIT is committed to providing a learning environment where the individual differences of all students and employees are valued and respected.
- BCIT will not condone and will not tolerate any discrimination, bullying or harassing behavior which undermines the dignity, self-esteem, and productivity of any student or employee.
- BCIT considers bullying and harassment and/or discrimination by any employee or student to be a serious breach of human rights which requires immediate resolution. Such resolution may include disciplinary measures up to and including dismissal or expulsion.

The Housing department is committed to supporting the BCIT Harassment and Discrimination Policy. If you wish to discuss your particular situation or to receive further information, please contact the Respect, Diversity, and Inclusion Office at 604.432.8409 or the Assistant Director, Housing at 604.432.8606. Further information is available at bcit.ca/harassment

Posters or other materials that may be deemed offensive are not permitted in Student Housing common areas or in or areas that are visible outside the suite. Offensive materials will be removed.

Harassment or bullying by any means, including online, will not be tolerated.



YOUR SAFETY AND SECURITY

Your safety and security is a priority for BCIT, and we want to inform you of the many mechanisms and services that are available to protect your personal safety.

How to contact Campus Security:

- Campus Security is open 24 hours a day, 7 days a week. You can reach them by phone at 604.451.6856.
- Emergency telephones are located throughout each campus, providing a direct line to the BCIT Security Communications Centre.
- In-house telephones are located on each campus, along with emergency telephone numbers.
- Emergency telephones are also located in most BCIT elevators. Push the panel button to connect directly with the Security Communications Center.
- Download BCIT's Safety Wise mobile app to stay up-to-date with the most current safety information and emergency communication when you need it most.

Here are some additional safety tips for residents to help keep our community safe:

Suite security

You are responsible for taking reasonable precautions to ensure that your assigned room and suite in which it is located are protected from a breach of security. This includes, but is not limited to, locking your room and/or unit door(s) and window(s), not propping building entrance doors open, not permitting unknown persons to follow you into a Housing Building and immediately reporting strangers or security concerns to BCIT's Campus Security. You may be asked by BCIT's Housing Office staff or BCIT's Campus Security to produce photo identification at any time.

Vehicle security

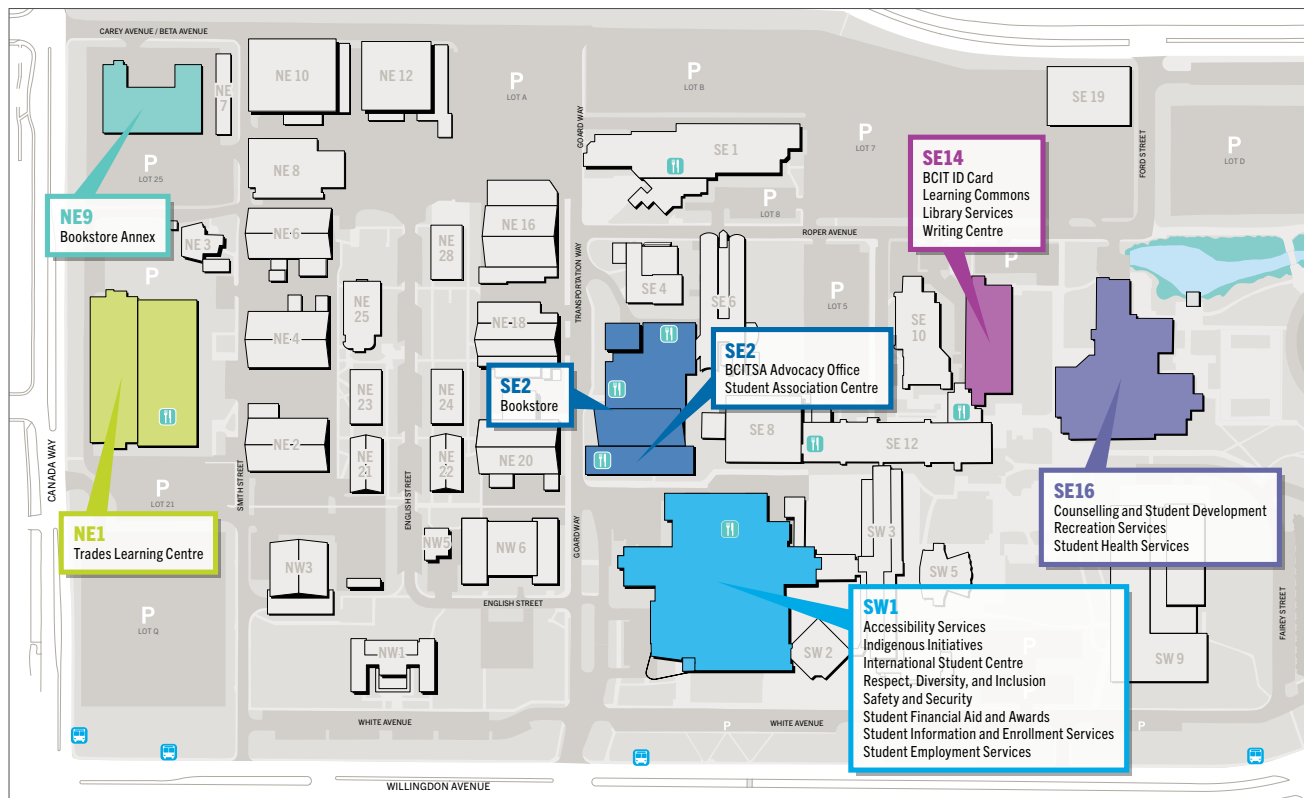
- Cars can be vandalized and stolen on campus lots. Please take precautions.
- Do not leave any valuables in your vehicle.
- Always lock vehicle doors and close windows.

Personal safety

- Use the buddy system and walk with a companion after dark.
- Call Safer Walk to have campus security walk with you anywhere on campus – available 24/7 at 604.451.6856.
- Visit bcit.ca/safety to learn about and download the Safety Wise app and for information on emergency contacts, safety tips and emergency preparedness.



Student Services Locations – Use this map to find your FREE services available to all students. For details visit bcit.ca/studentservices





BCIT™

— STAY CONNECTED.

We want you to know what's happening on campus. The **myBCIT Mobile App** connects you to your course schedule, grades, and announcements. **Safety Wise** gives you access to safety tips, weather alerts, and more.

Download the **myBCIT Mobile App** and **Safety Wise** today.



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