

2023-24 RESIDENCE LIFE HANDBOOK

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> WELCOME TO RESIDENCE LIFE

WE ARE A PROUD PART OF STUDENT AFFAIRS AT LETHBRIDGE COLLEGE, AND WE ARE READY TO HELP YOU MAKE LETHBRIDGE COLLEGE YOUR HOME.

Thank you for choosing to live on campus while you pursue your education at Lethbridge College. We are glad to have you with us. The benefits of being a member of the residence community extend beyond the proximity to your classes. You will make lifelong friends, and you will have the opportunity to get involved in residence events and activities.

Living on campus also makes it easier to be involved with the greater campus community. Our Residence Life staff plan and host regular events, alternating between 30th Avenue and Cullen halls. We also promote campus-wide events, whether they are hosted by the students' association, Kodiaks Athletics or other Student Affairs departments. These opportunities allow you to meet a greater number of people and take advantage of all that the college has to offer.

Our team of professional office staff members, Resident Assistants (RAs), and Facilities staff members are actively engaged in promoting the well-being of all residents and ensure your experience while living in the residence neighbourhood is a positive one.

Lethbridge College strives to provide a learning environment that values freedom of expression, the advancement of human rights, respect for human dignity, personal integrity and the absence of discrimination, harassment, intimidation or violence and vulgarity, or any form of disruptive behaviour.

It is expected that all residents behave in a manner that is responsible, respectful and courteous of each other and residence staff. The Student Rights and Code of Conduct Policy defines the standards of student behaviour. As a resident and student of Lethbridge College, it is your responsibility to uphold the rights and responsibilities of the Residence Community Standards as well as the Student Rights and Code of Conduct.

We look forward to being a part of your Lethbridge College experience in the months ahead!



> RESIDENCE LIFE STAFF

Resident Assistants (RAs)

- are student leaders
- build relationships within the residence community
- check in with residents regularly
- plan and organize Residence events
- promote healthy choices
- referrals to supports on or off campus
- encourage community standards
- moderate roommate concerns under the direction of Residence Life coordinators
- are on duty when the office is closed
- respond to after-hours needs such as lock outs and maintenance concerns

RA on Duty 403-360-9703 (after office hours)

- lockouts
- noise complaints
- roommate conflicts
- reporting maintenance issues
- connecting you to like minded people
- referring you to campus services (LCSA, Wellness Services, Learning Café, etc)
- connecting you to Lethbridge's services and attractions

Residence Life coordinators and service specialists

- ensure community standards are being met
- offer resources for personal and residence issues
- mediate roommate conflicts
- manage room assignments and reassignments
- support RAs
- help you navigate campus services
- receive maintenance requests
- respond to room change requests
- accept contracts
- organize events and activities
- sign out spare keys

Maintenance staff

- facilitate all repairs
- replace light bulbs
- respond to electrical issues
- resolve plumbing issues
- are responsible for ongoing upkeep

Cleaning staff

- conduct unit inspections
- clean rooms after move-outs
- clean public spaces in Residence
- maintain inventory supplies
- assist with cleaning questions

Residence Life Self-Service Portal (login to Office 365 to access)

- completing your questionnaire
- check who your roommates will be
- check your billing summary (rent, fines, etc)
- complete your room selection
- sign your contract
- submit a repair request
- room change requests
- returning applications
- guest registration form
- roommate agreements
- residence event suggestion box
- residence event sign up
- room condition report

Cullen Residence Office

403-329-7218 | residence@lethbridgecollege.ca

Email is monitored during office hours.

Office hours 8:30 a.m. – 4:30 p.m.

- coins for laundry (loonies and quarters)
- parcel pick up
- Residence coordinators offices

We will communicate important information through your Lethbridge College email address. It is your responsibility to check it regularly.

> LIVING IN RESIDENCE

DEPOSITS

A deposit of \$550 has been paid and is held in an account until you vacate your residence and are not returning for another term. Small fines may be deducted throughout the term up to \$200 of the deposit. If there are any damages or outstanding balances owed to Lethbridge College, they will be deducted prior to being refunded. This deposit is not part of your rent and it is refundable upon move out.

In the event that you have accrued more than \$200 in charges, you will be required to make the payment on your account before future contracts are issued.

FREEDOM OF INFORMATION AND PRIVACY (FOIP)

In accordance with legislation, we cannot release information about you, including your unit number, to anyone else, including family members, without your explicit written consent. Consent forms can be found on the Lethbridge College website. **However, in the event of concerning or worrisome behaviour, unresponsiveness or incoherence, potential harm to one's self or another, or a life-threatening medical need, Lethbridge College will contact the emergency contact person listed.**

INSURANCE

Tenant insurance is to protect yourself and Lethbridge College in the event of loss or damage to your personal property while living in residence or if your actions cause the damage of Lethbridge College property or other residents' personal property. All residents will be automatically enrolled in a tenant's insurance program through Lethbridge College. For an annual premium, students will receive the following insurance coverage while they are living in residence:

- \$10,000 Contents Coverage with \$500 deductible
- \$1,000,000 Personal Liability Coverage
- \$2,500 Additional Living Expense

Coverage begins as early as Aug. 15 and expires after one year. Refunds or prorations will not be issued. You can only opt out by the deadline if you have comparable insurance.

STUDENT STATUS

Students enrolled as full-time are given preference and priority for living in Residence. If you are attending less than full time, talk to a Residence Life coordinator to explain the situation and to determine if you can continue to live in Residence.

If you withdraw from classes, you will have 48 hours to vacate Residence. If you want to return in the following term, you must reapply. In some instances, a re-entry plan will be discussed with Residence Life coordinators. Depending on the circumstances for leaving residence, conditions may be implemented to return.

PAYMENT OPTIONS

Payments can be made for Residence charges at the Residence Life office including rent, deposits, application fees, incidental charges, and event and activity fees. Rent cannot be processed by a credit card in person, but only through Touchnet as outlined below:

- **Touchnet:** Log into Office 365 and click All Apps on the left hand side. Click Touchnet. Select Residence from the View Account drop-down menu. Please note, if you fail to select Residence, additional charges will apply.
- **PayMyTuition:** Make online bill payments, Interac E-transfer, EFT, or bank transfer payments. Select the term you are paying for and what Payment Type you are making, such as rent or residence fines and fees.
- **In person:** Visit the Residence Life or Finance offices to pay with cash, cheque, credit card (rent excluded) or debit card.

Eviction notices will be issued for non-payment of outstanding fees. In addition, if any payment owed to Lethbridge College is not made before the end of the term, you will be placed on financial hold, which means transcripts, grades, student ID card, parchment, registration for classes and library loan privileges will be withheld.

PAYMENT OF RENT

Rent must be paid in full for each term. Monthly arrangements are approved for those funded monthly through the online deferment application process. Flexible payment plans for reasonable circumstances must be formally requested and are subject to approval by the Residence Office.

Rent is due in full by Aug. 1 for fall term and due in full by Dec. 1 for winter term. If an offer is made within the month prior to the start of the term, rent is due upon confirmation.

Non-payment of fees is a breach of contract and will result in the termination of your contract. The contract termination penalty will be applied.

PAYMENT DEFERMENTS

Deferments can be arranged by application for those who are approved for student loans, sponsorships or other funding arrangements. There is an extended rent deadline date for the first Friday after move for the fall and/or the winter terms. Any other deferment request are managed by Residence Coordinators directly.

If conditions are not met, and payment is not made in full, you will not receive keys to move in until it is in place. Non-payment of fees by the agreed upon deferment date is a breach of contract and will result in an eviction notice being issued. The contract termination penalty will be applied.

HOUSING CONTRACT

Prior to moving into Residence, you signed a contract to live in Residence. Most contracts are signed for the duration of two terms (Fall and Winter). In some instances, a Fall- or Winter-only term, or an apprentice term is permitted. If you cancel your residence or the contract is terminated for any reason, at any time, prior to your contract end date, the college will charge a penalty of \$1,100. Outstanding balances will be deducted before refunds will be issued, as applicable.

Although there is no penalty if you are moving off campus to continue your educational requirement for a practicum placement outside of Lethbridge, we appreciate 30 days' advanced notice.

PRIORITY ACCEPTANCE

1. Fall and Winter term
2. Apprentice terms
3. Fall-only term *only if rooms cannot be filled for both terms
4. Winter-only term

PENALTIES FOR CANCELLING AN APPLICATION

For the Fall term, you can cancel your residence application prior to July 1 with no penalty. Applications canceled between July 1 and the Fall contract start date will result in a \$550 cancellation penalty.

PENALTIES FOR CANCELLING YOUR CONTRACT

If you choose to move out or cancel your contract after the contract start date, there will be an \$1100 cancellation penalty applied to your account.

Contracts signed for Fall and Winter terms are in effect for the entirety of eight months from Sept. 2, 2023 to April 27, 2024.

If you have signed a Fall-only contract or decide to terminate your contract, the Fall term ends on Dec. 16, 2023.

Winter-only term starts Jan. 3 through to April 27, 2024.

If you have a confirmed spot in Residence and no longer require it, you must inform the Residence Life office in writing, by email or in person at the Cullen Residence Life office.



MOVING OUT

When you move out of Residence, you are expected to leave the unit as clean as it was when you moved in. Cleaning charges are itemized further in this handbook. All units will be checked by Residence Life staff upon move out.

Individual cleaning responsibilities should be discussed with your roommates. You are encouraged to take pictures of the common areas you were responsible for cleaning and send them to the Residence Life office at residence@lethbridgecollege.ca. Billing charges are split equally among all residents otherwise.

An offer for returning to Residence for a future term will be based on the condition of your unit when you move out, adherence to community standards, full payment of all outstanding charges on your account and ensuring your deposit balance is \$550. The remaining balance on your deposit will be refunded when you have moved out and are not returning to Residence.

Lost and found: any items left behind in your bedroom or the unit will be stored for 30 days. If unclaimed, items will be donated to a local charity. You cannot leave personal items in the unit over the summer. If you believe you may have left something behind, you can phone or email the Residence Life office and we can make arrangements for pick up.

Move out procedures:

- Follow move out checklist on page 7 of the Residence Life Handbook.
- Close and lock bedroom windows and doors.
- Return all keys to the Residence Life office, in an envelope with your name and unit number.
- Move out on or before the contract end date.
 - If you require housing after the contract end date, you must fill out an extension form. Your request is subject to approval by the Residence Office.

If you do not follow the proper procedures, you will be fined \$50 for an improper check out to cover administrative costs.



MOVE OUT CHECKLIST:

CLEAN EVERYTHING AND EVERYWHERE, AS IT WAS WHEN YOU MOVED IN

- Remove your food, garbage and recyclables.
- All appliances, fixtures, floors and walls must be cleaned.
- Cleaning of your unit should be an equal team effort between all roommates. Ask for advice from your RA or the office if you need it.
- Email pictures of what you were responsible to clean, if you have a roommate leaving later than you.

SHUT AND LOCK YOUR BEDROOM DOOR

- This is very important so no one has access to your room after you leave and causes you to be charged for cleaning or damages.
- Shut and lock all windows.

HAND IN YOUR KEYS

- You need to hand in keys for your front door, bedroom door, and mailbox to the Residence office. There is an after hours drop box in the lobby and a mail drop outside the main doors at the Cullen Residence office.
- There is a \$35+GST rekeying charge (in addition to the improper check out charge) if your keys aren't returned to the Cullen Residence office.
- Rent will be charged until we receive your keys.
- Do not leave keys in your unit. This will result in an improper check out fine. See fines and fees on page 23.


UPDATE YOUR MAILING ADDRESS

- Change your mailing address for online orders or mail that you are expecting.
- We cannot forward your mail or parcels unless you have made specific arrangements with our office, at your own expense.
- All parcels and mail will be returned to sender.

DEPOSIT REFUND/RENT

- If you are returning to residence for the next term, we will keep the deposit on file for next year.
- You may be required to top up your balance prior to returning.
- If you are not returning, your deposit will be refunded by e-transfer to your Lethbridge college email address.
- If you cancel your residence prior to your contract end date, a cancellation penalty applies and can be deducted from your deposit.

FUTURE CONTRACTS

- All future room assignments are conditional based on your performance as a tenant (room condition, room cleanliness, or personal conduct) at the time of move out.
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> LIVING WITH ROOMMATES/NEIGHBOURS

ANIMALS

At Residence Life, we are mindful of the needs of the whole neighbourhood. We are aware that some people may have severe allergies to animals.

Animals that can walk, fly, slither or burrow are not permitted in any of our residences. This includes any animals your guests bring to visit. If all roommates agree, a small aquarium for fish is permitted.

Qualified service dogs are welcome as legislated in the Alberta Service Dogs Act. You are required to contact our office as early as possible if you are bringing a service dog to campus with you. The Residence Life office will work closely with Accessibility Services in determining needs.

GENDER INCLUSIVE HOUSING OPTION

We strive to provide our students with a housing arrangement that is inclusive of their gender identity and/or expression. In the interest of creating equitable and inclusive communities within Residence, gender inclusive housing is provided as an option for all students, including those who feel that their gender identity or expression is not represented in the traditional male and female housing arrangements.

By selecting a gender inclusive housing option, you may be roomed with someone whose body is not the same as yours. Living in a gender inclusive unit means you could be living with someone who identifies as either lesbian, gay, bisexual, pansexual, transgender, transsexual, genderfluid, asexual or other. If you are interested but have questions about gender inclusive housing, please contact the Residence Life office.

Gender inclusive housing may be especially important for:

- students in the process of discovering their gender identity and/or engaged in a gender transition
- students who identify outside of the male/female gender binary
- gay, lesbian, bisexual or transgender students
- students who feel more comfortable with a roommate of a different gender

GUESTS

If you are hosting a guest, you are required to be present with the guest at all times and you are responsible for their actions while on campus. A guest is anyone who enters your unit, other than who is assigned to live there. This includes, but is not limited to, residents from other units, family members and other Lethbridge College students.

OVERNIGHT GUESTS

Having guests stay overnight with you in Residence is a privilege that is granted with a completed Guest Registration form submitted to the Residence Life office. You are required to seek permission from your roommates to allow a guest to stay up to a maximum of five nights per month. Permission to host a guest may be denied based on not following the conditions of the contract and policy, extended length of stay, comfort of roommates, etc.

To host an overnight guest, the guest registration form must be completed. The form is available through the Residence Life Self-Service portal. These forms help us identify who we may expect during a roll call in the event of an emergency. This applies to all of our Residence units, including Kodiak House and family suites. Guests must be over the age of 18, unless permission has been granted by Residence Life staff. Guests can be issued a temporary parking pass with a completed guest form. Contact the Residence Life office for your guest parking pass.

RESPECT

Living with others should be looked at as an exciting new experience. There are going to be some highs and lows. Keeping lines of communication open and exploring opportunities for understanding is extremely important. Sharing space with someone who has grown up in a family who are hunters when you are a vegan may present some fundamental challenges for both of you. The residence experience is about the learning outside of the classroom, building empathy and an acceptance for others who may not be like you, and starting to have sometimes difficult conversations to ensure your needs are being met, while compromising for the sake of others. Hanging a carcass in a basement is never OK but neither is expecting that someone will not eat meat because you do not.

ROOM CHANGES

Room change request forms are available on the Residence Life Self-Serve Portal. We encourage everyone to find middle ground in living situations; however, sometimes a room change may be the best option. It could be simply because you met a person who you would prefer to live with. We usually have opportunities for room changes between terms so come in and ask at the Residence Life office. All requests must be approved by Residence Life staff, which means you cannot switch bedrooms with a roommate without talking to the office.

You will be asked to provide further information as to why you are requesting a change. Residence Life coordinators will look into available options and determine the most appropriate fit of what is available or could become available. Once the room change has been approved you will be charged a room change fee (see fines and fees on page 23). You will have a short amount of time to move rooms and return the keys. Refer to the “move out” section for expectations leaving a unit – even for a room change.

ROOM ENTRY

We reserve the right to enter student units and bedrooms to make necessary repairs, maintain health and safety standards, and assure compliance with college rules, regulations and policies as well as Residence community standards.

You can expect someone to enter your unit:

- when you or your roommate have reported a maintenance problem
- to conduct scheduled health and safety inspections
- if we believe there is a problem that requires our immediate attention
- in case of an emergency
- for safety reasons
- when a vacated room needs to be cleaned and/or repaired

Law enforcement agencies will be allowed entry only if documentation is provided to Lethbridge College staff or where there are reasonable grounds to suspect that a crime is being committed on the premises or if an individual is at risk to themselves or others.

ROOM REASSIGNMENT

Residence Life coordinators may have to reassign a resident to an alternate unit/room. We will work as practically as possible to help with a smooth transition between units. Room changes can be required within 24 hours.

ROOMMATE AGREEMENTS

If you have a roommate, you are required to complete a roommate agreement together. This will help you start having conversations about how you can share space together in a way that is agreeable for everyone. You will need to talk about each other's preference for guests, music/video noise levels, cleaning, sharing and important health information such as allergies. Roommate agreements are found online on your Residence Life Self-Serve portal. In the event that you find your agreed-to conditions are not being met, Residence Life staff can facilitate a house meeting. When all other mediation efforts are unsuccessful, we can look at other options or room changes. Your RA and the Residence Life office staff are available to help you find solutions for a positive experience.

ROOMMATE RELATIONSHIPS AND NEIGHBOURS


Living with someone you don't know can be an exciting and somewhat scary experience. To get the most out of your Residence Life experience it is recommended that you embrace some differences and be willing to compromise to find some middle ground. Even in Kodiak House where you live alone, you will come to know your neighbours and may come across challenges that we can approach in a respectful and understanding way.

One nice thing is that you have someone close to check in with. Some residents prefer to leave campus for the weekends whereas some cannot easily leave campus, even during holidays. As roommates, you may start to notice patterns or if something doesn't seem right. If you haven't seen your roommate for a length of time that is out of the usual or you think there may be a reason for concern, you should contact your RA or the Residence Life office. We may be able to help out.

All residents have the right:

- to live in a safe and secure Residence environment
- to be treated with respect and tolerance, and without discrimination
- to be informed of the expectations and community standards for living in Residence
- not to have your personal or Residence property damaged or left in a mess

All residents have the responsibility:

- to assist in maintaining a safe and secure Residence environment
 - to be respectful, tolerant, and non-discriminatory to others
 - to read and know the information provided to you about the expectations and community standards for living in Residence, in this handbook
 - to let the Residence Life office know when something is not quite right or suspicious
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> RESIDENCE LIFE COMMUNITY STANDARDS

COMMUNITY STANDARDS

Lethbridge College strives to provide a learning environment that values freedom of expression, the advancement of human rights, respect for human dignity, personal integrity, and the absence of discrimination, harassment, intimidation or violence and vulgarity, or any form of disruptive behaviour. Any violation of any community standards, rules and contracts will fall within the sanctions listed in the Behaviour Management section.

APPEALS

Decisions made by Residence Life coordinators can be appealed in a written letter or email to the manager of Residence, Student Conduct. Appeals must include the reason for requesting an appeal, which would include new information that would have been likely to change the decision and/or belief that the sanction issued is not consistent with the level of the breach of community standards. This must be received within five business days of the decision. Information will be collected and reviewed, and a final decision will be issued within five business days of receiving the written appeal.

BEHAVIOUR MANAGEMENT

RAs assist the Residence Office in encouraging residents to be respectful towards others and responsible for their actions. RAs respond to various after hours behaviour management concerns and have the authority to ask for information and make reasonable requests to ensure standards are being met. Disrespect towards RAs, including non-compliance, is considered a violation of community standards.

Disruptive, unsafe and dangerous behaviour will not be tolerated. If you or your unit has been identified to RAs for a complaint, they will attend to inform you of the complaint, work with you to find a resolution, and then submit a report to document the incident. Residence Life coordinators review reports and can also be contacted directly. They will request meetings and issue fines and sanctions to encourage adherence to community standards and to ensure safety and enjoyment of Residence by all. In the event that you have been called to attend a follow up meeting, you are required to make every reasonable attempt to be present. If you do not follow up with an alternate meeting time or otherwise avoid the meetings that are set, a decision will be made in your absence to the fines and/or sanctions that fit within the behaviour.

Each incident is evaluated on a case-by-case basis, and sanctions may be imposed at any level based on: the severity, type and number of previous violations, likelihood of reoccurrence, history of similar behaviour, past or present risk to the health/safety/security to yourself or another, and/or involvement of other departments, services or agencies.

Some example sanctions:

- verbal or written warning
- writing a reflective paper
- community service
- making a presentation at a Residence event
- signing a behaviour notice
- fines/penalties/compensation for damage
- reassignment of room
- involuntary move out
- eviction and trespass notice

CONCERNS ABOUT OTHERS – REPORTING

If you have a concern about someone's well-being or would like to make a complaint about a neighbour, roommate or a suspicious person in the parking lot, it is your responsibility to report it. RAs are on call whenever the office is closed and have been trained to assist with most Residence needs. You are encouraged to make a report by calling the RA on duty by phone, email or in person at the Residence Life office.

RAs are responsible for reporting what calls they receive and detailing who made the complaint, who or what unit is thought to be responsible for the complaint, what steps RAs followed attending to the unit and any other notes about conversations.

Information shared with a Lethbridge College staff member regarding worrisome or disruptive behaviours (including suicide ideation, attempt or other severe distress), potentially harmful to oneself or others, as well as concerns of violent actions such as harassment, discrimination, aggression or sexual misconduct, will be shared as appropriate. This level could include on-call staff, the dean of Student Affairs, the Care Team, the Lethbridge College Threat Assessment Team, deans, associate deans, College Leadership Council members, security and/or law enforcement agencies.

CRIMINAL ACTS

Any criminal acts within the Criminal Code of Canada committed by a resident will not be tolerated within our Residence neighbourhood. This includes, but is not limited to, vandalism to Lethbridge College property, possessing stolen goods including signage, possessing or using illegal drugs within residence, using or possessing weapons on campus, and participating in suspicious behaviours that imply the likelihood of criminal activity.

DISRUPTIVE BEHAVIOURS

Residence Life will make every attempt to support the mental well-being of our residents; however, there are limits to our abilities to support behaviours and/or psychological needs that may be a safety concern to oneself or others, or that are disruptive to others. These concerns could include, but are not limited to, harming oneself or leading others to believe there is potential harm to oneself, frequent or unusual conflicts with others, or displays of unwarranted anger towards others.

Residents are expected to manage their own health and well-being; however, circumstances do occur where a resident's threat of harm or actual harm to themselves compel our staff and campus community to intervene in a caring, compassionate and immediate way. Referrals to ACT or Wellness Services or other community services will be made dependent on the level of real or perceived risk by Lethbridge College staff. We may also ask you to demonstrate that you have advised your parents, families or friends of your situation so that they are aware and can be of assistance and support to you.

Residence Life coordinators will work with Wellness Services to assess safety risks, facilitate a room reassignment and discuss a behaviour notice to encourage ongoing support. A Lethbridge College mental health assessment and/or success planning discussion will be required as a condition for remaining in Residence, and/or returning to live with roommates.

It is preferred that residents will make decisions for the betterment of their well-being

by considering their fit for classes and ability to seek adequate and proper supports. The Residence manager may have to evoke an involuntary move out. If alternate arrangements need to be made off campus, it is at the student's own expense.

HUMAN RIGHTS

Residence Life is an inclusive community that values diversity and what we can learn and contribute to each other in a positive and respectful way. Any infringement upon another person's human rights in Residence and on campus will be addressed. Harassment based on a person's race, culture, creed, sexual orientation, gender, age or appearance will not be tolerated in our community. This includes words, actions or deeds such as graffiti, spreading rumours, or drawing or hanging offensive pictures.

EMERGENCY CONTACTS

You are required to list at least one emergency contact who we may call if a situation occurs where your safety is at risk. In the event of concerning or worrisome behaviour, unresponsiveness or incoherence, potential harm to one's self or another, or a life-threatening medical need, Lethbridge College will contact the person listed.

We encourage you to provide information for a person whom you have a close relationship with, who could make themselves available to offer support and assistance to you during any time of need. More than one contact is recommended as you may have a parent/guardian/spouse who is unable to respond quickly due to physical distance. You can update and add an additional emergency contact in your Residence Life Self-Serve portal or through your myHorizon portal.


PERSONAL BEHAVIOUR

It is expected that all residents behave in a manner that is responsible, respectful and courteous of each other and Residence staff. The Student Rights and Code of Conduct Policy defines the standards of student behaviour. As a resident and student of Lethbridge College, it is your responsibility to uphold the rights and responsibilities of the Residence Handbook as well as the Student Rights and Code of Conduct.

Lethbridge College reserves the right to terminate the residency of any resident whose behaviour creates a significant disruption to another resident(s) or employee(s) of the Board or the operation of the residence, or who exposes another resident(s) to significant negative, adverse behaviour.

PRIVACY

Residence Life coordinators will meet with you when community standards are not being upheld. Information gathered may be shared with other Lethbridge College departments as required to maintain safety and to uphold Lethbridge College policies. Residence Life staff will manage privacy by only sharing information related to a report of prohibited conduct with limited college employees who "need to know" to assist in the assessment, investigation and resolution of a report.



> VIOLATIONS AND SANCTIONS

BINGE DRINKING

The promotion and/or participation of over-consumption of alcohol will not be tolerated in Residence. Advertising events or possessing items or products that promote or are conducive to excessive drinking and/or drinking games is not permitted. Beer pong tables, kegs, beer bongs or funnels are prohibited from entering Residence and will be confiscated.

CANNABIS

Lethbridge College is a cannabis-free campus. The sale, growth and preparation of cannabis is prohibited in Residence. All cannabis brought into Residence must be legally obtained and stored in a scent proof container and not be offensive to others.

Legally acquired cannabis edibles in a student's possession must be stored in packaging that is compliant with all federal and provincial guidelines. The preparation of edibles is prohibited in Residences.

Highly potent forms of cannabis (including but not limited to budder or shatter) and its preparation increase the risk of overconsumption and are also prohibited.

The use of cannabis, including smoking, vaping or ingesting cannabis, is not allowed on campus, including in or outside of campus residence facilities.

While the purchase and consumption of cannabis is legal, Lethbridge College recognizes that there are still medical concerns over its use. The on-campus Health Centre (CE1380) is available to all students who may need support or resources when it comes to cannabis use. Students may also contact Shepell Counselling Services at 1-855-649-8641 or mystudentsupport.com.

DAMAGES

Residents are responsible for any damages that occur inside their unit or that they cause within Residence. Charges will be billed equally among roommates if an individual's responsibility cannot be determined.

Dartboards and LED light strips cause substantial damage and are not permitted.

All repairs are to be reported to and repaired by Lethbridge College staff or a designated contractor.

DRINKING OUTSIDE

Residence property on college campus is public property, therefore it is illegal to consume alcohol outside of your unit – including front steps, parking lots, grounds and Residence Life halls. Alcohol being transported between units must be contained, concealed and not consumed. Unless you are assigned to an “alcohol-free” community, you are welcome to drink alcohol responsibly inside your unit if you are at least 18 years old.

ILLEGAL DRUGS

Residents and their guests are prohibited from using, trafficking, possessing, consuming and/or smelling any illegal drug substances in Residence. Evidence of drug use, including drug paraphernalia or the smell of prohibited substances in or near residences will be assumed to be conclusive of use or possession.

If you have a complaint about someone in possession of or using illegal drugs in your unit, contact the Residence Life office staff, the RA on duty and/or the Lethbridge Regional Police Drug Hotline: 403-327-1999.

NOISE

During final exam weeks, quiet hours are enforced between 8 p.m. and 8 a.m.; otherwise there are no set quiet hours. However, any noise complaint will be addressed immediately, regardless of the time. We expect all residents to be respectful of their roommates and neighbours at all times.

PARTIES

Getting together with friends and meeting new people is part of the Residence experience. However, you are responsible for maintaining the peace and controlling noise, the behaviour of your guests (whether you invited them or not) and abiding by all community standards.

Once people are inside your unit or congregating outside, they are your responsibility and you are held accountable for their actions, even if they are uninvited and you don't know who they are. If you cannot get guests to leave, call the RA on duty who will work in collaboration with Security Services or Lethbridge Police Service.

A large party fine can be issued by Residence Life coordinators, which is determined by having more than two guests per resident, considerable noise and/or where people are out of control.

YOU MUST:

- not advertise through social media or posters
- consider only inviting people you know
- consider having a responsible person monitoring the arrival and departure of guests
- be responsible for the actions of your guests (including cleaning, damages, threats to others, etc.)
- keep your door closed at all times to avoid unwelcomed "guests" from walking in
- keep music and other noise to a minimum
- call the RA on duty or LPS if you need assistance

SMOKING

Everyone has the right to live in a smoke-free environment. All tobacco, vaporizers, cigarettes, shisha, chewing tobacco, cannabis (medical or otherwise), and other illegal drugs are not to be used inside Residence. Hookahs are not allowed and can be confiscated. Smoking near an open window or door can be a nuisance to roommates and neighbours and should be avoided in order to be respectful. Cigarette butts are to be disposed of appropriately.

If you have a complaint about someone smoking in or around your unit, contact Residence Life staff. If the staff member finds there is evidence, including a lingering odour, you will be fined in addition to other sanctions. Refer to the Fines and Fees table for more details.

> SAFETY AND SECURITY PROCEDURES

BARBECUES AND EXPLOSIVES

Items that are highly flammable such as gasoline, propane, charcoal, kerosene, firecrackers, fireworks, tires, etc. are not permitted in Residence or parking lots.

BURNING/PRODUCING SMOKE

Materials and devices that are ignited and create a flame or ember are not permitted in Residence. Items include candles, incense, barbecues, smokers, shisha/hookah, tobacco, cannabis, vaporizers, etc.

EMERGENCY COMMUNICATIONS

In the event of a campus-wide or Residence emergency, you will be informed through an email to your Lethbridge College email address and official postings on the Lethbridge College website or LC Alert app. Information may also be shared through Lethbridge College social media sites, including Facebook and Twitter. If you hear of an emergency from any other source, please check one of the above so you know the official status.

In addition to the above, notices may be posted at each Residence Hall: Cullen, 30th Ave and Kodiak House. If an RA or Lethbridge College staff member is also required to go door to door to inform you of a situation, they will have staff identification. We also request your cell phone number to enable mass text messaging in the event of an emergency. This technology is not 100 per cent dependable and so it is not the only method we use to relay emergency information.

EVACUATION PROCEDURES

In the event of imminent danger, an evacuation may be necessary. Ensure that you are dressed for the weather. On the back of every Residence door and within this handbook is a map showing where the Residence Muster Points are located. This is where you will go if you are required to evacuate.

Lethbridge College staff may direct you from the nearest muster point to an alternate location. They will also give further instructions regarding any temporary arrangements that will be made for you. The Residence Life office and RAs will conduct a roll call and take every step necessary to ensure an appropriate response.

Be prepared ahead of time by knowing what you will need to have with you if you were unable to return to your residence for a few hours or days. In an extreme circumstance returning may not be an option. Having your identification and student visa/passport documentation may be of utmost importance to you. Keep it in a safe, easy to get to place if you are required to evacuate. Be prepared to grab a change of clothes along with medications if you are required to be away for the night.

In the event of an emergency evacuation, Lethbridge College will make necessary arrangements for your immediate needs. However, if the situation requires long-term arrangements due to extenuating circumstances, you will be responsible, which is one reason why insurance coverage for this kind of instance has been recommended.

FIRE SAFETY

Every unit has emergency evacuation procedures posted on the front door.

Tampering with any safety equipment, including fire extinguishers, sprinkler heads or detectors can have deadly consequences and will result in disciplinary action, which could include 24-hour eviction. If the device in your unit makes a beep every few minutes, contact the Residence Life office right away for maintenance staff to attend to it. Fire safety devices are hard-wired into the electrical system; do not attempt to remove them.

If you hear an alarm inside your unit and there is NO fire, perhaps you have burned food or there is another obvious explanation and there is no imminent danger:

1. Open a window to ventilate the room.
2. Silence the alarm if it has a hush button.
3. Turn on the exhaust fans in kitchen and bathroom.
4. There is no need to evacuate.

If you hear an alarm for any other reason than mentioned above, whether there is a fire or not, you must react:

1. Make sure all occupants are aware of the alarm.
2. Evacuate immediately. Safely proceed to the nearest emergency exit and then the muster point.
 - Close, but do not lock doors.
 - Do not shut down computers.
 - Do not attempt to rescue injured persons if doing so places you in danger.
 - Do not re-enter the building.
3. Call 911 to make sure the fire department has received the call.
4. Call the RA on duty.

Report to attending RA, security guard or emergency services personnel immediately if you believe an individual did not evacuate.

Provide any relevant information about the incident to emergency personnel.

You can return to your unit once it has been determined to be safe by the Fire Department, Lethbridge College Security or Lethbridge College responding emergency personnel (wearing yellow or orange vests).

MUSTER POINTS (WHERE TO GO IN AN EVACUATION)

(refer to the map at the end of the handbook)

Cullen blocks A B C D: South of A block toward Culinary and Trades

Cullen (blocks other than above): Cullen Residence Activity Centre (RAC), which is also the office building location

30th Avenue: Grass area southwest of 30th Avenue residence toward the Instructional Building (IB)

Kodiak House: South of Kodiak House

HEALTH AND SAFETY INSPECTIONS

Family units will be inspected at the end of each term–Fall, Winter, Summer–and will be scheduled by email with no less than week’s notice.

Cleaning is an ongoing, shared responsibility among all roommates. If roommates are not doing their fair share, we can help have this conversation in a house meeting with your RA. If tasks have been assigned to specific individuals who did not do their part, any fines and follow up could be directed to the responsible person.

If you or your unit is responsible for a follow-up inspection, you will be required to clean items by the following day and be charged a follow-up fine. Circumstances that are reported in advance of the inspection date will be taken into consideration. Repeated failed inspections are subject to further disciplinary procedures.

Here are the dates to watch for:

Sept. 28 – Oct. 8 • Nov. 27 – Dec. 8 • Jan. 22 – Feb. 2 • March 25 – April 5

KEYS

We will not give keys for your unit/bedroom to anyone other than you or approved, outside agencies, such as cable and internet providers. Do not give your keys to anyone.

If you have lost or misplaced your keys, you can sign out a spare set from the Residence Life office during office hours or call the RA on duty. There is a charge if you lose your keys, fail to return your spare key or do not return your keys when you move out (see fines and fees on page 23).

SECURITY SERVICES

Security officers are located in Centre Core of the main campus and are available 24/7/365.

Our RAs work with Security for after-hours calls as required. The RA on duty should be the first point of contact for Residence concerns. However, if the situation warrants emergency services, 911 should be called immediately, followed up with a call to the RA or Security to inform them of the situation.

Security guards can offer assistance to anyone who may want a safe escort to their residence building or vehicle. They are also available for medical emergencies and crime reporting. They can be contacted by calling 403-320-3206. You can also contact Security if you have lost or found an item. Security stores any lost or found items in their office.

WEAPONS OR REPLICAS

Any type of firearms (including pellet guns, BB guns, airsoft guns and paintball guns), ammunition, hunting knives, bows and arrows, or any other weapons are not allowed in Residence or anywhere on campus.

> RESIDENCE LIFE FACILITIES, MAINTENANCE AND YOU

RESIDENCE LIFE FACILITIES

Cullen and 30th Avenue

- Residence Activity Centre (RAC) and 30th Avenue Res Hall: 8:30 a.m. to 10 p.m. daily
- mailboxes (parcel pick up from Cullen Residence office)
- coin-operated laundry rooms, open 8:30 a.m. to 10 p.m. daily
- common rooms with TVs and full cable
- barbecues
- kitchen

Kodiak House

A secured building with 24-hour access to:

- coin-operated laundry room
- common room with TV and full cable
- barbecues
- mailboxes
- secure bike storage

ASKING FOR MAINTENANCE WORK

Lethbridge College maintenance staff will conduct all repairs and work to be done, including wall damage. To submit a work order, please contact Residence Life at 403-329-7218 or residence@lethbridgecollege.ca. If it's urgent (fire, flood, heating, security), please call Residence Life or RA (after-hours) immediately.

When we receive a request for maintenance, we will do our best to schedule a time that works best for you, your roommates and our maintenance team depending on the issue. An email confirmation will be sent. You are required to ensure that the unit is in a clean and safe (clutter free) condition. The repair work will be scheduled between 8 a.m. and 4:30 p.m. unless there is an after-hours emergency.

BASEMENTS

Fire regulations prohibit sleeping in basements. This space is for storage only. Tires must not be stored inside as they pose a dangerous fire hazard.

CLEANING

Cleaning is easier to do when you have the right product for the job. When buying cleaning products, be sure to read the labels and use them for their intended purpose.

Cleaning supplies list:

- rags (an old towel from home works great)
- plastic scrub pads (non-scratch) for counters and bathroom sinks and tubs
- steel wool soap pads for kitchen sinks, stove tops and drip pans
- toilet bowl cleaner (strictly for inside of toilet bowls – we provide the brush)
- all-purpose cleaner for floors, walls, counters, etc.
- glass cleaner for windows, mirrors and stainless steel

Ranges have a self-cleaning feature. Do not use any cleaning product inside the ovens. Run the self-clean cycle then wipe out the ash. A self-clean cycle should run for about three hours. Once you select start, the door will lock until the cycle is complete and the oven has cooled down. Choose a time when you will not need your oven for about five hours. If your oven is very greasy or dirty, it is normal to notice smoke and a burnt smell. For the stove top, remove the burners, drip pans and stove rings to clean (use scouring pad or Comet).

Disinfecting wipes are handy for a quick clean but shouldn't be relied on as the only cleaning product you need. Do not flush them down the toilet!

Alternatives to commercial cleaning products, such as vinegar and water, can be used to wash the inside of your fridge or clean floors, or adding lemon juice to a mug of water is good for cleaning microwaves. Baking soda is great for scrubbing soap scum off of tubs and showers.

DOORS

Closing your door really hard causes the lock pins to drop and makes getting into your house difficult. If you notice problems with closing doors, let us know right away.

DRAINS AND TOILETS

Use your plunger if your drain is plugged. Dispose of condoms and all feminine hygiene products in the garbage, not the toilet. Do not pour grease down drains. Use an empty can or bowl and throw away when cool.

FURNITURE

The desk, bed and wardrobe (if you have one) can be damaged if they are moved around, voiding our warrantee. If you move them, you must move them back prior to move out. If furniture is not moved back to it's original spot, or if there is any damage as a result of being moved, a fee will be charged.

INTERNET

The WiFi services provided in Residence collect traffic information and data from connected devices, which is then analyzed to provide insight on how the WiFi network is being used. By connecting to WiFi, users agree to the collection of certain device information and traffic data for use by Lethbridge College, Shaw Business and Meraki to determine traffic patterns and exercise certain controls over the network.

Data will not be used for the purposes of targeted advertising and will at all times be only used for purposes identified in accordance with all applicable privacy legislation. For more information on acceptable use, please refer to the Lethbridge College Use of Information Technology Resources policy.

Do not tamper with, unplug connections or plug anything into College or Shaw-owned network hardware.

LAUNDRY

Each Residence area has its own laundry room.

- Cullen: Cullen Residence Centre
- 30th Ave: 30th Ave Residence Building
- Kodiak House: in the basement

Use your door FOB to gain access into the laundry room in the area you are assigned to.

Machines are coin-operated, and loonies and quarters are required (\$2 per wash, \$0.25 per five minutes to dry). Change can be made at the Cullen Residence Office during office hours. If machine is not working, please report to Residence Office and refunds can be issued.

MATTRESS COVERS

You are responsible for the cleaning of the mattress cover as part of your laundry routine. Only remove the cover for cleaning purposes. Use hot water in a regular wash cycle. Any staining on your mattress as a result of not using the cover, which may include professional cleaning or replacement, will be charged against your deposit.

PARKING

Parking passes can be purchased from the Bookstore. There is no assigned or plug-in parking. Extension cords are not permitted to run from a building to your vehicle for safety reasons. There is a booster box that can be signed out from the Residence Life office if your car will not start. When parking, do not back into the stalls, as it causes problems for maintenance staff to remove snow and care for the grounds.

GARBAGE, RECYCLING AND COMPOST

Recycling and composting are available on campus. There is also a City of Lethbridge recycling centre just north of campus by the soccer centre.

There are garbage bins located at convenient locations at all of our Residence sites. Garbage is to be disposed of immediately, not left by your front door or in stairwells. There is a fine if it is not disposed of immediately in marked bins.

The LCSA containers, located in each area laundry room, are for beverage containers where a deposit has been paid (milk jugs, pop cans, bottles, etc.). Proceeds help with the cost of Residence Life events.

SNOW REMOVAL

Each townhouse has been provided a shovel. You are responsible for clearing the snow off of your front step. Facilities will remove snow on the main sidewalks and walkways. Do not leave anything on your steps to interfere with the safety of staff or the proper removal of snow. We have no plug-in parking. Running extension cords from your window or unit is not allowed under any circumstances.

Do not park your vehicle over the sidewalk so people and machinery can safely pass.

ROOM CONDITION ACCOUNTABILITY

It is your responsibility to report damages to our office throughout the academic year.

Repair costs will be charged equally among all residents in a unit unless individual responsibility is reported. All repairs will be done by college staff or contractors hired by Lethbridge College. Please contact the Residence Life office to submit a work order.

ROOM CONDITION REPORTS

Room condition reports are available on the Residence Life Self-Serve portal. Instructions are handed out when you pick up your keys to move into Residence. Reports must be reviewed and submitted within one week of moving in. These reports will remain on file until you move out. Comparisons will be made to determine if any damages or charges existed before you move in.

WALLS

Nails, pins, tacks, screws, adhesive tapes (used in most LED light stripes) are not to be used for hanging decorations as they severely damage walls. Removable putty, blue painter's tape, magic tape or similar products are recommended. There is a minimum \$50 charge for repairing and painting damaged walls. Dartboards are not permitted in Residence.

WINDOWS

Cullen two-bedroom and Kodiak House units are heated by a water system. During the cold winter months, do not leave your windows open. When it is cold outside, it is easy for the pipes to freeze and burst, causing substantial damage. You could be held financially responsible for all loss due to negligence.

Covering windows – Kodiak House: These windows are constructed to keep heat out of the building. If anything is placed in between the blinds and the glass, the windows will shatter. Do not cover the window with anything. If your window breaks due to your negligence, it is your responsibility to cover the costs to replace it.

> FINES AND FEES

Animals fine	Having a pet inside your residence; increases for each occurrence. Extensive cleaning charges also apply.	\$100 \$150 \$200
Cleaning fee	If our staff members are required to clean your unit or bedroom.	As per cleaning costs chart, plus GST
Garbage fine	If you leave your garbage outside your door rather than disposing immediately.	\$5/resident/day
Health and safety inspection	Failed inspection; follow-up fine increases for each occurrence; with the discretion of the inspector.	4 bed - \$40 2 bed - \$20 KH - \$10 (per failed inspection)
Improper move out	Moving out of residence without returning your keys to the office, closing and locking windows and doors.	\$50
Key replacement	If you have lost your key, not returned a spare key or do not return your keys when you move out.	\$35 plus GST
Late night lockout fee	Lock out call to RA on duty between 10 p.m. and 7 a.m.	\$20/incident
Late payment penalty fee	May be charged by Residence management.	\$250
Noise complaint fine	When a complaint is made against you or your unit regarding noise. Increases for each occurrence.	\$20/resident \$30/resident \$50/resident
Party fine	Determined by compliance level with RA, repeat complaints, out of control, drinking outside, number of guests, or other breach of community standards; increases for each occurrence.	\$200 \$250 \$300
Room change fee	If you request and are granted a room change.	\$45
Smoking fine	Smoking inside or smell of smoke inside your unit; increases for each occurrence. Additional cleaning charges will also apply.	\$100 \$150 \$200
Termination of contract fee	If your contract is terminated for any reason prior to the contract end date.	\$1,100

> CLEANING COSTS

CLEANING AND DAMAGE CHARGES + GST

Cleaning and damage charges will be applied to your deposit account individually, or equally as a unit, on a case-by-case basis. Charged as follows:

KITCHEN	
Stove – whole	\$90
Oven – only	\$45
Stove top/drip cups	\$45
Fume hood	\$30
Fridge	\$60
Removing food/garbage	\$30
Microwave	\$15
Kitchen sink	\$7.50
DISHES	
Townhouse	\$75
Kodiak House and two-bedroom	\$45
Family	\$60
KITCHEN CUPBOARDS	
Townhouse	\$75
Kodiak House, two-bedroom and family	\$45
KITCHEN FLOOR	
Townhouse or two-bedroom	\$45
Kodiak House or Family	\$30
BATHROOM	
Whole	\$200
Tub/shower	\$30
Toilet	\$30
Sink	\$7.50
Mirror	\$7.50
Floor	\$30
Cupboards/cabinets	\$15
Shower curtain	\$30
WALL WASHING	
Per wall, closet or door	\$15
WASHING FLOORS	
Shampooing carpet	\$85

FURNITURE	
Furniture cleaning – each	\$15
Furniture moving	\$60
Shampooing furniture	\$85
VACUUMING	
Vacuuming per room	\$15
OTHER	
Deep freezer	\$30
Removing furniture, each	\$25
Garbage and recycling cans	\$7.50
Blinds/curtains	\$30
DAMAGES	
Painting – minimum charge	\$50
Small hole	\$75
Large hole	\$150
Tack holes and rips – each	\$5
Door replacement	\$200
ENTRY FLOOR/STAIRS	
Cullen townhouse	\$45
Two-bedroom	\$15
30th Ave or Family	\$30

> INVENTORY

Some units may have items that we are no longer providing. Please refer to the following chart and we will gladly replace missing or broken items as listed. You are accountable for any inventory loss in your unit.

Family Units	Two Bedroom Units	Kodiak House	Four Bedroom Town House	Items
FURNITURE				
1		1	1	Kitchen table
4		1	4	Kitchen chairs
1	1		1	Couch
1	1	1	1	Living room chair
1	1	1	1	Recycling bin
			1	Floor lamp (101-118)
1		1	1	End table
BEDROOM				
2	1		1	Garbage can
2				Dresser
1	1	1	1	Desk
1	1	1	1	Chair
2	1	1	1	Captain's bed
1	1	1	1	Mattress
1	1	1	1	Mattress cover
		1		Wardrobe
BATHROOM				
1	1	1	2	Bath garbage can
1	1	1	1	Plunger
1	1	1	2	Toilet brush
1	1	1	2	Shower curtain
APPLIANCES				
1	1	1	1	Microwave
1	1		1	Stove
1	1	1	1	Fridge
1			1	Deep freezer

Family Units	Two Bedroom Units	Kodiak House	Four Bedroom Town House	Items
KITCHEN				
6	3	2	6	Dinner plates
6	3	2	6	Cereal bowls
6	3	2	6	Mugs
6	4	2	6	Glasses
1	1	1	1	Utensil tray
6	4	2	8	Butter knives
6	6	4	8	Forks
6	6	4	8	Teaspoons
1	1	1	1	Peeler
2	2		2	Serving spoons
1	1		1	Flipper
1	1	1	1	Large knife
1	1	1	1	Paring knife
1	1	1	1	Can opener
1	1	1	1	Cutting board
		1		Potholder/trivet
1	1		1	Small serving bowl
1	1		1	Large serving bowl
1	1		1	Medium saucepan
1	1		1	Large saucepan
1	1	1	1	Compost container
1	1	1	1	Kitchen garbage can
1	1		1	Pail
1	1	1	1	Mop
1	1		1	Dustpan
1	1		1	Broom

> WELLNESS SERVICES

Your health and wellness are our priority. We provide effective health care to the Lethbridge College community through a team of registered nurses, doctors, psychiatrists and counsellors. Our services are available to all students and their families.

The Health Centre (to access Wellness Services)

Location: CE1380

Phone: 403-320-3289

Hours: 8 a.m. – 4 p.m. Monday – Friday

Website: lethbridgecollege.ca/wellness

Our services include, but are not limited to:

- counselling
- mental health
- doctor clinics
- immunizations
- sexual health
- first aid

Our nurses are available to answer your health concerns and questions.

Our psychiatrists provide services weekly to address your mental health concerns, including ADHD, anxiety and depression.

COUNSELLING SERVICES

Feeling down, stressed or anxious? Maybe you just need to talk to someone who will really listen. Lifeworks offers counselling and Student Support services to provide you with the support and skills to work through whatever is troubling you. Our primary form of support is personal counselling, which provides an opportunity to work collaboratively with a professional counsellor to solve personal issues.

Counselling can be sought for many reasons, including:

- managing stress/distress
- mental health concerns (like anxiety or depression)
- suicidal thoughts
- substance abuse/addiction
- relationship stress
- career and academic issues
- any other personal issues you may be facing

Our onsite counselling team is located in Wellness Services from 8 a.m. to 4 p.m. Monday to Friday. To make an appointment, please contact counselling@lethbridgecollege.ca or call Wellness Services at 403 320 3289. In-person and virtual counselling appointments are available

RESPECTFUL CAMPUS

Lethbridge College is a respectful campus. We are here to support you.

All members of the college community have the right to work and study in an environment that is free from any form of sexual misconduct, which includes sexual assault, sexual harassment, stalking, indecent exposure, voyeurism, degrading sexual imagery and distribution of sexual images or video of a member of the college community without their consent.

Wellness Services is the recommended first point of contact for anyone who has experienced sexual misconduct. If you have been impacted by sexual or gender based violence, there are many options available to you. Please know that you are not alone and we are here to support you. Please reach out to gbvsupport@lethbridgecollege.ca to book a confidential meeting with a member of our Wellness Services team, who will provide a compassionate response and review options and resources available to you.

CONSENT

Consent means the communication of mutually understandable words or actions, freely, actively and affirmatively given, that indicate a willingness to participate in mutually agreed upon sexual activities. An individual is deemed incapable of consenting if the individual:

- a) cannot make an informed and rational decision to engage in sexual activity because they lack a conscious understanding of the fact, nature or extent of the activity;
- b) reasonably fears for their safety or for the safety of another individual should consent be withheld;
- c) would be hindered in resisting sexual activity due to physical or mental incapacity; or
- d) is under coercion (e.g. unwanted pressure, intimidation, manipulation, threats or blackmail) to consent such that the individual's freedom of will is impaired.

More information regarding consent can be found at lethbridgecollege.ca/whatisconsent.

GENDER-BASED AND SEXUAL VIOLENCE

Gender-Based and Sexual Violence means violence that is committed against someone based on their gender identity, gender expression or perceived gender. The most common forms of Gender-Based and Sexual Violence are family violence, including intimate partner violence and Sexual Violence, including sexual assault, sexual harassment, sexual exploitation, and sex trafficking. Other forms of Gender-Based and Sexual Violence include online violence or technology-facilitated violence; spiritual abuse; financial abuse; harassment including stalking; and emotional and psychological violence including putdowns, bullying, threats and intimidation.

More information regarding Gender-Based and Sexual Violence is included in this handbook and online at in the [Gender-Based and Sexual Violence Policy](#).

> STAY CONNECTED

Whether for schoolwork or social life, our apps and social media channels help you access information quickly and conveniently at the touch of your finger.

Visit lethbridgecollege.ca/apps for a complete list.



LC Alert

A mass notification system can notify you by SMS, voice call and Lethbridge College email of situations that pose an immediate safety or security risk to our community. This app includes other safety features for when you're walking or working alone, or you're not sure what to do in a safety situation.



Residence Life Self-Serve Portal

The Residence Life Self-Serve portal app is found by logging onto Office 365. You'll find all things residence related including the Residence questionnaire, contract signing, room assignment and roommate information, roommate agreements, room change requests, event sign ups and more.



Microsoft Office Mobile Apps

From Word to PowerPoint to Outlook and more, get the apps that will help you through your studies. Use these apps on up to five mobile devices with your Office 365 account.



Canvas

Access online course material, assignments, marks and discussions for your classes with the college's learning management system app.



LinkedIn Learning

Learn skills on demand through LinkedIn Learning. You'll have unlimited access to expert led courses in their subscription library.

RESIDENCE LIFE ON SOCIAL MEDIA



[/LCreslife](https://www.facebook.com/LCreslife)



[@lc_residence](https://www.instagram.com/lc_residence)



CAREER AND ACADEMIC ADVISING

lethbridgecollege.ca/academicadvising



INFORMATION TECHNOLOGY SERVICES HELP DESK

lethbridgecollege.ca/helpdesk



CAREER DEVELOPMENT

lethbridgecollege.ca/career-development



CULINARY SERVICES

lethbridgecollege.ca/culinary-services



STUDENT AWARDS AND FINANCIAL AID

lethbridgecollege.ca/awards



CAMPUS RECREATION

mylcsa.com



WELLNESS SERVICES

lethbridgecollege.ca/wellness



INDIGENOUS SERVICES

lethbridgecollege.ca/indigenous



TESTING SERVICES

lethbridgecollege.ca/testing



INTERNATIONAL SERVICES

lethbridgecollege.ca/international



ACCESSIBILITY SERVICES

lethbridgecollege.ca/accessibility



BOOKSTORE

lethbridgecollege.ca/bookstore



RECREATION SERVICES

lethbridgecollege.ca/rec-services



LEARNING CAFÉ

lethbridgecollege.ca/learningcafe



REGISTRAR'S OFFICE

lethbridgecollege.ca/registrars-office



STUDENT LIFE

lethbridgecollege.ca/current-students



SECURITY SERVICES

lethbridgecollege.ca/security-services



BUCHANAN LIBRARY

lethbridgecollege.ca/library



KODIAKS ATHLETICS

gokodiaks.ca



LETHBRIDGE COLLEGE STUDENTS' ASSOCIATION

mylcsa.com

> RESIDENCE LICENSE AGREEMENT

DEFINITIONS

1. In this agreement, unless the context otherwise requires, the following words shall mean:
 - a) **“Agreement”** – this agreement, which is comprised of this document, the “Offer of Accommodation at Lethbridge College,” the “Lethbridge College Residence Life Handbook,” and the emailed “Residence confirmation.”
 - b) **“Board”** – the Board of Governors of Lethbridge College, a body established under the Post-secondary Learning Act of Alberta, Chapter P-19.5.
 - c) **“Common Areas”** – any areas of the Lethbridge College residence, including but not limited to community rooms, hallways, residence grounds, and common areas of the unit which are not defined as “rooms.”
 - d) **“Lethbridge College Residence Life Handbook”** – the document containing rules, regulations and guidelines that forms part of this agreement and can be found at lethbridgecollege.ca/residence.
 - e) **“Offer of Accommodation at Lethbridge College”** – the document specifying student identification, type of accommodation offered, term of license and effective dates, fees, method of acceptance, and other conditions. This document forms part of this Agreement.
 - f) **“Residence”** – the student accommodations owned and operated by Lethbridge College and located on the Lethbridge College property.
 - g) **“Residence Confirmation”** – the email from Lethbridge College confirming the availability of the Unit designated in the “Offer of Accommodation” and constitutes acceptance binding the parties in contract.
 - h) **“Residence Life Office”** – the administration area of Lethbridge College, located on the ground floor of the Cullen residence building.
 - i) **“Resident”** – a person who is assigned a room in Lethbridge College accommodations.
 - j) **“Room”** – an assigned bedroom in a residence Unit.
 - k) **“Deposit”** – the sum of \$550 paid to Lethbridge College to demonstrate your intention to reside in Residence. Lethbridge College may deduct from your Deposit any fees, fines, charges, unpaid rent or other debt which you owe in relation to your Residence Contract, and will refund to you the remainder of the Deposit when your obligations under the Residence Contract end.
 - l) **“Unit”** – a Lethbridge College assigned furnished suite.
2. The Board agrees to provide the Resident with a Room, and the Resident shall peaceably hold the Room during the term of this Agreement.

NATURE OF THE ACCOMMODATION

3. The Resident acknowledges and agrees that he/she does not have the exclusive right of possession to the premises and that the relationship between the Resident and the Board arising from this Agreement is considered a license arrangement only and that the provisions of the Residential Tenancies Act (RTA) does not apply to this Agreement, nor is the Resident entitled to rely upon the provisions of the RTA.

4. The Board subscribes to the principles of the Alberta Human Rights Act and therefore any disputes between the Resident and the Board relating to issues of human rights are to be governed by the Alberta Human Rights Act.

LIMITATIONS OF LIABILITY

5. Lethbridge College assumes no responsibility or liability for losses or damages to personal property of the Resident.

COVENANTS OF THE RESIDENT

6. The Resident shall:
 - a) read and abide by the terms and conditions of this Agreement, and the Lethbridge College Residence Life Handbook.
 - b) be enrolled, and maintain his/her status, as a student at Lethbridge College.
 - c) pay all fees associated with this Agreement as outlined and agreed to in the Offer of Accommodation at Lethbridge College.
 - d) be solely responsible for his/her own personal property and be responsible for obtaining personal content and liability insurance.
 - e) use the premises as a residence only for himself/herself.
 - f) not permit or engage in any illegal activity in Residence. Any such activity shall be reported to the Residence Life office immediately.
 - g) be liable for the conduct of any guests or visitors to his/her Unit or Room, including any damages caused by such guests and visitors.
 - h) keep and deliver up at the expiration or termination of the Agreement, the premises, all keys, furniture and effects in the present condition, subject to normal wear and tear. Furniture and effects from a Unit shall not be removed from a Unit at any time.
 - i) inspect the condition of the unit and report any damages within one week of check-in.

- j) be solely responsible for the cost of repairing any damage or loss to the assigned Room and any furniture and effects therein.
- k) be jointly responsible with the Residents of the other Rooms in the Unit for the cost of repairing any damage or loss to the Unit or any furniture or effects therein.
- l) report any damage or vandalism and report persons known to be responsible for damage or vandalism as soon as possible to the Residence Life office.
- m) not carry on or do, or allow to be carried on or have done, on Lethbridge College premises any activity which may be or become a nuisance or annoyance to the Board, the public, or any other Resident.

COVENANTS OF THE BOARD

7. The Board shall:
 - a) abide by all terms and conditions of this Agreement.
 - b) ensure the Unit and Room are in a habitable condition at the outset of the term.
 - c) supply basic utilities (water (hot and cold), electricity, gas/heat, internet connectivity) throughout the term of this Agreement.
 - d) notwithstanding the foregoing, the Board shall not be liable for any interruption of water, heat or electricity due to making repairs, alterations or improvements or for any failure due to conditions or events not under the Board's control or due to accident or strike. The temporary failure to supply water, heat or electricity shall not be deemed an eviction of the Resident.

MUTUAL COVENANTS

8. The Board and Resident mutually agree:
 - a) upon execution of this Agreement, a deposit of \$550 (five hundred fifty dollars) is payable to the Board to be held against the proper performance of the covenants therein. Charges up to \$200 (two hundred dollars) will be used to deduct fines and fees accrued while living in Residence.
 - b) the Board is entitled to retain all or part of the deposit, as is needed, to compensate the Board for damages beyond normal wear and tear on the property, for any arrears in rent and for any debt owed to the Board by the Resident.
 - c) that this tenancy is conditional upon the Resident retaining status as a student at Lethbridge College throughout the duration of the tenancy. If the Resident fails to maintain that status for any reason, such failure shall constitute a substantial breach of this contract affording Lethbridge College the right to exercise all rights of termination associated with such breach.
 - d) that the Board may enter the premises at any time to make necessary repairs, to maintain health and safety standards, to ensure compliance with rules, regulations and policies, or for any other reason Lethbridge College deems necessary.

REASSIGNMENT

9. Lethbridge College reserves the right to reassign a Resident to an alternate Unit/Room, by giving the Resident twenty-four (24) hours' notice in writing. In the event such reassignment occurs, the terms of the Agreement between the parties shall remain the same in all material respects except for the Unit designated in the original agreement. Such reassignment shall not constitute termination of the original Agreement.

TERMINATION

10. If, by way of agreement, the parties to this contract enter into a Residential Tenancy Agreement for a premise owned by the Board, such agreement shall have the effect of terminating this Residence License Agreement, such termination to be effective upon the date agreed upon by the parties. In the event of such substituted agreement between the parties, the Deposit paid under the original agreement (less deductions if applicable) shall be applied towards the deposit under the new Agreement. No contract termination penalty fee or breach of contract fee shall be assessed.
11. Upon the termination date of this Agreement, the Resident shall vacate the Unit and deliver to Lethbridge College vacant possession of the room together with all furnishings, fixtures in good condition, reasonable wear and tear excepted.
12. If the Resident does not vacate the Unit upon the termination or expiration of this Agreement, Lethbridge College will exercise all its legal rights and remedies associated with an overholding tenant, including its right to obtain damages arising from such breach.

TERMINATION OF AGREEMENT BY THE RESIDENT

13. Any termination by the Resident, for any reason other than the completion of his/her program, is subject to a minimum \$1,100 early termination fee. The Resident remains liable for all damages arising due to the termination.
14. Residents may terminate this Agreement by giving the Residence notice in writing with the reason for termination. Residents are subject to a \$1,100 early termination fee, and to rent fees as set out in the Lethbridge College Residence Life Handbook.

TERMINATION OF AGREEMENT BY THE BOARD

15. Any termination by the Board due to breach of Agreement by the Resident is subject to a minimum \$1,100 early termination fee and rent fees as set out in the Lethbridge College Residence Life Handbook.

The Board may terminate this Agreement by giving the Resident twenty-four (24) hours' notice in writing:

- a) if the Resident has breached any covenant or term in this Agreement.
- b) if the Resident withdraws or is terminated from his/her academic program at Lethbridge College.

16. The Board operates its Residence in a fashion that is free from significant disruption by a Resident and an environment where Residents can live without being exposed to significant negative, adverse behaviour of other Residents. The Board reserves the right to terminate the residency of any Resident whose behaviour creates a significant disruption to another Resident(s) or employee(s) of the Board or the operation of the Residence, or who exposes another Resident(s) to significant negative, adverse behaviour.

> RESIDENTIAL TENANCY AGREEMENT

The tenancy created by this Agreement is governed by the Residential Tenancies Act (RTA), and if there is a conflict between this agreement and the Act, the Act prevails.

DEFINITIONS

1. In this agreement, unless the context otherwise requires, the following words shall mean:
 - a) **"Agreement"** – this agreement, which is comprised of this document, the "Offer of Accommodation at Lethbridge College", the "Lethbridge College Residence Life Handbook", and the emailed "Residence Confirmation".
 - b) **"Board"** – the Board of Governors of Lethbridge College, a body established under the Post-secondary Learning Act of Alberta, Chapter P-19.5.
 - c) **"Common Areas"** – any areas of the Lethbridge College residence, including but not limited to community rooms, hallways, residence grounds, and common areas of the unit which are not defined as "Rooms".
 - d) **"Inspection Report"** – the report resulting from an inspection of the Unit detailing the physical condition of the Unit.
 - e) **"Lethbridge College Residence Life Handbook"** – the document containing rules, regulations and guidelines that forms part of this agreement and can be found at lethbridgecollege.ca/residence.
 - f) **"Offer of Accommodation at Lethbridge College"** – the document specifying student identification, type of accommodation offered, term of license and effective date, fees, method of acceptance, and other conditions. This document forms part of this Agreement.
 - g) **"Residence"** – the student accommodations owned and operated by Lethbridge College and located on the Lethbridge College property.
 - h) **"Residence Confirmation"** – the email from Lethbridge College confirming the availability of the Unit designated in the "Offer of Accommodation" and constitutes acceptance binding the parties in contract.

- i) **“Residence Life office”** – the administration area of Lethbridge College, located on the ground floor of the Cullen residence building.
 - j) **“Resident”** – a person who is assigned a room in Lethbridge College accommodations.
 - k) **“Room”** – an assigned bedroom in a residence unit.
 - l) **“Deposit”** – the sum of \$550 paid to Lethbridge College to demonstrate your intention to reside in Residence. Lethbridge College may deduct from your Deposit any fees, fines, charges, unpaid rent or other debt which you owe in relation to your Residence Contract, and will refund to you the remainder of the Deposit when your obligations under the Residence Contract end.
 - m) **“Unit”** – a Lethbridge College assigned furnished suite.
2. The Board agrees to provide the Resident with a Unit, and the Resident shall peaceably hold the Unit during the term of this Agreement.
 3. The Board subscribes to the principles of the Alberta Human Rights Act and therefore any disputes between the Resident and the Board relating to issues of human rights are to be governed by the Alberta Human Rights Act.

LIMITATIONS OF LIABILITY

4. Lethbridge College assumes no responsibility or liability for losses or damages to personal property.

COVENANTS OF THE RESIDENT

5. The Resident shall:
 - a) read and abide by the terms and conditions of this Agreement, and the Lethbridge College Residence Life Handbook.
 - b) be enrolled and maintain his/her status as a student at Lethbridge College.
 - c) pay all fees associated with this Agreement as outlined and agreed in the Residence Life Handbook.
 - d) be solely responsible for his/her own personal property and be responsible for obtaining personal content as well as liability insurance.
 - e) use the premises as a residence only for himself/herself.
 - f) not permit or engage in any illegal activity in Residence. Any such activity shall be reported to the Residence Life office immediately.
 - g) be liable for the conduct of any guests or visitors to his/her Unit, including any damage caused by such guests or visitors.
 - h) keep and deliver up at the expiration or termination of the Agreement, the premises, all keys, furniture and effects in the present condition, subject to normal wear and tear. Furniture and effects from a Unit shall not be removed from the Unit at any time.
 - i) cooperate and facilitate the completion of an Inspection Report at the outset, and the conclusion, of the tenancy.
 - j) be solely responsible for the cost of repairing any damage or loss to the assigned Unit and any furniture and effects therein.
 - k) report any damage or vandalism or report persons known to be responsible for damage or vandalism as soon as possible to the Residence Life office.
 - l) not carry on or do or allow to be carried on or have done on Lethbridge College premises any activity which may be or become a nuisance or annoyance to the Board, the public, or any other Resident.

COVENANTS OF THE BOARD

6. The Board shall:
 - a) abide by the terms and conditions of this Agreement.
 - b) ensure the Unit is in a habitable condition at the outset of the term.
 - c) supply basic utilities (water (hot and cold), electricity, gas/heat, internet connectivity) throughout the term of this Agreement.
 - d) notwithstanding the foregoing, the Board shall not be liable for any interruption of water, heat, or electricity due to making repairs, alterations or improvements, or for any failure due to conditions or events not under the Board's control or due to accident or strike. The temporary failure to supply water, heat or electricity shall not be deemed an eviction of the Resident.

MUTUAL COVENANTS

7. The Board and Resident mutually agree:
 - a) upon execution of this Agreement, a deposit of \$550 (five hundred and fifty dollars) is payable to the Board to be held against the proper performance of the covenants therein. Up to \$200 (two hundred dollars) of the deposit can be used to deduct fines and fees while living in Residence.
 - b) the Board is entitled to retain all or part of the deposit, as is needed, to compensate the Board for damages beyond normal wear and tear on the property, for any arrears in rent, and for any debt owed to the Board by the Resident.
 - c) that this tenancy is conditional upon the Resident retaining status as a student at Lethbridge College throughout the duration of the tenancy. If the Resident fails to maintain that status for any reason, such failure shall constitute a substantial breach of this contract affording Lethbridge College the right to exercise all rights of termination associated with such breach.

- d) that the Board may enter the Unit to make necessary repairs, to maintain health and safety standards or to ensure compliance with rules, regulations and policies, or for any other reason Lethbridge College deems necessary, in accordance with the notice provisions of the Residential Tenancies Act.

REASSIGNMENT

8. Lethbridge College reserves the right to reassign a Resident to an alternate Unit, by giving the Resident twenty-four (24) hours' notice in writing. In the event such reassignment occurs, the terms of the Agreement between the parties shall remain the same in all material respects except for the Unit designated in the original agreement. Such reassignment shall not constitute termination of the original Agreement.

TERMINATION

9. If, by way of agreement, the parties to this contract enter into a Residence License Agreement for a premise owned by the Board, such agreement shall have the effect of terminating this Residential Tenancy Agreement, such termination to be effective upon the date agreed upon by the parties. In the event of such substituted agreement between the parties, the \$550 deposit paid under the original agreement (less deductions if applicable) shall be applied towards the deposit under the new agreement. No contract termination penalty or breach of contract fee shall be assessed.
10. Upon the termination date of this Agreement, the Resident shall vacate the Unit and deliver to Lethbridge College vacant possession of the room together with all furnishings, fixtures in good condition, reasonable wear and tear excepted.

11. If the Resident does not vacate the Unit upon the termination or expiration of this Agreement, Lethbridge College will exercise all its legal rights and remedies associated with an overholding tenant, including but limiting its right to obtain damages arising from such breach.

TERMINATION OF AGREEMENT BY THE RESIDENT

12. Termination of the Agreement by the Resident, for any reason other than the completion of his/her program or practicum outside of Lethbridge, is subject to a minimum \$1,100 early termination fee. The Resident remains liable for all damages arising due to the termination.
13. Residents may terminate this Agreement by giving the Residence Life office notice in writing with the reason for termination. Residents are still subject to rent and fees as set out in the Lethbridge College Residence Life Handbook.

TERMINATION OF AGREEMENT BY THE BOARD

14. Termination by the Board due to breach of Agreement by the Resident is subject to a minimum \$1,100 breach of contract fee.

The Board may terminate this Agreement by giving the Resident twenty-four (24) hours' notice in writing:

- a) if the Resident has done or permitted significant damage on campus; or
 - b) if the Resident has physically assaulted or threatened to physically assault anyone on campus.
15. The Board operates its Residences in a fashion that is free from significant disruption by a Resident and an environment where Residents can live without being exposed to significant negative, adverse behaviour of other Residents.

The Board reserves the right to terminate the residency of any Resident whose behaviour creates a significant disruption to another Resident(s) or employee(s) of the Board or the operation of the Residence, or who exposes another Resident(s) to significant negative, adverse behaviour.

> ADDITIONAL POLICIES AND PROCEDURES

- [Student Rights and Code of Conduct](#)
- [Gender-Based and Sexual Violence policy](#)

WHAT HAPPENS NEXT MATTERS MOST.





> 2022-23 RESIDENCE LIFE HANDBOOK

YOUR NEW MAILING ADDRESS

Your name
Unit #, Lethbridge College Residence
3010 College Drive South
Lethbridge, AB T1K 8A2

RESIDENCE LIFE OFFICE – CULLEN RESIDENCE

8:30 a.m. – 4:30 p.m.
Monday to Friday (excluding stat holidays)
403-329-7218
residence@lethbridgecollege.ca

RESIDENT ASSISTANT (RA) ON DUTY

On call whenever the office is closed
403-360-9703

SECURITY SERVICES

403-320-3206

EMERGENCY CONTACT NUMBERS

Fire, police, ambulance: 911
Lethbridge Police complaint line: 403-328-4444
Lethbridge Police Drug hotline: 403-327-1999

24-HOUR LIFEWORKS STUDENT SUPPORT

1-855-649-8641

WELLNESS SERVICES – CE1380

8 a.m. – 4:30 p.m.
403-320-3289

 /LCreslife

 @lc_residence

lethbridgecollege.ca/residence



RESIDENCE LIFE