

# St. Peter's Student Residence

Policies and Handbook

**2012 - 2013**

TO APPLY CALL: STUDENT SERVICES 306.682.7886

# Student Residences

---

Students attending St. Peter's College are able to live at one of two student residences located on campus. Scholastica and Severin Hall are situated in the heart of the campus, just steps away from the main College building. You will have the luxury of walking to classes quickly and easily and the added bonus of the excitement of on campus life. Both of the residences are co-ed, however, double rooms are shared with members of the same sex. Rooms fill up quickly; therefore, students are encouraged to apply early to get their choice of accommodations.

## **Scholastica Residence**

The Scholastica Residence is located right besides the main College building. Scholastica has single bedrooms with shared bathrooms and common areas which include a living room, laundry and kitchen facilities. The living room features satellite TV. There is no charge to use the laundry facilities and laundry detergent is provided free of charge. The kitchen is furnished with a stove, fridge, microwave, deep freeze and standard kitchen furniture. Dishes, utensils and cookware are all provided but you are welcome to bring your own. Scholastica residents are encouraged to take advantage of the variety of meal plans available for student residents living on campus.

## **Severin Hall**

Severin Hall is attached to the main campus building, Michael Hall. Severin has single and double rooms available. Each of the rooms in lower Severin Hall has its own bathroom with shower. Upper Severin has single and double rooms available. All double rooms have a bathroom, while the single rooms have a sink with a common bathroom down the hall. The common areas include a living room with satellite TV, recreation space, laundry facilities and kitchenette. There is no charge to use the laundry facilities and laundry detergent is provided free of charge. The kitchenette features microwave ovens, fridge, and freezer. Residents of Severin Hall are required to purchase a meal plan from the dining room.

## **Residence Contact Information:**

Residence Administration:  
Fr. Demetrius Wasylyniuk  
Phone: 682-1775

## **Eligibility for Residence Accommodation**

Students must maintain 3 or more classes per term or be admitted to the transition program at St. Peter's College in order to be eligible for accommodation.

## **Applications, Fees & Deposits**

### **Applications**

Applications for residence are placed on a waiting list in the order of the date they were received.

Complete and sign the entire application and return it along with a Reservation Deposit of \$400 to St. Peter's College Student Services. This deposit will be used to reserve a room for you in residence and will be credited to your account. The amount of the Reservation Deposit will be deducted from your second term residence fees.

If you find other accommodations while you are on the waiting list, please notify the Residence Administration immediately and your deposit will be funded according to the Reservation Deposit Refund Schedule.

Please see the Reservation Deposit Refund Schedule.

### **Fees**

Please see Fee and Meal Plan Schedule for current year.

### **Meal Plan**

All Severin Hall residents must purchase a meal plan.

St. Scholastica residents are urged to take advantage of the meal plans available.

The dining room hours are 8:00 – 8:30 for breakfast; 11:45 – 12:45 for lunch; and 5:00 to 6:00 for supper. Students attending a class over the meal hour should advise the kitchen staff and a plate will be reserved for you. If, for some reason, class is cancelled please pick up your reserved plate. You may add to your plate from the line-up, if you so wish.

All meals must be eaten in the dining room. There shall be no removal of food, glasses, flatware, utensils or other items from the dining room.

Please see the Fee and Meal Plan Schedule for the current year. When meal plan rates are set, a number of missed meals are factored in for each meal plan

holder. If these missed meals were not included in the rates, the price would be significantly higher. Therefore, there will be no refunds for missed meals.

If you have a meal plan and are staying in residence during the Christmas break, (December 22 to January 2), you will need to make arrangements with the Kitchen and Abbey office.

### **Damage/Cleaning Deposit**

A damage/cleaning deposit equal to one month's rent is required for each resident. A damage/cleaning deposit is **payable prior to move in date**. The damage deposit serves as "insurance" for payment of damages or special cleaning required which will be charged to individual residents or to the community as a whole.

When you are moving in, you will be required to inspect the room and common areas with Residence Administration and sign a form. This is very important, because Residence Administration will inspect the room and common areas with you when you are moving out.

**If your room or the common areas are left in worse condition than at move in, OR, if your room has not met inspection standards throughout the year, OR, you have not participated in keeping the common areas clean throughout the year, cleaning charges/fines will be deducted from this deposit.** The balance of the money is refundable upon move out and inspection at the end of the year.

### **Keys & Key Deposit**

A deposit of \$25.00 is required for keys prior to moving in.

Each resident is assigned room keys when checking into residence and is responsible for their return upon moving out.

If you lose your keys, you will forfeit your key deposit. All keys remain the property of the Residence and may not be duplicated. If you are locked out of your room, please contact the Residence Administration.

### **Parking & Parking Fee**

There are a limited number of parking stalls available for residents. These will be issued on a first come, first serve basis and on the basis of special need.

Please see the fee schedule for the current year.

## **Arriving at & Leaving Residence**

### **Arrivals/Orientation (Move In)**

Move in day is September 4 or 5, 2012. Please call the Residence Administration to book a move in appointment. When you are moving in, you will be required to inspect the room and common areas with Residence Administration and sign a Move In Checklist.

At the beginning of each term, residents are required to attend an orientation session where general information and residence rules/policies will be discussed. Residents will be notified about the time, date and location of the session.

### **Leaving at the end of April (Move Out)**

Please book a moving out appointment with the Residence Administration prior to you leaving for the year. Residence Administration will inspect your room and common areas with you and complete the Move Out Checklist.

Room inspection with your attendance is necessary to determine amount of Damage/Cleaning Deposit Refund. If damage has occurred, or cleaning is necessary, the extent and costs must be settled at that time.

The cost of missing items and damage beyond normal wear and tear will be charged to the resident. If the room is left unclean, a cleaning fee of \$20.00 per hour will be charged and deducted from the damage deposit.

The following will be inspected at your move out appointment:

- ✓ All garbage, recycling and personal effects have been removed from your room.
- ✓ Floors in your room have been swept and washed and have not been damaged.
- ✓ Bed and mattress are in acceptable condition. Desk, chair and other furnishings are clean and have not been damaged.
- ✓ Walls and windows in your room are clean and have not been damaged.
- ✓ Sink, toilet and shower in your room are clean and have not been damaged.
- ✓ The kitchen/kitchenette including cupboards, sink, etc. in the common area is clean and has not been damaged.
- ✓ The TV room/other common areas including common bathrooms within student residence are clean and have not been damaged.
- ✓ The walls within the common areas are clean and have not been damaged.
- ✓ The floors within the common area have been swept and spills have been cleaned.
- ✓ The appliances within the common areas are clean and have not been damaged.

During your checkout appointment, you will return your keys to Residence Administration.

### **Room Allocation**

All efforts will be made to accommodate residence and room-type preferences, but the assignment of rooms is at the discretion of the Residence Administration.

Specific roommate requests for double rooms will be honoured if the request is mutual and are of the same sex. If a specific roommate request has not been made, the Residence Administration will allocate roommates on the basis of information on the application. The Residence Administration reserves the right to assign and reassign roommates.

### **Cancellation**

Residence contracts will be cancelled under the following circumstances:

- You have withdrawn from classes at St. Peter's College.
- You have been required to discontinue classes at St. Peter's College.
- You have not been admitted to St. Peter's College.
- For medical reasons which will require a letter from a physician.
- Special circumstances which will be considered by the Residence Administration.
- If you have a replacement for admission to the residence who will accept the same room/roommate accommodation and all other conditions of occupancy.

### **Eviction**

A resident will be subject to eviction on twenty-four (24) hours notice if the Residence Administration has reason to believe:

- The continued presence of the resident constitutes a physical danger/threat to other residents, residence staff or his/her own self or is contrary to the best interests of the residents for any reason.
- The resident is found to have seriously or continuously breached the residence rules/policies and standards of behavior.

Students who are evicted will not be allowed visiting privileges in any residence. If a resident refuses to vacate the premises, the Residence Administration reserves the right to enter the assigned room of the resident, remove all belongings to a storage area, and re-key the room.

## **Loss, Damage or Theft of Personal Property**

A resident waives all claims against the landlord for loss of or damage to clothing, valuables, or any personal property, including money. All residents are encouraged to make personal arrangements for adequate insurance coverage.

## **Security**

For your safety and protection the college and the residences are monitored with security cameras. The cameras are not and will not be monitored continuously. They will only be accessed if there is a concern.

## **Your Room & Your Responsibilities**

All rooms are furnished with a desk(s), bed(s), closet(s), chair(s) and trashcan(s). You are responsible to supply your own bedding and bath linens. Cleaning supplies and toilet paper will be supplied in the cleaning closet for your convenience.

Alterations of any residence property or installation of personal property is prohibited without permission from the Residence Administration. This includes nailing fixtures to walls, ceiling or furniture, drilling holes, tampering with electrical wiring or painting walls or furniture.

Please do not hang or install anything such as shelves, hooks, pictures, posters, etc. onto the walls, doors or furniture. Also, please do not use tape, "fun-tack" or self-adhesive hooks. Please consult with the Residence Administration if you have any questions.

No cooking is allowed within the resident's room. Cooking may be done in the kitchen area provided. Please clean up after yourself.

Each resident will be responsible for keeping his/her room in a neat and sanitary condition at all times and for taking garbage and recycling to the garbage/recycling centre on a weekly basis or more often as warranted.

Maintenance problems (e.g. plugged toilets and drains, electrical malfunctions, damages, etc.) must be reported immediately to the Residence Administration.

If you are leaving for holidays or an extended period of time, please unplug all electrical appliances, (except refrigerators), close all windows completely, turn lights off and lock your door.

If the standard of cleanliness in a residents' room is found to be unacceptable at the monthly inspection, a written cleaning notice itemizing the areas to be cleaned will be issued with a date noted for completion of the work. The room will

be re-inspected depending on the date and time frame stated on the cleaning notice. Please see the attached room inspection list.

Should the standards of cleanliness be unacceptable again, the Residence Administration will do the cleaning and costs for that service will be charged back to the resident(s).

**Please note: If your room has not met inspection standard throughout the year or you have not participated in keeping the common areas clean throughout the year, cleaning charges/fines will be deducted from your damage deposit.**

Rooms found to be continually in violation of cleaning standards will be placed on a weekly cleaning inspection schedule and disciplinary action may be taken.

A resident causing damage or defacement to the door or interior of his/her room or common areas through negligence or malicious actions, will be liable for full reimbursement and may be subject to disciplinary action.

## **Beyond Your Room & Your Responsibilities**

Common areas of the Residence include kitchen, recreation space, laundry, hallways, shared washrooms, etc.

Hallways must be kept clear of any hazardous or restrictive material at all times and must not be used for storage.

All residents are responsible for cleanliness of the common areas. Residents are required to establish a cleaning/chores schedule and adhere to it. The common areas are for your enjoyment. Please be responsible in cleaning and tidying the areas at all times. If you make a mess, please clean it up to ensure that the common area can be enjoyed by all.

Common areas of the residence will be inspected on a weekly basis. If the standard of cleanliness in the common areas is found to be unacceptable, a \$100.00 cleaning fee will be charged to the resident assigned to that task.

**Remember: if your room has not met inspection standard throughout the year or you have not participated in keeping the common areas clean throughout the year, cleaning charges/fines will be deducted from your damage deposit.**



## **General Rule & Regulations**

### **Noise and Quiet Hours**

Residents need to consider noise levels (e.g. stereos, voices, alarm clocks, banging on walls etc.) at all times. Noise that interferes with another resident's sleep and/or study habits is prohibited.

Quiet hours for all areas of residence are in effect from:

11:00 p.m. - 7:00 a.m. Sunday to Thursday

1:00 a.m. - 8:00 a.m. Friday and Saturday

During the final examination period, quiet hours are observed 24 hours per day.

Please note: You are welcome to use the sitting/study areas near the church and the Abbey Business office. In these areas quiet hours are in effect 24 hours a day.

### **Visitors & Guests**

Residents may have visitors in their room, however, **no visitors are allowed in rooms or common areas between the hours of 11:00 p.m. to 8:00 a.m.**

A resident's right to privacy takes precedence over the roommate's privilege to have a guest. It is of paramount importance for roommates to discuss visitation and to arrive at an arrangement acceptable to both. If a resident requests a guest to leave, the guest must leave the premises. Failure to leave will be deemed trespassing, and the RCMP will be called to remove the violator. If you feel your rights have been violated because of a visitation, discuss this with the Residence Administration.

Overnight guests, including family members are not permitted. Should accommodations be needed for any reason, please contact the Residence Administration.

Residents are responsible for assuring that guests know and adhere to residence policies, rules and regulations and assume full responsibility for their guests' actions.

## **Standards of Behaviour**

Residents have the right to freely access their living accommodations; live in a clean and secure environment; study without interruption or interference; be free from unreasonable noise, intimidation or harassment; have access to Residence Administration for guidance and support; host visitors and guests within established guidelines; enjoy individual freedoms without regard to race, gender, national origin, disability, age, religion, sexual orientation or political affiliation; and, be treated in an equitable manner when behavior is in question. These rights carry with them the reciprocal responsibilities on the part of each individual to ensure these same rights for other residents.

No resident shall at any time use, exercise or carry on, or permit to be used, exercised or carried on, any noxious, offensive, or illegal act, trade, business, occupation or calling, or activity, behaviour or other action which is likely to be disruptive, injurious or otherwise a nuisance to others in the residence, or which is likely to cause damage, illness, or injury.

## **Your Right to Privacy**

Residents are entitled to the privacy of their individual and shared rooms, which are not entered by residence staff except under the following circumstances:

- Regular inspections are done to check for cleanliness, damage or maintenance (on a monthly basis, usually the first Tuesday of the month.)
- If Residence Administration or Maintenance needs to check or fix heating, electrical, plumbing, windows, etc.
- If the Residence Administration has reasonable cause to believe that there is a need to protect the property of the Residence or the resident, or if there is a health or safety concern.

Whenever possible, 24 hours notice will be given on planned room entry.

Please be advised that College Staff or Residence Administration may conduct tours through the common areas of residences without prior notice.

## **Prohibited Items**

The following items are prohibited from St. Peter's College or the Residence Property.

- Illegal narcotics, drugs and drug paraphernalia
- Flammable liquids, explosives, including fireworks, firecracker and other dangerous substances
- Candles, lanterns or other items with open flames or incense
- Firearms or restricted weapons of any sort
- Unauthorized copies of keys belonging to St. Peter's College or the Residence.

Should these items be found in the room of a resident or in possession of a resident, eviction shall be immediate and the proper authorities shall be notified for prosecution:

### **Smoking**

Smoking in residence is strictly prohibited. Smoking or any signs of smoking in the residence will result in immediate disciplinary action.

### **Alcohol**

Residents and guests must be 19 years of age to consume or possess alcoholic beverages. Consumption and storage of alcohol in the common areas is prohibited. There is zero tolerance for inappropriate or intoxicated behavior.

Residents and guests consuming alcohol may be required to present identification and verification of age to Residence Administration.

### **Pets**

Pets or animals of any kind are not permitted in residence.

### **Security**

Your safety is very important. Please take all precautions necessary to ensure your safety and the safety of fellow residents. Contact the Residence Administration or 911 if necessary.

### **Fire Safety**

Periodically a fire drill may be practiced. All students must vacate their rooms until the all clear command has been given.

### **Bicycles**

Residents may store their bicycles in the outdoor bicycle rack. Bikes cannot be kept in the resident's room and cannot be parked in the entrance, common areas, etc.

### **Telephone**

Severin Hall has a public payphone available for use. Residents may choose to have their own cell phone.

### **Satellite TV**

Satellite TV is available in the common areas of Scholastica and Severin Hall.

**Internet**

Wireless internet in both residences is offered at no cost to you.

**Laundry**

Scholastica and Severin Hall both have laundry facilities available. Machines and laundry detergent is provided at no charge. Please remove clothing promptly once it is laundered and dried. Be respectful of others right to use the machines.

**Fitness Centre**

Residents have access to the Fitness Centre, located in the Sports Complex from 6:30 am – 11:00 pm.

**Other Facilities Available to Residents**

St. Peter's College offers residents 24 hour use of the main College building, Computer Labs and TV/Games Room, Fitness Centre, and other student areas.

**Mail/Communications**

Muenster Post Office is situated on the grounds. Students rent a mailbox and key deposits will be returned at the end of term.

**Campus Ministry**

St. Peter's College offers a campus ministry program. Spiritual counseling is available. Please see the Resident Administration or Student Services for information.

**Scents**

Please try to reduce your use of highly scented products as they can be irritating to others.

## Reservation Deposit Refund Schedule

If you have reserved a room in residence and then cancel your room reservation prior to moving in, the following cancellation fees will be charged to your student fee account:

Date of room reservation cancellation :	Amount Refunded from Reservation Deposit.
Prior to August 20	Full Refund of Deposit (\$400.00)
August 21 to August 31	Half Refund of Deposit (\$200.00)
September 1 <sup>st</sup> or later	No Refund

If you choose to cancel your room reservation after moving in, remember that you will not be refunded the \$400.00 Room Reservation Deposit and you will be charged for each month in residence. You must also follow the regular moving out policies.

## Fee and Meal Plan Schedule for 2012- 2013

(Prices subject to change)

Item	Amount	Payable
Scholastica Private Room/Shared Bathroom Meal Plan Optional	\$1600.00/term	Payable prior to move in – for 1 <sup>st</sup> term. 2 <sup>nd</sup> term due beginning of 2 <sup>nd</sup> term.
Severin Hall Double Room/Private Bathroom Meal Plan Required	\$1440.00/term	Payable prior to move in – for 1 <sup>st</sup> term. 2 <sup>nd</sup> semester due beginning of 2 <sup>nd</sup> term.
Severin Hall Private Room/Private Bathroom Meal Plan Required	\$2400.00/term	Payable prior to move in – for 1 <sup>st</sup> term. 2 <sup>nd</sup> term due beginning of 2 <sup>nd</sup> term.
Severin Hall Private Room/ w/Sink/Shared Bathroom Meal Plan Required	\$1600.00/term	Payable prior to move – for 1 <sup>st</sup> term. 2 <sup>nd</sup> term due beginning of 2 <sup>nd</sup> term.
Room Reservation Deposit Fee	\$400.00	Payable upon application. Reservation Deposit Fee will be deducted from your 2 <sup>nd</sup> term residence payment. Refundable upon cancellation as per reservation deposit refund schedule.
Damage/Cleaning Deposit Fee	Equal to ¼ of term price.	Payable prior to move in.
Key Deposit	\$25	Payable prior to move in.
Parking Fee	\$90.00/academic year	Payable to the College.
Full Meal Plan, Breakfast, Lunch, Supper	\$1800/term (GST not required) (Works out to approx. - \$15.95/day)	Payable prior to move in – for 1 <sup>st</sup> term. 2 <sup>nd</sup> term due beginning of 2 <sup>nd</sup> term.
Suppers Only Meal Plan	\$1060.00/term (plus GST)	Payable prior to move in – for 1 <sup>st</sup> term. 2 <sup>nd</sup> term due beginning of 2 <sup>nd</sup> term.
Lunches Only Meal Plan	\$1060.00/term (plus GST)	Payable prior to move – for 1 <sup>st</sup> term. 2 <sup>nd</sup> term due beginning of 2 <sup>nd</sup> term.

**Move In Dates:**

1<sup>st</sup> Term: September 4, 2012

2<sup>nd</sup> Term: January 2, 2012

**Meal Plan Dates:**

1<sup>st</sup> Term: Begins at supper of September 1<sup>st</sup>, 2012 and ends at Supper, December 21, 2012

2<sup>nd</sup> Term: Begin at supper of January 2, 2013 and ends at Supper, April 30, 2013

\*The full meal plan works out to cost approximately \$15.95/day. When meal plans are set, a number of missed meals are factored into the price of the plan. If these missed meals were not factored into the plan, the rates would be much higher. Therefore, there

## Inspection Lists

### Student Room Inspection List:

To ensure the health, safety and comfort of all of our residents, your room will be inspected once a month on the first Tuesday of the month. This inspection will take place whether you are in your room or not.

Your room will be checked for the following:

- Cleanliness and tidiness:
  - ✓ no dirty dishes
  - ✓ no garbage
  - ✓ no recycling
  - ✓ no towels on floor
  - ✓ clothes and laundry should be stored appropriately
  - ✓ floor should be swept and clean
  - ✓ bathroom fixtures must be clean
  
- Damage:
  - ✓ furniture, walls, windows and fixtures will be checked for damage and problems.

If these items are not acceptable, a warning will be issued to allow time for the resident to clean the room. If after 48 hours the room is still not clean, then the Resident Administrator will arrange for the room to be cleaned and student will be charged.

### **Common Area Inspection List:**

Residents are responsible for cleaning the common areas. The residents and Residence Administration will make a schedule for cleaning of these areas.

The common areas will be inspected every Tuesday. If the area does not meet inspection standards, then the student(s) assigned to cleaning the common areas for that week will be charged \$100. Student(s) responsible for damage will be assessed the appropriate charges.

The common areas will be checked for the following:

- Cleanliness and tidiness:
  - ✓ no dirty dishes
  - ✓ all garbage must be removed from common areas and placed in the appropriate garbage receptacle.
  - ✓ all recycling must be removed and placed in the appropriate recycling receptacle
  - ✓ all food must be stored in appropriate closed or covered containers.
  - ✓ fridge must be clean. No spills, no spoiled food, no uncovered food items
  - ✓ floor should be swept and clean
  - ✓ bathrooms and bathroom fixtures in Scholatica must be clean
- Damage:
  - ✓ furniture, walls, windows and fixtures will be checked for damage and problems.



## **St. Peter's Student Residence Handbook 2011 - 2012**

### **Acknowledgment of Policies**

As an individual living in student residence at St. Peter's College you have specific privileges and responsibilities and we hope that you will enjoy living in residence.

You must read and understand the residence policies laid out in the Residence Handbook. Please note if you do not meet your responsibilities there are consequences, including financial penalties or eviction.

### MOVE IN AND MOVE OUT CHECKLIST

<b>NAME:</b>	<b>STUDENT RESIDENCE :</b>	<b>ROOM #:</b>
--------------	----------------------------	----------------

You are responsible for the condition of your room **and** the common areas of the student residence. When you are moving in, please inspect the room with residence administration to ensure that any damages or room problems are indicated and initial this form. When you are moving out, Residence Administration will inspect your room and the common areas of the student residence with you. Please indicate any problems on this form and initial. If your room and the common areas are not in an acceptable conditions, you will deducted the appropriate fees from your damage/cleaning deposit.

	MOVE IN DATE:			MOVE OUT DATE:		
RESIDENCE ROOM, BATHROOM & COMMON AREAS	COMMENTS	ADMIN. INITIALS	STUDENT INITIALS	COMMENTS	ADMIN. INITIALS	STUDENT INITIALS
All garbage, recycling and personal effects have been removed from your room.						
Floors in your room have been swept and washed and have not been damaged.						
Bed and mattress are in acceptable condition. Desk, chair and other furnishings are clean and have not been damaged.						
Walls and windows in your room are clean and have not been damaged.						
Sink, toilet and shower in your room are clean and have not been damaged.						
The kitchen/kitchenette including cupboards, sink, etc. in the common area is clean and has not been damaged.						
The TV room/other common areas including common bathrooms within student residence are clean and have not been damaged.						
The walls within the common areas are clean and have not been damaged.						
The floors within the common area have been swept and spills have been cleaned.						
The appliances within the common areas are clean and have not been damaged.						

Other Comments:

**TO BE COMPLETED AT MOVE IN:**

I have inspected the room and common areas of the student residence and acknowledge the conditions of the room and common areas. I have read the St. Peter's College Residence Policies outlined in the Student Residence Handbook and understand my privileges and responsibilities and therefore accept the consequences.

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**TO BE COMPLETED AT MOVE OUT:**

**Comments:**

Damage/Cleaning Deposit: \_\_\_\_\_

Less Charges For The Following Damages: \_\_\_\_\_  
\_\_\_\_\_

Less Charges For The Following Cleaning: \_\_\_\_\_

Key Deposit:

DAMAGE /CLEANING DEPOSIT REFUND: \_\_\_\_\_

Key has been Returned:      Yes      No

KEY DEPOSIT REFUND: \_\_\_\_\_

Signed: \_\_\_\_\_

TOTAL REFUND: \_\_\_\_\_

Residence Administration

Student Resident