



HOUSING STUDENT HANDBOOK

2026 - 2027



PORTAGE COLLEGE

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WELCOME!

Welcome to Student Housing! We want to make your stay here with us as enjoyable and memorable as possible. Living on campus is a unique life experience, and we encourage you to get involved, meet your neighbors, and explore your new home. There are various social/recreational events that take place on a weekly basis at all campuses.

Our college community is your home for this part of your life's journey. It is also home for many other students like yourself. We all need to work together as a community using respect and courtesy to ensure a safe and happy home for everyone.

College staff are here to provide resources and support in many different ways. We encourage you to ask questions, volunteer, and get involved!

If you have a service concern, please talk to someone you feel comfortable with in either the Housing Office, Campus Security, or Student and College Services. Enjoy your journey and good luck with your studies!"

— Curtis Cadieux, Director of Student Services

IMPORTANT PHONE NUMBERS

Student Housing : 780-623-5573
 Student Services : 780-623-5551
 Campus Security : 780-623-5587
 Book Store : 780-623-5647
 Library : 780-623-5650

HOURS

Monday-Friday from 8:15 a.m.-4:30 p.m.
 Monday-Friday from 8:15 a.m.-4:30p.m.
 Sunday- Saturday 24 hours
 Monday-Friday from 8:15 a.m.-4:30 p.m.
 Monday-Friday from 8:15 a.m.-4:30 p.m.

MOVING IN

Student Housing Staff

At the main Housing Office you will find our friendly and accommodating daytime staff. They oversee housing on all campuses, can process rent payments, assign dorms and units, as well as answer any of your housing questions. Their phone number and hours of operation are:

Monday to Friday: 8:30AM – 4:30PM (Excluding Holidays)

Main Line: 780-623-5573

Check-In Procedure

You will be advised as to the specific dates to check into Student Residence. If you don't move in by the end of the first day of the college term and have not made prior arrangements, we will assume you are not arriving, and your room will be cancelled.

Here is the procedure to check-in:

- Check in and receive room keys at the Housing Office.
- Complete the Student Housing Check In/Checkout Inspection Report within 48 hours of moving in and return it to the Housing Office. This form is an important step in the process of being refunded your Damage Deposit when you check out. If you have identified issues that we are not aware of, we will come and inspect it for our records. When you are filling out the report, the main thing we are looking for is damage. We recognize that wear and tear will happen, and we take that into consideration when we do our checkout inspection.
- Review the Fire Evacuation Procedure on page 4.
- Register any overnight guest(s) with the Housing Office. This is for fire/emergency safety.

Remember that all Portage College Student Housing is smoke-free. There are marked outdoor smoking areas.

More information on the College can be found at www.portagecollege.ca under Student Services and Student Accommodation.

Room Changes

Room changes are not permitted for the first three (3) weeks after check-in. We understand that this adjustment period can be awkward for students, and problems or uncomfortable situations can arise. Often these problems are resolved by the students to the satisfaction of both parties. Should you request a change of accommodation during the academic year, your request will be considered. Should it be approved, an administration fee of \$50 will be charged to your account. If you are re-assigned to another unit or room at our request, the \$50 fee will not apply.

Campus Security Staff

Sunday to Saturday: 24 Hours

Direct Line: 780-623-5587

The role of Campus Security is to provide a safe and secure learning and living environment here at Portage College. The staff interacts with students on a regular basis. They are a part of the frontline staff, and are available to help students, as well as connect them to other departments. Campus Security works to keep the College safe by monitoring the grounds and facilities, ensuring that only authorized people are on campus during evenings and weekends. They also see to the adherence of Student Housing Community Standards when appropriate and intervene to keep the peace if necessary.

The College has a close working relationship with the Royal Canadian Mounted Police (RCMP). When situations require it, Campus Security will request RCMP intervention. It is in the best interest of everyone involved to cooperate with Campus Security, and other College staff. If a student fails to comply with the Student Housing Community Standards, the College reserves the right to terminate the Occupancy Contract. If this occurs the student will need to find housing elsewhere.

HOUSING LIFE

Emergency Contacts

Phone:

In case of an emergency, please call Campus Security first at: **780-623-5587**

If the police, fire department or ambulance are required for life threatening situations, immediately dial 9 1 1 and afterwards report the emergency to Campus Security

Note: The cost of emergency medical services (EMS) will be charged to the person who has received the service regardless of who requested the service. Campus Security or any person may contact EMS depending on their assessment of the situation and will be free from the cost for the service.

Apps:

You are strongly encouraged to download onto your cellphone the following app:

- **Portage Alert**

Doing so will ensure that you receive Student Housing announcement and emergency notification.

Other Sources

Student Housing and Campus Security may also contact you via hand delivery notice or in person.

If you hear of an emergency from any other source, please contact Campus Security at **780-623-5587**

Fire Safety

Cooking fire safety and campfire:

- Careless cooking is the number one cause of residential fires. Never leave cooking unattended.
- Double check that everything is off when you finish
- Never disable a smoke alarm while cooking.
- Never use a cooking stove to heat your home.
- Always unplug countertop appliances when not in use.
- Townhouse: **backyard campfires are not allowed.**

Fire Evacuation Procedure

If the fire alarm sounds:

Residence Hall:

- Get your jacket and shoes, then quickly leave your room.
- Leave the lights on and shut your door.
- Exit the building using the closest evacuation route.
- **Do not use the elevator!**
- Gather at one of the marked "Muster Point", usually one of the parking lots. In case of adverse weather, you will be escorted over to an appropriate area.
- Do not re-enter building until College staff tells you it is safe.

Townhouse:

Each townhouse has a fire extinguisher and a smoke detector. If your fire alarm sounds:

- Evacuate all the children from the house.
- If safe to do so, use your fire extinguisher to put out the fire.
- Call Campus Security, let them know if you were or were not able to put out the fire.
- If you are unable to talk with Campus Security for any reason, call 911.
- If you were unable to put out the fire, make sure everyone is outside, and immediately alert your neighbours.

IMPORTANT

- It is a violation of provincial safety standards to tamper with, or otherwise disconnect, any fire alarms or smoke detectors. This will result in a fine and possible eviction.
- Students who fail to leave their room in the event of a fire alarm are in violation of the Housing Fire Evacuation Procedure. Such students may be fined up to \$100 or receive disciplinary action that could include termination of their Occupancy Contract. If this occurs, the student will need to find housing elsewhere.
- Fire safety regulations prohibit sleeping in basements. This space is for laundry and storage only; any dangerous fire hazard must be removed from the basement.
- Causing any risk of fire by smoking, using on open flame or burning objects is strictly prohibited.

HOUSING LIFE

Parking

All College parking is free of charge.

In Lac La Biche, the only reserved parking spaces are in front of the Townhouses (Units). For students staying in the Residence Hall (Dorms) there is a separate parking lot on the East side of the building by the main entrance.

NOTE:

Vehicles that are not Registered, or road worthy cannot be parked on College property. Such vehicles may be towed away at owner's expense. The owner will be given two (2) week's notice before the vehicle is towed.

Food Services

The Grill offers meal Monday to Friday and the hours may vary.

Laundry

Lac La Biche Residence Hall:

There is a laundromat on the 2nd floor of the main building. It's just off the stairwell by Student and College Services. The machines run on quarters, and you will need to bring your own laundry products.

Lac La Biche Townhouse:

All townhouses have a washer and dryer in the basement.



Keys

It is important to lock the doors to your home and always carry your FOB. The College will supply you with a lanyard for your FOB.

If you accidentally lock yourself out of your home, contact the Housing Office or Security (if it is after hours), a loner FOB can be issued in such cases.

If you lose your key or your fob, please report the loss to the Housing Office immediately. They can issue you a temporary key. For a replacement key or fob, the fee is \$30.00 for each lost item.

If you hand in your FOB to someone other than Housing or Security Staff, you risk being charged for longer as housing will not know you have checked out, cleaning charges and lost FOB charges.

NOTE:

Loaner FOBS are for emergency use only. If you continually request the use of a loaner FOB, you could face disciplinary action. If you do not return your FOB when you check out, you will automatically be charged for it against your damage deposit.

Mail

The mail is sorted by 3:00 p.m., every day except weekends and stat holidays. Mail is delivered to the College every day, so there is a time lag with incoming and outgoing mail. Residence Hall students can pick up their mail from the Housing Office. Townhouse students can pick up their mail from the Housing Office. Their mailbox will have the same number as their unit. The box below shows what address should be given to any senders you would expect mail from.

Lac La Biche Campus

Your name

c/o Portage College
Box 417

9531 94th Avenue

Room or unit number

Lac La Biche, Alberta T0A 2C0

HOUSING LIFE

Internet

To connect to wireless Internet in the college or in dorms please use the following steps:

- Browse available wireless networks.
- Select “Portage_OpenWiFi”.

To connect to Portage housing wireless Internet use the following steps:

- Browse available wireless networks.
- Select “Portage_Housing”
- Enter password “Jogging8welded”

Or use the QR code below:



Maintenance

If something goes wrong, breaks, or needs to be fixed, please use the QR code below to put in a maintenance request. Please remember that the Housing Maintenance Team can be very busy, so they will handle tasks according to triage.



Large/Serious Damage:

It is extremely important for you to alert the Housing Office or Campus Security in cases of major damage such as water leaks, broken windows near heating registers, furnace issues, etc.

Fridge Maintenance in Residence Hall/Townhouse

All townhouses and dorms have standard fridges. We recommend that students occasionally defrost the fridge, and work to keep it clean.

Caring for Your Dorm/Unit

It is important that you care for your dorm/unit that you live in. Here are some helpful daily/weekly maintenance suggestions:

Cleaning

- Tidy up.
- Disinfect your toilet, sink, and bathtub every week.
- Disinfect your kitchen counter after every use.
- Wipe up spills and stains as they occur.

Garbage

- Remove your garbage when it gets full. Be sure to take it outside to a dumpster.

Note:

Do not leave garbage outside the dumpster, as it can attract animals (e.g., skunks, cats, dogs, birds) and be a cleaning hazard for students, children and staff.

Snow Removal

In the winter, students in Townhouses need to shovel the walking path from their front door to the main sidewalk.

NOTE:

If the Housing Office suspects a dorm/unit is not being properly kept, they can schedule an inspection. Any necessary repairs or cleaning will be set up by the Housing Office at the expense of the occupant.

If an occupant is unable/refuses to maintain the condition of the dorm/unit, the Housing Office can terminate the Occupancy Contract, and the occupant will need to find housing elsewhere.

Furniture

All units and dorms are furnished with large items such as couches, beds, mattresses, dressers, and tables. None of the furniture should be moved from its original place unless you receive written permission from the Housing Office.

HOUSING LIFE

Damages

Students are responsible for the condition of their dorm/unit. If damages occur, please report it to the Housing Office as soon as possible.

NOTE:

Do not use nails, hooks, tape, or paint on the wall in your dorm/unit. These items will damage the walls, which could result in you forfeiting your Damage Deposit.

Pets

No pets are allowed in either the Townhouses or the Residence Hall. Having a pet inside your residence will result in fines and a cleaning fee. Fine will increase for each occurrence, and the cleaning fee will be assessed by the Housing staff.

If you need to keep service or comfort/emotional pet, please contact Housing Office for information on how to submit a request.

Privacy

College Staff will not intrude into dorms/units except for the following circumstances:

- Maintenance work needs to be done.
- A room check, inspection, or inventory needs to be done.
- There is reasonable cause resulting from behavioral issues.
- In the case of fire or emergency.

The College will make every effort to inform students when entry into their room or unit is necessary.

NOTE:

The College reserves the right of entry at all times without notice and without your permission for the purpose of repair, preservation of health, safety, law and order and compliance with college rules and regulations. Particularly in situations where students are not complying with Housing rules. If there are safety concerns for college staff, the RCMP will be called and will be authorized by the College to enter premises.

Inspections

Occasionally, it will be necessary for the Housing Office or Maintenance to do an inspection in your residence. Normally, students will be notified in advance. You are welcome to be present during inspections, but it is not required.

Residence

There will be a dorm/unit condition inspection, done each semester by the Housing Office. This is to ensure that no health concerns, such as mold, have come up, as well as to ensure basic upkeep of the dorm/unit. If it is determined that the unit requires cleaning prior to inspection, the responsibility to do so falls upon the tenant(s). In this case, a later date will be chosen for the next inspection. Failure to complete the required cleaning by that date will result in a cleaner being hired at the tenant's expense.

Townhouse

The inspections of the Townhouse units are normally done each year in April or early May. This is to allow the Maintenance team time to determine what work needs to be done over the summer months. Routine and preventative inspections may be arranged as required.

Monthly Fire System Inspection

All commercial rental properties must be inspected monthly for fire systems. This will usually be done on the first and second day of the month. The technician will knock and then enter the dorm/unit to inspect the fire system. The inspection must take place even if the student is not home.



STUDENT HOUSING COMMUNITY STANDARDS

Getting Along

Please read and refer to your Occupancy Contract. All Student Housing rules/guidelines are clearly stated in the contract.

As a reminder, here are some of the main ones:

- Treat your fellow students with respect.
- Act respectfully and professionally when dealing with College staff.
- The College does not allow harassment of students or staff.
- All overnight guests must be signed in at the Housing Office.
- Respect the posted Quiet Hours.
- no open alcohol containers are allowed in public areas (bottles, cups, pitchers, etc.).
- Do not smoke or vape in dorms or townhouses.
- Purposefully/willfully damaging College property will result in consequences.
- You are responsible for your children and their actions. Their behavior will reflect on you as a student/tenant.
- School aged children must attend school on a regular basis.

Additionally, you must honor the College's standards of conduct found in the Student Handbook which is available on the College website under Student Services.

NOTE:

All criminal and illegal acts will be reported to and prosecuted by the RCMP. This includes, but is not limited to, drug use/selling, violent behavior, and the endangerment of minors.

Townhouse Neighbors

Moving into a new neighborhood can be stressful, especially if you do not know anyone. An important thing to remember is that many of the families in your new neighborhood feel just as nervous as you.

Here are our best tips for getting along with your new neighbors:

- Get to know your neighbors. Go visiting, introduce yourself, and invite them for tea or coffee.
- Be sure that your children are attending school. Moving can be upsetting, so talking with your child's teachers or liaison workers can help you know how they're doing.
- Sit down over tea and talk out the problem if you or your children are having problems with a neighbor. Often, it can be useful to deal with the situation when it happens. Keep in mind that everyone has a personal point of view of a situation. Listening to the other person's point of view can help avoid misunderstandings and stop conflicts. A majority of problems can be solved by listening and understanding that not everyone in your new community is going to have the same personal or family values as you do.
- Ask for help if you are having a problem with one of your neighbors, and you've run out of ideas on how to fix it. Go to the Housing Office and ask for advice. Sometimes an outside view can help resolve a situation.

Residence Hall Roommates

Having a roommate will be a learning experience all its own. The important thing to remember is that there will be an adjustment period, but after some time it will begin to feel normal and can even be fun

Here are some tips and suggestions from our years of experience:

- Sit down together in your first few days and talk about your likes and dislikes. For example, music, food/cooking, noise levels, when you go to sleep, when you get up, when you will want to study, whether you smoke or not, do you drink or not. Drinking can be a big issue, as some students want nothing to do with it, while others might not see it as a problem.
- Set up a cleaning schedule with specific duties for each person. For instance, when should the bathroom be cleaned, who will do it, and if you will take turns.
- Talk about visitors: Is it okay to have visitors and at what times? What if you want an overnight guest - how could that work? What if stuff goes missing? Do you mind if visitors you don't know are sitting or lying on your bed?

Set boundaries:

- Find out about loaning or borrowing personal items, such as shampoo, razor, clothing, etc.
- Talk about room security.
- Talk about how food is going to be managed: Are you going to take turns cooking, or is everything going to be individual? What about eating the food: will there be common items like coffee, tea, sugar, salt, etc.? Otherwise, will you keep your own food in separate cupboards?

This is important to clarify early on, as no one is very happy when their food has been eaten without permission.

- Be open and honest with your feelings. Keep communicating and be sensitive.
- Things to say: "Hey, how was your day?"; "Are you staying this weekend?"; "Do you mind if I have an overnight guest if you're leaving?"; "You seem pretty stressed about this upcoming test - why don't I go for a walk and give you some space."
- Deal with a concern when it happens. Try not to stew on an issue. It can become more difficult to deal with a problem later, and can cause you stress.
- Speak up if your roommate is not complying with College rules. If they are playing their stereo loudly after hours, ask them politely to turn it down and respect the quiet hours.
- Report immediately to the Housing Office or Campus Supervisor if you are aware of your roommate doing something criminal/illegal in your room or unit.

Failing to report illegal activity can result in consequences against you.

STUDENT HOUSING COMMUNITY STANDARDS

Smoking

All Student Housing is smoke-free. Smoking is defined as inhaling, exhaling, burning or carrying a lit cigarette, cigar, pipe, hookah or other apparatus/device used to smoke tobacco or other substances. Smoking also covers the use of electronic smoking devices which create a vapor or aerosol. Students are NOT to smoke anywhere in the Residence Hall building. Occupants in Townhouses are NOT to smoke in their units.

Smoking is only permitted outside, in the designated smoking areas.

Standard of Proof

The model used with the Student Housing Community Standards is a balance of probabilities with reasonable proof on an incident and accident. A student's prior behavior is also considered when outcomes are issued. Evidence may include residue, paraphernalia, odor and any attempt to cover odor.

Students who ignore this Housing regulation may be subject to fines, damage charges or the forfeit of their damage deposit, and possible eviction.

Alcohol

The rules for having alcohol in a dorm/unit are as follows:

- No open alcohol allowed in any public spaces. This includes hallways, common areas, public outdoor areas, etc.
- In all dorms/units the door(s) need to be closed, if alcohol is being consumed inside.
- The sale of alcohol on college property, whether indoors or outdoors is forbidden.

Cannabis

Sale, growth and preparation of cannabis is prohibited in Student Housing (dorms and townhouses). All cannabis brought into student housing must be legally obtained and stored in a scent proof container and not be offensive to others.

Illegal Substances and Drugs

Students are prohibited from possessing, using, or trafficking drugs in residence which are in contravention of the Controlled Drug and Substance Act. Also, the misuse and abuse of prescription drug is prohibited.

Solicitation

Students are not permitted to use any space or service in residence for commercial purpose.

Weapons

Weapons and replica weapons (e.g., air guns, swords, hunting knives, sling shot, archery equipment, etc.) are not permitted in residence. Ceremonial dagger or cultural art works may be permitted through Student and College Services and Campus Security. Use of any object in a threatening or aggressive manner can be considered as wielding a weapon and may result in eviction and referral to the police.

Harassment

Harassment is defined as any willful, intentional, or persistent act, which physically or mentally harms, or threatens another individual. Harassment will be considered to have taken place when a person's behavior is unwanted and unwelcome.

Harassment can be one or all of the following:

- Threat, intimidation or verbal abuse.
- Unwelcome remark or joke about subjects such as race, religion, disability, age, or sexual orientation.
- Displaying sexist, racist or other offensive picture, poster or clothing.
- Sexually suggestive remark or gesture.
- Unwanted physical contact, such as touching, patting, pinching, hugging, or punching.
- Physical assault and other acts of violence.

Every student here has the right to live in a harassment-free learning environment. When a student is being harassed, it is important to first determine the nature of the harassment. We encourage students to start by talking to the person that is harassing them and inform them that their behavior is unwanted. However, if the student being harassed feels, for any reason, that they cannot have a conversation with the harasser, then it is important to ask for help. The Housing Office, Campus Security, Student and College Services, and Counselling Services are all places where a student can go and ask for help.

Sexual Violence Prevention

All members of our Portage College community have a right to work, study and live on campus in an environment that is free from any form of sexual violence.

If you have experienced or witness sexual violence, please call **Campus Security** at:

780-623-5587 or toll-free 1-866-623-5551, Ext. 5587

which is available 24 hours a day, 365 days of the year, to assist you by providing the resources and support you need.

You are also encouraged to contact Counselling Services at **780-623-5551** for support. You will be treated with dignity and respect. Counselling staff can inform you about on- and off-campus services and resources so you can choose the services you feel will be most beneficial to you, and if required, set up a safety plan.

STUDENT HOUSING COMMUNITY STANDARDS

Quiet Hours

Quiet hours must be observed and adhered to in order to ensure an environment of mutual respect in housing and in dorms.

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

Friday and Saturday: 1:00 a.m. - 9:00 a.m.

Visitors and Overnight Guests

Portage College Student Housing is primarily for students. In an effort to ensure the safety of everyone staying here, the College asks you to register any overnight guest with the Campus Security/Housing Office. This is important in emergencies, because we need to know how many people are in the building or unit.

Please remember that guests can be disruptive to roommates and neighbors. This is especially true for students in the dorm rooms. Several places to entertain your visitors during the day are the common areas, lounges, the Learning Commons, or the Students' Association student lounge.

Generalities

Do not give room or unit keys to any guests or visitors.

If possible, have your guests visit on weekends, or at other non-disruptive times. It can be difficult for other students to concentrate on their work if your guests are visiting at night or during exam time.

The dorm/unit occupant is responsible for their guest/visitor. This includes behavior, and any possible damages.

Note:

Please be considerate of your volume level when visiting with your guests. Loud visitors can be irritating for your roommates and neighbors, who may have assignments or exams due.

Residence Hall

If you are in a dorm room, then you must have permission from your roommate and complete a Guest Request form before having an overnight guest. The form can be picked up in the Housing Office.

Refrain from having ongoing visitors. A suggested guideline is no more than two (2) nights per month. **Guests must be over the age of 18 years; no underage guests allowed in dorms.**

Note:

Please know that hosting a guest without following these procedures could result in being fined, or in some cases the student may be evicted.

Townhouse

Students in Townhouse units need to register their guest with the Housing Office.

If a guest is staying longer than two (2) days, the hosting student needs to fill out a Guest Request form at the Housing Office.

Note:

Students may not sublet their unit to another person for any reason.

Parties

A party is characterized as a gathering which typically:

- Has loud music and loud participants
- Has significant quantities of alcohol
- Has numerous participants: Townhouse - more than ten (10) people; Residence Hall dorm room - more than six (6) people

Rules for party

- Normally allowed only on Friday and Saturday evenings.
- Must be pre-arranged with Student Housing at least two (2) days before the planned date.
- One of the registered occupants must be a designated host.
- Permission of other registered occupants of the same room or unit must be granted.
- Function Responsibility Form must be completed at the Housing Office.
- Normally no more than two (2) parties may be registered on any given evening, as College fire code regulations must be adhered to.
- No kegs or other collective sources of alcohol are permitted in residence.
- Drinking games, or any other activity that involves excessive consumption and/or intoxication is not permitted.
- Occupancy limits must be respected: Townhouse units: 20 persons maximum Residence Hall rooms: 10 persons maximum
- College smoking guidelines must be adhered to.



STUDENT HOUSING COMMUNITY STANDARDS

IMPORTANT

- Interventions: Housing Staff may intervene in situations with the tenant at their discretion in regards to any gathering that breaches these standards.
- Quiet Areas: Student Housing will dedicate housing spaces and offer the choice to students who wish to live in designated quiet areas.
- Guests: Registered housing occupants of the space where alcohol is consumed are responsible for their guests and their actions.
- Minors: Possession or consumption of alcohol by individuals under 18 years of age is a violation of the Alberta's Gaming, Liquor and Cannabis Act. Students and their guests are responsible for knowing, understanding and complying with this regulation.
- Compliance: In all circumstances, students are expected to comply with directions from Campus Security and Housing Staff. Where students do not cooperate and comply, staff and RCMP intervention is required, students may be evicted. Where the intervention is required due to violence or property damage of any nature, the eviction will occur within 24 hours of the incident.

Student Housing Discipline Policy

It is the right of every student to have a quiet place to rest, study, and feel safe while staying in Student Housing. When these freedoms are interfered with, the Student Housing Discipline Policy comes into effect.

All disciplinary infractions are noted on the student's file.

[View page 14 and 15 for a detailed chart on each infraction](#)

Due Process

Due Process refers to the policy that all students must be made thoroughly aware of the consequence of certain behaviors/actions.

The College provides due process to students by:

- Having clear rules in place.
- Providing this Student Housing Handbook.
- Providing Guidelines, Policies and Agreements (available to all students on the College website).
- Explaining clearly what are Housing Life and the Student Housing Community Standards upon check-in at the Housing Office.
- Ensuring that all information used during a disciplinary decision is accurate.
- Ensuring that the student has the right to appeal the disciplinary action if they so choose.

NOTE

There is no appeal for financial issues

Disciplinary Hearing

Disciplinary hearing must be attended by students once it is arranged. **Failure to attend will result in being served a Notice to Vacate Student Housing.**

The purpose of this hearing is to:

- Give the student the opportunity to have their point of view heard.
- Give the student the opportunity to hear the College's point of view.
- Review any additional factors that may be relevant.
- Explain clearly how the stated infraction, in addition to the student's response, could lead to disciplinary action, and the type of disciplinary action chosen

Probationary Status

Probationary Status follows the accumulation of three minor infractions or because of a more serious infraction. A mandatory meeting with Housing and Campus Security will be arranged and you will be notified of the time and date. Therein, the terms of probation will be explained and outlined. Probation will often come with the recommendation or required visits to a Student Counselor to correct the behavior which preceded it. While under probationary status, privileges such as but not limited to guests or gatherings can be denied by Housing or Security staff without given reason. The time period of your probation will be noted on the Notice of Probation given by Campus Security or the Housing Office. It will consider all circumstances and consequences of the incident. Otherwise, the probation will be effective until one's academic program end date. Individuals involved in such incidents, but not associated with Portage College, either as students or registered tenants, will be trespassed and banned from Campus.

STUDENT HOUSING COMMUNITY STANDARDS

Notice to Vacate

Notice to Vacate means you have to move out of Student Housing. You will be given a checkout date by the Housing Office. The timeline for the checkout date is dependent on the severity of the infraction.

- Immediate checkout = Obvious threat to self or others.
- 24-hour checkout = Not obviously a threat, but very serious infraction with safety concerns.

For all other Notice to Vacate:

- Individual student: Normally receive 48 hours to vacate.
- Family: Normally receive two (2) weeks to vacate.

All disciplinary action for students staying in Student Housing will be enforced by Campus Security.

Fines

Disciplinary fines can range from \$25.00 to \$200.00. Fines will be assigned to a student's account, and the student is responsible for clearing the account before the College will issue their parchment.

Fines can be issued by Campus Security and Housing Staff. Please see page 14-15 for details of infractions and the fines associated with them. Fines will be given for activities such as:

- Deactivating fire alarm equipment or not responding to fire alarms and Evacuating properly.
- Having a pet in Student Housing.
- Smoking in Student Housing.
- Open alcohol in public areas.
- Bringing overnight guests without appropriate permission.
- Moving furniture without permission.
- Camp fire in the townhouse backyard.
- Parking in restricted areas.
- Locking yourself out of your unit more than twice.

Appeal

Students have the right to appeal disciplinary actions. The Notice of Appeal form can be found at Student and College Services, and must be filled out, and delivered to the registrar's office within three (3) working days after the student has been told of the infraction. Students are allowed to have an advocate with them during the appeal process.

NOTE:

There is no appeal for financial issues.

The purpose and hope of all student discipline is to:

- **Retain the student in their program**
- **Keep a roof over their head**
- **Have them comply with Student Housing Community Standards.**



STUDENT HOUSING COMMUNITY STANDARDS

DISCIPLINE PROCEDURE

You are responsible for observing the terms and conditions of the Student Residence Handbook, the Student Residence Discipline Procedure and the Student Residence Contract. The Student Residence Handbook and the Student Residence Discipline Procedure outline behavioral expectations and the types of actions levied for offences. No student is exempt from the terms and conditions of the Student Residence Discipline Procedure for any reason.

COMMUNITY STANDARDS

Community standards have been established to create a safe, comfortable, and effective environment to live and study in. Additionally, these standards are to protect the safety and well-being of all tenants, students and staff of the college as well as the property therein. We kindly ask that all tenants, student or not, adhere to the following principles:

- Respect the physical and emotional rights of fellow residents.
- Respect the educational mission of the College, helping to maintain an environment conducive to academic achievement.
- Exercise care and consideration when using College facilities.
- Be concerned with your own personal development and purpose for residing in this community.
- Accept responsibility for your behavior and that of your guest(s) at all times.

Discipline is viewed by Student Residence as an acceptance of one's responsibility within a community with respect for the rights of others, and as an educational means of correcting inappropriate behavior.

DISCIPLINE SYSTEM

Misconduct carried out by residents, students or guests anywhere on the campus grounds will result in discipline against the individuals involved in the incident. If the College deems the violation to be of a more serious nature, the college reserves the right to evict an individual(s) from Student Residence within 24 hours' notice, and/or take further steps if deemed necessary.

The standard of whether a resident is "responsible" or "not responsible" for the violation of the policies rests with the "preponderance of evidence" – that is, would a reasonable person, upon reviewing the information provided, come to the same conclusion as the administrator reviewing the case. The standard in Residence discipline cases is unlike criminal cases which is usually "proof beyond a reasonable doubt".

Any behavior which adversely affects a student or staff's rights or adversely affects the college or personal property, is subject to Disciplinary Procedures.

POSSIBLE SANCTIONS:

ANY OF THE FOLLOWING SANCTIONS LISTED CAN BE APPLIED AT ANY TIME WITHOUT FOLLOWING A PARTICULAR SEQUENCE.

VERBAL WARNING:

Any member of the Student Residence Staff can issue these. Verbal warnings are recorded on student files.

WRITTEN WARNING:

May be issued if a verbal warning has been given and ignored or when the seriousness of the incident warrants a written warning. The Coordinator of Student Residence will issue a written warning.

FINE:

May be issued when a verbal or written warning has been ignored or when the seriousness of the incident warrants a monetary fine. The amount is subject to the severity of the offence and prior disciplinary action as detailed in pages 15 and 16. Fines will be delivered in person, and a copy will be retained for your student file. Campus Security and Housing Staff may issue a fine for any infraction for which it is warranted according to the community standards detailed within this Handbook.

PROBATION:

Following an incident of a serious nature or an accumulation of three minor offences, you may be placed on Probation. Student Residence probation means that if you are involved in any future incidents in which you or your guest(s) violate Student Residence Community Standards, it can result in your eviction from Student Residence. If you wish to return to Student Residence for a subsequent year you may be placed on probation as a condition of acceptance to Student Residence. For more information see page 12.

EVICITION :

Will occur if you violate the conditions of probation, including but not limited to, non- payment of fees, assault, disrespect to residence staff or any individuals, display of extreme behavior, tampering with safety equipment, failure to maintain status as a student, or other similar incidents of a serious nature. Evictions that result from behavioral issues or due to violations of a serious nature will carry an indefinite ban from all residence property.

STUDENT RESIDENCE BANS :

When you are banned, you cannot return to Student Residence or any Student Residence functions. Student Residence bans can apply to both Students and their guests. Campus Security has the right to escort anyone out if they resist this sanction under penalty of trespassing, which warrants RCMP involvement.

DENIAL OF RE-ADMISSION :

If you apply to live in Student Residence for a subsequent year, you can be rejected based on previous behavior, damages, and/or lack of cleaning during the year and/or at time of move out. Late or non payment of rent, other fees or fines may also influence future acceptance into Student Residence. Portage College has the right to deny any application.

Detailed Chart of Each Infraction

VIOLATION	First offence	Second Offence	Third Offence
GIVING UNAUTHORIZED PERSONS RESIDENCE KEYS	Verbal / Written Warning	\$100 fine	Probation or Eviction as warranted
VIOLATION OF QUIET HOURS	Verbal / Written Warning	\$100 fine	Probation or Eviction as warranted
OPEN ALCOHOL ON STUDENT RESIDENCE GROUNDS.	Verbal / Written Warning	\$50 fine	Probation or Eviction as warranted
SMOKING/VAPING IN UNITS (INCLUDING CANNABIS).	Verbal warning and disposal of substance	\$250 fine	Probation or Eviction as warranted
JEOPARDIZING SAFETY, MISUSE OF FIRE EXTINGUISHER, SMOKE DETECTOR, OR UNIT KEYS.	\$150 Fine	Probation or Eviction as warranted	N/A
USING AN EMPTY BEDROOM AND/OR SWITCHING BEDROOMS WITHOUT AUTHORIZATION.	Written Warning (Will be requested to move)	\$100 fine	Probation or Eviction as warranted
POSSESSION OF A PET	Written Warning	\$100 fine and a written warning stating that the pet must be removed within 24 hours or a notice to vacate will be issued	Probation or Eviction as warranted
EXTREME UNCLEANLINESS IN UNITS	Verbal / Written Warning + \$100 fine	Cleaning charges will be subject to contractor rates (min. \$60/hr) + admin fees.	Probation or Eviction as warranted
VIOLATION OF GUEST POLICY - GUESTS STAYING LONGER THAN THREE NIGHTS (INCLUDING NOT REPORTING GUESTS UNDER 18 TO THE RESIDENCE OFFICE).	Written Warning	\$100 fine	Probation or Eviction as warranted
USING AN EMPTY BEDROOM AND/OR SWITCHING BEDROOMS WITHOUT AUTHORIZATION.	Written Warning (Will be requested to move)	\$100 fine	Probation or Eviction as warranted
MOVING/USING RESIDENCE FURNITURE OUTSIDE.	Verbal / Written Warning	\$50 fine	Probation or Eviction as warranted
EXCESSIVE LOCKOUTS (MORE THAN 2).	\$25 fine (first time)	\$50 fine (any other times after the first time)	Probation or Eviction as warranted

VIOLATION	First offence	Second Offence	Third Offence
LITTERING/BAGGED GARBAGE OUTSIDE UNITS.	Written Warning	\$25 fine plus clean up charges	Probation or Eviction as warranted
OUT OF CONTROL PARTIES.	\$250 fine plus cost of repairs and cleaning	Probation or Eviction as warranted	N/A
DAMAGE IN UNITS.	Written warning plus cost of repairs and cleaning	Probation or Eviction as warranted	N/A
DISPLAYING/USING DISCRIMINATING OR DEROGATORY MATERIAL. (This includes all areas in units)	Probation or Eviction as warranted	N/A	N/A
FAILURE TO REPORT TO THE RESIDENCE OFFICE STAFF WHEN REQUESTED.	Written Warning	\$50 fine	Probation or Eviction as warranted
HARASSMENT, THREATS, INTIMIDATION OF ANY PERSON OR STAFF MEMBER WITHIN STUDENT RESIDENCE (ANY FORM OF VIOLENCE).	Probation or Eviction as warranted	N/A	N/A

MOVING OUT

If you are leaving before the end of your contract, you should give us seven days of notice before you move out. If you are unsure when your contract ends, you can review it. Typically, the end of the contract will align with the end of your program, and pro-rating of rent will apply. If you check out prior to the tenth of the month your rent will be pro-rated. If you check out after the tenth the full months rent will be charged.

Checkout Procedure

Here are some important things to do when you are ready to move out:

- Clean your dorm/unit.

It is important that when you leave us, your dorm/unit is clean. This includes your living area, kitchen, bathrooms, bedrooms, and hallways. The dorm/unit should look like it did before you moved in.

NOTE

Pay extra attention to the oven, fridge and stove when cleaning. Failure to properly clean either of these will automatically result in a cleaning charge.

- Complete a Checkout Envelope. This form is available at the Housing Office or individuals may contact Campus Security to obtain one.
- Place all keys and fobs into the envelope.
- It is extremely important that you return all keys and fobs to the Housing Office. Rent charges stop the day you return your keys. If you fail to return all keys and fobs, you will forfeit your Damage Deposit.
- Return the completed envelope to the Housing Office during regular office hours or place the completed envelope and keys in the drop box at the Housing Office entrance, or in dorms by the security office. Both are available 24 hours a day.

Returning Students

If you are returning in the fall, you will need to fill out a new application form.

Summer Accommodations

If you are interested in staying in Student Housing over the summer, please talk with a representative at the Housing Office. All special accommodations, such as staying over the summer or storing items over the summer, must be approved by the Housing Office.

Move-Out Inspection

The Housing staff will do a formal move-out inspection with families. If you wish to make an appointment for an inspection before leaving, please contact the Housing Office. These inspections could help you keep your Damage Deposit.

Damages

Any damages that occur during your stay are the responsibility of the occupant. When two (2) or more students are sharing a dorm/unit, the damage costs will be divided by the number of occupants at the time of leaving. However, if one or more of the occupants admit responsibility to the damage, the other non-responsible occupants will not have to pay.

Damage Deposit Refund

When you leave, the Housing Office will do an inspection of your dorm/unit. We will assess the cleanliness, if there is any damage, and the cost of any repairs. We will then determine if any of your damage deposit needs to go towards cleaning/repairs and will subsequently inform Student Accounts of how much money should be refunded.

NOTE

It will take at least two (2) or three (3) weeks from your departure for your cheque to be mailed from Student Accounts. There is no way for the Housing Office to fast track or speed up the process.

