

SAINT MARY'S UNIVERSITY RESIDENCE HANDBOOK

[REVISED: 1 April 2025]



We acknowledge our presence in the traditional lands of the Mi'kmaq nation. This territory is covered by the Treaties of Peace and Friendship which the Mi'kmaq and Wolastoqiyik peoples first signed with the British crown in 1725. The Treaties did not deal with surrender of lands and resources but in fact recognized the Mi'kmaq and Wolastoqiyik title and established the rules for what was to be an ongoing relationship.

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IMPORTANT DATES

Please see <https://www.smu.ca/student-life/important-housing-dates.html> for an up-to-date listing of [important dates](#).

CONTACT US

DEPARTMENT OF HOUSING & CONFERENCE SERVICES (HOUSING & RESIDENCE OFFICE)

Department of Housing & Conference Services
Saint Mary's University
923 Robie Street
Loyola Residence, Room 114
Halifax, NS B3H 3C3
Canada

Phone: **902.420.5598**
Email: residence.housing@smu.ca

LOYOLA RESIDENCE DESK

Loyola Residence Desk
Loyola Residence
Saint Mary's University
5865 Gorsebrook Avenue
Halifax, NS B3H 3C2
Canada

Phone: **902.420.5591**

The Loyola Residence Desk is staffed 24 hours / day, 7 days / week, and can be reached by phone at: 902.420.5591.

All questions and concerns related to safety and security in our residence community can be directed to the desk.
Initial service enquiries can be made to the same location and will be directed accordingly.

PLEASE NOTE: While the contact addresses listed above are applicable for postal mail, the best address for couriers and delivery-services, as well as those driving, walking, or arriving by taxi is: **5907 Gorsebrook Avenue, Halifax, NS, B3H 1G3.**

LIVING IN RESIDENCE: A GUIDE TO THE SAINT MARY'S RESIDENCE COMMUNITY

WELCOME

Welcome to Saint Mary's University and the Saint Mary's residence community!

Not all learning happens in the classroom. An important part of university is experiencing life in residence. By living in residence here at Saint Mary's students get to know people from around the world in a close-knit community, while experiencing life at the heart of the university.

Our residence community is a living-learning community that exists within the larger University's learning, teaching, and working community of students, faculty and staff, and we are committed to providing a civil and safe environment which is respectful of the rights, responsibilities, well-being and dignity of all. We are committed to creating a culture of respect and a campus environment free from oppression manifested in racism, sexism, homophobia, heterosexism, transphobia, ageism, ableism and other forms of systemic and social exclusion.

Our many residence choices allow you to select your living arrangements based on your unique needs. If you are new to university, find the perfect spot in one of our three furnished residence buildings on campus (located minutes away from downtown Halifax and the beautiful Atlantic Ocean). We also have graduate and family housing options.

SMU Dining (Aramark Higher Education), our campus food service provider here at Saint Mary's, offers full food services throughout the academic year. Choose a meal plan that suits your dietary needs and your budget.

This Residence Handbook is designed to outline how we live in residence here at Saint Mary's and to provide answers for the questions you might have about the residence community. For more information, visit our [Housing & Residence website](#) or visit the Housing & Conferences Services office located in Loyola (LR114).

All the best for a safe and successful year!

WHO'S WHO IN RESIDENCE

RESIDENCE STAFF

Director, Housing & Conference Services

The Director, Housing & Conference Services, administers University residences, Family Housing, and Conference Services, oversees external agents such as the Beauty Salon and the Barber Shop located in residence, and is involved in the administration of Food Services, Vending, Beverage Services, and Print Services at the University, as well as the University's Campus Bookstore SMUshop. The Director oversees residence application and assignment processes through the Housing & Residence Office and is aided in this by three Housing & Residence Representatives. In addition, the Director supervises staff in the department, prepares and administers the annual budget, develops and reviews departmental policies and procedures affecting the quality of student life, and liaises with students, parents / supporters, the broader University community, and the general public. The Director is also involved in student conduct administration.

Assistant Director, Residence Life

The Assistant Director, Residence Life oversees the residence life program and is responsible for maintaining a high quality of life in our Saint Mary's residence community, supervising and working closely with the Residence Coordinators, the Programming & Engagement Coordinator, and the Residence Assistants.

Residence Coordinators (RC)

Each of the three residences in our community (Loyola, Rice, and Vanier) has a live-in, paraprofessional Residence Coordinator (RC). RCs assist with the supervision of our student staff (RAs) and also serve as mentors, administrators, and community advisors. Residence Coordinators work with RAs to identify student and community needs and then develop programs designed to address those needs. RCs also foster a positive living-learning environment conducive to the academic goals of the university and promote responsible behavior among residents (including intervention and follow-up with individuals experiencing behavioural / disciplinary issues or other personal challenges). RCs also hold office hours in the evenings and participate in an after-hours on-call system throughout the academic year.

If a resident is experiencing a problem with residence living, they should not hesitate to see their Residence Coordinator.

Residence Assistants (RA)

Residence Assistants (RAs) are senior student leaders who live in residence. RAs are carefully selected and receive extensive training in maintaining community standards, peer counselling, community programming development and crisis management.

RAs provide personal assistance to students, co-ordinate social and educational programs, explain and enforce policies and regulations, carry out various administrative tasks, and act as a liaison between students and residence administration. They aim to promote an atmosphere in residence that is fun, friendly, and fulfilling, while maintaining a degree of order and discipline. They also try to maintain a balance between a reasonably quiet environment for studying and sleep, and an atmosphere where students can relax and socialize.

Residents meet their RA shortly after they move in. RAs distribute supplies, post information on the floor, and holding regular floor meetings to keep residents informed, hear their concerns, and help them meet floor-mates.

Programming & Engagement Coordinator

The Programming & Engagement Coordinator (PEC) supports initiatives in the areas of residence life programming, student engagement, and living-learning communities. The PEC coordinates the implementation and delivery of the programming in our residence, assists in the training and supervision of student staff, helps develop new initiatives intended to heighten the involvement and engagement of students in the Residence Community, the University, and the broader Halifax community, and is also involved with living-learning communities in residence.

Housing & Residence Representatives

Located in Housing & Conference Services office (LR114), the three Housing & Residence Representatives are committed to providing information and resources to residence students to maximize their residence experience. They educate and inform current and future residence students on residence policies, procedures, application processes, move-in and departure information, as well as liaise with other departments on campus to ensure a smooth and successful transition into life in residence.

Assistant Director, Residence Services

The Assistant Director, Residence Services is responsible for maintaining a safe, secure, and comfortable atmosphere for all residence community students by implementing and enforcing residence community standards, rules, and regulations. The Assistant Director is aided in this by a team of Residence Services Officers (RSOs).

Residence Services Officers (RSOs)

Residence Services Officers (RSOs) are members of a student security team under the supervision of the Assistant Director, Residence Services. They work to ensure that the residence community is a safe and enjoyable experience for everyone. RSOs are trained to help inform and educate students about residence community standards, rules, and regulations, and to help enforce University policies and procedures. RSOs are also trained to respond to emergency situations.

RSOs can be contacted by calling the Loyola Residence Desk, which is staffed 24 hours / day, 7 days a week, at: 902.420.5591.

Manager, Residence Services

Under the supervision of the Assistant Director, Residence Services, the Manager, Residence Services coordinates residence maintenance and custodial services in conjunction with the Facilities Management Department.

RESIDENCE OPTIONS

SINGLE STUDENT HOUSING

Loyola North Residence

Loyola is a 22-story high-rise building containing both dormitory and apartment style residences. (The apartments are reserved for senior students, graduate students and students with families.) The dormitory style residence floors are available to all single students. Each of the 19 residence floors is comprised of single and super single rooms arranged in 4 suites, attached to the floor's central hallway. Each suite has its own shared, but private washroom facilities consisting of one room containing a toilet and sink, as well as a second room consisting of a tub, shower and sink. Approximately students live on each floor.

Each floor has a furnished common lounge with cable TV hookup and a small kitchenette area for preparing snacks.

All residents in single and super single rooms must purchase one of the University's mandatory meal plans.

Vanier Residence

Vanier is comprised of all-female and coed floors. It is a low-rise 4-story building with 4 separate units (A, B, C, & D House). Approximately 40 students live in each house. Each floor is comprised of single and super single rooms arranged in three suites, which converge on a central foyer. Each suite has its own shared, but private washroom facilities. Each floor has a furnished common lounge with cable TV hookup.

All residents in single and super single rooms must purchase one of the University's mandatory meal plans.

Edmund Rice Residence

Rice is a 17-story high-rise residence containing apartment-style accommodations for 309 new and returning residence students. Half of the 16 coed floors house 24 students in 6 apartment units. Each of these apartments contains two double bedrooms (generally shared by 4 students), a common kitchen and living/dining area and a full bath. The kitchen contains a full-size fridge and stove/oven, as well as sink, cabinets and counter space. The living/dining area contains a table with four chairs, a sofa with 2 matching chairs and a coffee table. The other 8 floors house 18 students in 6 apartment units. These apartments contain 3 private, carpeted bedrooms. Also in each of these apartments there is a kitchen containing a full-size fridge and stove/oven, as well as sink, cabinets and counter space. There is no living/dining area in these apartments.

In all apartments occupants must provide their own pots, pans, cutlery, glassware, cleaning supplies and small appliances. Within each apartment the gender is generally either all-male or all-female. Coed apartments do exist but only at the request and/or agreement of all potential roommates and each bedroom would still be either all-male or all-female.

Rice residents must purchase a minimum mandatory flex dollar plan to supplement their own cooking. They can also upgrade to more robust meal plans if they wish.

SENIOR APARTMENTS

Loyola Residence & Vanier Residence

Senior Apartments are normally residence options for 3rd and 4th year single students (normally those 21 years of age or older, or with 60+ credit hours completed). These are furnished suites with cooking facilities, in a number of different configurations. (Please note that some units have full kitchen, while kitchenettes in some 2-bedroom units only have a mini fridge and microwave. Individuals interested in Senior Apartments should contact Housing at residence.housing@smu.ca for more information.

Senior Apartment residents must purchase a minimum mandatory flex dollar plan to supplement their own cooking. They can also upgrade to more robust meal plans if they wish.

FAMILY & GRADUATE HOUSING (APARTMENT-STYLE)

Loyola Residence

Family & Graduate Housing (Apartment-Style) consists of partially furnished and unfurnished 1- and 2-bedroom apartments in Loyola Residence. All utilities are included in Family & Graduate Housing apartment rent: heat, hot water, electricity / lights, and Internet. These accommodations are available to graduate students or students with spouses and/or children.

Family & Graduate Housing rent is due and payable on the first day of each month through pre-authorized payment (PAP). Individuals must provide a void cheque from the bank account of their choice (Canadian funds ONLY) and sign an authorization form. Individuals living in Family & Graduate Housing must be enrolled in the pre-authorized payment plan. Family & Graduate Housing residence agreements run from August 1 or September 1 until July 31 the following calendar year.

Individuals interested in Family & Graduate Housing apartments or who have questions regarding eligibility for these accommodations should contact Housing at residence.housing@smu.ca for more information.

SUMMER HOUSING

Summer Residence is available at Saint Mary's University from May to August. Please contact the Housing & Residence Office at residence.housing@smu.ca for more information.

COED LIVING

Coed floors are available in Loyola, Rice, and Vanier Residences. In Loyola and Vanier, generally three female students and three male students are assigned to each of the suites on the floor. They share the same washroom facility, which consists of an individual shower/tub room and individual 2-piece washroom in Loyola Residence, and a 3-piece washroom in Vanier Residence.

QUIET FLOORS / AREAS

All three residences have designated quiet floors / areas. On these floors, quiet hours are in effect 24-hours a day. Stereo equipment may only be used with earphones or at a level contained within the room.

In order to live on a Quiet Floor, students must agree to conditions / community standards set down to ensure the comfort of all floor members. These floors are designed for the individual who needs extra quiet throughout the day.

ALCOHOL-FREE FLOORS / AREAS

All three residences have designated alcohol-free floors / areas. Residents and guests on these floors / areas are not permitted to possess, consume, or otherwise be under the influence of alcohol when on these floors.

In order to live on an Alcohol-Free Floor, students must agree to conditions / community standards set down to ensure the comfort of all floor members. These floors are designed for the individual who prefer an alcohol-free environment.

SMOKE-FREE CAMPUS

The Saint Mary's University campus (indoors and out, including all residences) is completely smoke-free. The policy prohibits the use of all tobacco products: traditional cigarettes, e-cigarettes, chew, pipes, cigars, hookah or water pipe smoking, snus, snuff, etc, except for approved indigenous ceremonial use.

ACCESSIBILITY

Individuals with special needs or concerns about accessibility should contact Housing at residence.housing@smu.ca for more information.

FURNITURE, LINENS & TECHNOLOGY

All residence rooms (with the exception of Family & Graduate Housing apartments) are furnished.

A single room contains a bed; a desk with built in hutch, shelves, and lighting; a desk chair; wastebasket; closet or wardrobe; and curtains for the windows. The private bedrooms on renovated floors in Rice Residence also include a lounge chair.

Super single rooms in Vanier and Loyola North contain two sets of the aforementioned furnishings.

Linens (sheets, blankets, pillows, etc.) are NOT provided by the University; residents should source their own. Most residence beds are standard (33" x 76") or long twin beds (33" x 82"), though a limited number of rooms do have double beds (54" x 80"). Students are encouraged to bring any linen they may require from home. As well, the University Campus Store located on campus often has linens available for purchase.

Individuals need to bring their own computer with an installed, brand name Ethernet card and all connecting / patch cords. A patch cord is required to connect to the internet at your desk in your room. WIFI is also available. Students must agree to abide by Saint Mary's codes of computer conduct or face disconnection.

Questions or concerns with WIFI or the campus computer network should be directed to the EIT Help Desk at 902.496.8111.

RESIDENCE FEES

RESIDENCE FEES

Residence room rates include: electricity, heat, hot water, janitorial service, access to user-pay laundry facilities, access to the campus wide network, unlimited internet access. Parking fees are extra.

Computers, patch cords, and linens are not provided. Apartment-style housing also includes a range and a refrigerator.

CURRENT RESIDENCE and **MEAL PLAN RATES / FEES** are available from the Housing & Residence Office and can also be found on the University website: <http://www.smu.ca/academics/tuition-fees-other-expenses.html>

Payment options are available on the Service Centre webpage: <http://smu.ca/servicecentre.html>

PAYMENT OF FEES

All Residence fees are paid directly to the Service Centre (servicecentre@smu.ca), except: A) the \$500 Residence Confirmation Deposit, which is paid via the Housing portal and applied towards second semester fees, and B) monthly rent for Family & Graduate (FGH) apartments, which is collected the 1st of each month through pre-authorized payment (PAP).

All fees must be paid (or arrangements for payment made) with the Service Centre, by the fee deadlines outlined in the University's Academic Calendar of Events, which is contained within the Undergraduate Academic Calendar of Saint Mary's University: <http://www.smu.ca/academics/academic-calendar.html>.

Students with unpaid accounts from a previous semester or year will not be permitted to enter residence until the account has been paid in full.

PARKING RATES

Please contact Facilities Management for updated parking rates:

- 902.420.5572
- <https://www.smu.ca/campus-life/parking.html>

RESIDENCE DINING & MEAL PLANS

RESIDENCE DINING

All individuals residing in single and super single rooms in Loyola North and Vanier Residences must purchase one of the University's main mandatory meal plans.

All residents of Rice and Loyola Senior Apartments are also required to purchase a minimum mandatory flex dollar plan to supplement their own cooking. Rice and Loyola Senior Apartment residents are also able to upgrade to other meal plans if they wish.

Flex dollars (where appropriate) can be used to purchase items at the other food establishments on campus. A meal card is issued in the amount originally purchased. Lost cards should be reported immediately to SMU Dining (dining@smu.ca).

Our [Meal Plan policies](#) are available online: <https://smuca.campusdish.com/TermsAndConditions>

More information on food service options on campus is available online at: <https://smuca.campusdish.com/> and <https://www.smu.ca/campus-life/meal-plans-and-food-options.html>

Key Features of Our Dining Plan:

- Flex dollars are accepted at all food service outlets on campus.
- You can obtain an update of the balance in your account at all cashier outlets.
- Additional flex dollars may be purchased and added to your account via e-commerce or the SMU Dining Food Services Office (Loyola 207). Contact dining@smu.ca or 902.420.5599 for more information.

APPLYING TO RESIDENCE

Once you have been accepted to Saint Mary's and accepted your offer of admission to the University by paying the deposit via the [application portal](#), you can activate your SMU ID and apply for residence via the [Housing Portal](#).

If you have not fully accepted your offer of admission, you will need to submit your confirmation deposit through the [application portal](#). (Your admission deposit reserves your spot at the university and allows you to apply for residence, register for courses when registration opens for the term, etc.). Once the deposit has been paid, you will need to follow the steps using the following link [Acceptance Pack | Acceptance Pack | Saint Mary's University \(smu.ca\)](#). (Please note that it will take 1-2 business days after the offer of admissions has been accepted before you will gain full access to your SMU ID permissions.)

If you have already accepted the university's offer and paid the academic confirmation deposit your SMU ID should be activated. To log into the [Housing Portal](#) you will need to enter your SMU email and password (this is the same as your s# password).

Applications for Family & Graduate Housing apartments are done directly through the Housing & Residence Office.

Questions concerning applying for residence or using the online Residence Portal can be directed to Housing. (residence.housing@smu.ca)

CONFIRMING A RESIDENCE OFFER

Once an individual has been accepted for residence, they will receive notice via email that the University has made a commitment to provide them a bed space in residence for the upcoming academic year.

Individuals MUST CONFIRM their intention to accept the University's offer of a residence bed space by reading and submitting a signed Residence Agreement as well as a \$500 Residence Confirmation Deposit. This is done via the Residence Portal.

Individuals should ensure that their signed Residence Agreement and \$500 Residence Confirmation Deposit are both received as directed. Posting a payment to a student account does not constitute confirmation of a residence offer.

Upon receipt, the \$500 Residence Confirmation Deposit is held by the University and will be applied against second semester residence fees in January.

PLEASE NOTE: If the signed Residence Agreement and \$500 Residence Confirmation Deposit are not received by the required date, an individual's residence application is automatically withdrawn. Individuals are encouraged to contact Housing & Residence, prior to the deadline, to ensure their signed Residence Agreement and \$500 Residence Confirmation Deposit have been received.

If individuals contact Housing and cancel their room reservation in writing by August 1, \$250 of the \$500 Residence Confirmation Deposit is refundable. The balance of the Residence Confirmation Deposit (\$250) is neither refundable nor transferable and is absorbed by the University.

There are no refunds of the \$500 Residence Confirmation Deposit after August 1.

WAIT-LIST PROCEDURE

The University often receives more residence applications than there are available beds. Once all residence bed spaces are full, individuals are offered an opportunity to be added to the Residence Wait-List, if they wish.

In order to confirm acceptance of a Residence Wait-List offer, individuals MUST:

- Read and submit a signed copy of the "Wait-List Agreement" to Housing, AND
- Submit a \$500 Residence Confirmation Deposit (payable to Saint Mary's University)

Position on the wait-list is determined by the date and time the University receives the signed Wait-List Agreement and \$500 Residence Confirmation Deposit.

Once placed on the wait-list, an individual's position / number may improve:

- IF someone currently assigned a bed space withdraws academically from the University, or
- IF someone ahead of them on the wait-list withdraws their residence application

If an individual on the wait-list is offered a bed space, they MUST acknowledge the acceptance of the offer in writing within the specified deadline (determined and noted when the offer is made). After that acknowledgement is received, the individual will be officially assigned to their bed space.

On the second day of classes all individuals still on the Residence Wait-List are required to contact Housing (as per the conditions in the Residence Wait-List Agreement).

ROOM ASSIGNMENTS

Individuals are required to occupy the specific room / apartment and bed space assigned to them by Housing. Rooms and bed spaces in residence are assigned on a priority basis taking into consideration, but not guaranteeing, the specific requests of applicants. **Preferences, including room types, floor types, and specific buildings, provided via the application process are not guaranteed.** Room assignments for September are completed over the summer and are normally available in late July or early August. Room assignments for individuals starting in January are available in mid-December.

REQUESTING ROOMMATES

Individuals applying for bed spaces in double rooms or apartments can apply in pairs or groups of three / four, respectively. Roommates must request each other before Housing will place them together. Housing will assign roommates to individuals without specific roommate requests, taking into consideration the profile information presented on their residence application. Roommate requests are not guaranteed.

ROOM ASSIGNMENTS

While taken into consideration during the room assignment process, preferences outlined in residence applications are not guaranteed.

Returning students who complete an application and pay their \$500 Residence Confirmation Deposit on or before the deadline dates provided by the Housing & Residence Office are normally given room assignment priority, though specific placements are not guaranteed. If either of the above conditions is not met, a returning student forfeits their seniority for room assignment. Priority for assignments is determined based on numerous factors including, but not limited to, application date, deposit date, medical / personal wellness considerations, availability of spaces, etc.

After returning student requests have been accommodated, room assignments are completed for off-campus and new student applications. Priority for room assignments is determined based on numerous factors including, but not limited to: application date, deposit date, medical / personal wellness considerations, availability of spaces, etc.

Priority for a particular room / apartment normally goes to the individual who lived there the previous year, provided they have met application process requirements, though this not always the case, depending upon circumstances.

RESIDENCE AGREEMENT & TERMS OF OCCUPANCY

RESIDENCE AGREEMENT

The Residence Agreement is a rental contract between the student and the University outlining the student's obligations regarding the terms of occupancy, conduct, payment of fees, etc. Students under 19 years of age must have the Agreement signed by a parent or guardian.

Students may not be permitted to move into residence until they have completed and signed the Residence Agreement. If a student fails to sign a Residence Agreement, for whatever reason, prior to taking up residency, the terms and conditions as outlined in the Residence Handbook will be the basis of the rental contract between the University and the student. "Student" for the purpose of the Residence Agreement, refers to anyone attending an educational institution, whether it is Saint Mary's University or another institution.

The Family & Graduate Housing Residence Agreement is distinct from the standard, single student housing Residence Agreement, including key differences in terms of occupancy periods, term, and withdrawal / refund policies. Individuals should be sure to closely read and understand their Residence Agreement.

RESIDENCE PRIVILEGES

The University reserves the right to refuse an application for residence accommodation, to cancel / suspend residence privileges at any time and to reassign individuals to other rooms for reasons it deems appropriate.

ELIGIBILITY

Students must be in full-time attendance at Saint Mary's University (or another approved post-secondary institution) in order to be eligible for residence accommodation. Students who are registered part-time may be considered for residence at the discretion of the Director. Students whose status changes from full-time to part-time, during the academic year must notify Housing & Residence.

MOVE-IN SCHEDULE

Students who have been accepted for residence accommodation will be sent a schedule of move-in dates and times and they must plan to arrive according to this schedule. The University will not accept responsibility for students who arrive outside the scheduled dates and times and it is the student's responsibility to find and pay for temporary accommodations if required. Residence move-in usually takes place early in September (2-3 days before classes begin). Residence move-in for the second semester takes place in early January (normally 1 day before classes begin).

THEFT & LOSS

The University cannot assume responsibility for lost, stolen, or damaged possessions. As such, individuals are advised against leaving large sums of money or valuables in their rooms. Any theft or loss should be reported immediately to the Halifax Police, University Security, and the Loyola Residence Desk.

TENANT & LIABILITY INSURANCE

Individuals are responsible for arranging adequate insurance coverage for their belongings. The University's insurance policy does not cover damage to or loss of individual's personal property, however caused.

Individuals should contact their insurance agent to determine if they are covered under their parent's home insurance and if so, for what amount. Individuals should also determine if additional insurance is required for more expensive items such as a camera, TV, stereo, computer, or jewelry. The University will not assume responsibility for

loss or damage to any possessions, however caused. Individuals are responsible for reporting stolen personal items to the Halifax Regional Police.

Individuals are also responsible for arranging adequate liability insurance coverage. The University's insurance policy does not assume liability on behalf of individuals or cover damage to or loss of personal property, however caused.

Questions to ask an insurance agent:

1. Am I covered under my parent's policy while I am away at school?
2. For what amount am I covered?
3. Are there any restrictions to this coverage?
4. Should I have additional coverage for any valuable items?

OCCUPANCY PERIOD

With the exception of Family & Graduate Housing apartments, the occupancy period for each semester begins with the scheduled date and time for residence move-in and concludes 24 hours after each student's last examination according to the formal examination schedule prepared by the Registrar. Therefore, the occupancy period may be different for each individual student. The occupancy period extends for the entire academic year as per the 8-month Residence Agreement **but does not include the holiday break stay-over period outlined below.**

Individuals who fail to properly check out of their residence space at the appropriate time are subject to additional charges and fees, including, but not necessarily limited to, Failure to Depart charges, improper check out charges, and/or nightly tariffs.

The Family & Graduate Housing occupancy period is as noted in its specific Residence Agreement, though generally speaking Family & Graduate Housing occupancy periods run until July 31 of the following year.

HOLIDAY / CHRISTMAS BREAK & STAY-OVERS

The occupancy period does not include the Holiday / Christmas break period.

Individuals in single student housing must apply for permission to remain in residence during the holiday break by completing a Stay-Over Request and submitting it by the noted deadline to Housing. Approved individuals are charged a stay-over fee via their student account. They may be required to temporarily move into a room other than the one assigned to them for the academic year. Students who apply to stay for holiday period after the posted deadline will be charged a late fee of \$75 in addition to the stay-over fee.

All students who are continuing their studies at the University in the Winter semester are permitted to leave their belongings in their room and retain their keys over the holiday period. Please note that the University Services are very limited over the Christmas break / holiday and the offices and cafeterias are closed.

Individuals who fail to properly check out of their residence space at the appropriate time are subject to additional charges and fees, including, but not necessarily limited to, failure to depart charges, improper check out charges, and/or nightly tariffs.

For additional information on stay-overs, individuals should contact Housing at residence.housing@smu.ca.

EXTRA DAYS: EARLY ARRIVALS & EXTENSIONS

Under normal circumstances, individuals are not permitted to arrive earlier, or stay later, than the occupancy period detailed in the Occupancy Period section of this Residence Handbook.

Individuals who fail to properly check out of their residence space at the appropriate time are subject to additional charges and fees, including, but not necessarily limited to, Failure to Depart charges, improper check out charges, and/or nightly tariffs.

WITHDRAWING FROM RESIDENCE OR BREAKING A RESIDENCE AGREEMENT

SINGLE STUDENT HOUSING

An individual who wishes to break their Residence Agreement and/or withdraw from residence must officially notify Housing in writing and complete the appropriate procedures and forms.

If applicable, the student must also confirm (in writing) that they have withdrawn academically from all of their classes. Students attending institutions other than Saint Mary's University must provide, in writing, an official "confirmation of withdrawal" from their institution.

Individuals withdrawing from residence during the academic year must follow all check-out procedures outlined in the Residence Handbook (including appropriate cleaning, disposal of garbage, and return of keys / access cards).

Failure to properly follow check-out procedures may result in the student being charged applicable room and board fees for a period up to and including the entire academic year.

Individuals who withdraw from residence will be charged as follows:

- A) Individuals who withdraw and complete all necessary administrative requirements **before their official move-in date in September** will forfeit the \$500 deposit.
- B) Individuals who withdraw and complete all necessary administrative requirements **after their official move-in date but before the first day of classes** will forfeit the \$500 deposit and be charged for the nights they were in possession of their residence room.
- C) Individuals who withdraw and complete all necessary administrative requirements **after their official move-in date AND are withdrawing from the University / their post-secondary institution altogether** will forfeit the \$500 deposit and be charged for the nights they were in possession of their residence room.
- D) Individuals who withdraw and complete all necessary administrative requirements **after their official move-in date AND remain academically enrolled at the University / their post-secondary institution** will forfeit the \$500 deposit and be charged for the nights they were in possession of their residence room, as well as an additional 60 billable nights*. (*Up to and including the entire term of the Residence Agreement and not exceeding it.)

No pro-rated refund of residence fees will be issued after the last day of classes in a term. Individuals who fail to properly withdraw are subject to Improper Withdrawal / Failure to Depart charges. ALL individuals who withdraw from residence and complete the necessary administrative requirements are eligible for a partial refund of the mandatory meal plan in accordance with the Meal Plan Addition and Withdrawal Schedule / policies. (Please note that individuals who withdraw from / leave meal plans will be charged 1. a pro-rated amount based on the dates they were enrolled in a meal plan, 2. a meal plan administrative fee, and 3. forfeit unused flex dollars.)

FAMILY & GRADUATE HOUSING (APARTMENT-STYLE)

As detailed in the Family & Graduate Housing Residence Agreement, individuals are responsible for the rent for the duration of the term noted in the Residence Agreement.

However, individuals may be eligible to transfer their Family & Graduate Housing Residence Agreement as follows:

- A) A resident who wishes to terminate their Residence Agreement and vacate their Family & Graduate Housing apartment prior to the expiration of the term of their Residence Agreement may be permitted to have another individual not currently involved with residence replace them with the University's approval.

The replacement must meet the University's eligibility requirements. In these cases a resident's agreement is cancelled and the new resident signs their own Residence Agreement.

An individual who wishes to apply to transfer their Family & Graduate Housing Residence Agreement must officially notify Housing in writing and complete the appropriate procedures and forms.

Individuals vacating Family & Graduate Housing apartments must follow all "Check-Out Procedures" outlined in the Residence Handbook (including appropriate cleaning, disposal of garbage, and return of keys and access cards). Failure to properly follow check-out procedures may result in additional charges.

WHAT TO BRING TO RESIDENCE

An individual's residence room is their home for the academic year; as such, if items are in accordance with our policies, individuals should bring whatever they need to make it comfortable. Individuals are advised against bringing valuable possessions into residence. All personal belongings should be insured.

SOME SUGGESTED PERSONAL ITEMS:

- Personal ID (health card, driver's license, passport, etc.)
- Masks (for COVID-19 prevention)
- Cell phone / mobile phone
- University documents
- Warm clothing
- Rain gear
- Towels and face cloths
- Bathrobe
- Flip-flops (for shower)
- Stapler, scissors, and other stationary / school supplies
- Hair dryer
- Personal care products (shampoo, body wash / soap, toothpaste, toothbrush, etc.)

SOME SUGGESTED ITEMS FOR YOUR ROOM:

- Computer, printer, and associated cords
- Power bars (CSA approved)
- Alarm clock
- Clothes hangers
- Laundry basket / bin
- Laundry detergent
- Drying rack
- Iron
- Pillows
- Bed linens
- Blankets, duvet, or comforter
- Kettles (with automatic shutoff switches) and microwave ovens
- Mini fridge (5.2 cubic feet or smaller in size)

SOME SUGGESTED 'EXTRAS':

- First aid kit
- Flashlight
- Needle and thread
- Sports equipment

ITEMS NOT PERMITTED IN RESIDENCE

ITEMS PROHIBITED IN OUR RESIDENCE COMMUNITY INCLUDE:

- Animals / pets (including fish)
- Weapons (including but not limited to firearms, BB guns, air pistols / rifles, pellet guns, paint guns, ammunition, hunting / exotic knives, swords, archery equipment, target pistols, machetes, etc.), replica weapons, or toy weapons
- Explosive devices, propane canisters, flammable liquids or other hazardous substances
- Hate symbols or items (including, but not limited to, Nazi paraphernalia, Confederate flags, etc.)
- Waterbeds, dishwashers, clothes washers and dryers
- Real / live Christmas Trees and large tree lights (fire-retardant, artificial trees and mini-lights are acceptable)
- Candles, lanterns, incense, and other incendiary materials or sources of open flame
- Heated scent-producing device / products (i.e. Scensty warmers and the like)
- Rugs and carpets
- Drapes, furniture and / or personal items that interfere with heating systems
- IN ROOMS WITHOUT COOKING FACILITIES: electrical kitchen appliances, including but not limited to hot plates, toasters, electric frying pans, air fryers, deep fryers, toaster ovens, grills, rice cookers, instapots, etc. (Kettles with automatic shutoff switches and microwave ovens are permitted.)
- Electric heaters
- Halogen lamps
- Milk crates
- Shopping carts
- E-Bikes / E-Scooters / Scooters
- SINGLE STUDENT HOUSING: soft-covered furniture
- Wooden blocks or other bed-raising apparatus
- IN LOYOLA and VANIER: Refrigerators of more than 5.2 cubic feet in size
- Aerials and / or other devices installed or attached on / to the exterior of the building
- Funnels and / or other speed-drinking devices
- Beer Pong tables
- Brewing / distilling equipment or apparatus
- Common source alcohol (including kegs, mini kegs, and Texas Mickey's)
- Cannabis, in all forms, and cannabis-related products
- Bongs or hookahs
- Drug paraphernalia
- Canned / spray snow and similar products
- Any other materials or objects which will endanger student health and safety in residence

PLEASE NOTE:

Amplified musical instruments and drums cannot be played within residence. Acoustic instruments are permitted provided the sound created is self-contained in the resident's room.

MOVING IN & MOVING OUT

MOVING IN

Individuals may move into residence any time after the residences officially open, prior to classes beginning. The scheduled move-in dates in September are generally two to three days before classes begin. In January the move-in date is normally one day before the start of classes.

PLEASE NOTE: The best address to use for wayfinding to the Loyola Residence Desk for those who are driving, walking, or arriving by taxi/Uber is: 5907 Gorsebrook Avenue, Halifax, NS, B3H 1G3.

LATE ARRIVAL

If individuals do not arrive and register for their residence room by 5:00 pm on the first day of classes (when starting in either September or January), their residence room reservation will be cancelled and their \$500 Residence Confirmation Deposit will be forfeited. If an individual knows they will be arriving late they must contact Housing and provide written notification (prior to the first day of classes) that they will be arriving late for residence.

SENDING LUGGAGE AHEAD

The University cannot assume responsibility for luggage or trunks shipped in advance of resident arrival. Trunks or pieces of luggage that arrive early are not accepted. The University will not accept any COD (Cash on Delivery) luggage or parcels for any individual at any time during the year.

BRINGING PERSONAL ITEMS

An individual's residence room is their home for the academic year; as such, as long as items are in accordance with our policies, individuals should bring whatever they need to make it comfortable. Individuals are advised against bringing valuable possessions into residence. All personal belongings should be insured.

Please be aware that the University does not provide:

- Bed linens
- Pillows
- Towels and facecloths
- Soap and toiletry items for personal use
- Detergent for washing clothes and laundry bag / basket
- Coat hangers
- Telephones
- Computers and / or associated cords

PLEASE NOTE: In the interest of public safety, Saint Mary's, like most universities, has prohibited certain items from use in single student housing. Please refer to the Items Not Permitted in Residence and Pest Control sections for additional details.

ROOM INSPECTIONS

Prior to an individual's arrival on campus, an inspection of rooms is undertaken and deficiencies are noted.

Periodically and at the conclusion of each semester a thorough room check will be undertaken. The cost of damages beyond normal wear and tear or replacement of an item will be billed to the student. In rooms / apartments with more than one occupant, all occupants will be held equally responsible for damage.

MOVE OUT / CHECK-OUT PROCEDURES

In cases where individuals fail to follow check-out procedures (including but not limited to inadequate cleaning, damages, items left behind, or a failure to return keys / access cards), cleaning and remediation will be done by

University staff and the individual(s) will be billed an appropriate amount for labour and materials. In the case of Family & Graduate Housing, these items will be applied against the damage deposit, though in extreme cases individuals may be billed above and beyond the deposit amount.

Individuals who fail to properly check out of their residence space at the appropriate time are subject to additional charges and fees, including, but not necessarily limited to, Failure to Depart charges, improper check out charges, and/or nightly tariffs.

When an individual moves out of residence (Family & Graduate Housing apartments included) they **MUST** follow the check-out procedures listed below. *(In rooms / apartments with more than one occupant each student must follow this procedure, not just the last student to leave.)*

- All personal belongings and garbage must be removed from the room / apartment
- The room / apartment must be thoroughly cleaned, including the following:
 - All floor surfaces must be swept clean and washed
 - All wall surfaces must be washed (kitchen, hallways, bathrooms, and bedrooms)
 - The bathroom sink, tub, tiles, and toilet must be scrubbed.
 - The refrigerator must be emptied and wiped out. The freezer must be defrosted and cleaned.
 - The oven, stovetop and burners included, must be thoroughly cleaned.
- The residence room / apartment door should be closed and locked and all keys / access cards returned to the Loyola Residence Desk.

PERSONAL PROPERTY / ABANDONED PROPERTY

Saint Mary's University assumes no responsibility for personal property including abandoned property within the Residence complex. Property / items left in a residence room or apartment after check-out will be considered abandoned property. Property / items left in designated residence storage areas after the residence closure date will be considered abandoned property. Abandoned property will be disposed of by the Department of Housing & Conference Services.

GETTING ALONG WITH OTHERS IN RESIDENCE

ROOMMATE / SUITEMATE CONFLICTS & MEDIATION

It is expected that roommates / suitemates will communicate with each other openly and respectfully to establish guidelines and address any issues that occur or begin to develop.

However, sometimes roommates / suitemates find it awkward or uncomfortable to speak directly to their roommate about issues that are occurring in their room or on the floor.

The mediation process is a great way for roommates to address their concerns directly and respectfully with each other in a safe, structured manner. Residence Assistants (RAs) have received training to facilitate this type of confidential meeting in an unbiased, non-confrontational, and non-judgemental manner. They will also make sure the meeting stays on track and that the meeting guidelines are being followed.

A typical mediation session involves the following:

- RA reviews guidelines for meeting (i.e. one person talks at a time, be respectful, no interrupting, no name-calling, tell the truth, etc.).
- First person states their concerns - RA clarifies and paraphrases.
- Second person states their concerns - RA clarifies and paraphrases.
- Both parties agree upon the key issues that need to be addressed.
- Both parties work together to brainstorm ideas to resolve each issue, one at a time.
- RA writes up what was agreed upon - roommate contract - and each party signs.
- Either party can request to re-visit agreement in the future, if it is not working.

ROOM CHANGES & BED SWAPS

ROOM CHANGE REQUESTS

Residence students are expected to occupy the room and bed assigned to them by the University through Housing & Residence. However, if students are experiencing problems with their particular room assignment they can apply for a room change, though there is no guarantee requests can be accommodated.

All room changes must be preauthorized by Housing.

Room Change Request processes normally begin (via the Housing & Residence office) at the end of the first month of the semester. Requests for room changes will not be considered before this time.

Students may be required to participate in a mediation session with their roommate (if applicable) before a room change is approved.

Room changes are prioritized at the discretion of Housing & Residence, based on the need of all those who apply (not on a first come, first served basis). All room changes are also subject to the availability of the alternate accommodation.

BED SWAPS

All room changes between rooms and apartments must be preauthorized by Housing. However, within an assigned room, roommates may agree to swap beds.

Bed swaps can be completed at any point during the academic year (after arrival) with the consent of both roommates.

ALL individuals involved with a bed swap must immediately inform Housing by completing an official Bed Swap Notification Form.

RESIDENCE FACILITIES, SERVICES & MAINTENANCE

BARBER SHOP & BEAUTY SALON

There are both a barber shop and a beauty salon located in Henn Alley / the residence complex. Both are open to all members of the campus community as well as the general public.

CABLE TV

Televisions and appropriate cables are provided within Loyola and Vanier lounges for use by residents of the floor. Cable TV is not provided in individual rooms.

CUSTODIAL / CLEANING SERVICES

The University's custodial / cleaning staff maintains all stair areas, common hallways, the general cleaning of all floor lounges, and the weekly scouring of bathrooms (with the exception of apartment units in the Rice Residence and the Senior Apartments in Vanier and Loyola residences, which are self-contained).

Individuals are responsible for their own rooms; in suites, occupants are responsible for the day-to-day tidiness of the hall and bathroom. Refuse, scraps, and garbage are to be properly separated, bound / bagged, and recycled or deposited in the garbage chute provided on each floor as appropriate.

DAYCARE / CHILD CARE

Point Pleasant Child Care Centre (PPCCC) is a non-profit, community-based organization with two daycares / child care facilities located on the Saint Mary's University campus. The organization provides quality childcare programmes in a safe and nurturing environment. A team of full-time credentialed early childhood educators plan a developmentally appropriate program in each classroom. They are responsible for planning and implementing programs that promote children's growth and development based on age-appropriate activities and experiences. Our Inclusion Coordinator supports families and staff to ensure appropriate supports are in place for children with special needs. Each facility is equipped to prepare a hot noon meal and two snacks per day.

Point Pleasant Child Care Centre's Saint Mary's University Rice Residence Facility has a licensed capacity of thirty children and offers two programs based on age:

- The Toddler Room: for children two to three years
- The Preschool Room: for children three to four years

The Infant Centre Facility is located in Henn Alley in the Saint Mary's residence complex and has three classrooms.

- The Junior Infant Room: for children three months to twelve months
- The Senior Infant Room: for children twelve months to eighteen months
- The Toddler Room: for children eighteen months to two years

The Ogilvie on the Park Facility has an operational capacity of forty-seven children and is designed to accommodate children eighteen months to five years of age:

- The Toddler Room: for children eighteen months to three years
- The Preschool Room: for children three to four years
- The Four-Year-Old Program: for children four to five years

Point Pleasant Child Care Centre's facilities are open to all students (with priority given to full-time students), staff, and faculty. More information on Point Pleasant Child Care Centre is available on their website, www.ppccc.ca. PPCCC can also be reached at 902.422.2293 or ppccc@sympatico.ca.

DECORATIONS, WALLS & GLASS SURFACES

No part of the premises may be painted, wallpapered, or permanently decorated without the written consent of the Housing & Conference Services. This includes a prohibition on products such as canned / spray snow, etc.

Decorating of common areas (including lounges and hallways) with Halloween, Christmas, or other such holiday / event decorations normally NOT permitted due to fire safety considerations. Any decorations, IF approved by administration, must be removed / disposed of in a timely fashion by the individuals involved with putting them up.

Decorations and/or signage should not be placed on or affixed to glass surfaces (such as lounge or suite door windows, glass / windows in common areas, or glass in doors). This includes, but is not limited to, tape, notices, decals, decorations, or any other items.

Only approved adhesive poster strips and adhesive hooks may be used. To ensure that wall and door surfaces are not damaged, tape, nails, screws, tacks, staples or pins are not permitted.

INTERNET & CAMPUS COMPUTER NETWORK

Residents have access to the Saint Mary's campus computer network and the Internet.

Residents must supply their own computer and required cords. Users are required to register their computer's Ethernet card MAC address with the University's Enterprise Information Technology Department (EIT). Wireless Internet (WiFi) is also available to users with appropriate wireless cards.

To obtain Internet access on campus, register a computer, or get information on wireless Internet access, please visit EIT website at: <https://www.smu.ca/academics/enterprise-information-technology.html>

All users must agree to abide by the Saint Mary's policies and codes of computer conduct; failure to do so may result in disconnection. Questions or concerns associated with the campus computer network should be directed to the EIT Help Desk at: 902.496.8111.

LAUNDRY FACILITIES

There are two residence laundry rooms for resident use in our residence complex:

- **2nd floor in Loyola Residence**
- **Henn Alley by the Vanier and Rice Residences**

These laundry rooms are cashless and operated using a cellphone app or laundry cards (which are available for purchase from the terminal located across from the Loyola Residence Desk). Money can be placed on the laundry app / cards by using a credit card or debit card at the same terminal located across from the Loyola Residence Desk.

Our laundry services contractor, Coinamatic, manages all refunds and laundry equipment issues. They can be reached by phone at 1.800.561.1972.

The University is not responsible for damages to, or loss of, personal items no matter how caused.

LOCAL SCHOOLS

Individuals living in Family & Graduate Housing apartments with school-aged children should visit the Halifax Regional School Board website for further information: <http://www.hrsb.ns.ca/content/id/217.html>

MAINTENANCE SERVICES

Facilities Management maintains the University's buildings, including the residence complex. Residence-related maintenance issues or requests should be reported to the Loyola Residence Desk, either in-person or by phone at 902.420.5591. The Loyola Residence Desk will submit a work order to Facilities Management.

PARKING

There are 55 above ground overnight residence parking spaces, located in the Rice parking lot, which will be assigned on a first come, first serve basis. There are a limited number of 8-month underground parking spaces available, also on a first come, first serve basis. Underground spaces are located in the parking lot under the Loyola Academic building.

Due to limited parking on campus, SMU is unable to provide parking permits for overnight guests of student residents during weekdays from Monday to Thursday; during those days, your guest must find parking off SMU campus. If your guest will be visiting from Friday to Sunday, they may park on campus provided you notify Campus Security 902.420.5577 prior to their visit (please contact Facilities Management 902.420.5572, if your guest is arriving before 4:00PM Fridays, as a permit may be required). *Weekend parking for guests is located in the Arena parking lot only*.

For more information on parking, including updated rates and application process, please contact Facilities Management: 902.420.5572 / <https://www.smu.ca/about/facilities-parking.html>

PEST CONTROL

The Department of Housing & Conference Services strives for a pest-free living environment and is proud of its proactive approach to pest control management. Saint Mary's University retains a professional pest control company on contract and schedules regular on-site inspections of the residence complex throughout the year.

Individuals living in residence are required to assist the Department of Housing & Conference Services in working to maintain the residence community as a pest-free living environment by ensuring they keep rooms, apartments, and bed spaces appropriately neat and clean at all times.

On the advice of our professional pest controller, individuals are prohibited from bringing any type of soft-covered furniture into residence, due to the potential for pest introduction associated with this practice.

Individuals are required to report pest concerns or sightings immediately to the Loyola Residence Desk. Once a pest report has been made, the Department of Housing & Conference Services will schedule an appropriate follow-up and / or inspection with the pest control contractor. Upon receiving the results of the inspection a treatment time for the affected room / apartment / bed space will be arranged.

RECREATION FACILITIES

The Homburg Centre for Health & Wellness, the University's fitness and recreation centre, offers squash and racquetball courts, a weight room, and a multi-court gymnasium. An ice rink and an artificial turf stadium are also located on campus. A wide range of intramural athletic activities, including basketball, volleyball, hockey, touch football, and table tennis are available.

RECYCLING & SUSTAINABILITY

Residents are expected to familiarize themselves with the recycling and composting facilities and procedures within residence. Saint Mary's is committed to waste reduction, and compliance with applicable provincial and municipal regulations, and expects residents to share this commitment.

ROOM CHECKS

To make sure that a proper standard of cleanliness is maintained in residence rooms, room checks can be expected without prior warning to the occupants. Disciplinary action may ensue from an unsatisfactory report being received by the Director, Housing & Conference Services. Students will be assessed cleaning charges when University staff must clean rooms left in an unsatisfactory condition.

ROOM ENTRY POLICY / GUIDELINES

To ensure the safety and security of individuals, as well as University property, and to effectively respond to maintenance and / or other requests for service it is sometimes necessary for University staff (including Department of Housing & Conference Services staff) to enter rooms and / or bed spaces.

Normally, whenever possible, 24-hour advance notice of room / apartment / bed space entry will be provided to individuals.

However, University staff may enter a room / apartment / bed space without prior notice under the following circumstances:

- In response to an occupant's submitted request to for a lock change, repair, or other maintenance.
- To ascertain whether a room / apartment / bed space is occupied, or to clean / prepare a bed space for a new occupant.
- To protect University property, or mitigate actual or potential damages (in cases of flood, fire, etc.)
- To turn off a stereo or alarm, or close a window that has been left open, while the apartment is unoccupied - normally in response to a complaint / report from another tenant or a staff member.
- When ordered to do so by Halifax City Police or the Halifax Fire Department.
- In a life-threatening situation where there is reasonable belief that a resident is in danger or is a threat to themselves or others.
- When there is reasonable belief that a violation of a University or Department of Housing & Conference Services policy, rule, or regulation -- or a criminal offense -- is in progress.
- When evacuating residence during a fire alarm / fire emergency (or to determine origins of smoke).
- When invited into the room at the request of the occupant.
- To conduct a room inspection, or to follow-up to a work order resulting from an inspection. (NOTE: Individuals are normally given 24-hour advance notice in this instance.)

For ALL University staff (including Department of Housing & Conference Services staff), the protocol for entering a residence room / apartment / bed space is as follows:

- Knock on the door, wait.
- Knock on the door, announce who they are and that they will be keying in / entering.
- Knock on the door while entering the room.

The Department of Housing & Conference Services will not allow non-registered occupants (including friends or family) to gain access to a room to retrieve personal items that may have been left there. It is important that residents do not leave items of importance in each other's rooms. Exceptions may be made based on issues of personal safety and wellness (ie. necessary and clearly identified medications), but only upon approval of a departmental administrator and with permission from the currently listed occupant of the room.

RECEIVING MAIL IN RESIDENCE

MAIL SERVICE

The Residence Mailroom is located in Henn Alley. Mailroom hours of operation are posted outside the mailroom.

The Residence Mailroom is NOT able to accept any mail, packages, or other items that require a 19+ signature. Anything delivered to the Residence Mailroom requiring a 19+ signature will be immediately returned to sender. The Residence Mailroom / Housing Office / Loyola Residence Desk / University are NOT able to accept any delivered items, perishable mail, packages, or other deliveries / items (such as prepared meal boxes, flowers, etc.).

Before checking out of residence, individuals should make sure they have provided a forwarding mail address to anyone who needs it and / or redirected mail and parcels appropriately. In some cases, arrangements to hold mail for a short period of time may be made, for an additional charge.

Information and forms related to holding mail for former residents can be found in Mail section of the [Residence Resources](#) page of our website.

Information and forms related to designating an alternate individual to pick up mail for a resident can be found in the Mail section of the [Residence Resources](#) page of our website.

The Residence Mailroom can be reached via email : Residence.Mailroom@smu.ca.

MAILING ADDRESSES

The mailing address for students in all three residences is:

Full Name
Room #, Residence / Building Name
Saint Mary's University
923 Robie Street
Halifax, NS B3H 3C3

Individuals must ensure that mail is properly addressed. Improperly or incorrectly addressed mail, including mail addressed to individuals not currently listed as living in residence, will be returned to sender.

AMAZON ORDERS

Individuals ordering from Amazon must have their Amazon orders shipped to the Amazon Hub Locker location here on the Saint Mary's campus. They cannot be shipped / processed via the regular Residence Mailroom. **Our Amazon Hub Locker is located by the Rice Residence Entrance on Gorsebrook Avenue.** This shipping option is available when checking out with Amazon.

COURIERS & DELIVERY SERVICES

Packages and deliveries from couriers (FedEx, UPS, DHS, Intelcom, etc.) must be collected directly from the courier or delivery service by the resident receiving them. Individuals should ensure they have provided a phone number to the courier or delivery service (so they can be contacted by delivery personal) and courier-delivered items are able to be picked up immediately at the time of delivery from the courier / delivery service by the resident in question. If a resident is unable to accept their courier delivery at the time it arrives at the residence complex, the resident and the courier will have to make alternate arrangements for a new delivery time.

The address to provide for couriers and delivery services is:

Full Name
Room #, Residence / Building Name
Saint Mary's University
5907 Gorsebrook Avenue
Halifax, NS B3H 1G3

The Residence Mailroom / Housing Office / Loyola Residence Desk / University Mailroom are NOT able to accept any delivery service or courier-delivered items.

Retail purchases made via same day delivery apps (Uber Eats, Door Dash, store apps, etc) will not be accepted by / held by the Residence Mailroom or Loyola Residence Desk. Residents are responsible for tracking their purchase via the delivery app and must collect their package directly from the courier or delivery service.

TRACKING YOUR MAIL

Please note: mail is delivered to the University's central mailroom before it goes to the residence mailroom. As such, even if a parcel is listed as having arrived on campus according to a tracking number, it may not be available at the residence mailroom until the next business day.

RESIDENCE COMMUNITY: PROGRAMMING, EVENTS & ACTIVITIES

RESIDENCE LIFE PROGRAMMING

Res Life offers various programs and events to engage students to participate in our community. You can learn more about programming on the [Residence Life website](#).

Residence Life encourages students to come up with ideas and participate in helping residence to make your experience the best it can be! Please contact residence.programming@smu.ca to share your ideas.

RES TOP 5

Students are also sent a three times weekly email called Res Top 5. Res Top 5 provides students with pertinent information on happenings in residence, across the Saint Mary's Campus and the Halifax community along with other student relevant information. Messaging similar to our poster campaigns are sure to be carried through Res Top 5 with links to informational videos of the main issues facing students.

RESIDENCE LIFE SOCIAL MEDIA

Residence Life currently operates a number of social media accounts. Students most often interact with our social media pages to stay updated about programs, see pictures from events and participate in contests.

- Facebook: **Saint Mary's University Residence Life**
- Instagram: **smureshfx**
- Snapchat: **smureslife**

LEADERSHIP & INVOLVEMENT OPPORTUNITIES

LEADERSHIP & INVOLVEMENT OPPORTUNITIES

Residence Life offers many ways to get involved! Beyond the programs we create we believe in giving students the opportunity to build their own! Peer-to-peer learning can be some of the most effective so we have designed two programs where students can create their own programs and chose their level of involvement.

RESIDENCE COMMITTEES

Residence Committees are for students who are looking to get involved in a residence leadership position in campus. Committees are great for your resume or getting campus experience to transition into other leadership roles on campus in future years.

Saint Mary's University Residence Life has two (2) Residence Committees that plan events throughout the year to engage students. The Multicultural Committee and RainBEAU Committee organize a diverse series of events for the Residence community. These committees recruit executive staff positions along with regular members at the beginning of the Fall, but new members are welcome to join throughout the year.

To contact any of the committees, email residence.programming@smu.ca.

STUDENT LEADERSHIP EMPLOYMENT OPPORTUNITIES

Housing & Conference Services and Residence Life also employ a large number of students in different student leadership roles. The two main student leadership employment opportunities available on campus are:

Residence Assistants (RAs)

Residence Assistants (RAs) are senior student leaders who live in residence. RAs are carefully selected and receive extensive training in maintaining community standards, peer counselling, community programming development and crisis management.

RAs provide personal assistance to students, co-ordinate social and educational programs, explain and enforce policies and regulations, carry out various administrative tasks, and act as a liaison between students and residence administration. They aim to promote an atmosphere in residence that is fun, friendly, and fulfilling, while maintaining a degree of order and discipline. They also try to maintain a balance between a reasonably quiet environment for studying and sleep, and an atmosphere where students can relax and socialize. RAs distribute supplies, post information on the floor, and holding regular floor meetings to keep residents informed, hear their concerns, and help them meet floor-mates.

Residence Services Officers (RSOs)

Residence Services Officers (RSOs) are members of a student security team under the supervision of the Assistant Director, Residence Services. They work to ensure that the residence community is a safe and enjoyable experience for everyone. RSOs are trained to help inform and educate students about residence community standards, rules, and regulations, and to help enforce University policies and procedures. RSOs are also trained to respond to emergency situations.

More information about these positions and their respective application processes is available on the department website or through the Housing & Conference Services office, the Residence Life Office, and / or the Loyola Residence Desk.

SAFETY, SECURITY & EMERGENCY PROCEDURES

The Department of Housing & Conference Services has a residence security team staffed by student Residence Services Officers (RSOs) and a full-time administrator. Students share in the responsibility for the security of the residence complex, the individuals living in them, and their personal belongings.

The best defense against property loss is to keep your door locked at all times.

In case of an emergency call Residence Services at 902.420.5591 or the University Security Emergency Line at 5000.

FIRE SAFETY

FIRE ALARMS

The Residence Community has a two-stage fire alarm system with voice announcements. The first stage alarm includes an announcement indicating it is a first stage alarm and that there is no need to evacuate: *"Do Not Evacuate. This is a 1st stage alarm. Please stand by for further instruction."* If necessary, the second stage alarm sounds and includes an announcement clearly stating that immediate evacuation of the building is required: *"Evacuate. Evacuate. Please proceed to the nearest exit."* In this situation, individuals should promptly exit the building via the nearest and safest stairwell.

FIRE REGULATIONS

Interference with or misuse of fire protection equipment is strictly forbidden. Tampering with fire prevention equipment is an offense under the Criminal Code of Canada and may result in an individual's immediate removal from residence and a recommendation for suspension from the University. Charges may be laid with the Halifax Fire Department.

In addition to charges and/or fines levied by the Fire Department for false alarms being passed along to the individual(s) deemed responsible, fines of \$150 are issued to apartments (Rice, Senior Apts, and Family Housing) that set off an alarm while cooking. Anyone causing false fire alarms will be fined \$150, and can expect disciplinary outcomes. Students who cause fires can expect disciplinary outcomes. Floors may receive a common assessment fine of \$150 when an alarm originates from the floor due to vandalism / intentional tampering or unknown causes. When the alarm is determined to be accidental, or an individual is determined to be responsible, common assessments are not made. Residents are given a period of time to report responsibility for an alarm and avoid any common assessment against the students on that floor.

Tampering with a smoke detector will result in disciplinary outcomes, up to and including removal from residence. Tampering includes, but is not limited to, disconnection of a smoke detector or covering it with any material in an attempt to limit its function. Nothing should ever be inserted in, through, or placed over a sprinkler head. Security doors and / or fire doors within residence should never be propped open or otherwise interfered with.

WHAT TO DO IN CASE OF FIRE

In case of FIRE in your apartment / room / bed space:

1. Close the door of the room where the fire is located
2. Leave the apartment / room / bed space
3. Close the door between the apartment / room / bed space and the corridor
4. Sound the nearest internal fire alarm
5. Evacuate

If you discover a FIRE anywhere in the building:

1. Activate the nearest fire alarm pull station
2. Alert everyone in the area
3. Evacuate

PLEASE NOTE: The residences are fire-resistant buildings. If the corridor is filled with smoke, it is safer to remain in your apartment. If possible, placing a wet towel at the base of the door is advisable. Residents should contact the Fire Department. (Dial 911).

When you leave the floor:

1. Use the stairwell, it is fire safe.
2. Do not use the elevator
3. Remember the Fire Department Number: 911

EVACUATION

Individuals and their visitors / guests must evacuate whenever instructed to do so by the fire alarm / annunciation and, once outside, must stand away from doorways and fire lanes.

Individuals are responsible for becoming familiar with all fire regulations and evacuation procedures, and to inform their guests / visitors of these regulations and procedures. Individuals are expected to cooperate fully with all instructions provided by university and residence staff, as well as those provided by emergency responders. Re-entry to the building will not be permitted until the "all-clear" has been given by the Fire Department / University Security. Failure and / or refusal to evacuate during a fire alarm will result in disciplinary outcomes.

NON-EVACUATION LIST & POLICY

Residents and their guests are required to evacuate the residences each time a fire alarm / annunciation sounds and instructs them to do so.

Residents may apply for Non-Evacuation Status for alarms if they meet certain criteria (ie. mobility challenges, temporary or otherwise) through the Loyola Residence Desk or the Housing & Conference Services office. If deemed appropriate, individuals may be granted Non-Evacuation Status and added to the Non-Evacuation List maintained by the department.

During an alarm or evacuation situation, individuals on the Non-Evacuation List may call the Loyola Residence Desk (902.420.5591) for an update. They may also have a friend / attendant stay with them during the alarm. If it becomes necessary to evacuate individuals on the Non-Evacuation List, this will be done by Residence Services Staff and / or the Halifax Regional Fire Service.

If there is any change in the need for the Non-Evacuation Status (extensions, change in End Date), it is a resident's responsibility to notify Residence Services. Questions or concerns about the Non-Evacuation List should be directed to the Assistant Director, Residence Services.

EMERGENCY MANAGEMENT & MASS NOTIFICATION SYSTEM

Saint Mary's University is committed to the health and safety of all students, faculty, and staff with University Security offering a variety of safety, security, and crime prevention initiatives. One of these security measures is a Mass Notification System that allows faculty, staff, and students across campus to be notified of an emergency situation. Controlled from the Security Desk in the McNally basement, the system can play a dozen pre-recorded messages in individual buildings or at a series of different locations across campus. The messages can be played both inside and outside of buildings.

More information on the University's Mass Notification System, including a video outlining what individuals should do in the event they hear a mass notification message while on campus, is available on the Emergency Management section of the University website: <http://www.smu.ca/about/emergency-management.html>.

INCLEMENT / SEVERE WEATHER, POWER OUTAGES & OTHER INCIDENTS

In instances of inclement / severe weather or power outages, information is available from the University website (www.smu.ca), as well as the following closure hotlines:

Student Closure Hotline:	902.491.6263
Staff / Faculty Closure Hotline:	902.491.6264

LAW ENFORCEMENT

In situations where criminal activity which places University property and / or the personal safety of students and staff at risk is alleged to have taken place / is taking place in residence, the Department of Housing & Conference Services reserves the right to invite the Halifax Regional Police into residence to investigate matters and / or to detain suspects. The Department of Housing & Conference Services, on behalf of the University, also reserves the right to prosecute cases in either a criminal court of law, through the University's student conduct system, or both at the same time.

Incident Reports completed by students may be provided to the Halifax Regional Police and/or the Student Discipline Board at the discretion of the Director. Once submitted, confidential statements / incident reports become the property of Saint Mary's University and will not be returned. Copies of original will not be provided and it is incumbent upon the report writer to ensure they have a copy before handing in their report.

LOCK OUTS / OCCUPANT ACCESS

As staff resources and time allow, residence security staff will unlock the door of a room / apartment or building for the officially-listed occupant of the bed space (or building) in question ONLY. To have a door unlocked and be granted entry / re-entry, individuals must be officially registered and listed as currently living in the room / apartment or building in question and must be able to provide ID to confirm their identity. Individuals must also complete the Occupant Access Request Form.

The first two instances involving residence security staff unlocking a room / apartment or building for an individual will be without charge; all subsequent instances will result in a \$10 Lock-Out / Occupant Access Fee.

PRIVATE PROPERTY

Given the residence complex is private property, the Department of Housing & Conference Services retains the right to refuse entry to visitors, guests, and non-residents who are intoxicated / impaired or who might reasonably be considered a safety or security concern to the residence community.

The Department of Housing & Conference Services also reserves the right to limit the number of visitors and / or guests in the residences. Everyone within the residence complex is required to provide valid photo identification to university or residence staff upon request.

RESIDENCE CODE OF CONDUCT

FOUNDATIONAL PRINCIPLES

This Residence Code of Conduct has been established based on the understanding that the following five principles serve as the foundation for a successful year for all individuals and inform how we live in residence at Saint Mary's University: COMMUNITY, ACCOUNTABILITY, RESPECT, DIVERSITY, and SAFETY.

These principles apply to every individual living in residence and their guests, as well as Housing & Residence Staff, Residence Services Staff, Residence Life Staff and Residence Administration.

The primary objective of this Residence Code of Conduct is not to be punitive, but rather to be a guideline for appropriate behaviour in a diversified and holistically developmental living-learning environment.

This Residence Code of Conduct reflects the expectation that individuals will conduct themselves in a manner consistent with generally accepted standards of behaviour, University regulations and policies, departmental policies, and in compliance with federal, provincial and municipal laws, as well as any professional standards and codes of ethics that may apply.

All individuals are responsible for reading, understanding, and abiding by this Residence Code of Conduct and the foundational principles further elucidated below:

COMMUNITY

Residence at Saint Mary's engages individuals as citizens with a responsibility to respect, consider, and care for each other. Our communities are purposeful and meant to strengthen learning. Our communities are open and celebrative: individuals are honoured, civility is essential, and diversity is embraced.

ACCOUNTABILITY

At Saint Mary's, all individuals are accountable for their actions, behaviours, decisions, and choices.

RESPECT

Living in residence at Saint Mary's is an amazing experience built on a foundation of mutual respect which embraces the uniqueness of all individuals. A spirit of common courtesy and respect for others guide behavior at all times. We are committed to creating a culture of respect and a campus environment free from oppression manifested in racism, sexism, homophobia, heterosexism, transphobia, ageism, ableism and other forms of systemic and social exclusion.

DIVERSITY

We embrace the uniqueness of all individuals as we strive to work and live together, knowing that we can learn from one another. We are committed to act, and expect others to act, in ways which demonstrate our belief and commitment to the respectful treatment of each member of our community. We will actively work to address racism, bigotry, intolerance and discrimination.

SAFETY

At Saint Mary's, individuals are expected to act in a responsible manner that does not compromise their own safety or endanger the health and safety of others. The University reserves the right to determine what constitutes unsafe practices.

APPLICATION, RESPONSIBILITIES, INTERPRETATION & STANDARD OF PROOF

APPLICATION

This Residence Code of Conduct applies to all individuals living in residence and their guests/visitors.

RESPONSIBILITIES

Individuals are responsible for reading, understanding, and abiding by the principles, policies, procedures, and processes contained in this Residence Code of Conduct, as well as those detailed in other University documents, including the Residence Agreement / Contract, the Residence Handbook, EIT guidelines, and the University's Code of Student Conduct, the University Calendar, among others.

Individuals are also responsible for abiding by all relevant municipal, provincial and federal laws and statutes, including relevant HRM by-laws.

Individuals are responsible for the actions of their guest(s), visitor(s) and/or any individuals they allow to enter residence or their room/bed space.

Individuals are responsible for checking and responding to their email and/or voicemail and responding in a timely fashion to communications and directives from Housing & Residence Administration, Residence Life Staff, and the University. Individuals are also responsible for attendance at scheduled meetings. Failure to attend scheduled meetings without reasonable notice and/or excuse may result in decisions being made without an individual's input.

INTERPRETATION

The policies and regulation described in this Residence Code of Conduct, the Residence Application, the Residence Agreements, and the Code of Student Conduct should be interpreted broadly. They are not meant to fix the limits of misbehaviour.

STANDARD OF PROOF

For the purposes of this Residence Code of Conduct, decisions will be based on the balance of probabilities / a preponderance of evidence, meaning the evidence shows it is more likely than not the alleged violation occurred.

UNIVERSITY CODE OF STUDENT CONDUCT

In addition to being subject to the Residence Code of Conduct, individuals who commit violations and/or exhibit problematic behaviours or conduct in Saint Mary's University residences may also be referred to the Saint Mary's University Code of Student Conduct.

Additional information on the University's Code of Student Conduct can be found at:

<https://www.smu.ca/studentconduct/welcome.html>

POLICIES & REGULATIONS

ACCEPTABLE STANDARDS

When clothing, banners, posters, audio-visual elements, etc. are associated in any way with Saint Mary's University and / or the residence community, the Department of Housing & Conference Services reserves the right to determine which slogans, symbols, and/or depictions are acceptable and in keeping with the residence community's commitment to COMMUNITY, ACCOUNTABILITY, RESPECT, DIVERSITY, and SAFETY.

Residence floor clothing and other materials must be approved in advance through the offices of the Director, Housing & Conference Services. Unauthorized production of items will result in disciplinary outcomes.

ACCESS CONTROL & EXTERIOR DOORS

Propping of exterior / building access doors / fire doors is prohibited and will result in immediate disciplinary action. Blocking of exits is also prohibited.

Tampering in any way with, or disabling, locks (or other security devices including, but not necessarily limited to, card readers, hinges, magnetic locks, alarms, lights, or emergency pull stations) is prohibited and will result in immediate disciplinary action.

Issued keys and access card are for the use of the room/apartment occupant and are not permitted to be provided to or used by others.

ALCOHOL

Saint Mary's University endeavours to create an environment in which those of legal age (19 years and older) who choose to consume alcohol, do so safely and responsibly, while those who choose not to do so without penalty or pressure. The health and safety of all members of the University community (students, staff, faculty, and guests) is our priority.

Saint Mary's University recognizes that the appropriate use of alcohol is ultimately the responsibility of the individual. As such, individuals are responsible for knowing, understanding, informing themselves of, and complying with, applicable University and residence community policies, as well as all provincial and local laws related to alcohol.

Alcohol will not be accepted as an excuse or rationale for any misconduct.

The University reserves the right to restrict the alcohol consumption of any student while on University property.

Consumption of alcohol in residence, or in any public area in or surrounding residence, is regulated by Nova Scotia's Liquor Control Act. Please be aware that the provincial drinking age is 19. Underage drinking (consuming liquor while under 19 years of age) is prohibited at Saint Mary's University and is unlawful in Nova Scotia. Individuals are required to respect and abide by all applicable federal, provincial and municipal laws pertaining to alcohol.

Individuals should support / promote responsible consumption at all times. Behaviours or displays / collections of items (empty cans, bottles, etc.) or 'trophies' that suggest or encourage inappropriate consumption patterns are prohibited.

Common source alcohol is prohibited – if an individual of legal age is attending an activity or event that allows them to bring alcohol, its use is limited to their own personal consumption.

The University does not endorse pub crawls, and such events are not permitted to be organized within residence. Pub crawls cannot be advertised within residence, nor can tickets or related clothing be sold in residence.

The following stipulations and / or conditions also apply to alcohol in residence:

- Individuals of legal age may consume alcohol in their rooms/apartments and in floor common lounges.
- Open alcohol may be transported through floor common hallways directly from room to room and from lounge to room or vice versa providing that individuals do not consume alcohol while in the floor common hallways.
- All open alcohol must be transported in a non-glass container.
- Open alcohol is not permitted to leave the floor by any means and is prohibited in elevators, elevator lobbies, and stairwells.
- Alcohol that may be transported off of the floor includes:
 - Alcohol sealed in its original, closed container and carried in an unopened case / box.
 - Alcohol sealed in its original, closed container and carried in a non-transparent bag (i.e. reusable grocery bag, backpack, paper bag, etc).

The following are NOT permitted in residence:

- Kegs (of any size), mini-kegs, and / or “Texas Mickeys”
- Excessive quantities and / or stores of alcohol
- Funnels and / or other speed drinking devices
- Brewing / distilling equipment or apparatus
- Drinking games, speed-drinking, and / or hall crawls

Please note that alcohol cannot be sold on campus or within residence unless a special premises license is obtained through the University’s Liquor Services.

BEHAVIOURAL ISSUES IN RESIDENCE

Residence Community living may not be appropriate for some individuals. Living in a community offers many benefits but also has the added stressor of living in close proximity with others. Individuals who are uncertain if this living environment is appropriate for them can consult with Housing prior to applying to live in residence. Harmful behaviours which negatively impact the residence community will be addressed with the individual.

Individuals have a responsibility to work with Saint Mary’s Residence Life staff and support services on campus to ensure their behaviour does not have a negative impact on the Residence Community. As such, individuals are expected to take proactive steps to ensure their behaviour does not negatively impact on other members of the Residence Community. Housing & Conference Services will support individuals in those efforts and can provide referrals to the Counselling Centre and / or Health Services, where appropriate.

A mandatory withdrawal from residence may be required should an individual’s behaviour surpass our ability to support them or if the impact on other community members cannot be appropriately minimized. A collaborative approach is used to determine when an individual would need to leave, and when they may re-enter the community, if deemed appropriate. This collaboration may involve Health Services, the Counselling Centre, University Security, parents / guardians / supporters, Residence Life, Residence Services, Student Services, and the individual. Housing & Conference Services may require / mediate an agreement with an individual regarding their behaviour, (including adherence to specific stipulations and protocols) allowing for a conditional return to residence, on a case by case basis.

BULLYING / CYBER-BULLYING

We will not tolerate incidences of bullying or CYBER-BULLYING in our community. Please see related policies regarding HARASSMENT and VIOLENCE.

BUSINESSES, ADVERTISING & SOLICITATION IN RESIDENCE

Individuals are not permitted to operate businesses in residence. The University does not permit solicitation and/or any third-party advertising in its residences. Prohibited activities include, but are not limited to, flyers being slipped under doors; door-to-door knocking; door hangers, stickers, or other promotional materials being used / placed in residence; and mass mailings. Information (including things like posters or tent cards) from approved parties is specifically monitored and explicitly approved through Residence Administration.

CANNABIS

Saint Mary's University residences are cannabis-free.

As such, while individuals are responsible for knowing, understanding, informing themselves of, and complying with, applicable University policies, as well as all federal, provincial, and local laws related to cannabis, they should also understand that given ongoing examination of the potential impacts of cannabis in our residence community, **any and all consumption, use, possession, production, and/or propagation of cannabis or cannabis-related products is prohibited in our residences / residence complex.** This includes ALL areas in residence—there are no exceptions.

Cannabis, in all forms, is considered a prohibited item in residence. Behaviours (including consumption, use, possession, production, and/or propagation of cannabis or cannabis-related products), odours, and/or other circumstances consistent with a violation of the department's cannabis-free residences policies are prohibited and will result in disciplinary outcomes, including, but not limited to required removal of any prohibited items and minimum fines of \$100 per offense, as well as residence probationary status for repeated / chronic violations. **For the purposes of this policy, a localized odour of cannabis associated with an individual or a residence space (i.e. room, apartment, etc.) is considered a violation and/or proof of a violation.**

Individuals are also advised that that Saint Mary's remains a smoke-free campus. Smoking (including e-cigarettes and vaporizers) on University property is strictly prohibited campus-wide. This includes ALL areas in residence – there are no exceptions. Cannabis use / consumption (particularly smoking) falls under the guise of our smoke-free campus policy as well. As such, the smoking of cannabis on Saint Mary's University campus, including within our residences is prohibited. In residence, all floors are considered non-smoking. Those found in violation of this policy will be subject to disciplinary sanctions. A minimum fine of \$100 will be issued per offense.

More information on our Smoke-Free Campus, including the policy itself, can be found on the University website: https://www.smu.ca/webfiles/6-2016_SmokeFreeCampusAndTobaccoUse.pdf

Given cannabis is considered a prohibited item in residence, individuals should be aware that having cannabis or cannabis related products shipped to the Residence Mailroom is also prohibited.

Individuals should note that cannabis will not be accepted as an excuse or rationale for any misconduct.

CLEANLINESS & HOUSEKEEPING STANDARDS

University custodial staff maintains stairwells, common hallways, floor lounges, and shared bathrooms in Vanier and Loyola North (excluding those within the apartment units in Rice Residence, Senior Apartments in Vanier and Loyola residences, and Family & Graduate Housing apartments, which are self-contained and the responsibility of individuals as noted below).

Individuals are responsible for general cleanliness and maintaining acceptable housekeeping standards within their own rooms. In suites and /or apartments (such as in Rice, Loyola Senior Apartments, and Family & Graduate Housing apartments), occupants are individually and collectively responsible for the day-to-day cleanliness / condition of their unit's halls, kitchens, and bathrooms in their respective units. Failure to maintain an appropriate level of cleanliness / housekeeping, as determined by the University, will result in outcomes including, but not limited

to, inspections by University, staff, fines / cost recovery charges, and/or other remedial measures as deemed necessary.

Refuse, scraps, and garbage are to be properly separated, bound / bagged, and recycled or deposited in the garbage chutes provided on each floor as appropriate.

COOPERATION WITH UNIVERSITY STAFF / OFFICIALS

It is expected that individuals will cooperate with University staff and officials in our Residence Community. Residence, Front Desk, University Security, Custodial, Maintenance, and Food Services staff are to be treated with courtesy and respect at all times. It is also expected that emergency services personnel (including, for example, the Police and Fire Departments, as well as EMS) will be treated appropriately. Failure to provide accurate information to staff may also result in disciplinary outcomes.

COVID-19 PROTOCOLS

All individuals are responsible for adherence to any and all COVID-19-related protocols and policies related to the residence complex and/or living in residence. This includes all current University, federal and provincial government, Public Health, and NS Health authority COVID-19-related directives, guidelines, and regulations.

Given the fluid nature of the pandemic, adjustments to these policies or protocols may be posted or circulated throughout the year.

DAMAGES

Any individual(s) responsible for damage will be required to pay associated repair and / or clean-up costs and may face disciplinary action. Malicious damage will also result in disciplinary outcomes for those involved. When damages or violations occur and the responsible individual(s) do not come forward or cannot be identified, the Department of Housing & Conference Services reserves the right to levy charges (including repair and / or clean-up costs) or fines against residents of the applicable area or residence. Social and / or recreational privileges may also be suspended as a result of said damage.

Damage to and / or theft from vending machines will result in disciplinary action, including fines or damage charges.

Toilets and sinks are not to be used for any purpose other than those for which they are normally used. Garbage, rags, ashes, or other substances should not be disposed of in toilets. Any damage or injury caused by misuse is the responsibility of the resident of the room, apartment, or community.

Alterations of any description to data / cable outlets or electrical installations are not permitted.

DECORATIONS & WALLS

No part of the premises may be painted, wallpapered, or permanently decorated without the written consent of the Housing & Conference Services. This includes a prohibition on products such as canned / spray snow, etc.

Decorating of common areas (including lounges and hallways) with Halloween, Christmas, or other such holiday / event decorations normally NOT permitted due to fire safety considerations. Any decorations, IF approved by administration, must be removed / disposed of in a timely fashion by the individuals involved with putting them up.

Decorations and/or signage should not be placed on or affixed to glass surfaces (such as lounge or suite door windows, glass / windows in common areas, or glass in doors). This includes, but is not limited to, tape, notices, decals, decorations, or any other items.

Only approved adhesive poster strips and adhesive hooks may be used. To ensure that wall and door surfaces are not damaged, tape, nails, screws, tacks, staples or pins are not permitted. In instances where the aforementioned

items are applied to painted surfaces within a room or apartment, a \$2 assessment will result for each item found to be used. Failure to remove these items will result in additional \$2 fines. This assessment is over and above any damage to the room caused by the use of the prohibited item.

For fire safety reasons, nothing may be attached to ceilings, light fixtures, sprinkler heads, or overhead pipes.

DIVERSITY, INCLUSION & ANTI-OPPRESSION

We are committed to creating a culture of respect and a campus environment free from oppression manifested in racism, sexism, homophobia, heterosexism, transphobia, ageism, ableism and other forms of systemic and social exclusion. If it is determined an individual has engaged in behaviour and/or actions inconsistent with the above noted commitments, they will be subject to disciplinary outcomes, and their Residence Agreement may be terminated. In extreme circumstances, a case may be referred for review under the University Code of Student Conduct.

DRUGS & ILLEGAL SUBSTANCES

Trafficking, use, promotion, or possession of illegal drugs is a criminal offense and will not be tolerated on university property, including residences, either indoors or out. Any unsafe practice involving prescription medications / drugs is also prohibited.

Reasonable belief of either use or possession of illegal drugs or any unsafe practice involving prescription medications / drugs in our residence community will result in disciplinary outcomes. For the purposes of this policy, a distinct odour of illegal drugs is considered sufficient proof a violation of the policy has occurred.

Possible outcomes include, but are not limited to: behavioural contracts, fines, residence transfers, report to Halifax Regional Police, and / or removals from residence.

Noted below are the minimum outcomes related to drug & illegal substance violations:

- A first offence will result in a written warning, a \$150 fine, and an opportunity for educational module completion. If desired, students may request to meet with an administrator.
- A second offence will result in a mandatory meeting with the Assistant Director, Residence Services, an additional \$250 fine, residence probation, and may result in a residence transfer.
- A third / subsequent offence will result in a meeting with the Director, Housing & Conference Services and a removal from residence and ban from all Saint Mary's residence properties for a period of up to one year.

Exceptional circumstances in relation to violations may result in immediate referral to the Director and removal / banning from Saint Mary's residence properties.

Trafficking or production (including growing) of illegal drugs is a criminal offense and will result in an immediate removal from residence, including a ban from all Saint Mary's residence properties for a period of one year.

If it is determined a violation of policies pertaining to drugs and illegal substances has occurred in a residence room, all individuals in the room at the time of the offense are subject to disciplinary outcomes, in accordance with the approach outlined above. All individuals are responsible for the behaviour of their guests; if a guest is found to be in violation of this policy, their host(s) will be held accountable.

ELEVATORS

The number of individuals permitted to use the elevators at any given time in both Rice and Loyola Residences may be limited, as noted by signage posted in elevators and in elevator lobbies. All individuals are expected to adhere to these posted elevator occupancy limits.

EMOTIONAL SUPPORT ANIMALS

Emotional Support Animals (ESAs) are not permitted in residence buildings. The only approved animals are service dogs, which are permitted in residence here at Saint Mary's, though there are specific guidelines, definitions, and regulations that apply in this regard. Of particular importance for individuals is the fact that we are only able to accommodate service dogs as defined and certified under the provincial Service Dog Act, which is detailed on Nova Scotia's website: <https://novascotia.ca/servicedogs/>.

We advise prospective residents to ensure their service dog meets the specific provincial guidelines / definitions as outlined at the aforementioned website. They can then forward the copies of the specific certification documents to our offices (ASAP in terms of their residence application process), and staff will follow-up with them.

EVENT & FUNDRAISERS

All events or fundraisers associated with the residence community in any way (taking place either on-campus or off-campus) must be approved in advance by the Director or their designate, and must be in keeping with University and residence community principles and policies.

FIRE SAFETY & EMERGENCIES

Saint Mary's residences are governed by the laws and regulations of the Province of Nova Scotia as enforced by the Office of the Fire Marshall. Violations of these laws and regulations may result in criminal charges.

Tampering with fire equipment, including but not limited to, smoke detectors, fire extinguishers, sprinklers, and emergency exits will result in fines and / or other disciplinary outcomes. False, malicious, or prank alarms will not be tolerated and will result in disciplinary outcomes, including fines.

All charges and/or fines levied by the fire department for false alarms will be passed along to individuals deemed responsible by administration. These fines are in addition to any university outcomes.

Any alarm triggered by a substance which is prohibited in residence, such as a candle or incense smoke, may result in additional disciplinary outcomes.

Failure to evacuate during any fire alarm (or other required evacuation) will result in disciplinary outcomes. All individuals are required to properly wear some form of mask or face covering at all times when exiting / evacuating the residence complex during alarms.

FURNITURE

All furniture within the residence community is assigned to specific areas. Removing residence furniture from residence rooms is prohibited. Lounge or common area furniture may not be moved into individual rooms. Lounge or common area furniture found in rooms will result in disciplinary outcomes.

GUESTS

All individuals are responsible for the behaviour of their guests, including responsibility for damage caused by guests. It is an individual's responsibility to ensure that their guests comply with all residence policies and procedures. Anyone an individual allows to enter the residence building is considered their guest.

Guests / visitors are to be accompanied by a residence host at all times within the Residence Complex. In order to allow hosts to maintain effective responsibility for their guests, residents are limited to hosting a maximum of three (3) guests at any time.

Guests may be required to sign-in to any residence building. When required, visitors / guests and their resident host are both required to show photo identification and sign their names at the sign-in desk. Individuals violating this policy when required will face disciplinary outcomes. Guests may be asked to leave at any time if they are not acting in accordance with residence policies, as identified by residence staff.

Overnight guests are not permitted to stay beyond a maximum of two (2) nights, or excessively, unless special permission is granted by a residence administrator. Overnight guests are not allowed during specific periods of the year, including both the Welcome Week / orientation and exam periods. Roommate permission is required prior to inviting an overnight guest.

HARASSMENT

We will not tolerate abuse (verbal, written, physical or otherwise), threats, intimidation, sexual assault, violence, or other forms of harassment against any member of our community. Incidents of harassment should be reported to a Residence Coordinator or other residence administrator. If an individual engages in harassment or physically assaults another individual, their Residence Agreement may be terminated. In other instances of harassment, other disciplinary outcomes may apply, as deemed appropriate by residence staff.

Ignorance, anger, alcohol, or substance abuse will not be accepted as an excuse for such behaviour. In extreme circumstances, a case may be referred to the University for review under the University Code of Student Conduct.

HAZING & INITIATION

Hazing or initiations of any sort are not tolerated in our Residence Community. Ignorance, anger, alcohol, or substance abuse will not be accepted as an excuse for such behaviour. Incidents of hazing or initiation should be reported to a Residence Coordinator or other residence administrator. If it is determined an individual has engaged in hazing or initiation, they will be subject to disciplinary outcomes, as deemed appropriate by residence staff, and their Residence Agreement may be terminated. In extreme circumstances, a case may be referred to the University for review under the University Code of Student Conduct.

IDENTIFICATION

Individuals are encouraged to carry photo Identification Cards (ID) and are required to show ID upon request by all levels of University staff, including residence staff.

IMPROPER CHECK-OUT

Individuals who fail to properly check out of their residence space at the appropriate time are subject to additional charges and fees, including, but not necessarily limited to, improper check out charges and nightly tariffs.

KEYS & ACCESS CARDS / DEVICES

For the safety of all members of Saint Mary's Residence Community, access to residence buildings is controlled. Individuals are also encouraged to leave their rooms locked at all times. Upon arrival in residence, individuals are issued a security access card to the main door of their residence and a room key. Suite keys are also issued in Loyola Residence and floor keys are issued in Vanier Residence.

Lost keys will be replaced at a cost of \$10 per key or key set and \$20 per security access card. When a key is reported lost or stolen, the room / apartment lock will be changed as a matter of policy and not at the discretion of the student. A fee of \$20 will be charged for the service in addition to the cost of replacing the lost / stolen keys.

Individuals are not permitted to change or manipulate door locks, or install additional locking mechanisms or deadbolts on any University door. Issued keys and access card are for the use of the room/apartment occupant and are not permitted to be provided to or used by others.

LOUNGES & COMMON AREAS

It is the responsibility of individuals to maintain a reasonable level of cleanliness in lounges and common areas by disposing or recycling personal trash. If a lounge or common area is vandalized or an appropriate level of cleanliness is not maintained, the lounge may be closed and disciplinary outcomes / action may follow.

Failure to keep bathrooms, hallways and shared living areas clean may result in disciplinary outcomes. Continued disregard for this policy will result in fines.

NOISE & QUIET HOURS

The Saint Mary's Residence Community is committed to ensuring that standards governing noise levels are maintained for the benefit of all individuals. Individuals should avoid disturbing others at all times; the right to reasonable peace and quiet supersedes the right to make noise. All individuals are expected to respect both the spirit and the terms of the policy.

All noise including, but not necessarily limited to, that of stereos, radios, TVs, musical instruments, and all conversations must be self-contained / not be audible beyond student rooms. Violations will result in disciplinary outcomes and may include a request to store or remove speakers, equipment, etc. from a residence room.

Sub woofers are not permitted in residence – both in individual rooms or common areas.

Residence QUIET HOURS are as follows: Sunday to Thursday: 10:00 pm – 8:00 am; Friday to Saturday: 12:00 midnight – 8:00 am; Exam Period: 24-hour QUIET.

OFF-CAMPUS BEHAVIOUR

Saint Mary's University students are expected to behave responsibly while on campus, as well as off-campus in accordance with the Code of Student Conduct. Individuals can and will be held responsible for their behavior.

PETS

Pets and Emotional Support Animals (ESAs) are not permitted in residence buildings. Special permission will be granted for service / working animals by the Director, Housing & Conference Services or their designate.

The only approved animals are service dogs, which are permitted in residence here at Saint Mary's, though there are specific guidelines, definitions, and regulations that apply in this regard. Of particular importance for individuals is the fact that we are only able to accommodate service dogs as defined and certified under the provincial Service Dog Act, which is detailed on Nova Scotia's website: <https://novascotia.ca/servicedogs/>.

We advise prospective residents to ensure their service dog meets the specific provincial guidelines / definitions as outlined at the aforementioned website. They can then forward the copies of the specific certification documents to our offices (ASAP in terms of their residence application process), and staff will follow-up with them.

PRANKS

While pranks are usually performed by individuals with no malicious intent, they can nonetheless cause harm to persons or property and are not permitted in residence. Individuals who engage in pranks or pranking behaviour will face disciplinary and / or educational outcomes.

PROHIBITED AREAS

For safety reasons, there are areas in residence buildings where individuals are not permitted access. These areas include mechanical, electrical, and maintenance rooms; rooftops; and some dining hall related spaces such as kitchens.

PROHIBITED ITEMS

Items prohibited in our Residence Community include:

- Animals / pets (including fish)
- Weapons (including but not limited to firearms, BB guns, air pistols / rifles, pellet guns, paint guns, ammunition, hunting / exotic knives, swords, archery equipment, target pistols, machetes, etc.), replica weapons, or toy weapons
- Explosive devices, propane canisters, flammable liquids or other hazardous substances
- Hate symbols or items (including, but not limited to, Nazi paraphernalia, Confederate flags, etc.)
- Waterbeds, dishwashers, clothes washers and dryers
- Real / live Christmas Trees and large tree lights (fire-retardant, artificial trees and mini-lights are acceptable)
- Candles, lanterns, and other incendiary materials or sources of open flame
- Rugs and carpets
- Drapes, furniture and / or personal items that interfere with heating systems
- IN ROOMS WITHOUT COOKING FACILITIES: electrical kitchen appliances, including but not limited to hot plates, toasters, electric frying pans, air fryers, deep fryers, toaster ovens, grills, rice cookers, instapots, etc. (Kettles with automatic shutoff switches and microwave ovens are permitted.)
- Electric heaters
- Halogen lamps
- Milk crates
- Shopping carts
- E-Bikes / E-Scooters / Scooters
- SINGLE STUDENT HOUSING: soft-covered furniture
- Wooden blocks or other bed-raising apparatus
- IN LOYOLA and VANIER: Refrigerators of more than 5 cubic feet in size
- Aerials and / or other devices installed or attached on / to the exterior of the building
- Funnels and / or other speed-drinking devices
- Beer Pong tables
- Brewing / distilling equipment or apparatus
- Common source alcohol (including kegs, mini kegs, and Texas Mickeys)
- Cannabis, in all forms, and cannabis-related products
- Bongs or hookahs
- Drug paraphernalia
- Canned / spray snow and similar products
- Any other materials or objects which will endanger student health and safety in residence

PLEASE NOTE:

Amplified musical instruments and drums cannot be played within residence. Acoustic instruments are permitted in residence provided they are not heard outside of a student's room.

RECORDING & PHOTOGRAPHY (AUDIO, VISUAL, DIGITAL, ETC.)

Individuals are not permitted to photograph, tape, or otherwise record (digitally or otherwise) residence staff or the common areas of the residence complex without the expressed, written permission of the Director, Housing & Conference Services or their designate.

Individuals are permitted to photograph or otherwise record within their assigned rooms with the expressed permission of all subjects.

SCENT-FREE POLICY

Although the University strives to promote a scent-free environment in classrooms, individuals must be aware that the University cannot provide a completely scent-free environment within residence. However, individuals are encouraged to be respectful when using scented products and / or to refrain from wearing scented products in common areas such as lounges.

SERVICE DOGS

Pets and Emotional Support Animals (ESAs) are not permitted in residence buildings. Special permission will be granted for service / working animals by the Director, Housing & Conference Services or their designate.

The only approved animals are service dogs, which are permitted in residence here at Saint Mary's, though there are specific guidelines, definitions, and regulations that apply in this regard. Of particular importance for individuals is the fact that we are only able to accommodate service dogs as defined and certified under the provincial Service Dog Act, which is detailed on Nova Scotia's website: <https://novascotia.ca/servicedogs/>.

We advise prospective residents to should ensure their service dog meets the specific provincial guidelines / definitions as outlined at the aforementioned website. They can then forward the copies of the specific certification documents to our offices (ASAP in terms of their residence application process), and staff will follow-up with them.

SEXUAL VIOLENCE

Housing & Conference Services (H&CS) is committed to upholding the [University's Sexual Violence and Harassment Policy](#).

[Information on the policy, support, and resources](#) is available on our website.

H&CS staff receiving disclosures of sexual violence will follow the [University's Sexual Violence and Harassment Policy](#).

Housing & Conference Services will implement outcomes and / or consequences for respondents to complaints of sexual violence, as deemed appropriate via the Sexual Violence and Harassment Policy.

SMOKING, SMOKE-FREE CAMPUS & TOBACCO USE

Saint Mary's University is a smoke-free campus. Smoking (including e-cigarettes and vaporizers) on University property is strictly prohibited campus-wide, reflecting the University's commitment to provide a smoke-free environment for all students, faculty, and staff. This includes ALL areas in residence – there are no exceptions.

In residence, all floors are considered non-smoking. Those found in violation of this policy will be subject to disciplinary sanctions. A minimum fine of \$100 will be issued per offense.

Smokers and tobacco users are expected to be considerate of the environment and of others' rights when stepping off-campus to smoke. This includes maintaining a low level of noise and adhering to high standards of cleanliness.

The burning of sage, cedar, sweetgrass, kinnikinnick and tobacco is an integral part of cultural ceremonies and therefore may be burned on campus in accordance with the [University's Smudge and Pipe Protocol](#).

More information on our Smoke-Free Campus, including the [policy](#) itself, can be found on the University website.

SPORTS & OTHER PHYSICAL ACTIVITIES

Individuals are not permitted to engage in sports or physically-active games in residence buildings. These activities are likely to cause damage and disturb others. For the safety of all residents, rollerblading, skateboarding, cycling, or

use of scooters is not permitted in residence. Sports may be played in a number of designated areas on campus. Loyola Desk staff, your RC, or RA can be consulted for more information in this regard.

SUB-LETTING

Sub-letting of residence accommodation and/or spaces is strictly prohibited. Regardless of the circumstances, the housing of an additional roommate or sub-letter will not be permitted.

TAILGATING / FRAUDULENT ENTRY

Tailgating and / or fraudulently gaining or attempting to gain entry to another residence room or building is not permitted.

THEFT

Theft of any sort is not tolerated in our Residence Community. Individuals are not permitted to take possession of, use / misuse, and/or be in possession of property that is not their own. Individuals are also not permitted to deface, destroy, and/or dispose of property that is not their own.

VIOLENCE

Violence, physical or otherwise, is not tolerated in our Residence Community. Ignorance, anger, alcohol, or substance abuse will not be accepted as an excuse for instances of violence. If it is determined an individual has engaged in violent behaviour, they will be subject to disciplinary outcomes, as deemed appropriate by residence staff, and their Residence Agreement may be terminated. In extreme circumstances, a case may be referred for review under the University Code of Student Conduct.

WINDOWS

Window screens and window stops must remain in place at all times. A minimum fine of \$150 will be levied against the occupant(s), and additional disciplinary outcomes, including removal from residence may result. Tampering with windows or screens, or climbing on roofs, are safety hazards and will result in immediate disciplinary outcomes.

Under no circumstances should individuals throw or allow any object to drop from a window; throwing, dropping or ejecting any object from or at a residence building is prohibited.

PROCESSES & OUTCOMES

GENERAL OVERVIEW

Violations of the Residence Code of Conduct are normally dealt with by residence staff (RSOs or RAs), the Residence Coordinator (RC) of the residence where the offending individual(s) reside(s), and / or the Assistant Director, Residence Services. It is important to note that outcomes are applied in a progressive and developmental manner, giving individuals an opportunity to learn and grow through the process.

In situations where damages / violations occur and the responsible individual(s) do not come forward or cannot be identified, the Department of Housing & Conference Services reserves the right to administer common assessments (including repair and/or clean-up costs) or fines against residents of the applicable floor, area, section, or residence. Social and/or recreational privileges may also be suspended as a result of said damage.

Individuals are responsible for the conduct of their guests in addition to their own behaviour and conduct.

If an individual chooses to leave (or is removed from) residence as a result of disciplinary action, they are still responsible for all financial responsibilities associated with their Residence Agreement.

In addition to being subject to the Residence Code of Conduct, individuals who commit violations and/or exhibit problematic behaviours or conduct in the Saint Mary's Residence Community may also be referred to the Saint Mary's University Code of Student Conduct. More information on Saint Mary's University Code of Student Conduct can be found at: <https://www.smu.ca/studentconduct/welcome.html>

OUTCOMES & APPROACHES

Different developmental approaches and/or outcomes may result independently or in combination in response to violations of the Residence Code of Conduct. Outcomes and / or approaches include:

- EDUCATION (Informal conversations & follow-up)
 - Facilitated by RAs or RC
- VERBAL WARNINGS
 - Issued by RSOs, RAs, or RC
- EDUCATIONAL NOTICES (EdNs) / WRITTEN WARNINGS
 - Issued by RSOs, RAs, or RC
 - EdNs are issued using a Discipline Notice to remind individuals of an existing policy and the need to comply with aspects of the Residence Code of Conduct.
 - While EdNs are often issued as a courtesy, individuals should understand they will not necessarily be given a warning before a bond or fine is issued.
- NOTICES of VIOLATION (NOVs) / ADMINISTRATIVE FINES
 - Issued by RSOs, RAs, RCs, or other Administrators (Assistant Director or Director)
 - Fines are non-refundable monetary consequences (typically from \$50-\$150) assessed when an individual has violated aspects of the Residence Code of Conduct.
 - Individuals are expected to pay the amount owing immediately; unpaid fines will be charged to the individual's student account.
- MEETINGS with RA, RC or ADMINISTRATORS (ASSISTANT DIRECTOR or DIRECTOR)
 - Issued by RC or other Administrators (Assistant Director or Director)

- In response to either specific incidents or patterns of inappropriate behaviour, an individual may be required to agree to meet with an RA, RC, if they wish to remain in residence.
- RESIDENCE PROBATION / BEHAVIOURAL CONTRACTS
 - Issued by Assistant Director or Director
 - In response to specific incidents or patterns of behaviour, individuals may be placed on residence probation and / or required to agree to a behavioural contract if they wish to remain in residence.
 - A residence probation or behavioural contract is an agreement between an individual and the University, whereby an individual agrees to specified behaviours, conditions, and/or expectations.
 - Breach of residence probation / behavioural contract will result in further disciplinary outcomes, up to and including removal from residence.
- EDUCATIONAL PROJECTS (ie. community service, workshops, written apologies, essays)
 - Issued by Assistant Director or Director
 - Individuals may be required to complete an educational project in response to a conduct concern.
 - Educational projects may be combined with other outcomes (including warnings and fines) or as a component of a behavioural contract.
- RESIDENCE BANS / FULL RESIDENCE RESTRICTIONS
 - Issued by Assistant Director or Director
 - In response to either specific incidents or patterns of inappropriate behaviour, an individual may be banned from specific residence locations (including, but not necessarily limited to residence halls and dining halls), or from the entire residence community for a specified period of time.
- RESIDENCE TRANSFERS
 - Issued by Assistant Director or Director
 - In response to either specific incidents or patterns of inappropriate behaviour, Assistant Directors or the Director may require an individual to agree to a relocation or room / building re-assignment if they want to remain in residence.
 - Residence Transfers may also be required to provide individuals a “fresh start” in a new community and/or to reduce harms in a particular area / community.
- COMPLAINT / REFERRAL to THE UNIVERSITY CODE OF STUDENT CONDUCT
 - Issued by RCs, Assistant Director or Director
 - In addition to being subject to the Residence Code of Conduct, individuals who commit violations and/or exhibit problematic behaviours or conduct in the Saint Mary’s Residence Community may also be referred to the University Code of Student Conduct.
 - Information on University Code of Student Conduct: <https://www.smu.ca/studentconduct/welcome.html>
- REMOVAL FROM RESIDENCE
 - Issued by Director (or their designate)
 - The University reserves the right to terminate the Residence Agreement when violations which are illegal or endanger the security and safety of residents, or seriously disrupt the residence community or immediate neighbourhood, have taken place.
 - Examples include, but are not limited to: criminal activity; physical or sexual assault; harassment (including emails, text messages, voicemail or other computer / telephone communications); threats of violence or any other willful or negligent conduct that endangers the health, safety or well-being of others; trafficking, possession, promotion, or use of illegal drugs; theft of or damage to property of the University or others; misuse or tampering with fire safety equipment; and possession of weapons.

APPEALS & REVIEWS

APPEALS: AN INTRODUCTION

Disciplinary outcomes may only be appealed once, on specific grounds, as outlined below. It is important to note that appeal will result in one of three outcomes:

1. THE ORIGINAL DECISION / OUTCOME IS UPHELD,
2. THE ORIGINAL DECISION / OUTCOME IS OVERTURNED, or
3. THE ORIGINAL DECISION / OUTCOME IS MODIFIED, WHICH MAY INCLUDE AN INCREASE IN AN OUTCOME'S SEVERITY

ALL written appeal submissions MUST clearly identify the specific ground(s) on which the appeal is being requested and provide supporting detail / documentation in order to be considered. Individuals are entitled to have a person of their choice (for example, a friend or an advocate) accompany them to any disciplinary or appeal meetings.

APPEAL GUIDELINES & PERMISSIBLE GROUNDS FOR APPEAL

SANCTION TYPE	PROCESS / TIMELINE	PERMISSIBLE GROUNDS FOR APPEAL
EDUCATIONAL NOTICES (EDNS) NOTICES OF VIOLATION (NOVS)	May be appealed in writing within two (2) business days of their date of issue to the Director, Housing & Conference Services	Applicable new evidence or information has become available Claim of unfair treatment or bias
RESIDENCE PROBATION / BEHAVIOURAL CONTRACTS RESIDENCE TRANSFERS / BANS	May be appealed in writing within five (5) business days of their date of issue to the Assistant Director, Residence Services or the Director, Housing & Conference Services, as noted	Applicable new evidence or information has become available Claim of unfair treatment or bias
REMOVAL FROM RESIDENCE	May be appealed in writing within 24 hours of their receipt to the Senior Director, Facilities Management	Applicable new evidence or information has become available Claim of unfair treatment or bias Compassionate consideration

REVIEWS OF APPEAL DECISIONS

Applications for reviews of appeal decisions made by the Director, Housing & Conference Services must be forwarded in writing to the Senior Director, Facilities Management (or their designate) and received within 24 hours of receipt of the original appeal decision.

Reviews of appeal decisions made by the Director, Housing & Conference Services will only be heard on the basis of issues of natural justice (ie. procedural unfairness or lack of due process).

IMPORTANT PHONE NUMBERS

EMERGENCY NUMBERS

Loyola Residence Desk	902.420.5591
University Security (Emergency)	902.420.5000 / 5000
Fire	911
Police	911
Ambulance	911

UNIVERSITY SERVICES & DEPARTMENTS

Campus Bookstore / SMUshop	902.420.5562
Career Services	902.420.5761
Conference Services	902.420.5486
Conflict Resolution Advisor	902.420.5113
The Counselling Centre	902.420.5615
EIT Help Desk	902.496.8111
Facilities Management	902.420.5572
Fred Smithers Centre	902.420.5761
Financial Aid & Awards	902.496.8726
Food Service (SMU Dining / Aramark)	902.420.5599
Health Services	902.420.5611
Homburg Centre for Health & Wellness	902.420.5555
Housing & Residence	902.420.5598
Husky Patrol	902.420.5577
International Centre	902.420.5436
Library	902.420.5534
Registrar	902.420.5582
Service Centre (Fees, etc.)	902.420.5473 / 902.420.5582
SMUSA	902.496.8700
SMUSA Information Desk	902.496.8713
Student Services	902.420.5761
University Security (Non-Emergency)	902.420.5577
University Sexual Assault Case Manager	902.496.8778
University Switchboard	902.420.5400

SELECTED OFF-CAMPUS RESOURCES

Avalon Sexual Assault Centre	902.425.0122
Mobile Crisis Intervention Service	902.429.8167
QEll Hospital Emergency Department	902.473.2043
Telecare NS / Registered Nurse	811

RESIDENCE AGREEMENTS

SINGLE STUDENT HOUSING

RESIDENCE AGREEMENT

SAINT MARY'S UNIVERSITY RESIDENCE AGREEMENT (September 20XX - April 20XX)

SAINT MARY'S UNIVERSITY, a body corporate with head office in Halifax, Nova Scotia, hereinafter referred to as the "UNIVERSITY", and
(Name) _____ (Student Number) A _____, hereinafter referred to as "Student", as outlined in the covenant and agree together
that:

1. The University will rent to the Student and the Student will rent from the University, accommodation (hereinafter called the "rented premises") for the entire September 20XX – April 20XX academic year (as defined in the 20XX – 20XX Academic Calendar) and according to the Residence occupancy period as outlined in the online Residence Handbook (<https://www.smu.ca/student-life/residence-handbook.html>). The Student is hereby advised that this agreement does not entitle the Student to occupy the rented premises during the Holiday Break as set by the University.
2. The Student acknowledges access to the Saint Mary's University Academic Calendar (<http://www.smu.ca/academics/academic-calendar.html>), and having read the online Residence Handbook, and agrees to be bound by all of the rules and regulations contained therein relating to occupying the rented premises in Student residences, whether or not those rules and guidelines have been formally approved as of this date by the University. In particular, the Student is obligated in accordance with the provisions of the Residence Handbook:
 - i) to keep the rented premises clean;
 - ii) to avoid nuisance and disturbance to other occupants of similar rented premises;
 - iii) to assume the cost of repairs, cleaning or damage to the rented premises due to accidents, negligence or wilful misconduct of the Student or anyone permitted by the Student to enter the premises;
 - iv) to allow entry to the rented premises by authorized employees of the University in accordance with the room entry policy detailed in the Residence Handbook;
 - v) to follow procedures with respect to occupation and termination of room occupancy as described in this document and in the Academic Calendar and Residence Handbook.

The Student acknowledges that breach of any of the rules and regulations contained in the Academic Calendar or the Residence Handbook or any breach of any term of this Agreement will entitle the University to immediately terminate this Residence Agreement and upon termination the Student will vacate the premises immediately or as directed or within such time period as may be directed by the University.

3. The Student shall select a meal plan (where applicable) and shall pay to the University the sum of money for meals and the rented premises outlined in the schedule of residence and meal plan fees in the 20XX – 20XX Academic Calendar (the 20XX – 20XX fees are posted at <http://www.smu.ca/academics/residence-and-meal-plans.html>). The fees are due and payable according to the schedule outlined in the Academic Calendar.
4. The Student must be enrolled in courses of instruction at Saint Mary's University or another approved post-secondary institution under whose auspices the Student has applied (i.e. NSCAD University, Atlantic School of Theology). If the Student withdraws or their University or post-secondary institution enrolment is terminated for any reason, this Agreement is also terminated, the Student shall vacate the rented premises forthwith, and the Student is obligated in accordance with the provisions of the Withdrawal Policy.
5. If the Student withdraws, from their post-secondary institution, or is dismissed from residence by the University during the academic year, this Agreement is terminated and the Student is obligated in accordance with the provisions of the Withdrawal Policy:

An individual who wishes to break their Residence Agreement and/or withdraw from residence must officially notify Housing & Residence in writing and complete the appropriate procedures and forms. If applicable, the Student must also confirm (in writing) that they have withdrawn academically from all of their classes. Students attending post-secondary institutions other than Saint Mary's University must provide, in writing, an official "confirmation of withdrawal" from their institution.

Individuals withdrawing from residence during the academic year must follow all check-out procedures outlined in the Residence Handbook (including appropriate cleaning, disposal of garbage, and return of keys / access cards). Failure to properly follow check-out procedures may result in the student being charged applicable room and board fees for a period up to and including the entire academic year.

Individuals who withdraw from residence will be charged as follows:

- i. Individuals who withdraw and complete all necessary administrative requirements before their official move-in date in September will forfeit the \$500 deposit.
- ii. Individuals who withdraw and complete all necessary administrative requirements after their official move-in date but before the first day of classes will forfeit the \$500 deposit and be charged for the nights they were in possession of their residence room.

- iii. Individuals who withdraw and complete all necessary administrative requirements after their official move-in date AND are withdrawing from the University / their post-secondary institution altogether will forfeit the \$500 deposit and be charged for the nights they were in possession of their residence room.
- iv. Individuals who withdraw and complete all necessary administrative requirements after their official move-in date AND remain academically enrolled at the University / post-secondary institution will forfeit the \$500 deposit and be charged for the nights they were in possession of their residence room, as well as an additional 60 billable nights*. (*Up to and including the entire term of the Residence Agreement and not exceeding it.)

No pro-rated refund of residence fees will be issued after the last day of classes in a term. Individuals who fail to properly withdraw are subject to Improper Withdrawal Charges. ALL individuals who withdraw from residence and complete the necessary administrative requirements are eligible for a refund of the mandatory meal plan in accordance with the Meal Plan policies.

- 6. The Student shall not assign or sublet all or any part of the rented premises to any other person.
- 7. PLEASE NOTE: The Residence Agreement must be accompanied by a \$500 Residence Confirmation Deposit and must be submitted prior to the deadline specified in the room offer. Agreements submitted without the deposit are considered incomplete and the room offer unsecured. Unsecured rooms will be offered to other qualified applicants. The required Residence Confirmation Deposit of \$500.00 is neither refundable nor transferable once paid, except as indicated in the Residence Handbook.

PLEASE READ, SIGN AND RETURN THE RESIDENCE AGREEMENT ALONG WITH YOUR RESIDENCE CONFIRMATION DEPOSIT OF \$500. BY SIGNING THIS AGREEMENT, THE STUDENT/PARENT/LEGAL GUARDIAN HEREBY ACKNOWLEDGES HAVING READ AND UNDERSTOOD THE CONTRACT WITH PARTICULAR ATTENTION TO CLAUSE 5 (THE WITHDRAWAL POLICY), INCLUDING BUT NOT LIMITED TO ITS ASSOCIATED FEES.

FAMILY & GRADUATE HOUSING

RESIDENCE AGREEMENT

THIS RESIDENCE AGREEMENT, entered into on «**CHECKINDATE**».

BETWEEN

SAINT MARY'S UNIVERSITY

(Hereinafter called the "University")

OF THE FIRST PART

RESIDENT NAME(S)

(Hereinafter called the "Resident")

THE SECOND PART

WITNESS that in consideration of the rents, covenants, and agreements hereinafter contained, the parties hereto covenant and agree as follows:

LEASE OF PREMISES The University does rent to the Resident, an apartment forming part of Saint Mary's University's Family and Graduate Housing situated on Gorsebrook Avenue in the Halifax Regional Municipality (the "Building") known as Apartment «**Description**» (the "Premises");

TERM OF THE RESIDENCE AGREEMENT The term of the Residence Agreement will be ____ months to be commencing on «**CheckInDate**» and terminating on **31, July, 20XX** (the "Term").

RENT AND PAYMENT The Resident shall pay to the University the sum of ____ in advance on the first day of each month during the Term by pre-authorized debit, due and payable on the «**CheckInDate**» or date of occupancy.

SECURITY DEPOSIT The Resident agrees to pay on the signing of this Residence Agreement a security deposit in the amount equal to ____ for the faithful observance and performance of the covenants and agreements of the Resident herein contained. Such security deposit will be held in trust by the University and may be applied to expenses incurred as a result of damages to the premises and/or custodial issues for which the Resident is responsible or may be credited by the University against any amounts owed by the Resident to the University (including tuition and other fees and charges) at the time the Term expires. If the Resident performs all covenants and agreements, and the Premises are undamaged and in an appropriate custodial state, and no amounts are owed by the Resident to the University, then within fourteen (14) days after the expiration of the Term of this Residence Agreement, the security deposit shall be returned to the Resident provided however that nothing herein shall limit the Resident's liability to the amount of the security deposit.

OCCUPANTS The University and Resident agree that only the following named individuals shall be permitted to reside in the Premises:

RESIDENT NAME(S)

RESIDENT NAME(S)

THE PARTIES HERETO mutually covenant and agree as follows:

1. RESIDENT'S COVENANTS

The Resident covenants with the University as follows:

- (1) pay rent when due;
- (2) ensure the University has up-to-date pre-authorized debit information for the resident at all times;

- (3) ensure the University has an up-to-date and functioning email address for the resident at all times, as this will be the University's primary method of communication with the Resident;
- (4) use the Premises as a private residence and for no other purpose;
- (5) maintain the Premises in good tenantable repair, reasonable wear and tear excepted;
- (6) permit the University and their agents with or without workmen and others and with all necessary equipment to enter and examine the condition of the Premises;
- (7) conduct repairs according to notice in writing given by the University, reasonable wear and tear excepted;
- (8) maintain the stove, refrigerator, and electric lighting fixtures in good condition and repair, and to return them to the University in good condition and repair on the expiration or prior termination of this Residence Agreement;
- (9) give to the University prompt written notice of all accidents to or defects in the water pipes, heating apparatus, electric lights, and wires, and also of all accidents to and defects in the refrigerator, stove, and other appliances provided by the University;
- (10) return the Premises at the end of the Term in the same state of repair and condition as at the beginning of the Term, reasonable wear and tear excluded;
- (11) not to do or permit anything be done whereby the policy of insurance on the Premises may become void or voidable or whereby the rate of premium thereof may be increased, and to repay to the University on demand all sums paid by way of increased premiums and all expenses incurred by the University in connection with any renewal or replacement of the policy rendered necessary by breach of this covenant;
- (12) not to make, or permit to be made, any alteration or addition to the Premises without first having submitted a plan or sufficient specification thereof to the University and obtained its written approval;
- (13) comply with all rules and regulations of the University and ensure that the Residents, occupants, and guests also comply with said rules and regulations, including but not limited to the rules and regulations contained in any and all Residence Handbooks (<https://www.smu.ca/student-life/residence-handbook.html>) and in Schedules "A", "B", "C", and "D" attached hereto.
- (14) indemnify and hold harmless the University from all liabilities, fines, suits, claims, demands, and actions, of any kind for which the University shall or may become liable or suffer by reason of any breach, violation, or non-performance by the Resident of covenant, term or provision of this Residence Agreement or by reason of a death or injury resulting from, occasioned to or suffered by any person or any property by reason of the act, neglect or default on the part of the Resident, Occupants or guests including, but not limiting the generality of the foregoing all damage done by reason of water escaping from the Premises or causing damage to the Premises or from the use of defective electrical appliances or the careless use of electrical appliances. This indemnification shall survive the termination of the Residence Agreement;
- (15) not to assign sublet or part with possession of the Premises or any part of them without first obtaining the written consent of the University, which consent may be arbitrarily withheld;
- (16) that the rules and regulations set out in the attached Schedules "A", "B", "C" and contained within the Residence Handbook (<https://www.smu.ca/student-life/residence-handbook.html>) with such variations, modifications, and additions as shall from time to time be made by the University, shall be observed by the Resident, Occupants, and guests, and all rules and regulations now or hereafter in force shall be read as forming part of the terms and conditions of this Residence Agreement as if they were embodied herein;
- (17) that all covenants in this Residence Agreement entered into by more than one Resident shall be construed as both joint and several;
- (18) to deliver to the University on the termination of the Residence Agreement, all keys and access cards to the Premises;

2. UNIVERSITY'S COVENANTS

The University covenants with the Resident as follows:

- (1) that the Resident paying the rent and performing the Resident's covenants shall peaceably hold the Premises during the Term without any interference by the University or any person rightfully claiming under or in trust for him;
- (2) to make and enforce such rules and regulations as deemed appropriate;
- (3) to provide for use with the Premises an electric stove, electric refrigerator, and electric fixtures;
- (4) to provide water, electricity, hot water, internet access, voicemail, and heating for the Premises and the Building. It is understood that computers and patch cords are not provided.

3. PROVISOS

Provided always and both parties agree as follows:

- (1) If

- (a) the rent hereby reserved is at any time not paid when due, or
- (b) any sum which the Resident under any provision of this Residence Agreement has agreed to pay is not paid when due, or
- (c) the Term is taken in execution or the Resident becomes insolvent or bankrupt or makes an assignment for the benefit of creditors, or
- (d) the Resident does any act which may be deemed objectionable considering the character of the Premises, or does not observe, perform, and keep each of the covenants, provisions, stipulations, and conditions, rules and regulations contained in this Residence Agreement;
- (e) the Premises become vacant for a period of 30 days, or are used by any person other than the Resident or Occupants;

Then

- (a) the rent for the current month and the next three months will immediately become payable and the University may distrain for the rent and for all arrears then unpaid and the Term will at the option of the University immediately be determined and the University may without notice or any form of legal process forthwith retake possession of the Premises and remove the Resident's effects from them;
- (2) All notices under this Residence Agreement shall be in writing. Any notice to the Resident shall be sufficiently served if personally served, emailed, or mailed to the Resident at the Premises. Any notice to the University shall be sufficiently served if personally served, emailed to the University at residence.housing@smu.ca, or mailed to the University at Housing & Conference Services, LR114, Loyola Building, Saint Mary's University, Halifax, Nova Scotia, B3H 3C3 and the date of receipt of any notice mailing shall be deemed conclusively three days after the mailing or emailing;
- (4) The expressions "University" and "Resident" used in this Residence Agreement, shall when the context requires include their respective heirs, executors, administrators, and assigns;
- (5) During the last month of the Term, the Resident will permit the University or their agents to enter and show the said Premises to any prospective Resident and will permit all persons having written authority from the University to view the said Premises at all reasonable hours;
- (6) The Resident shall have the right in common with the University and other occupants of the building to use the entrances, lobbies, hallways, elevators, stairways, laundry, and other public areas, but such use shall be in accordance with the rules and regulations made by the University. The University shall not be liable for any loss or damage suffered by any person while using such public areas;
- (7) The Resident must be enrolled in courses of instruction at Saint Mary's University, or deemed otherwise eligible by the University to live in the Premises, at the time of signing;
- (8) Words importing the singular number only shall include the plural and vice-versa, and words importing the masculine gender shall include the feminine gender and vice-versa;

IN WITNESS WHEREOF the said parties have hereunto set their hands the day and year first above written and the Resident hereby acknowledges having read and understood this Residence Agreement and Residence Handbooks (<https://www.smu.ca/student-life/residence-handbook.html>) as well as receipt from the University of a fully executed duplicate original copy of this indenture and of the Rules and Regulations described herein as Schedules "A", "B", "C" and "D".

SIGNED, AND DELIVERED
in the presence of

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SAINT MARY'S UNIVERSITY

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Per:

UNIVERSITY

RESIDENT



**Saint Mary's
University**

ACKNOWLEDGEMENT - The Resident acknowledges that, immediately after the execution of this Residence Agreement, the University provided the Resident with an executed copy of this Residence Agreement.

WITNESS

RESIDENT

DATE

SCHEDULE "A": RULES AND REGULATIONS

1. **Subletting**
The Resident is not permitted to assign or sublet all or any part of the rented Premises to any other individual.
2. **Throwing of Objects**
The Resident, Occupants, guests, or visitors shall not throw anything out of, at, or in any window, door, all corridors, or stairways of the apartment.
3. **Noise**
The Resident, Occupants, guests, or visitors shall not make or cause to be made any excessive noise to disturb the comfort of other residents in the Premises or Building, nor shall any noise whatsoever be repeated or persisted in after request to discontinue the same shall have been made by the University.
4. **General Conduct**
The Resident agrees that s/he along with Occupant, guests, and visitors will abide by all regulations of Saint Mary's University regarding general conduct on campus.
5. **Pets**
Animals/pets are not permitted in the Premises and Residents who are found to be keeping them will be asked to remove them. Failure to do so may result in the cancellation of this Residence Agreement.
6. **Decoration and Alteration**
The Resident shall not paint, paper, decorate, or otherwise alter the Premises in any manner without the prior written consent of the University. The Resident acknowledges that the University has provided drapes and will keep them clean and in good repair during the term of the Residence Agreement.
7. **Use of Passages**
Sidewalks, halls, entries, corridors, and stairways shall not be obstructed or used for any other purpose than for passage to and from the Premises.
8. **Garbage**
The University runs a recycling program in residence which includes the separation of organic, refundable, and recyclable materials. The Resident agrees to follow the requirements of this program. The Resident agrees not to dispose of any garbage or refuse in the hallways, stairwells, and common areas of the Building."
9. **Unobstructed Passageways and Windows**
The Resident will not permit laundry to be hung in the corridors or in the stairways or in the windows thereof, will not permit anything to be stored in the corridors or on the stairways, will not permit bottles, cans, containers of any sort, flower pots, or other articles to rest on window sills.
10. **Wall Damage**
Using nails, tacks, hooks, spikes, tape or other items to hang pictures, posters, and other materials is not permitted. Residents will be charged \$5.00 for each item/offence.
11. **Fire Alarm Fines**
 - a) Any Resident or occupant of an apartment who fails to evacuate as required during an alarm may be issued a Notice of Violation (NOV).
 - b) The Resident agrees to pay the University an amount equal to one hundred and fifty dollars (\$150.00) if any occupant of the household causes a fire alarm to be rung while cooking.
 - c) The Resident agrees to pay the University a common assessment of up to one hundred and fifty dollars (\$150.00) when an alarm originates due to vandalism or unknown causes. The Resident will be provided the opportunity to identify those responsible and thus avoid paying a common assessment fine.
 - d) Tampering with a smoke detector (disconnecting, covering) will result in a sanction by the University which may include a \$150.00 fine and/or eviction.

12. Pests

The Resident agrees to immediately report all problems with pests. The Resident agrees not to attempt to treat any pest problems on their own.

13. Room Entry For Maintenance

Once a Resident has requested repairs or minor maintenance, staff will enter the apartment without prior notice being given. It is the responsibility of the Resident to advise the other occupants of the apartment that a work order has been submitted and that entry will be without notice

14. Tenant/Liability Insurance

The Resident is responsible for arranging adequate insurance coverage for their belongings and/or their liability. The University's insurance policy does not cover damage or loss of personal property, however caused. The University will not assume responsibility for damage or loss of personal property, however caused. The Resident is responsible for reporting stolen items and/or property to Halifax Regional Police.

_____ Occupant Initials confirming they have read and understand Schedule "A"

SCHEDULE "B": POLICY ON RETURNED RENT PAYMENTS

1. The provisions of this policy apply to the tendering to the University for any purpose whatsoever of rent payment(s) and to the Resident who tenders it/them whether rent payment(s) concerned are drawn in the name of that Resident or otherwise.
2. Returned rent payments include N.S.F. rent payments, payments on which payment is stopped by the maker, payments on a non-existent bank account, and payments on a bank account with no chequing privileges. An N.S.F. rent payment means a payment that, when presented for payment within a reasonable time, was dishonoured on the ground that no funds or insufficient funds were on deposit to the credit of the drawer in the bank account on which the payment was drawn.
3. An administrative fee of twenty (\$20.00) dollars shall be made payable in respect of all returned rent payment tendered to the University by the Resident. When Pre-Authorized payments/personally Approved Debits are returned by the bank they will be automatically re-presented three (3) business days after the item was returned. Residents will be invoiced the \$20.00 Administration Fee and payment terms will be immediate.

_____ Occupant Initials confirming they have read and understand Schedule "B"

SCHEDULE "C": WITHDRAWAL POLICY

As detailed in the Family & Graduate Housing Residence Agreement, individuals are responsible for the rent for the duration of the term noted in the Residence Agreement.

However, individuals may be eligible to transfer their Family & Graduate Housing Residence Agreement as follows:

- A) A resident who wishes to terminate their Residence Agreement and vacate their Family & Graduate Housing apartment prior to the expiration of the term of their Residence Agreement may be permitted to have another individual not currently involved with residence replace them with the University's approval.

The replacement must meet the University's eligibility requirements. In these cases, a resident's agreement is cancelled and the new resident signs their own Residence Agreement.

An individual who wishes to apply to transfer their Family & Graduate Housing Residence Agreement must officially notify Housing & Conference Services in writing and complete the appropriate procedures and forms.

Individuals vacating Family & Graduate Housing apartments must follow all "Check-Out Procedures" outlined in the Residence Handbook (including appropriate cleaning, disposal of garbage, and return of keys and access cards). Failure to properly follow check-out procedures may result in additional charges.

_____ Occupant Initials confirming they have read and understand Schedule "C"

SCHEDULE "D": POLICY ON COVID-19 PROTOCOLS

COVID-19 PROTOCOLS

All individuals are responsible for adherence to any and all COVID-19-related protocols and policies related to the residence complex and/or living in residence and Family & Graduate Housing. This includes all current University, federal and provincial government, Public Health, and NS Health authority COVID-19-related directives, guidelines, and regulations. Given the fluid nature of the pandemic, adjustments to these policies or protocols may be posted or circulated throughout the year.

_____ Occupant Initials confirming they have read and understand Schedule "D"