



UNIVERSITY OF
KING'S
COLLEGE • HALIFAX

RESIDENCE GUIDELINES

2025-2026

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Overview

King's is committed to creating a safe, inclusive, and supportive residence life experience that fosters success, fun, and connection to the King's community. King's aims to help students reach their full potential—whatever that looks like for them—by providing opportunities for learning and growth, using a person-focused approach to engender mutual respect, and maintaining an accessible, progressive environment.

The Residence Guidelines are an essential part of living in residence at King's. The Residence Guidelines are formally recognized by the Code of Conduct and the College Regulations within the Yellow Book, which form the foundation for being part of the King's community.

Students who live in residence at King's will be referred to as “resident(s)” throughout the Residence Guidelines.

Scope

- The Residence Guidelines apply to all individuals living in Residence at King's and their guests.

Responsibilities

- Residents should contact residence@ukings.ca with any questions or inquiries. Questions, inquiries or concerns will be forwarded to the most appropriate Housing & Residence Life Administrator for response.
- Residents are responsible for knowing and understanding the Residence Guidelines, the Residence Agreement, the Code of Conduct and the College Regulations within the [Yellow Book](#).
- Residents are responsible for abiding by all relevant municipal, provincial and federal laws and statutes, including relevant HRM by-laws.
- Residents are responsible for monitoring and responding to emails sent to their King's (@dal.ca) or, for non-King's residents, their student email from their post-secondary educational institution. Official student emails are the only emails that King's Housing & Residence Life will use to communicate with residents.
- Any issues accessing a resident's email are the responsibility of the resident to remedy. Residents should connect with [DAL IT for support](#) regarding their student (dal.ca) email. Residents are responsible for responding in a timely fashion to communications from the Housing & Residence Life Team and the University.
- Residents are liable for all charges incurred during their residency, including residence fees, meal plan costs, fines, damage charges, prorated fees for room changes, and extension fees.

- Residents are expected to pay their residence fees in full by the [term due date](#). Failure to do so will result in late fees and weekly interest charges, and for the fall term those with an outstanding student account may not be eligible for residence in the winter term. Should a resident incur a residence cost after the term due date, the cost is due on the change date (room change, meal plan change, fine etc.), or date of service (replacement key/card, lockout etc.).

Interpretation

- The policies outlined in the Residence Guidelines and the Residence Agreement should be interpreted broadly. Residents are expected to abide by the overall spirit of these guidelines. Residents will be held accountable for any activity which endangers or shows disregard for another member of the University, the University community, or University property.

Residence Conduct

- Conduct within the King's residence community is managed by the Housing & Residence Life staff and the Housing & Residence Life Administration Team. They act on behalf of the Dean of Student's Office with occasional support from the Campus Security team.
- Residents who violate the Residence Guidelines or the Residence Agreement will be subject to the [Residence Guidelines Student Conduct Process](#). This process is outlined at the end of this document.
- Conduct processes are meant to provide support and resources for residents to reach their full potential while helping residents take accountability for their choices. Housing & Residence Life encourages all residents to be considerate of their neighbours and community members.

Standard of Proof

- For the Residence Guidelines Student Conduct process, decisions will be made based on the balance of probabilities, meaning the available information shows it is more likely than not that the alleged violation occurred.

Confidentiality

- King's Housing & Residence Life team members will respect the confidentiality of all persons, including complainants, respondents, and witnesses.
- However, confidentiality cannot be assured in the following circumstances:

- An individual is at imminent risk of self-harm.
 - An individual is at imminent risk of harming another person.
 - There are reasonable grounds to believe that others in the residence community, broader campus community, and/or local community may be at risk of harm.
 - Individuals within the university community must know certain information to carry out their responsibilities.
 - Where there is a legal obligation to report to authorities.
 - Where there is a legal obligation to act or cooperate with an extra-university judicial process.
- In all circumstances outlined above, only the information deemed necessary and appropriate will be disclosed to the appropriate parties (including but not limited to Housing & Residence Life, the Dean of Students, the Sexual Health & Safety Officer, the Equity Officer, the Student Support Advisor, the Accessibility Officer, etc.).

Resident & Guest Behavior

1. Cooperation with Staff and Others

- 1.1. Housing & Residence Life is committed to promoting a living and learning environment that is safe and enjoyable while also prioritizing an environment that is conducive to academic success. When Housing & Residence Life provides instructions to residents, they are doing so for a reason. Housing & Residence Life and residents need to work together to help foster a safe and enjoyable community.
- 1.2. Residents are expected to cooperate with all Housing & Residence Life staff, university employees, Campus Security, cleaning staff, Chartwells/Prince Hall staff and emergency personnel, including compliance with all verbal and written instructions and requests, providing proper identification, and assisting honestly with investigations regarding violations of the Residence Guidelines.
- 1.3. Residents and their guests are expected to provide valid photo identification to Housing & Residence Life staff upon request.
- 1.4. Residents shall allow access to all areas of their room to Housing & Residence Life Administration Teams upon request. Facilities Management and Security are authorized to enter any room, with or without the resident's consent, to address any health and safety concerns or to respond to Residence Guidelines violations.
- 1.5. Residents must comply with the instructions of Housing & Residence Life relating to fire alarms or other emergency protocols.
- 1.6. Residents must have a photo that clearly shows their face in eRezLife. Keys will not be issued to the resident during move in without a photo, and lockout keys may not be provided during the school year if the picture is removed.

2. The Roommate Success Plan & Roommate Conflicts

- 2.1. Residents assigned to double rooms are strongly encouraged to create a Roommate Success Plan with their roommate either before they move into residence or shortly after moving into residence.
- 2.2. A Roommate Success Plan helps foster a discussion around what each roommate needs to feel as comfortable as possible in a shared living environment. Residents can find the Roommate Success Plan in eRezLife in the Forms menu (F013 – Roommate Success Plan).
- 2.3. Roommates must respect each other's personal space and property. Therefore, a resident living in a double room must ask their roommate permission to use any of their items or belongings. They must ask for permission every time they want to use an item that belongs to their roommate and respect their roommate's boundaries if they say no.

2.4. Residents who experience roommate conflicts must first speak with their roommate and try to resolve the issue.

2.4.1. The residents should revisit their Roommate Success Plan and make any necessary changes to help resolve the conflict.

2.4.2. If a Roommate Success Plan was not completed, the residents are encouraged to use the Roommate Success Plan as a tool to help them resolve conflicts and set agreed upon expectations moving forward.

2.5. If a roommate conflict persists after the residents attempt to resolve the conflict themselves, the residents must seek out their Don so their Don can work with both residents to schedule a mediation.

- Mediation is a method for conflict resolution.
- The Don will meet with each resident separately to get their perspective on the conflict(s).
- The Don will then schedule a meeting for the roommates and the Don to get together and have a respectful and structured conversation aimed at resolving the conflict(s).
- At the end of a mediation an agreement is typically reached, and the residents will have a couple of weeks to see if the agreement works or if they need to re-visit the discussion to come up with another agreement.

2.6. A room change is a last resort when it comes to addressing roommate conflicts. This is because room availability is limited, and conflict resolution is an important skill to develop as one navigates not only life in residence but also life itself.

3. Noise and Quiet Hours

3.1. Quiet hour guidelines are maintained for the benefit of all residents. A resident's right to have quiet will supersede another resident's desire to make noise. Quiet hours apply equally both inside buildings and elsewhere on campus, including the Quad and Mini-Quad.

3.2. Quiet Hours:

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
10pm-8am	10pm-8am	10pm-8am	10pm-8am	1am-8am	1am-8 am	10pm-8am

*Quiet Hours begin at the set time each evening and go until the set time the following morning.

- 3.3. Exam Period: 23-hour quiet hours (with loud hour from 7pm-8pm). Residents are encouraged to use the loud hour to let all anxious energy out, and at 8pm return to quiet hours. There will be no parties or large, loud gatherings permitted during exam periods. Housing & Residence Life Administration will notify residents when the 23-hour quiet hours period begins.
 - 3.3.1. During 23-hour quiet hours, loud music is not permitted, including during the day.
 - 3.3.2. When moving out of residence, residents and their friends/family assisting with move out should also be respecting the 23-hour quiet hours.
- 3.4. During quiet hours, noise levels should allow residents to sleep and study. At all other times, cooperative quiet is expected, which means that residents must respect the right of others for quiet.
- 3.5. Residents are required to reduce volume levels if requested by other community members, such as another resident or a university staff member.
- 3.6. Ignorance, alcohol, substance use, and video games will not be accepted as an excuse for violating the Noise Policy.
- 3.7. Noise violations are tracked by Housing & Residence Life, residents with repeat violations of the noise policy will receive a warning letter, continued violations will result in automatic fines and/or a meeting with the Assistant Deans.

4. Sexual Health & Safety and Sexualized Violence

- 4.1. All residents have access to the university's Sexual Health & Safety Officer who supports all campus community members with concerns related to sexualized violence and sexual harassment.
- 4.2. The Sexual Health and Safety Officer can also support students with sexual orientation, gender identity, boundaries, healthy relationships/friendships and more.
- 4.3. If a resident comes forward to a student employee of the Housing & Residence Life staff team (ex. Patrol or Front Desk) to disclose an experience with sexualized violence, they can expect:
 - The student employee of the Housing & Residence Life staff team to immediately connect the resident to the appropriate professional employee of the Residence Life staff team or the Housing & Residence Life Administration Team to engage in a compassionate, supportive conversation.

- Information disclosed in such conversations will be kept confidential in accordance with the [confidentiality policy](#). For sexualized violence disclosures, Housing & Residence Life Administration Team must inform the Sexual Health and Safety Officer that a disclosure has been received, but the identifying information of the person disclosing would not be shared unless the person disclosing provides consent.
- A referral to the King's Sexual Health & Safety Officer so the resident can access ongoing support from an expert and can discuss the options available for reporting and/or responding to the concern, should the resident choose to do so.
- Anyone who meets with the Sexual Health and Safety Officer is welcome to bring a support person of their choosing if they wish.

4.4. Public nudity and indecency are considered sexual harassment. Such behavior disregards personal boundaries and consent which can make others feel uncomfortable or threatened.

4.5. Visit the King's [Sexualized Violence and Response page](#) for more information on Kings' Sexualized Violence, Awareness, Prevention and Response Policy, the Sexual Health & Safety Officer role and the Flow Chart of the Reporting Process.

5. Discrimination

5.1. All residents have a right to live in an environment where they are safe to express themselves without infringing on the human rights of others. This right is characterized by equal opportunity and equitable access to university services and supports.

5.2. Hate symbols or items (including, but not limited to, Nazi paraphernalia, Confederate flags, etc.) are not permitted in residence. The Housing & Residence Life Administration Team will determine what constitutes a hate symbol or item. Residents in possession of hate symbols or items in residence will be asked to remove them from residence immediately.

5.3. Individuals or groups exhibiting discriminatory behaviour to another resident or groups of residents on any grounds set out in the Nova Scotia Human Rights Act (e.g. race, ancestry, place of origin, colour, ethnic origin, citizenship, creed/religion, sex, sexual orientation, disability, age, gender identity, gender expression, etc.) are subject to conduct follow-up.

5.4. All residents have access to the University's Equity Officer, who handles issues of equity, racial equity, and harassment, The University's Equity and Harassment Policy can be found online in the [Yellow Book](#).

6. Harassment, Intimidation, General Violence & Vandalism

- 6.1. All residents have a right to live free from harassment, intimidation, violence and aggression, including the threat of violence or aggression. Housing & Residence Life will not tolerate abuse (verbal, written, physical or otherwise), threats, intimidation, violence or other forms of harassment/bullying against any member of the community.
- 6.2. Ignorance, anger, alcohol, substance use, or derogatory language used while playing video games will not be accepted as an excuse for harassment, bullying, intimidation or aggression.
- 6.3. Repairs or replacements due to vandalism in residence that is not attributable to an individual or group, may be [charged](#) equally to all members of a floor, wing, or bay, as appropriate. Should anyone have information about vandalism in residence, they are encouraged to contact the Assistant Dean of Residence Life and the Assistant Dean of Housing & Ancillary Services.
- 6.4. Residents who engage in harassment, intimidation, violence or vandalism will be subject to disciplinary sanctions as deemed appropriate by Housing & Residence Life Administration Team, up to and including the termination of their Residence Agreement.
 - 6.4.1. Residents who display complex behaviours (typically, but not always, due to mental health) that may be perceived as harassing or threatening by others may be addressed utilizing other methods for accountability and support. In these cases, Housing & Residence Life will work with the resident using the Complex Behaviours & Limits of Support section of these Guidelines to provide the resident with support and accountability with the goal of positive behaviour change.

7. Complex Behavior & Limits of Support

- 7.1. King's Housing & Residence Life is committed to providing a positive and safe living environment in Residence. The safety, health, and well-being of all members of the residence community is a priority. However, residence is not a medical or therapeutic environment, and in specific cases, there is a limit to the extent of support that can be provided to an individual living in residence.
- 7.2. Complex behavior is behavior that is not necessarily a violation of the Residence Guidelines but is complicated by significant/contributing factors that negatively impact or threaten another resident or the residence community's wellbeing and safety.
- 7.3. If a resident displays a pattern of complex behavior, the Housing & Residence Life team will work in collaboration with the resident to develop an individualized support and/or crisis response plan. If the resident requires more specialized support, Housing & Residence Life will continue to work with the resident and student support staff to connect them to the appropriate on campus and community support professionals.
- 7.4. Residents who are impacted by the complex behavior(s) of another resident are asked to reach out to either their Don, the Assistant Dean of Residence Life or submit a Student of Concern Report

(F012) in eRezLife detailing their concerns as soon as possible so the follow-up and support work can begin.

- 7.5. Residents are also asked to have patience while Residence Life and other campus supports work with the resident displaying complex behavior to develop a support and/or crisis plan. It takes time to assess the complex behavior(s) and develop a support plan. A resident also needs sufficient time to engage with the support plan and see the relevant professionals before one can assess if the support plan is helpful or if the plan needs adjustment.
- 7.6. Where possible, a solution will be sought out in collaboration with the resident. However, there may be cases where Housing & Residence Life and student support staff determine that the level of support required by a resident is beyond the limits of what can be reasonably and safely provided by Housing & Residence Life staff. In these situations, the Dean of Students Office reserves the right to end a resident's Residence Agreement. Housing & Residence Life and student support staff will support the resident in their transition out of the residence community.

8. Residence Poster Policy

- 8.1. The bulletin boards, white boards and public wall space in residence is managed by Housing & Residence Life staff.
- 8.2. Members of the campus community are not permitted to post posters or advertisements in residence without the approval of Housing & Residence Life staff.
- 8.3. If a member of the campus community, including current residents, would like to post a poster or advertisement in residence, they must reach out to residence@ukings.ca to submit a request for approval. An electronic copy of the poster must be included in the email for review.
- 8.4. If a poster is approved, the requester is responsible for printing the posters (25 copies are recommended for residence) and they can be dropped off to the Alex Hall Front Desk. The Programming & Community Engagement Coordinator will then pick them up, stamp them, and distribute them among the Don Team.
- 8.5. Any posters found in residence without an approval stamp will be removed and disposed of immediately.

9. Prince Hall

- 9.1. Prince Hall is the King's University Dining Hall. Residents, day students, campus community members, and guests are all welcome to purchase an individual meal or a meal plan.

9.2. It is mandatory for all residents to purchase a meal plan. There are various meal plan options designed to fit diverse lifestyles. Visit the [Residence & Meal Plan](#) website to learn more about the mandatory meal plans available to residence students.

9.3. All food and drink from Prince Hall must be consumed in Prince Hall. This means no resident is permitted to take food or drink out of Prince Hall unless it is through the Wellness Tray process. This includes any cups, plates, and cutlery, which must also remain in Prince Hall.

9.4. Students requiring bagged meals due to the Dining Hall operating hours and conflicting class schedules will need to connect directly with the Food Services Director.

9.5. Wellness Trays:

- If a resident is ill or injured and as a result, is not able to either (a) make it to Prince Hall for a meal, or (b) sit in Prince Hall for their meal, they can utilize the Wellness Tray process.
- Another resident, a friend, Don, or the Don on Call (during on call hours) can be options for support in picking up and delivering the meal to the sick/injured resident.
- The individual picking up the meal will need the sick/injured resident's student number (ex. B01234567) to pick up a wellness tray.
- The individual picking up the meal will report to the desk at the entrance of Prince Hall, tell the staff person there they are picking up a wellness tray for a resident, provide the resident's student number to the Chartwell's staff, and then proceed to the hot food line to tell the staff serving food that they are picking up a wellness tray (to go meal) for a resident.

9.6. Meal Plan and Student ID Information:

- A resident's meal plan is loaded onto their student ID card. The resident is responsible for the safety and security of their student ID. The resident must tap their student ID every time they access Prince Hall.
- Meal plan sharing is not permitted. A resident's meal plan is specific to the resident, and it cannot be lent or given to another individual.
- If a resident forgets their card, the resident will need to go get their card, or pay out of pocket for a meal, before they can enter Prince Hall.
- If a resident loses their student ID card (which is also their access to the meal plan) they will need to report the lost/stolen card to support@dal.ca and visit the DalCard office to get a replacement within two business days. After two business days have passed,

Prince Hall staff will charge a resident for each meal until they pick up their new student ID card.

- 9.7. All patrons of Prince Hall must store any bags or backpacks in the cubbies provided just past the entrance to Prince Hall.
- 9.8. If a resident has concerns around dietary restrictions and the options available to them, contact the Food Service Director. Contact information for the [Food Service Director](#) can be found on the King's People website by filtering the options to [Dining Services](#) and on posters around Prince Hall.

Substance Use

10. Alcohol

- 10.1. Consumption of alcohol in residence, in any public area in/or surrounding residence, is regulated by the [Liquor Control Act of the Province of Nova Scotia](#) and the University of King's College liquor license. Housing & Residence Life takes a harm-reduction approach and endorses the lower-risk consumption of alcohol as set out in [Canada's Low-Risk Alcohol Drinking Guidelines](#).
- 10.2. Residents who are of legal drinking age (19 years and older) are permitted to have and consume alcohol under the following conditions:
 - 10.2.1. Residents who are of legal drinking age are permitted to drink in their private rooms. If consuming alcohol, residents have an obligation to drink responsibly and promote a safe and non-coercive social experience.
 - 10.2.2. Residents are not permitted to have open alcohol and/or consume alcohol in common areas/spaces in residence. This includes hallways, stairwells, common rooms, kitchens, laundry rooms, bathrooms and outdoor spaces on campus.
 - 10.2.3. Residents are not permitted to engage in the following alcohol-related activities or possess the following devices:
 - Activities: Drinking games of any kind, speed drinking, floor/bay crawls, and other alcohol-related activities designed to increase a resident's rate of alcohol consumption as they are not aligned with Housing & Residence Life's endorsement of lower-risk alcohol consumption.
 - Devices: Brewing/distilling equipment, alcohol funnels, kegs, mini kegs, excessive stores of alcohol, and other alcohol-related devices as these devices pose risks that can impact the safety of residents and the physical spaces in residence.

- 10.3. Residents will be held accountable for misconduct that occurs while they are intoxicated. Intoxication will not be accepted as an excuse for harmful behaviour.
- 10.4. Housing & Residence Life encourages any resident or guest, regardless of age, who needs assistance related to alcohol consumption to reach out to a staff person for support. In these situations, Housing & Residence Life staff will focus on, and prioritize, the safety and well-being of the resident above anything else.

11. Smoking & Vaping

- 11.1. The University of King's College is a smoke-free campus. Smoking (including but not limited to tobacco, e-cigarettes, vaporizers and cannabis) is prohibited on campus and in residence.
- 11.2. Residents who are of legal smoking/vaping age (19 years and older) are permitted to have and consume tobacco, cigarettes, vaporizers, e-cigarettes etc. under the following conditions:
 - 11.2.1. Smokers and vaporizer users must smoke/vape off campus and 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.
 - 11.2.2. Smokers and vaporizer users must ensure there is no smoke/vapour odour in residence. A localized odour of tobacco smoke, cannabis, vaporizers, or e-cigarettes associated with a residence space/room is considered a violation and/or proof of a violation of these guidelines. The odor and/or presence of smoke/vapour can impact other residents who have respiratory concerns or scent sensitivities, and it can also pose a fire safety risk.
- 11.3. Residents found responsible for violations to the Smoking & Vaping section of these guidelines will be subject to a fine in accordance with the fining structure outlined in the Residence Guidelines Student Conduct Process.
- 11.4. Residents will be responsible for any costs associated in the process of removing any lasting/lingering odour of smoke/vapor from their assigned room at the end of the year.

12. Cannabis

- 12.1. The legal age for the consumption, possession and use of cannabis is 19 years and older. Residents are required to follow all legally binding restrictions and laws with regards to cannabis, as well as all applicable University policies, municipal and provincial regulations. Housing & Residence Life takes a harm-reduction approach and endorses the lower-risk consumption of cannabis as set out in [Canada's Lower Risk Cannabis Use Guidelines](#).

- 12.2. Residents who are of legal cannabis possession & consumption age (19 years and older) are permitted to have and consume cannabis under the following conditions:
 - 12.2.1. Residents who are of legal age and choose to consume cannabis must do so responsibly and promote a safe and non-coercive social experience.
 - 12.2.2. Residents must comply with the [Nova Scotia Cannabis Control Act](#) and any applicable municipal, provincial, or federal laws regarding the purchase, possession and use of cannabis and cannabis products.
 - 12.2.3. Smoking cannabis is not permitted in residence. Residents must smoke off campus and 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.
 - 12.2.4. Possessing and consuming cannabis in common areas, cooking with cannabis, growing or possessing cannabis plants, and distributing and selling cannabis are prohibited in residence.
 - 12.2.5. Cannabis must be stored so that no odour is detectable inside or outside a resident's room or in common areas. The odor of cannabis can impact other residents who may have respiratory concerns or scent sensitivities.
- 12.3. If, at any time, a King's student is concerned about their relationship with substance use, the Student Support Advisor can support any King's student to work through their concerns. King's students can book both in-person and virtual appointments.

13. Illegal Drugs and Legal Controlled Substances (Prescription Drugs)

- 13.1. The use, possession, production, promotion or trafficking of illegal drugs or narcotics anywhere on campus is a criminal offence and is prohibited.
- 13.2. Unauthorized possession or trafficking of legal drugs (prescription medication, cannabis, alcohol etc.) is prohibited.
- 13.3. Housing & Residence Life encourages any resident or guest who needs assistance related to illegal or prescription drug consumption to reach out to a staff person for support. In these situations, Housing & Residence Life staff will focus on, and prioritize, the safety and well-being of the resident above anything else.

Emergency Precautions

14. Windows and Building Roofs

- 14.1. Windowpanes and screens must remain in place and not be removed except in emergencies. Residents will be subject to the cost of replacing or restoring these items if removed inappropriately or damaged.
- 14.2. Items are not allowed to be thrown or dropped out of windows.
- 14.3. Items are not allowed to be strung between or hung from the exterior of windows. Reflective items such as disco balls or mirrors are not to be placed near the windows, as these pose a risk to fire safety.
- 14.4. Residents are not allowed to enter/exit via a window or sit in window ledges for any reason at any time. Residents must not smoke out the window, as smoking is prohibited in residence.
- 14.5. Residents are not to be on the roof of any university building for any reason.

15. Fire Safety

- 15.1. In the event of a fire alarm or drill, all residents must exit the building immediately using either the main door or fire escape stairwells.
 - 15.1.1. Residents are responsible for reading and understanding the fire safety plans and appropriate evacuation procedures for their residence building. These plans are posted in every residence room.
 - 15.1.2. Once evacuated, residents must report to the muster area for residence on the front lawn of the King's Library. Residents must wait there for further instruction from campus staff or fire officials.
- 15.2. Residents are not allowed to linger in the Alex Hall fire stairwells, and they should only be used if moving between floors.
- 15.3. The following items are prohibited in Residence because they may trigger the fire safety equipment and systems, or because they are a fire safety concern. These items include but are not limited to, candles, incense, open-element appliances (such as hot plates), toasters, halogen lamps, smoke machines, real Christmas trees, etc.
 - 15.3.1. Small appliances (with automatic shut off switches) can be approved for use in residence. Residents must consult with Housing & Residence Life (residence@ukings.ca) before purchasing or bringing a small appliance to residence. Housing & Residence Life reserves

the right to deny items that pose a threat to fire safety. Residents will be asked to remove any items in violation of these guidelines or any unapproved small appliances at their own expense.

- 15.4. Fire safety equipment and escapes/landings are not to be used except in emergencies.
- 15.5. Individuals found inappropriately using fire safety equipment and/or the fire escapes are subject to fines from the University and provincial or municipal fire officials. Tampering with fire safety equipment (extinguishers, hoses, sprinkler heads, alarms, detectors, etc.) is strictly prohibited.
- 15.6. Personal items such as bikes, boots/shoes, doormats, boxes, furniture, etc., may not be left in hall spaces as they are considered fire hazards and a barrier to a safe evacuation.
- 15.7. Residence room doors and fire separation doors are not to be propped open at any time.
- 15.8. Ceiling sprinklers are located throughout residence. They are an essential component of the fire safety system and are not to be tampered with, nor may materials of any kind, such as clothing or string lights, be hung from sprinkler heads or pipes for any reason.

16. Weapons, Replica Weapons and Dangerous Goods

- 16.1. Residents may not possess weapons, replica weapons, and dangerous goods of any kind or nature in residence.
- 16.2. Weapons and replica weapons include but are not limited to; firearms, BB guns, air pistols/rifles, pellet guns, paint guns, ammunition, hunting/exotic knives, swords, archery equipment, target pistols, machetes, toy weapons (nerf guns, water guns, Halloween and other costumes, etc.) and any other weapons that may pose a risk to the residence community.
- 16.3. Stealing municipal or provincial signs such as speed, construction or stop signs, or other pieces of government property is classified as a crime, and as such are not permitted in residence.
- 16.4. Dangerous goods include but are not limited to, explosive devices, propane canisters, flammable liquids or other hazardous substances.
- 16.5. Residents found in possession of weapons, replica weapons, or dangerous goods will be asked to remove them from residence and campus immediately at the resident's expense.

17. Evacuation and Campus Shut Down

- 17.1. Should a residence building need to be evacuated due to health or safety concerns, the University will provide residents with reasonable alternate accommodations.

- 17.2. In the event of a campus shut down, residents may be required to move out of residence as soon as possible and before the end of the academic year. Every effort will be made to provide as much notice as possible.

Access & Physical Space

18. Keys and Access Cards

- 18.1. Residents are responsible for their residence keys and access cards. The resident will be responsible for any [replacement costs](#) associated with lost or damaged keys, access cards, cores or card readers.
- 18.2. Residents are not permitted to lend their keys to other individuals, including other residents, at any time.
- 18.3. Doors should be closed and locked when residents are not present, and doors must not be propped or have their lock or latching mechanism tampered with.
- 18.4. Residents locked out of their residence room may borrow a spare key from Alex Hall Front Desk.
 - 18.4.1. The spare key must be returned to Alex Hall Front Desk within 24 hours.
 - 18.4.2. Failure to return the spare key set to Alex Hall Front Desk within 24 hours will result in a daily charge, which accumulates until the key is returned. This charge is automatically applied to the resident's student account.
 - 18.4.3. Failure to return the spare key within 5 days (except when waiting for a replacement) will result in a charge of the replacement value of the key(s) to the student's account. The replacement charge is in addition to any daily charges incurred (see above). If the spare key is returned within 48 hours of the charge being applied, a refund of 40% may be considered.
- 18.5. If a resident loses their room key and/or the spare key, they must report it to Alex Hall front desk and a replacement will be ordered at the resident's [cost](#). The resident will be lent the spare key at no charge until their new key is ready for pick-up at Alex Hall. The resident must then return the spare key when picking up their replacement.
- 18.6. If a resident requires a friend, supporter or family member to retrieve something from their room when the resident is not present, the resident must first provide consent. A resident can provide consent using one of the following two options:

- Send an email from the resident's student email to alexhall@dal.ca detailing their room number, name of the authorized individual and the purpose for entry.
- Speak to Housing & Residence Life staff via video chat using the phone of the authorized person.

18.6.1 The key must be returned as soon as the individual is done in the room and may not be kept for longer than 6 hours.

18.7. Any individual requiring entry to Alex Hall using the Alex Hall front door intercom must show valid identification (Government or student ID) to be permitted entry, or they must check-in with Front Desk staff to confirm their identity. Residents who frequently utilize the Alex Hall front door intercom system instead of using their residence keys will be subject to follow-up from Housing & Residence Life Administrators.

18.8. In the event of a room movement, or utilization of a temporary residence room, the resident utilizing the room may not provide access to others by providing them keys, leaving doors unlocked or propped, and should return keys promptly when finished using the space.

18.9. Residents who leave during the Holiday Closure Period (end of December and into early January) must return their keys to the Alex Hall Front Desk. Failure to return keys will result in an improper checkout charge.

- An inventory of all keys is completed after residence closes in December. A cross-check is then completed to ensure the missing keys align with the residents who have extensions or stayovers.
- This is in place to ensure that campus staff working during the Holiday Closure Period know how many students are still on campus and to reduce how often residents lose or forget their keys while they are away.

18.10. Assigned keys must be returned at the end of the school year, or when the resident moves out of residence, whichever comes first. If not returned, key replacement fees will be applied to the resident's student account.

19. Residence Common Rooms & Kitchens

19.1. Residents are responsible for using common rooms and kitchens respectfully and allowing equal access and use for all residents.

19.2. Residents are responsible for cleaning up after themselves in common rooms and kitchens.

- In kitchens, this includes wiping down all surfaces, including microwaves, fridges, and stove tops, washing dishes and putting them away, rinsing and cleaning the sink and disposing of compost and garbage properly.
 - In common rooms, this includes wiping down tables, disposing of garbage and recycling properly and not storing personal belongings in the common room. This reduces clutter and allows common rooms to be freely used by other residents.
- 19.3. Personal belongings (including pots, pans, unwashed dishes, clothing, electronics etc.) that are left unattended in a common room/kitchen overnight will be gathered in clear bags by the cleaners in the morning, labeled, and set aside in the respective common room/kitchen. After 5 days, if the items are not claimed, they will be disposed of.
- 19.4. Any food or pantry items that residents store in the kitchens should be properly labelled with the resident's name and the date it was placed in the kitchen cabinets or fridge. Residents who store their food, plates, utensils and/or pantry items in the kitchens do so at their own risk and the university is not liable for replacing these items.
- 19.5. Personal hygiene, health, or medical creams, medications, or salves are not permitted in communal fridges or pantries. These items must be stored in a resident's room.
- 19.6. Common room furniture must always remain in the common room. The removal of furniture from the common rooms is strictly prohibited.
- 19.7. If a resident would like to book a kitchen or common room for a longer period or for a private gathering, please contact the Housing & Residence Life Office (residence@ukings.ca) with the request including date, time, number of people and the activity. They will assess booking requests on a case-by-case basis. Please note: Two business days' (at least 48 hours) notice between Monday at 9am and Friday at 3:30pm is required for booking. No external groups are permitted to book a space, and the Housing & Residence Life Office reserves the right to deny any booking request.
- 19.8. Housing & Residence Life staff, Admin Teams or Security reserve the right to dismiss gatherings in communal spaces should there be a violation of the guidelines.

20. Residence Bathrooms

- 20.1. Residents are responsible for cleaning up after themselves after using the bathrooms. This includes:
- Flushing toilets after use (hold the flush down until the toilet is done flushing).

- Disposing of used hygiene products in the designated paper bags provided within the toilet stalls.
 - Ensuring the shower curtains are hanging inside the tub and/or are fully closed when showering to reduce flooding.
 - Ensuring any hair left behind in the shower is disposed of properly (down the drain or in the garbage).
 - Rinsing the sinks after use and wiping down countertops around the sink with paper towel (especially after shaving, dying hair etc.).
- 20.2. Residents are not permitted to store shower items or personal belongings (shampoo, conditioner, body wash, cleansers etc.) in the bathrooms.
- 20.3. Shower items or personal belongings left unattended in a bathroom overnight will be gathered in clear bags by the cleaners, labeled, and set aside in the respective bathroom. After 5 days, if the items are not claimed, they will be disposed of.
- 20.4. If a resident encounters any issues in the bathroom, such as a clogged toilet, issues with shower drainage, or want to report any other concerns, they should report those concerns to the Alex Hall Front Desk immediately.

21. Residence Laundry Rooms

- 21.1. Residents are responsible for proper use of the laundry facilities. There are laundry rooms with washers and dryers in Alex Hall, The Tri Bays, under Cochran Bay and in North Pole Bay.
- 21.2. Residents are responsible for cleaning up after themselves in laundry rooms. This responsibility includes:
- Limiting the amount of clothes in the washer to only filling two-thirds (2/3) of the washer drum with clothes.
 - Emptying out the lint traps in the dryers and placing the collected lint in the garbage provided.
 - Disposing used fabric softener sheets in the garbage.
 - Cleaning up any spilled laundry detergent.
 - Disposing of empty laundry detergent/softener containers in the recycling.

- 21.3. Residents are responsible for setting a timer to promptly collect their laundry within 5 minutes of the end of the wash and dry cycle.
- The washers and dryers, upon starting, will display how many minutes a load will take to be cleaned/dried.
 - Residents who do not pick up their laundry within 5 minutes of their cycle ending, risk other residents removing their items to use the machines.
- 21.4. Laundry left unattended in a laundry room overnight will be gathered in clear bags by the cleaners, labeled, and set aside in the respective laundry room. After 5 days, if the laundry is not claimed, it will be disposed of.

22. Cleaning of Communal Residence Spaces

- 22.1. Cleaners will complete a surface clean, empty garbage's and restock amenities of all communal spaces once daily.
- 22.2. Instances of vomit, bodily fluids, or other biohazard cleanup in a common space should be reported to the Alex Hall Front Desk. If no cleaner is available, the space will be temporarily closed until Cleaners are able to address the problem.
- 22.2.1. Any large amounts of biohazard cleanup, or excessive repeated incidents of biohazard cleanup may result in a cleaning charge issued to the resident responsible.
- 22.3. Cleaners will do thorough deep cleans of the communal spaces four times per year – Fall Reading Week, Winter Break, Winter Reading Week, and at end of the Academic Year. All unattended or unlabeled items from the cabinets, fridges, and countertops will be thrown out during these times.

23. Room Cleanliness

- 23.1. Residents are responsible for the cleanliness of their rooms as it promotes healthy living and helps supports the university's efforts to reduce the presence of pests. Room cleanliness responsibilities include:
- Disposing of garbage, compost and recycling regularly in the bins provided on the floors and in the bays.
 - Storing dirty laundry in a laundry bin and storing clean clothes in the drawers, shelves and closets provided on a regular basis.

- Sweeping and mopping the room as needed.
 - Storing all food in sealed containers (one small container is included in each bedspace). A resident can request additional containers from the Alex Hall Front Desk any time during the academic year.
- 23.2. In many port cities, including Halifax, mice are a common occurrence both in and out of buildings. As such, sighting of mice or droppings will not be considered valid reasoning for; room changes, temporary relocations, withdrawals, or requests for refunds.
- 23.3. If the standard of cleanliness in a room is not satisfactory, a member of the Housing & Residence Life Team will be in contact with the resident to flag the cleanliness issue and list the concerns that need to be addressed. The resident and the Housing & Residence Life staff person will then agree on a time to complete a follow up inspection once the resident has had time to address the concerns.
- 23.4. Accidents involving bodily fluids do happen. Residents are responsible for cleaning up after themselves when able. If a resident or their guest has an accident involving bodily fluids within a resident's room, the resident is responsible for cleaning the room and any impacted personal items (bedding, clothing, etc.).

24. Residence Room Refrigerators

- 24.1. Each residence room has a small refrigerator which must remain in the assigned room.
- 24.2. It is the residents' responsibility to ensure that their room refrigerator is left clean and in good repair upon move out.
- 24.3. Any damage and misuse of the refrigerator will result in [charges](#) being applied to the resident's student account. To report damages or request a replacement, submit form F011 - RESIDENTS Facilities (XM) Work Order Request in eRezLife.
- 24.4. Residents must not unplug the refrigerator unless directed to do so by Housing & Residence Life, as the freezer will thaw and flood the room.
- 24.5. Non-removeable items such as stickers, especially any personal documentation, should not be stuck to the fridge surface.

25. Maintenance Requests

- 25.1. Residents must report broken and/or damaged university property in a residence room or common area in eRezLife via the work order request form: “F011 - RESIDENTS Facilities (XM) Work Order Request”, directly to Alex Hall Front Desk.
 - 25.1.1. The work order request in eRezLife is a communication mechanism that alerts Alex Hall Front Desk staff to enter the work order details into the Facilities database.
 - 25.1.2. When the work order request is submitted into the Facilities database, Alex Hall Front Desk staff will close the eRezLife form the resident submitted. This closed status does may not always mean that the work was completed, it means the information has been submitted to the Facilities database for response.
 - 25.1.3. If a resident would like to follow up on a previously filed work order request, emergency work, or a common space shut down, they can contact the Housing & Residence Life Office (residence@ukings.ca) and the appropriate Housing & Residence Life Admin person will provide an update.
- 25.2. Residents should include as much information as possible when submitting a maintenance request. Please include the location (both building and floor but also specific location such as washroom stall or specific wall in the room) and the issue being reported.
 - Example: Alex Hall, 3rd Floor, East Washroom, middle toilet stall, clogged toilet.
 - Example: Middle Bay, 525B, wall above the bed, shelf is loose and falling off the wall.
- 25.3. Residents will be notified by the Housing team if unexpected work is required in their room. The notice will include the date, estimated time frame and the location within the room that needs the work.
- 25.4. Upon submitting a work order request or being notified that work needs to be completed in a room, residents must remove all personal belongings from the area identified in the work order or notice. This is so Facilities staff can access the area safely and easily.
- 25.5. Emergency work orders such as fire, flood, extreme heat or loss of heat etc., should be reported to the Alex Hall Front Desk immediately.
 - 25.5.1. Housing and Facilities staff will enter the room to address emergency work orders as soon as possible, and the resident will have the outcome communicated to them by Housing via email.

25.5.2. For emergency work, items will be moved by members of the Housing and Facilities Teams and may not be returned to their original state.

25.5.3. Emergency work orders may result in the temporary or permanent relocation of a resident to an empty room. Residents are asked to have patience and to work with Housing staff to facilitate the relocation.

25.6. Housing & Facilities may need to close communal spaces (bathrooms, kitchens, laundry rooms, etc.) that require prolonged work. Residents are asked to follow signage, adhere to instructions and use alternative spaces.

26. Facilities Room Entries to Address Maintenance Requests

26.1. Facilities staff will do their best to address all maintenance requests in a timely fashion. Maintenance requests are prioritized in the following manner, (1) emergency, (2) critical for daily functions or (3) cosmetic in nature.

26.2. Facilities will leave an entry form on the desk upon completion if the resident is not present when the work is completed.

26.3. Non-emergency room entries will generally take place Monday-Friday between 10am-3pm. Any work requested after hours, over the weekend or on holidays not deemed an emergency, will be addressed during business days in accordance with Facilities prioritization system.

26.4. For minor maintenance requests such as a light bulb change or mini fridge replacement, Facilities staff reserve the right to knock and, if the resident is not present, enter without notice to complete the work.

26.5. For larger maintenance requests, when possible, Housing will send a notification with 24 hours' notice of when facilities staff will enter the room to inspect and conduct a repair.

26.5.1. When an emergency work order is required, as submitted by a resident, staff member, or member of Facilities, a 24-hour entry notification may not be possible.

26.6. There may be the need to access a residence room for systems maintenance, diagnostic checks, or upgrades. Housing will communicate with the resident(s) affected via email with as much notice as possible.

27. Residence Room Checks

- 27.1. Upon move in, residents are required to complete a Room Assessment Form where they record any/all deficiencies in the room. These forms must be submitted by September 15th.
- 27.1.1. This process provides residents an opportunity to flag any deficiencies in the room upon their arrival, so they are not liable for the costs of repairs at the end of the year.
- 27.1.2. Residents who fail to submit this form despite observing deficiencies in the room may be charged repair fees at the end of the year.
- 27.2. Command strips, tape, and other heavy-duty adhesives are strictly prohibited, and all light-duty adhesives, such as sticky tack, should be removed upon moving out of the space to avoid charges.
- 27.3. Inspections of individual residence rooms are held four times a year: Fall Reading Week, Winter Break, Winter Reading Week, and at the end of the year.
- There may be additional inspections in the event of a room movement or early departure of a roommate, at which time, 24 hours' notice of the inspection will be given to the resident remaining in the room.
 - These inspections occur to ensure that residence rooms are being adequately maintained, to check on emergency systems such as smoke detectors and radiators, and to monitor health and safety concerns such as an excessive lack of cleanliness.
- 27.4. Reasonable wear and tear is expected, but unreported damage or any repairs not attributed to wear and tear will result in [charges](#) to the resident's student account.
- 27.5. Residence room furniture must not be removed, and the curtains present in the room must remain in place. All furniture in Residence rooms must remain on the side they are assigned unless otherwise communicated with Housing & Residence Life Administration Team (example: Alex Hall A side [left] furniture should not be swapped with Alex Hall B side [right] furniture).
- 27.6. Unauthorized room switching/swapping is not permitted. Residents must occupy their assigned space ("A" for the left side of an Alex Hall room or the front room of a Bay, "B" for the right side of an Alex Hall room or the back room of a Bay, or "S" for a single), and are not permitted to switch sides without authorization of the Housing Department in accordance with Fire and Safety codes.
- 27.7. Any charges posted related to end of year room inspections will be attributed to the assigned space (A or B side), and residents who have swapped may become subject to the charges that should be attributed to their roommate.

Housing Logistics

28. Required Room Movements

- 28.1. Occasionally, for logistical reasons, student wellbeing, or community needs a resident may be asked to relocate to another room without the resident requesting a room change.
 - 28.1.1. King's Housing & Residence Life is required to maintain a 5% or lower vacancy rate based on an agreement with the province of Nova Scotia. As a result, Housing & Residence Life may need to mandate room changes to adhere to that agreement.
- 28.2. These required room movements will need to take place on occasion, and this may include a new roommate. Housing & Residence Life encourages residents to develop a new Roommate Success Plan with their new roommate.
- 28.3. Residents must cooperate with Housing & Residence Life to facilitate these moves. Residents will be given at least 72 hours to complete a required room movement when possible.
- 28.4. Residents assigned to a double room but are unable/unwilling to live with others and/or deemed unsuitable for shared living arrangements by the Housing & Residence Life Administration Team must move to a new assigned room or, if available, accept the change in assigned room status and the prorated increase in room fees from a double room to a super single room rate (which is equivalent to the 4th Floor Bay Single room rate).
- 28.5. Residents are responsible for paying the rate associated with their assigned room type. For any financial concerns related to residence movements or fees, residents should contact the Housing & Residence Life Office (residence@ukings.ca).
- 28.6. Any prorated fees for room movements, caused by a change to room type, are due on the day the room movement is completed. Residents should contact Student Accounts to confirm the difference in rates. Any prorated fee adjustments must be paid immediately.

29. Pets & Emotional Support Animals (ESAs)

- 29.1. Residents are not permitted to have pets in residence, with the exception of non-poisonous, non-walking, fish in a covered aquarium. Residents with these fish must contact the Housing & Residence Life Office (residence@ukings.ca) and notify them of having a fish/aquarium in residence.
- 29.2. Residents requiring a service, therapy, or Emotional Support Animal (ESA) for medical reasons must submit medical documentation to the Housing & Residence Life Office (residence@ukings.ca) and obtain consent from the Assistant Deans before bringing the

animal to residence. The University will assess requests individually and has sole discretion in determining whether the animal is permitted in residence.

- 29.3. ESAs are only allowed in residence rooms and are currently limited to cats. They are not permitted in classrooms or other non-residence areas. Residents must follow the proper approval process, and any falsified or inadequate documentation will result in fines, the removal of the unauthorized pet at the resident's expense, and the potential termination of housing eligibility.
- 29.4. Residents are responsible for the proper care and maintenance of the animal. This includes, but is not limited to, the proper disposal of animal waste, maintaining a clean and healthy environment for the animal to live in, feeding the animal regularly and keeping the animal up to date with veterinary visits and vaccinations.
- 29.5. Residents with fish or ESAs will not receive advance notice of fire drills or other emergency situations. Residents are responsible for ensuring their animals' safety and management during such events. It is recommended that residents develop a plan, in advance, for how to handle their animals during such emergencies to ensure both their own safety and the well-being of their animals.
- 29.6. Any resident found to have abandoned their fish, ESA or unapproved pet in residence upon moving out will be assessed a fine and forfeit any future housing eligibility, including any previously guaranteed housing.
- 29.7. Any room damages resulting from an authorized pet or ESA (fish tank water damage, scratched furniture, stains, etc.) will be [charged](#) to the resident responsible for the animal.
- 29.8. Residents who are found to have unauthorized pets in residence will be asked to remove the animal immediately at the resident's expense.

30. Housing Eligibility, Dates, and Extensions

- 30.1. To be eligible to live in residence beyond the first academic year, (including both the summer terms with Conference Services and the next school year[s]), residents need to be in good academic, financial, and residence conduct standing.
 - 30.1.1. Should any of the three be breached, Housing will have cause to revoke a previously guaranteed status of residency and deny a request to stay during the summer through Conference Services.
- 30.2. Residents are expected to leave residence at the end of both the Fall and Winter academic terms, 24 hours after their last academic commitment.

- Move In Day for the Fall Term is the Sunday before Labour Day (Sunday August 31, 2025).
 - Residence re-opens for the Winter Term on January 6, 2026.
 - Residence closes at the end of the Fall Term exam period for the Holidays. While residents must leave residence 24 hours after their last academic commitment, they do not need to take all their belongings with them. They only need to take what they need from their room for the Holiday Closure Period.
- 30.3. Residents can request to extend their stay in residence by completing a Residence Extension Request form, found on eRezLife.
- 30.3.1. Extensions are not guaranteed; the University is under no obligation to house residents beyond residence closure dates.
- 30.3.2. There are nightly fees due for any extension request beyond residence closure.
- 30.3.3. Late extension requests will be subject to additional fees. Housing & Residence Life will communicate the deadline for extension requests in the Fall and Winter terms.
- 30.4. Residence applications open each year on October 15 for the following academic year. Residents will be notified when the residence application opens, but applications are processed on a first-come-first-served basis.
- 30.5. Summer residence is available each summer. Please contact the [Residence and Conference Services Coordinator](#) to ask about summer residence options.

31. Withdrawal Policy

- 31.1. Before initiating a withdrawal from residence, residents need to email Housing & Residence Life at residence@ukings.ca. This initial contact allows residence staff to guide residents through the necessary withdrawal forms and address any questions or concerns. Housing & Residence Life aims to make this process as efficient as possible, placing emphasis on open communication between the resident and Housing & Residence Life staff.
- 31.2. Residents will be required to fill out a Request to Cancel/Withdraw form in eRezLife. This form must be completed at least 14 days prior to departure.
- 31.3. Residents who withdraw from residence will be responsible for all residence fees, including the meal plan, for the full academic year as laid out in the Academic Calendar unless

exempted (see below). For more detailed information on the financial aspects of withdrawal, contact Housing & Residence Life at residence@ukings.ca.

31.3.1. There is a \$175.00 administrative fee levied on every resident that withdraws from an assigned room. Failure to submit notice of withdrawal prior to departure will result in a non-refundable \$250 improper check-out fee.

31.4. Housing & Residence Life recognizes that certain situations may warrant exceptions to the full residence fee responsibility. A resident may not be held accountable for their entire residence fees if they fall into one of the following categories:

- Early graduation
- Co-op placement
- Internship or practicum for academic purposes outside of the metro area
- Medical withdrawal (substantiated by medical documentation within 30 days of departure)
- Academic withdrawal from the University
- Other reasons acceptable to the University.

31.5. The University shall have sole discretion in determining what constitutes valid grounds for early withdrawal from residence. In these cases, it is the resident's responsibility to provide written notification to Housing & Residence Life that they will not be remaining in residence for the full academic year at least 14 business days prior to their departure from residence.

Residence Student Conduct Process:

Living in residence comes with expectations for student conduct. If a resident is involved in behaviour which violates the Residence Guidelines, the information below will help guide them through the conduct process and provide insight into how they can be engaged and prepared along the way.

Stages of the Residence Conduct Process

1. Notification

- What to expect:
 - A resident is notified that they have been accused of violating the Residence Guidelines.
 - This notification will be emailed to the resident using their student issued email (dal.ca) or the email on file for non-King's residents.
 - In response to serious incidents, interim measures may be necessary. Interim measures are limits Housing & Residence Life may apply to the individual(s) involved in the incident to allow time, space and safety during the follow up process.
- To prepare for this stage of the process:
 - Reflect on the allegations and review the Residence Conduct process.
 - Respond to the notice by replying to the email to acknowledge receipt of the notice and to schedule a meeting to discuss the incident.

2. Accessing Supports

- What to expect:
 - When a resident is notified that they have been accused of violating the Residence Guidelines they may experience a wide range of feelings.
 - In some situations, especially in cases when the incident was public or the incident details have spread among the residence community by witnesses, a resident may face challenges re-connecting with the residence community following an incident.
 - Residents deserve to seek out and access support regardless of their involvement in a residence conduct process.
 - Residents are encouraged to access the supports they feel will be most helpful for them as they navigate the Residence Conduct process.

- To prepare for this stage:
 - Residents may choose to engage with formal support, like a therapist or a student support staff person on campus, or with informal support like family members or friends (who were not involved with the incident).
 - It can be helpful to discuss the incident with a trusted support person. Such discussions can help a resident process their thoughts and feelings around an incident and help the resident see the incident from other perspectives.

3. Information Gathering Meeting

- What to expect:
 - The Housing & Residence Life Administration Team will work on gathering information from the parties involved to determine the facts.
 - The goal of this meeting is to gather information, Housing & Residence Life does not want to shame residents during this process.
 - During the information gathering meetings, a resident can expect:
 - To be met with a non-judgmental, person-centered approach.
 - That Housing & Residence Life will adhere to the confidentiality standards under the [confidentiality policy](#).
 - To hear the incident details and/or complaint against them.
 - An opportunity to respond to the incident details and/or complaint from their perspective if they choose to do so.
 - An opportunity to ask questions.
 - The resident can attend the meeting without providing a statement, the resident is in control of how much or how little they would like to say.
- To prepare for this stage of the process:
 - Be heard and participate in the information gathering meeting.
 - During the meeting, listen and stay composed. Take deep breaths and speak clearly and respectfully.

- Maintaining composure will enable an individual to present their side of the story more clearly and effectively.
- Write down thoughts and questions. Notes are a good way to ensure the important points are raised.

4. Assessment & Determining an Outcome

- What to expect:
 - Housing & Residence Life will review all the information collected and assess if the behaviour of the accused resident violated the Residence Guidelines.
 - Housing & Residence Life strive to be fair when assessing the information collected and, if the resident is found responsible, will select an [appropriate sanction](#).
- How to prepare for this stage of the process:
 - Be confident that the process is unbiased and principled.
 - Be open and communicate any concerns you have about the possible outcome with the administrator(s) involved.

5. Communication of Outcome

- What to expect:
 - A Housing & Residence Life Administration Team will communicate the outcome of the Residence Conduct process to the resident via email.
 - A sanction may be imposed as a part of the accountability process.
- To prepare for this stage of the process:
 - Be informed of the decision & reasons.
 - Check in with a support person.
 - Follow up with the Administrator if there are further questions.
 - If the decision is unclear, seek an explanation but do not attempt to argue a new position.

- If a sanction has been imposed as a part of the outcome, follow the sanction, and complete any tasks associated with the sanction.

6. Appeals

- What to expect:
 - Residents can appeal an outcome of a Residence Conduct process if:
 - There is new information presented in the letter of appeal that could change the decision that was not known by the resident at the time they were found to have violated the Residence Guidelines.
 - There is evidence of bias and/or procedural error (a flaw in the process of information gathering or considering an allegation)
- How to prepare for this stage of the process:
 - A resident should write a letter of appeal that identifies the appeal criteria and then provide information to substantiate the appeal.
 - For a first appeal attempt, the resident should address the letter of appeal to the Dean of Students.
 - If an appeal is not granted after meeting with the Dean of Students, and the resident requests to take their appeal to the next step, the Dean of Students will refer the resident and their appeal to the Chief Enrolment & Student Life Officer. If the resident is not granted an appeal after meeting with the Chief Enrollment & Student Life Officer, the resident will be referred to the College's Board of Appeal and Discipline.
 - Further information about appeals can be found in the College's [Yellow Book](#).

7. Ongoing Support

- What to expect:
 - This stage of the process is optional but encouraged.
 - As mentioned earlier, a resident may face some challenges connecting with community following an incident or experience other feelings they may need support with.

- A resident will be informed of the campus support staff who are available to provide ongoing support in the outcome letter.
- How to prepare for this stage of the process:
 - Reach out to a campus support person outlined in the outcome letter to set up a meeting or reach out to informal support like a family member or friend.
 - If a resident chooses to connect with a campus support staff, they should come to the meeting prepared with a list of concerns or challenges they are facing. This can help the resident focus on their concerns during the meeting(s).

Patterns of Behaviour

- The Housing & Residence Life Administration Team monitors patterns of behaviour as they develop. This can include situations where Dons and Patrol members engage with a resident repeatedly regarding Residence Guidelines violations (noise, alcohol violations, etc.,) and/or situations where a resident is involved in multiple Residence Guideline violations over time.
- Residents who are identified as having a pattern of inappropriate behaviour can expect to have a meeting with Housing & Residence Life Administrators to discuss the behaviour patterns, set expectations moving forward, and assign any sanctions (if applicable).
- By consistently following up on these patterns, they uphold accountability, foster a culture of respect and prioritize the well-being of the entire community.

Fees, Charges & Fines

- Fees:
 - Residence fees are the general fees associated with one's stay in residence. This includes the residence application, offer, the meal plan and any other associated fees (application fee, residence deposit, residence fees, extension request fees etc.).
- Charges:
 - Charges are Housing & Residence Life's method of cost recovery for damages and/or lost keys etc. Visit the [Residence Damages Charges](#) page on the King's website for more information.
- Fines:
 - Fines may be applied to a resident as a sanctioned outcome of a residence conduct process.

Descriptions of Sanctions

Below is a list of the possible sanctions that could be assigned to a resident for violations of the Residence Guidelines. The sanction list is organized from educational conversations through to the most severe sanction, eviction.

Sanctions are assigned based on the severity of the violation of the Residence Guidelines. When Housing & Residence Life Administrators consider applying a sanction to a resident through a conduct process, they will assess the severity of the violation and can choose any of the following sanctions as an outcome of the conduct process.

1. Informal Educational Conversations

- Informal Educational Conversations are issued by Patrol and Don Team members. These conversations are an opportunity for Housing & Residence Life staff to let residents know about the Residence Guidelines that are relevant to the situation and most often occur within the first month of living in residence.

2. Warnings

- There are two types of warnings, verbal and written. Residents are not entitled to receive warnings before receiving other conduct sanctions.
 - Verbal Warnings:
 - Verbal warnings are typically issued by Housing & Residence Life staff. When a staff person issues a verbal warning, Housing & Residence Life expects the resident(s) who received the warning to stop the behaviour identified in the verbal warning.
 - Written Warnings:
 - Written warnings are issued by Housing & Residence Life Administration Teams. Warning letters are sent to the resident's student email (dal.ca), or for non-King's students, the student email assigned to them from their post secondary educational institution. Failure to adhere to the expectations outlined in a warning letter will result in further disciplinary action.

3. Fines

- Monetary fines are imposed for various violations of residence policy as noted in the Code of Conduct and the Residence Guidelines. For repeated offenses, fines are progressively increased until more serious disciplinary action is deemed necessary. Fines are issued by Housing & Residence Life Administration Teams.

- For most policy violations, fines will be issued according to the following structure:
 - First offence: \$50.00
 - Second offence: \$75.00
 - Third offence: \$100.00
- The above structure is subject to the discretion of Housing & Residence Life Administration Teams in conjunction with the Dean of Students and does not include any charges for damages or floor or bay fines.

4. Behavioural Agreement

- Behavioural agreements may be instituted in place of, or in addition to, other disciplinary measures.
- Behavioural agreements are usually instructive, requesting that the resident cease specific behaviour to remain in residence. These agreements will be discussed in a meeting between a Housing & Residence Life Administrator and the resident. The resident will be issued a copy of the agreement in a letter from the Housing & Residence Life Administrator they are working with.
- Such letters outline the need for complying with Residence Guidelines and may indicate that future non-compliance may result in a restriction of privileges (i.e. alcohol consumption on campus) or additional sanctions such as termination of the Residence Agreement.

5. Educational Sanction

- Educational sanctions provide a resident with the opportunity to reflect on the impacts of their behaviour. This may include a written assignment, attending a seminar, an online workshop or community service hours.
- Educational sanctions provide an opportunity for residents to consider the impact of their actions and consider how they can work to restore the community.
- If a resident fails to perform the assigned task, further sanctions may be imposed. Educational sanctions are issued by the Housing & Residence Life Administration Team.

6. Relocation or Area Restrictions

- The Housing & Residence Life Administration Team reserve the right to restrict a resident from certain residence spaces or remove a resident from a particular area of residence if it is deemed necessary and in the best interests of the resident and community.
- The intent of a restriction is to sanction space between a resident and other community members negatively impacted by their choices or behaviour(s).
- The intent of a relocation is to allow the resident a fresh start in a new environment. A resident may be relocated temporarily until a residence conduct process is completed.
- Residents are responsible for any increased costs associated with being relocated, such as if there is a change in room type/price.

7. In-Residence Suspension

- The Housing & Residence Life Administration Team and the Dean of Students reserves the right to issue a resident an in-residence suspension for behaviour that violates previous warnings or agreements, which is destructive, endangers the safety of others, or which disrupts the residence community. A behavioral contract usually accompanies a residence suspension.
- This means a resident has one final opportunity to engage in positive behaviour change before they are evicted.
- If a resident with an in-residence suspension is involved in one more incident which violates the Residence Guidelines, the Assistant Deans will make a recommendation to the Dean of Students that the resident be evicted from residence.

8. Eviction

- The Dean of Student's office reserves the right to terminate a resident's Residence Agreement immediately for violations that endanger the safety of other residents, that contravene residence policies, or which seriously disrupt the College community.
- Examples include, but are not limited to, criminal activity, physical or sexual assault, harassment (including electronically), threats of violence or any other willful or negligent conduct that endangers the health, safety, or well-being of others, trafficking, possession or use of illegal drugs, theft of, or damage to, King's property or others, misuse or tampering with fire or safety equipment, and the possession or use of weapons.
- Residents who are evicted from residence forfeit all residence fees.