



UNIVERSITY OF
KING'S
COLLEGE • HALIFAX

Residence Guidelines 2026-2027

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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 are 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 are responsible for abiding by all relevant municipal, provincial and federal laws and statutes, including relevant HRM by-laws.
- 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 must always carry their student ID with them while on campus.
- 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.).
- 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 email addresses are the only email addresses that King's Housing & Residence Life will use to communicate with residents.

- Any issues accessing a resident's student email account 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 must have a clear profile photo in their eRezLife profile to verify their identity for safety and security. Keys will not be issued at move-in without a photo, and lockout requests may be denied if it is removed during the year. The photo must remain for the entire academic year; otherwise, residents must upload a new one or meet with a Housing & Residence Life Administrator.
- Residents should contact residence@ukings.ca via email with any questions or concerns. They will be forwarded to the most appropriate Housing & Residence Life Administrator to review and respond.

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 are held accountable for any activity which endangers or shows disregard for another member of the University, the University community, or University property.

Standard of Proof

- For the Residence Student Conduct process, decisions are 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 or FOIPOP request.
- In all circumstances outlined above, only the information deemed necessary and appropriate is disclosed to the appropriate parties.

Emergency Contact

- An emergency contact is a trusted and safe adult who is 19 years of age or older and is not a current undergraduate student enrolled at a post secondary educational institution.
- All residents living in King's residence must have an emergency contact listed in their eRezLife profile. The emergency contact information provided by the resident in their residence application will automatically transfer over to the resident's eRezLife profile.
- If a resident wishes to update their emergency contact details, they can email residence@ukings.ca with the updated information and a Housing & Residence Life Administrator will update the resident's profile.
- The university will only contact a resident's emergency contact if the university is worried about the life safety of a resident.

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:** Housing & Residence Life's method of cost recovery for damages, 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 an outcome of a residence conduct process (direct resolution or formal conduct process).

Resident & Guest Behavior

1. Cooperation with Staff and Others

- 1.1. 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 residence community.
- 1.2. Residents are expected to cooperate with all Housing & Residence Life staff, university employees, Campus Security, cleaning staff, Chartwells (dining 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. Residents who provide fake names may be subject to the [Residence Student Conduct Process](#).
- 1.4. Residents will allow access to all areas of their room to Housing & Residence Life Administration Teams upon request. Housing & Residence Life staff, 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.

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.

- The residents should revisit their Roommate Success Plan and make any necessary changes to help resolve the conflict.
- 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 and/or boundaries 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 meets 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. Residents should always avoid disturbing others; the right to reasonable peace and quiet supersedes the right to make noise. Residents work hard to achieve their education goals and as such, the university will prioritize a residence environment that is conducive to sleeping and studying above anything else.

3.2. Quiet hours apply equally both inside buildings and elsewhere on campus, including the Quad and Mini-Quad. During Quiet Hours, noise should be at a level that allows others to sleep and study in peace.

Residence Quiet Hours:

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

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

- 3.3. During end-of term exam periods, a 23-hour quiet hour (with loud hour from 7pm-8pm) policy is implemented. Housing & Residence Life Administration will notify residents when the 23-hour quiet hours period begins.
 - When moving out of residence, residents and their friends/family assisting with move out must also abide by the 23-hour quiet hour policy.
- 3.4. Residents are required to reduce volume levels if requested by other community members, such as another resident or a university staff member.
- 3.5. Ignorance, alcohol, substance use, etc. will not be accepted as an excuse for violating the Noise Policy.
- 3.6. Noise violations are tracked by Housing & Residence Life. Residents found to be violating the Noise Policy may be subject to the [Residence Student Conduct Process](#).
- 3.7. Residents who create noise off King's property are subject to [Halifax Regional Municipality noise by-laws](#) and their corresponding fines/tickets.

4. Guests & Overnight Guests

- 4.1. Anyone a resident allows to enter a residence building is considered that resident's guest.
- 4.2. All residents are responsible for the behaviour of their guests, including responsibility for any damage caused by guests. It is a resident's responsibility to ensure that their guests follow all residence policies and procedures.
- 4.3. Guests may be asked to leave at any time if they are not acting in accordance with the Residence Guidelines, as identified by Housing & Residence Life staff.
- 4.4. Overnight Guests:
 - Residents living in double rooms are required to have their roommate's explicit consent/permission prior to inviting an overnight guest to the shared room.
 - Overnight guests are not permitted to stay beyond a maximum of two nights, or excessively, unless special permission is granted by a Housing & Residence Life Administrator.

- Overnight guests are not allowed during specific periods of the year, including both the Orientation Week and 23-hour quiet hours exam periods at the end of each term.

5. Sexual Health & Safety and Sexualized Violence

5.1. 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.

5.2. The Sexual Health and Safety Officer can also support students who are struggling with sexual orientation, gender identity, boundaries, healthy relationships/friendships and more.

5.3. If a resident comes forward to a student employee of the Housing & Residence Life staff team (ex. Residence Service Assistants) 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 or paraprofessional employee of the Housing & Residence Life 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 was received, but the identifying information of the person disclosing would not be shared unless the person disclosing provides their 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 accountability, support and/or resolution, 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.

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

5.5. 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.

6. Discrimination

- 6.1. 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.
- 6.2. 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 at the resident's expense.
- 6.3. 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 (race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, religion, sex, sexual orientation, disability, age, gender identity, gender expression, etc.) are subject to accountability processes through the Residence Student Conduct Process or the Yellow Book.
- 6.4. All residents have access to the University's Director of Equity & Community Supports, who handles issues of equity, racial equity and, discrimination. The University's Equity and Harassment Policy can be found online in the [Yellow Book](#).

7. Harassment, Intimidation, Aggression, General Violence & Vandalism

- 7.1. All residents have a right to live free from harassment, intimidation, violence and aggressive behaviour, including the threat of violence or aggression. Housing & Residence Life will not tolerate abusive behaviour (verbal, written, physical or otherwise), threats, intimidation, violence or other forms of harassment/bullying against any member of the community.
- 7.2. 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.
- 7.3. 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.
- 7.4. Residents who engage in harassment, intimidation, aggression, 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.
 - Residents who display complex behaviours (typically, but not always, due to mental health concerns) 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.

8. Complex Behavior & Limits of Support

- 8.1. 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.
- 8.2. 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.
- 8.3. 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 to connect them to the appropriate on campus and community support professionals.
- 8.4. 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.
- 8.5. Residents are also asked to have patience while Residence Life and other campus support staff 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 response and 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.
- 8.6. 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 campus student support staff will support the resident in their transition out of the residence community.

9. Residence Poster Policy

- 9.1. The bulletin boards, white boards and public wall space in residence is managed by Housing & Residence Life staff.

- 9.2. Members of the campus community are not permitted to post posters or advertisements on residence bulletin or white boards without the approval of Housing & Residence Life staff.
- 9.3. If a member of the campus community, including current residents, would like to post a poster or advertisement of an upcoming event in residence or on campus, 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.
- 9.4. 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.
- 9.5. Any posters found on residence bulletin boards or common area walls without an approval stamp will be removed.

10. Prince Hall

- 10.1. Prince Hall is the King's University Dining Hall. Residents, day students, campus community members, and guests are all welcome to purchase meals to enjoy in Prince Hall.
- 10.2. It is mandatory for all residents to purchase a residence 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.
- 10.3. All food and drink from Prince Hall must be consumed in Prince Hall. Therefore, no one is permitted to take food or drink out of Prince Hall unless it is through the Wellness Tray process or is otherwise approved by Chartwells staff. This includes any cups, plates, and cutlery, which must also remain in Prince Hall.
- 10.4. Students requiring bagged meals due to the Dining Hall operating hours and conflicting class schedules should connect directly with the [Food Services Director](#).
- 10.5. Wellness Trays:
 - If a resident is ill or injured and as a result, cannot 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.
 - The impacted 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 must speak with a Chartwell's staff person and tell them that 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.

10.6. Meal Plan and Student ID Information:

- A resident's meal plan is loaded onto their student ID card. Residents are responsible for the safety and security of their student ID. Residents 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.

10.7. All patrons of Prince Hall must store any bags or backpacks in the cubbies provided just past the entrance to Prince Hall.

10.8. 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

11. Alcohol

- 11.1. 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 tips as outlined in [Canada's Low- Risk Alcohol Drinking Guidelines](#).
- 11.2. Residents who are of legal drinking age (19 years and older) are permitted to have and consume alcohol under the following conditions:

- Residents who are of legal drinking age are permitted to drink in their private residence rooms. If consuming alcohol, residents have an obligation to drink responsibly and promote a safe and non-coercive social experience.
- 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.
- 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.
 - **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.

11.3. Residents are held accountable for misconduct that occurs while they are intoxicated. Intoxication will not be accepted as an excuse for harmful behaviour.

11.4. 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 during the incident. Any accountability/conduct processes, if required, are initiated once the resident is safe and okay.

12. Smoking & Vaping

12.1. 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.

12.2. 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:

- 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.
- 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 pose a fire safety risk.

- 12.3. Any resident found responsible for smoking indoors is responsible for all associated costs, including, but not limited to, false fire alarm fines from the Halifax Regional Municipality caused by smoke or vapour as well as the cost of removing lingering smoke or vapour odours from their room at the end of the academic year.
- 12.4. Residents found responsible for violations to the Smoking & Vaping section of these guidelines were subject to a fine in accordance with the fining structure outlined in the Residence Student Conduct Process.

13. Cannabis

- 13.1. 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 tips as outlined in [Canada's Lower Risk Cannabis Use Guidelines](#).
- 13.2. Residents who are of legal cannabis possession & consumption age (19 years and older) are permitted to have and consume cannabis under the following conditions:
 - Residents who are of legal age and choose to consume cannabis must do so responsibly and promote a safe and non-coercive social experience.
 - 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.
 - Smoking cannabis is not permitted in residence, see the [Smoking & Vaping](#) section of these guidelines for more information.
 - Consuming cannabis in common areas, cooking with cannabis, growing or possessing cannabis plants, and distributing and selling cannabis are all prohibited in residence.
 - Cannabis must be stored so that no odour is detectable inside or outside a resident's room. The odor of cannabis can impact other residents who may have respiratory concerns or scent sensitivities.
- 13.3. Housing & Residence Life encourages any resident or guest, regardless of age, who needs assistance related to cannabis 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 during the incident. Any accountability/conduct processes, if required, are initiated once the resident is safe and okay.

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

- 14.1. The use, possession, production, promotion or trafficking of illegal drugs or narcotics anywhere on campus or in residence is a criminal offence and is prohibited.
- 14.2. Unauthorized possession or trafficking of legal drugs (prescription medication, cannabis, alcohol etc.) is prohibited.
- 14.3. 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. Any accountability/conduct processes are initiated once the resident is safe and okay.

Emergency Precautions & Procedures

15. Emergency Support

- 15.1. If a resident or their guest requires urgent support for any emergency (medical, mental health, violence, threats, etc.) they are strongly encouraged to contact a Housing & Residence Life staff member for assistance. They can help with assessments, providing initial first aid, calling 911 and escorting emergency responders to the resident in need of support.

Housing & Residence Life Emergency Contact Information (academic year only):

- During Business Hours: Monday – Friday 8am-4pm:
 - Contact the Alex Hall Front Desk either in person or by phone at 902-422-1271.
 - They will gather the details and call a Housing & Residence Life Administrator to respond.
- After Hours: Monday- Friday (4pm-8am) and 24 hours on weekends and holidays:
 - Contact the Don on Call at 902-233-1994.

16. Windows and Building Roofs

- 16.1. Windowpanes and screens must remain in place and not be removed except in emergencies. Residents are subject to the cost of replacing or restoring these items if removed inappropriately or damaged.

- 16.2. Items are not allowed to be thrown or dropped out of windows. 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 they pose a risk to fire safety.
- 16.3. Residents are not allowed to enter/exit via a window or sit in window ledges for any reason at any time unless using a window that provides access to the exterior fire escape stairwell during an evacuation where the main exit is not safe to utilize.
- 16.4. Residents are not to be on the roof of any university building for any reason.

17. Fire Safety

- 17.1. 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.
 - 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.
 - Once evacuated, residents must report to the muster area for residence on the front lawn or steps of the King's Library. Residents must wait there for further instruction from campus staff or fire officials.
- 17.2. Residents are not allowed to linger in the Alex Hall fire stairwells, and they should only be used if moving between floors.
- 17.3. 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.
- 17.4. 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.
- 17.5. Fire safety equipment and escapes/landings are not to be used or tampered with except in emergencies.
- 17.6. Personal items such as bikes, boots/shoes, doormats, boxes, furniture, etc., may not be left in hallways as they are considered fire hazards and a barrier to a safe evacuation.

- 17.7. Residence room doors and fire separation doors are not to be propped open at any time. These doors are fire rated and when closed, can help prevent fire from spreading across a building.
- 17.8. 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, string lights, or other decorations be hung from sprinkler heads or pipes for any reason.
- 17.9. Residents found responsible for violating the Fire Safety policy are subject to fines from the University and/or provincial or municipal fire officials.

18. Weapons, Replica Weapons and Dangerous Goods

- 18.1. Residents may not possess weapons, replica weapons, and dangerous goods of any kind or nature in residence.
- 18.2. 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 costume related weapons, etc.) and any other weapons that may pose a risk to the safety and security of the residence community.
- 18.3. Dangerous goods include but are not limited to, explosive devices, propane canisters, flammable liquids or other hazardous substances.
- 18.4. It can be difficult for others to determine if a weapon is real or a replica. If Housing & Residence Life receives a report that a resident is in possession of a weapon, the non-emergent police will be called to respond out of an abundance of caution.
- 18.5. Stealing municipal or provincial signs such as speed, construction or stop signs, or other pieces of government or company property is classified as a crime, and as such are not permitted in residence.
- 18.6. 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.
- 18.7. Residents who intend or threaten to cause harm to others using a weapon or dangerous good will be reported to police and university officials and their Residence Agreement will be terminated.

19. Evacuation and Campus Shut Down

- 19.1. Should a residence building need to be evacuated due to health or safety concerns, the University will provide residents with reasonable alternate accommodations.
- 19.2. In the event of a campus-wide shut down, residents may be required to move out of residence as soon as possible regardless of the time of year. Every effort will be made to provide as much notice as possible.

Access & Physical Space

20. Keys and Access Cards

- 20.1. Residents are responsible for their residence keys and access cards. The resident is responsible for any [replacement costs](#) associated with lost or damaged keys, access cards, cores or card readers.
- 20.2. Residents are not permitted to lend their keys to other individuals, including other residents, at any time.
- 20.3. Doors must be closed and locked when residents are not present, and doors must not be propped or have their lock or latching mechanism tampered with.
- 20.4. Residents locked out of their residence room must go to the Alex Hall Front Desk for assistance. The Residence Services Assistant (RSA) working at the desk will call Campus Security to unlock the resident's room door.
- 20.5. 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. The resident must then return the spare key when picking up their replacement key.
- 20.6. 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.
- 20.7. Any individual requiring entry to Alex Hall using the front door intercom system must show valid identification (government, student ID, etc.) to be permitted entry, or they must check-in with RSA at the Front Desk to confirm their identity. Residents who frequently utilize the Alex Hall

front door intercom system for regular access instead of using their residence keys are subject to follow-up from Housing & Residence Life Administrators.

- 20.8. In the event of a room movement, or utilization of a temporary residence room, the resident utilizing the room(s) may not provide access to others by providing them keys, leaving doors unlocked or propped, and should return keys by the date communicated to them by the Housing team.
- 20.9. 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 approved 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.
- 20.10. 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 are applied to the resident's student account.

21. Residence Common Rooms & Kitchens

- 21.1. Residents are responsible for using common rooms and kitchens respectfully and allowing equal access and use for all residents.
- 21.2. 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.
- 21.3. Personal belongings (including but not limited to pots, pans, unwashed dishes, clothing, electronics, etc.) that are left unattended in a common room/kitchen overnight are 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.

- 21.4. 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.
- 21.5. 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.
- 21.6. Common room furniture must always remain in the common room. The removal of furniture from the common rooms is prohibited.
- 21.7. 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.
- 21.8. Housing & Residence Life staff and Campus Security reserve the right to dismiss gatherings in communal spaces should there be a violation of the Guidelines.

22. Residence Bathrooms

- 22.1. Bathrooms are cleaned once daily, typically in the mornings, by contracted cleaning staff. Residents are responsible for cleaning up after themselves after using the bathrooms to reduce cleanliness concerns between cleanings. This includes:
 - Flushing toilets after use. Residence toilets are "low flush", to reduce water use, so residents must hold the flush down until the toilet has flushed everything down.
 - Disposing of used hygiene products in the designated paper bags provided within the toilet stalls. If the stall has run out of bags, residents must wrap the product in toilet paper and dispose of it in the bathroom garbage.
 - 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.).
- 22.2. Residents are not permitted to store shower items or personal belongings (shampoo, conditioner, body wash, cleansers etc.) in the bathrooms.
- 22.3. Shower items or personal belongings left unattended in a bathroom overnight are 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.
- 22.4. If a resident encounters any issues in the bathroom, such as a clogged toilet, issues with shower drainage, low or empty supplies (paper bags, toilet paper, paper towel) or any other concerns, they should report them to the Alex Hall Front Desk immediately.

23. Residence Laundry Rooms

- 23.1. 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.
- 23.2. 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.
- 23.3. Residents are responsible for setting a timer to promptly collect their laundry within 5 minutes of the end of the wash and/or 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.

23.4. Personal belongings (including but not limited to clothing, laundry materials, laundry bags, etc.) that are left unattended in a laundry room overnight are gathered in clear bags by the cleaners in the morning, labeled, and set aside in the respective laundry room. After 5 days, if the items are not claimed, they will be disposed of.

24. Cleaning of Communal Residence Spaces

24.1. Cleaners will complete a surface clean, empty garbage's and restock amenities of all communal spaces once daily.

24.2. 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.

- Any large amounts of biohazard cleanup, or excessive repeated incidents of biohazard cleanup may result in a cleaning charge issued to the resident(s) responsible.

24.3. Cleaners will do thorough deep cleans of the communal spaces four times per year during the 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 are thrown out during these times.

25. Room Cleanliness

25.1. 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.

- 25.2. If the standard of cleanliness in a room is not satisfactory, a Housing & Residence Life Team administrator 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 administrator will then agree on a time to complete a follow up inspection once the resident has had time to address the concerns.
- 25.3. 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.).

26. Pest Control

- 26.1. Residents must submit a work order form F011 - RESIDENTS Facilities (XM) Work Order Request via eRezLife anytime they see pest activity in residence (including their rooms). This includes, but is not limited to, sightings of mice, insects, bed bugs, droppings, or evidence of pest activity.
 - Facilities staff and/or approved third-party pest control contractors will inspect the reported area and take appropriate action where required. Residents are expected to cooperate fully with all inspection, treatment, cleaning, and preparation requirements related to pest control concerns. Failure to comply with pest treatment preparation instructions may result in additional charges or delays in treatment.
- 26.2. Residents are responsible for maintaining their spaces in a clean and sanitary condition. Food waste, unsealed food containers, excessive clutter, improper garbage disposal, and unclean living conditions may contribute to pest activity and may result in conduct action and/or cleaning charges.
- 26.3. In many urban and port cities, including Halifax, mice are a common occurrence both inside and outside of buildings, particularly in older structures. While the University takes reasonable preventative and responsive measures to manage pest activity, the complete elimination of occasional pest presence cannot be guaranteed. As such, sightings of mice or evidence of mice, including droppings, are not generally considered valid grounds for room changes, temporary relocations or requests for refunds.
- 26.4. The University also recognizes that bed bugs can occur in residential communities, public transportation, and shared living environments. Bed bugs are not necessarily associated with cleanliness or hygiene and may be introduced unknowingly through luggage, clothing, furniture, or personal belongings. Residents who suspect bed bug activity must report concerns immediately by contacting a Housing Administrator by email at residence@ukings.ca.

- Where bed bug activity is confirmed, residents must comply with all treatment protocols provided by Housing staff or pest control professionals. This may include laundering clothing and bedding, reducing clutter, temporarily vacating spaces during treatment, or preparing belongings for inspection. Failure to cooperate with required treatment procedures may result in additional charges to the resident.
- 26.5. The University reserves the right to enter residence rooms without notice where immediate pest control intervention is required to protect the health, safety, and wellbeing of the residence community.
- 26.6. Failure to promptly report suspected or confirmed pest activity, particularly bed bugs, may contribute to the spread of pests to additional residence rooms, common spaces, furnishings, or adjacent buildings.
- Residents who fail to disclose pest concerns in a timely manner, interfere with treatment efforts, or contribute to the worsening or spread of an infestation through negligence or non-compliance may be held financially responsible for costs associated with inspection, treatment, remediation, replacement of damaged items, preventative measures, and any additional cleaning or pest control services required by the University.

27. Residence Room Refrigerators

- 27.1. Each residence room has a small refrigerator which must remain in the assigned room.
- 27.2. It is the residents' responsibility to ensure that their room refrigerator is left clean and in good repair upon move out.
- 27.3. 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.
- 27.4. Residents must not unplug the refrigerator unless directed to do so by Housing & Residence Life, as the freezer will thaw and flood the room.
- 27.5. Non-removeable items, such as stickers, should not be stuck to the fridge surface.

28. Maintenance Requests

- 28.1. 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", or directly to Alex Hall Front Desk.

- The work order request in eRezLife is a communication mechanism that alerts RSA staff at the Alex Hall Front Desk to enter the work order details into the Facilities Management database.
 - When the work order request is submitted into the Facilities database, RSA staff will close the eRezLife form the resident submitted. This closed status may not always mean that the work was completed, it means the information has been submitted to the Facilities database for response.
 - 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 administrator will provide an update.
- 28.2. 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.
- 28.3. 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.
- 28.4. 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.
- 28.5. Emergency work orders such as fire, flood, extreme heat or loss of heat etc., should be reported to the Alex Hall Front Desk immediately.
- 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 & Residence Life via email.
 - For emergency work, items will be moved by members of the Housing and Facilities Teams and may not be returned to their original state.

- 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.

28.6. 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.

29. Facilities Room Entries to Address Maintenance Requests

- 29.1. 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.
- 29.2. Facilities will leave an entry form on the desk upon completion if the resident is not present when the work is completed.
- 29.3. 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, are addressed during business days in accordance with Facilities work order prioritization system.
- 29.4. 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.
- 29.5. For larger, non-emergent, 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.
- 29.6. 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.

30. Residence Room Checks

- 30.1. 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.
- 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.

- Residents who fail to submit this form despite observing deficiencies in the room may be charged repair fees at the end of the year.
- 30.2. 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.
- 30.3. 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 is 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, safety and pest concerns such as an excessive lack of cleanliness.
- 30.4. Reasonable wear and tear of room furniture is expected, but unreported damage or any repairs not attributed to wear and tear will result in [charges](#) to the resident's student account.
- 30.5. 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).
- 30.6. 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), and are not permitted to switch sides without authorization of Housing & Residence Life in accordance with Fire and Safety codes.
- 30.7. Any charges posted related to end of year room inspections are attributed to the assigned space (A or B side), and residents who have swapped without permission may become subject to the charges that should be attributed to their roommate.

Housing Logistics

31. Required Room Movements

- 31.1. 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.

- 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.
 - 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.
- 31.2. Residents must cooperate with Housing & Residence Life to facilitate these moves. Residents are given at least 72 hours to complete a required room movement when possible.
- 31.3. 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).
- 31.4. 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).
- 31.5. 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.

32. Pets & Emotional Support Animals (ESAs)

- 32.1. Residents are not permitted to have pets in residence, except for 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. Residents who are found to have unauthorized pets in residence will be asked to remove the animal immediately at the resident's expense.
- 32.2. Residents requiring a service, therapy or Emotional Support Animal 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.
- 32.3. Emotional Support Animals 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.

- 32.4. 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.
- 32.5. Residents with fish or an ESA will not receive advance notice of fire drills or other emergency situations. Residents are responsible for ensuring their animals' safety and management during emergency situations. It is recommended that residents develop a plan, in advance, for how to handle their animals during emergencies to ensure both their own safety and the well-being of their animals.
- 32.6. Any resident found to have abandoned their fish, ESA or unapproved pet in residence upon moving out are assessed a fine and forfeit any future housing eligibility, including any previously guaranteed housing.
- 32.7. Any room damages resulting from an authorized pet or ESA (fish tank water damage, scratched furniture/walls/doors, stains, odours etc.) are [charged](#) to the resident responsible for the animal.

33. Housing Eligibility, Dates, and Extensions

- 33.1. To be eligible to live in residence beyond the first academic year, (including the summer terms with Conference Services), residents need to be in good academic, financial, and residence conduct standing.
 - 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.
- 33.2. 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 September 6, 2026).
 - Residence fully 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.
 - Residence re-opens for the Winter Term on January 10, 2027.

33.3. Residents can request to extend their stay in residence by completing a Residence Extension Request form in eRezLife.

- Extensions are not guaranteed; the University is under no obligation to house residents beyond residence closure dates.
- There are nightly fees due for any extension request that extends beyond each term's residence closure date.
- 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.

33.4. Residence applications open each year on October 15 for the following academic year. Residents are notified when the residence application opens. Applications are processed on a first-come-first-served basis.

33.5. Summer residence is available each summer. Please contact the [Residence and Conference Services Coordinator](#) to ask about summer residence options.

34. Withdrawal Policy

34.1. 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.

34.2. Residents are required to fill out a Request to Cancel/Withdraw form in eRezLife. This form must be completed at least 14 days prior to a resident's anticipated departure date.

34.3. Residents who withdraw from residence are 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.

- 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.

34.4. 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.

34.5. The University shall have sole discretion in determining what constitutes valid grounds for early withdrawal from residence.

Residence Student Conduct:

Living in residence comes with expectations for student conduct and behaviours. 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 prepare for and engage in a conduct process.

Conduct within the King's residence community is managed by 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.

Conduct processes are meant to provide support and resources for residents to reach their full potential while helping residents take accountability for their choices.

Direct Resolution vs a Formal Residence Student Conduct Process

Some behaviours which violate the Residence Guidelines may be addressed without a formal residence student conduct meeting. In these cases, a direct resolution is applied, meaning a resident receives a sanction without a formal meeting. [Sanctions](#) may include verbal warnings, educational conversations, written warnings, or fines, and are typically used for minor violations including, but not limited to, noise, alcohol, or smoking infractions.

For medium to major violations of the Residence Guidelines, or when a resident demonstrates a pattern of repeated violations, a formal Residence Student Conduct process is initiated by at least one Housing & Residence Life administrator.

Stages of the Residence Student Conduct Process

1. Notification

What to expect:

- A resident is notified that they have been accused of violating the Residence Guidelines. This notification is emailed to the resident using their university student email.
- 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 and, if required, will be included in the notification email.

To prepare for this stage of the process:

- Reflect on the allegations and review the Residence Student 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 allegation(s).

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 (frustration, anger, shame, confusion, fear, etc.) and those feelings are a normal way to react to a conduct notification.
- 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.

To prepare for this stage:

- Residents may choose to engage with formal supports, like a therapist or a student support staff person on campus, or with informal supports like family members or friends.
- 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 prior to their information gathering meeting.

3. Information Gathering Meeting

What to expect:

- The Housing & Residence Life Administration Team will work on gathering information from the parties involved (responding staff, witnesses, etc.) to determine the facts.
- The goal of this stage is to gather information; Housing & Residence Life does not want to shame residents during any part of 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 during the meeting.

To prepare for this stage of the process:

- The resident should think about what they want to share in the meeting and can prepare by writing notes or questions that may help them present their side of the story.
- During the meeting, the resident should listen and stay composed. Take deep breaths and speak clearly and respectfully.
- Maintaining composure will enable the resident to present their side of the story more clearly and effectively.
- Write down thoughts and questions during the meeting. Notes are a good way to ensure any important points are raised before the end of the meeting.

4. Assessment & Determining an Outcome

What to expect:

- The Housing & Residence Life Administrator(s) will review all the information collected and assess if the behaviour of the accused resident was in violation of the Residence Guidelines.
- Housing & Residence Life strive to be fair when assessing the information collected and, if the resident is found responsible, will decide on an [appropriate sanction](#).
- Decisions are made based on the balance of probabilities, meaning the available information shows it is more likely than not that the alleged violation occurred.

To prepare for this stage of the process:

- The resident should be confident that the process is unbiased and principled.
- The resident should be open and communicate any concerns they have about the possible outcome with the administrator(s) involved.

5. Communication of Outcome

What to expect:

- A Housing & Residence Life Administrator will communicate the outcome of the Residence Student Conduct process to the resident via their university email.
- Sanctions may be imposed as a part of the accountability process.

To prepare for this stage of the process:

- The resident should be prepared to read the outcome letter in a timely manner.
- The resident should check in with their support network, if needed.
- The resident can follow up with the Administrator if they have further questions.
- If the decision is unclear, the resident can seek an explanation but should not attempt to argue a new position.
- If sanctions have been imposed as a part of the outcome, follow the sanction(s), and complete any tasks associated with the sanction(s).

6. Appeals

What to expect:

- Residents can appeal an outcome of a Residence Student Conduct process if the grounds for appeal fall into one of the two categories listed below:
 - There is new information that emerges that could affect the conduct outcome, and the information was not known to the resident at the time of their information gathering meeting.
 - There is evidence of bias and/or procedural error (a flaw in the process of information gathering or considering an allegation).

To prepare for this stage of the process:

- To submit an appeal request, the resident should write a letter of appeal within five business days' notice of the conduct outcome letter. The appeal letter must identify the appeal criteria and then provide information to substantiate the appeal.

- For a first appeal attempt, the resident should address and send the letter of appeal via email 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 is then referred to the College's Board of Appeal and Discipline for a final appeal attempt.
- 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 feelings that may result in the residence needing support.
- A resident is informed of the available campus supports in their conduct outcome letter.

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).

Sanctions

Housing & Residence Life has several possible sanctions that could be issued 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 issuing 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 RSAs and Don Team members. These conversations are an opportunity for Housing & Residence Life staff to let residents know about the Residence Guidelines and policies that are relevant to the situation and most often occur within the first month or two 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 RSAs and Don Team members. 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 Administrators. Warning letters are sent to the resident's university email address. 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 these Residence Guidelines. For repeated offenses, fines are progressively increased until more serious disciplinary action is deemed necessary. Fines are issued by Housing & Residence Life Administrators.

For most Residence Guideline violations, fines are 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 other cost recovery charges.

4. Behavioural Agreement

Behavioural agreements may be instituted in place of, or in addition to, other disciplinary sanctions.

Behavioural agreements are usually instructive, requesting that the resident cease specific behaviour to remain in residence. The resident will be issued a copy of the agreement in a letter from a Housing & Residence Life administrator.

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. guest restrictions) or additional sanctions such as termination of the Residence Agreement (eviction).

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 or workshop, meeting with a campus support person, or community service hours on campus.

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 the resident's 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. Suspended Eviction

The Housing & Residence Life Administration Team and the Dean of Students reserves the right to issue a resident a suspended eviction for behaviour that violates previous warnings or agreements, which is destructive, endangers the safety of others, or which disrupts the residence community.

This means a resident has one final opportunity to engage in positive behaviour change before they are evicted. If a resident with a suspended eviction 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, and their Residence Agreement be terminated.

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 or residence 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.