



StFX

RESIDENCE

STANDARDS

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BUILDING YOUR COMMUNITY



MOVING INTO UNIVERSITY AND RESIDENCE

Why to Participate in Welcome Week – When you move into residence at StFX, you are moving into a new community that will provide many positive experiences and memories for years to come. The Residence Experience is designed to engage students in lifestyles where academic and personal growth are fostered through a range of experiences. Welcome Week is the start of this and will help you meet other people who have similar interests while you begin your time at StFX. There are also many people and groups who are ready to help support you as you transition to university.

Who to Look For – The Community Advisors (CA) and Hall Directors (HD) and House Presidents (HP)/Vice Presidents (VP) in your building are all trained to help set up the best living environment for you. On Welcome Day and during orientation week O-Crew volunteers will also be part of every activity and in residences to help you get acquainted with the campus community. Feel free to reach out to any of them to talk or ask for advice on anything.

Checking In and Out of Your Room – When you move into your room, make sure you fill out the damage reporting form and return it to University Housing. This is important to ensure you list any pre-existing damage so you are not charged for it when you move out.

- Upon moving out, you are required to be out of your room 24 hours after your last exam; if there are any issues, you will need to contact University Housing and request a later move out day. Make sure when you leave to turn in your keys and drop off the check-out form to University Housing.

PHILOSOPHY & VALUES

Community Citizenship – The residence experience at StFX is a time where you develop outside the classroom. Your sense of belonging in your local residence community and the greater StFX campus is important not only for the success of the group but for your own personal growth and development.

Restorative Approach - The Restorative Approach is a process for students to resolve their own issues by identifying the harm caused by a behaviour and finding ways to repair that harm and rebuild trust. Both the student(s) who cause the harm and those who experience it will have a say in the outcome. The Restorative Justice process is designed to build community and strengthen ties between students living in residence.

RIGHTS & RESPONSIBILITIES

YOU HAVE THE RIGHT TO:

- Feel safe and secure in your community.
- A community which promotes learning, wellness, and personal development.
- Be treated fairly and have an unbiased conduct process.

YOU HAVE THE RESPONSIBILITY TO:

- Read through and follow the rules set out in this document, the Student Code of Conduct, and the Residence Contract.
- Ensure you do not contribute to behaviour, which negatively affects other students' rights.
- Treat all members of the community, including staff, with respect.



YOUR RESIDENCE CULTURE

Safety – Your safety and the safety of others is critical to the success of the entire community. As a resident you have a right to your own personal safety and a responsibility to help provide a safe living environment to others. This includes a community which is free of violence and harassment including any physical or sexual assault, verbal abuse, bullying, or any type of online harassment.

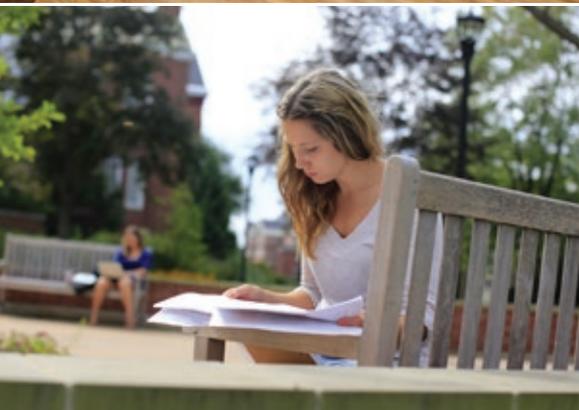
Sexualized Violence – StFX does not tolerate sexual violence of any kind. Any act targeting a person's sexuality, whether physical or psychological, that is committed, threatened, or attempted against a person without their consent may be described as sexual violence. If you have experienced sexual violence in any form, you can reach out to any staff member of Residence Life for support. More information on the Sexual Violence Policy can be found on the Visible@X webpage <http://www2.mystfx.ca/visible-at-x/>.

Theft – StFX does not tolerate theft of any kind in residence buildings or anywhere else on campus. Students are asked to report instances of theft to the Residence Life staff or Safety & Security Services. While we will do our best to help find the responsible parties, StFX is not responsible for the loss of personal belongings and recommends insurance to protect against this.

Your Personal Living Space and Roommates – Living with a roommate is a wonderful opportunity to develop great friendships which can last a lifetime. It is important to respect your roommate and take the time early in the year to talk about what is acceptable at different times in the room. A CA or Residence Life Coordinator (RLC) can help you and your roommate create a roommate agreement which will help set up a level of understanding between each other.

Hazing – StFX does not permit hazing in any form. Any action or situation created for the purpose of initiation, with or without the consent of the individual, which jeopardizes the physical or mental well-being of the individual may be considered hazing. More information can be found in the StFX Policy on Hazing. <http://www2.mystfx.ca/student-life/policy-and-support>

**RESPECTING
YOUR
COMMUNITY**



Offensive Material – Students are to respect the rights of others, ensuring they do not hang or post offensive material such as pornographic, racist, or other signs that would reasonably be considered offensive to others.

Excessive Noise – The level of noise permitted in a building can vary based on the time of day and the effect it has on the others in the community. Sometimes parties may cause excessive noise in the building and sometimes it may be caused by only a few people talking loudly in their room. All students are asked to consider the impact of the noise on others in the building.

- Quiet hours begin at 11:00pm each night and 1:00am on Fridays and Saturdays. During the exam period, a 24-hour quiet hour policy is put in place to help all students prepare and focus for exams. Just because quiet hours are not in effect at a certain time does not give students the right to be as loud as they want.

Guests

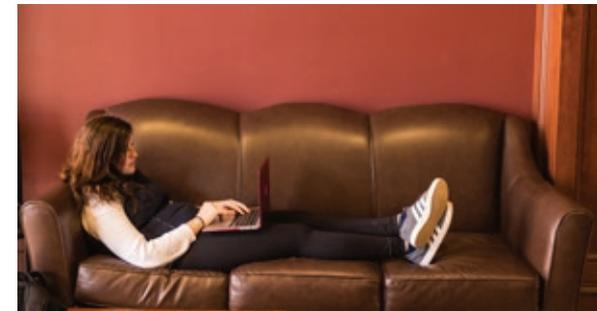
- All guests are the responsibility of the student hosting them, whether they are staying overnight or just for a short time.
- Residents may host up to two guests at a time. These guests must be signed in through our online eRez site. Residents may host 10 overnight guests per semester, and no more than three nights in a row.
- Busy times such as Homecoming will involve a no guest or limited guest policy in residence.
- For more information, the StFX Guest Policy can be found at http://www2.mystfx.ca/student-life/sites/mystfx.ca.student-life/files/StFX%20Residence%20Guest%20Policy%20update%202018_0.pdf

Cooperation with Staff

- Students living in residence, and their guests, are responsible for adhering to the direction of the Residence Life staff members (CAs, HDs and RLCs). This is important as their job is to maintain a safe and inclusive environment for all residents of the building. Not cooperating with staff can result in violations of the Student Code of Conduct. Remember that Community Advisors and Hall Directors are students and members of the community too.



RESPECTING YOUR COMMUNITY





RESPECTING YOUR BUILDING

Cleanliness of Room – Residents are responsible for keeping their personal and shared living spaces clean. All garbage, recycling, and compost must be disposed of properly in accordance with their building garbage procedures.

- Health and Safety checks are completed at winter break in every room. Additional checks may be conducted throughout the year to ensure rooms are kept clean and do not pose a health risk to residents of the room or the greater community.
- Occasionally, Facilities or University Housing may need to enter the room for maintenance. Whenever possible they will give notice by email of when they will be coming.

Furnishings and Damage

Room Inventory – Upon arrival to your room, take time to examine the room and note any damage or graffiti to the room or furniture/appliances in the room. Residents are responsible for reporting any prior damage to the Residence Office when they move in to ensure they are not charged for it. Room inventory and inspection is completed again upon check out.

Fines – Any charges to repair, replace, or clean any damage or graffiti will be billed to the student(s) responsible. If the responsible individuals cannot be identified then the cost of the damage will be charged to (1) the residents of the room if the damage is within a bedroom or (2) the entire hall if the damage is within a common area such as a lounge or hallway.

Reporting Damage – StFX is committed to creating communities which do not tolerate damage and requires residents to report any damage to their Community Advisors, Hall Director, Residence Life Coordinator, or through the Anonymous Incident Reporting Portal found <http://www2.mystfx.ca/student-life/student-success/stfx-anonymous-incident-reporting-portal>.

University Housing Property – All furnishings provided by University Housing must stay where it is placed upon your arrival. This includes lounge furniture and televisions. Residents are not allowed to remove these items from the lounge, nor can they remove their room furniture to relocate to other areas.

RESPECTING YOUR COMMUNITY



ALCOHOL AND OTHER DRUGS

Alcohol

The StFX Alcohol Policy outlines the expectations with respect to serving and consuming alcohol on campus. Since residence is also your home there are guidelines in place for safe, respectful and responsible consumption:

Mass Consumption – Drinking games or promoting mass consumption of alcohol is not permitted in residence buildings. This includes “trophies” from empty containers or cases, as well as large volume alcohol containers such as kegs.

Alcohol Reps – Residents in university buildings may not act as “alcohol reps” for liquor companies to promote alcohol in residence.

Drinking in Residence Common Areas – While students may not have open alcohol in hallways, some areas have been approved for alcohol to be consumed other than bedrooms:

BUILDING	ALCOHOL FREE	ALCOHOL PERMITTED
Governors	Hallway lounges	Kitchens, lounges attached to kitchens
Riley	Movie Room	Kitchens, 4 th floor lounges
O'Regan	Movie Room	Kitchens, 4 th floor lounges
MacKinnon	Study Lounge	Lounges
Cameron	Study Lounges	Lounges
Bishops	Basement study lounge	Lounges
MacIsaac	Side lounges	Lounges
MSB	Study Lounges	Lounges, kitchens

Cannabis – As with Canadian law, students who are at least 19 years of age may possess up to 30 grams of dried cannabis. Smoking or vaping is not permitted in StFX residence buildings. Students are responsible for properly storing and managing the smell of their cannabis so that it does not become a nuisance to their living community. Students are not permitted to grow cannabis or cook with it in residence. More information can be found in the StFX Cannabis Policy <https://www.stfx.ca/about/university-governance/university-policies>

Other Drugs – All illegal drugs are strictly prohibited from residences. Any prescription drugs must be in possession of the person which whom they are prescribed. Students who are found or suspected to be in possession of large quantities of any drugs, such that it may indicate trafficking, will be subject to discipline under the Student Code of Conduct and/or the RCMP.



RESPECTING
YOUR
COMMUNITY





SAFETY & SECURITY

X-Patrol – The X-Patrol members are student staff who work with Safety & Security to provide a safe campus environment for all students. They patrol campus during the evening and will provide you with a safe “walk home” if you require assistance getting from one location to another.

Building Access – Only residents of the building and authorized StFX personnel are granted access to the building. All exterior doors are locked and require keys to access.

- You are responsible for the people you allow into the building, whether you know them or not. Be aware of tailgaters at the entrance to your residence.
- Guests may visit only while they are signed in and in the company of a current resident. Guests may be asked to leave at the discretion of Residence Life Staff if they are unaccompanied by the host who signed them in or if they are disruptive or disrespectful in the community. Guest can be signed in through our online eRez website found at stfx.erezlife.com.
- Propping open a doorway is not permitted in any residence building as it poses a risk to student safety from unwanted guests as well as a fire risk.

Keys

- Upon check-in, every resident will be issued either a set of keys or have their student ID encoded for access to the residence building and assigned room. Residents are responsible for the safe keeping of keys and cards and must report lost or stolen cards to University Housing or Safety and Security immediately.
- Lost keys will result in a lock change at the resident’s expense.
- Keys may not be copied or given to any other individual than the person to which they were issued.
- Upon check-out, residents must return their keys. Keys not returned will result in lock changes at the resident’s expense.

Dangerous or Illegal Items – Any items which may cause harm to yourself or others are not permitted in residence buildings. These may include, but are not limited to, weapons, large knives, fireworks, gas canisters.

RESPECTING YOUR COMMUNITY



SMOKING & FIRE SAFETY

Fire Alarms – If you hear an alarm, leave the building at the nearest exit. In the event of a building evacuation take notice of your building evacuation plan which is posted inside each residence.

Smoking Indoors – Smoking and vaping are not permitted in any StFX building including residences. This includes cigarettes, cigars, cannabis (joints, bongs, pipes, or other), vape/e-cigarettes, hookah, and other smoking devices. Anyone wishing to smoke must do so 20 metres away from any building.

Fire Safety Equipment – Residents will not tamper with any smoke detectors, fire alarms, or fire extinguishers in common areas or personal living spaces. This is a severe safety violation that is subject to discipline under the Student Code of Conduct.

Candles – Candles are not permitted in StFX residence rooms.

Appliances – if you chose to have an electrical appliance in your room for a cooking purpose such as a hot plate, kettle, etc. it must fit within all the following three parameters:

1. It must have an automatic shutoff
2. It must not have an exposed element
3. It must be CSA approved.



**RESPECTING
YOUR
COMMUNITY**





RESOLVING CONCERNS IN THE COMMUNITY

Every community encounters challenges, especially when one of its members makes a mistake or does not meet the community expectations. When challenges arise, our approach emphasizes learning and development and community restoration.

Restorative principles are embedded in our philosophy of community building and response to misconduct. We engage students in opportunities to learn from others and broaden their own worldview, while opening themselves to appreciating others' worldview. This learning engages students in a process of self-discovery and emphasizes positive engagement in healthy relationships, reflection on the impact of one's behaviour on others, and a collaborative community-based resolution to challenges. Through a restorative approach, students learn how to positively engage in healthy relationships by understanding their impact on others, and how to effectively communicate when to address problems on their own.

Community Advisors (CA) and Hall Directors (HD) are responsible for maintaining a respectful, safe, and enjoyable environment. Sometimes this means they have to intervene when there is a concern or something that is counter to the expectations in the Residence Community Standards or the Code of Conduct. They may:

- a. Approach and point out inappropriate behaviour to the students and ask them to do something else (i.e.: vacate an area, turn the music down, return to their own room)
- b. Call the RLC for assistance
- c. Call Safety and Security, 911, or other emergency services if needed

CAs and HDs are required to document their encounters and observations when they are on a shift or attend to a concern. Most concerns can be resolved in the moment. The staff member may follow up afterwards with the students involved. Students involved may be required to meet with their RLC following an incident, depending on the impact of the incident, nature of the behaviour, and the interaction with the staff member.

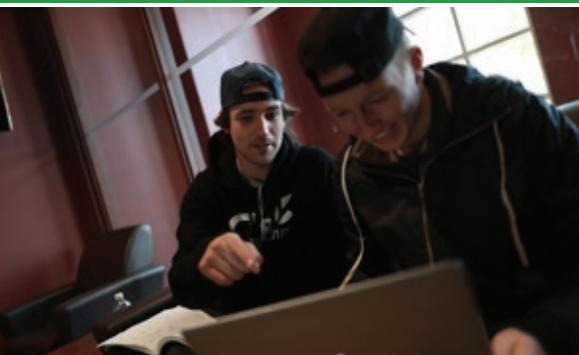
The RLC meetings are mandatory. The goals of the meeting are:

1. Review the incident
2. Hear the student's perspective of the incident
3. Come up with a plan to resolve the concerns moving forward

Resolutions could involve the people impacted by the behaviour, as a way to involve and restore the community as a whole. Resolutions may also include assigned outcomes such as:

Written Warning – This is a written notice indicating the date, time and nature of the offence. Such behaviour must stop and repeated incidents may result in more serious outcomes.

RESPECTING YOUR COMMUNITY



Apology – Can be written or completed in person depending on the situation.

Alcohol Probation – Alcohol probation may be given to students found responsible for the misuse and abuse of alcohol. Students placed on alcohol probation agree to not possess or consume alcohol on university premises nor return to university premises under the influence of alcohol for a specified period of time, no less than to their 19th birthday.

Restorative Agreement – An agreement to specific tasks created and agreed to by all parties participating in any level of a restorative intervention. Specific tasks or assignments may include, but are not limited to, anything mentioned in this list.

Discretionary Educational Outcome – A student or group of students may be given work assignments, service to the university or greater community, participation in educational seminars, written assignments, written or verbal apologies, poster displays, or other such discretionary outcomes that are deemed appropriate based on the circumstances or nature of the incident and/or will benefit the university community or the community at large. The student will receive an outline for the project, detailing expectations and a specific due date from the facilitator. They may be one hour to 20 hours in length.

Restitution – Responsible party covers cost of cleanup or repair.

Behavioural Bond – A behavioural bond cannot exceed \$500.00. Students are required to provide a sum of money up to a maximum of \$500.00 for a specific period of time (up to a maximum of one academic year). If, at the end of that time, the student has not been found responsible for further violations of the Code the money will be returned. If the student is found responsible for further violations, any money collected will be forfeited and more serious outcomes may be imposed. All forfeited monies will be used by the Student Life Office for educational purposes.

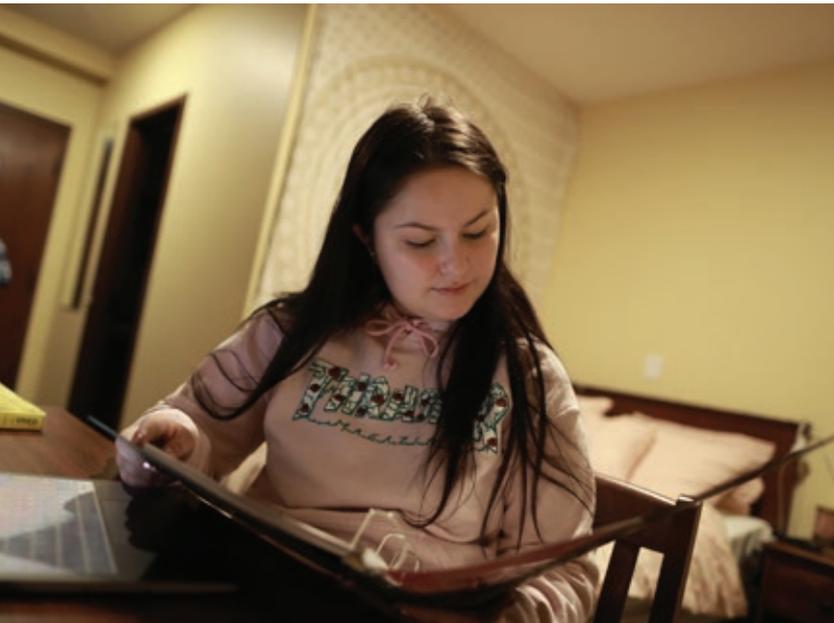
No Contact – This outcome requires the assigned student(s) to have no direct or indirect contact (including but not limited to in person, phone, text, email, social media through a third party etc.) with a specific individual or group of individuals.

Monetary Sanctions – Fines cannot exceed \$500.00 nor be less than \$25.00. Once a fine has been given as an outcome, the student is given a period of time to pay the fine in cash after which time the fine is placed on the student's account at the Business Office. Any monies collected will be used by the Student Life Office for educational purposes.

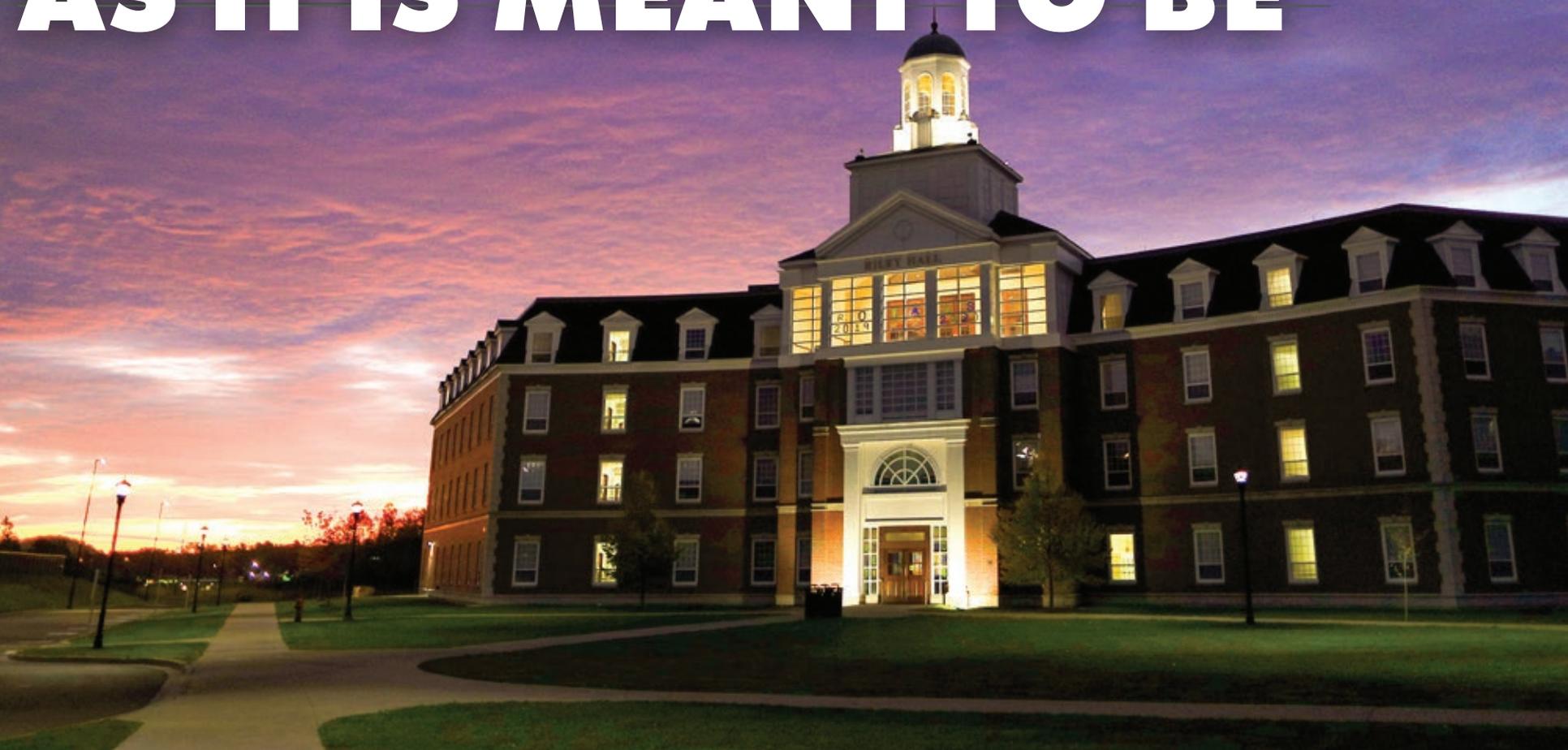


RESPECTING YOUR COMMUNITY





AS IT IS MEANT TO BE





Premise Bans – A student may be banned from any given floor, building, or operation on university premises. As well, a guest may be banned from a floor, building, operation or the entire university premises. A plan for reintegrated will also be developed with the facilitator.

Residence Probation – This outcome is a formal notice informing the student that any kind of further offense can result in suspension or expulsion from residence. The length and terms of the probation will be determined based on the circumstances. Students who have been on Residence Probation during an academic year may not be eligible for re-admission to residence the following academic year.

Residence Relocation – A Student may be transferred to another residence when their behaviour negatively impacts the residence community or the residence community is deemed to have a negative impact on the student. The time period for relocation will be commensurate with the seriousness of the offence, normally within 72 hours. Under these circumstances the student is banned from their original residence or other specified residences for a period of time determined at the time of outcome and is given an automatic probationary status for the remainder of the academic year. Students relocated from a residence will not be eligible for re-admission to their original residence.

If a satisfactory resolution is not completed, the RLC may refer the incident to formal resolution through the Code of Conduct.

RESPECTING YOUR COMMUNITY



STUDENT CODE OF CONDUCT & UNIVERSITY POLICIES

The Student Code of Conduct describes the behavioural expectations and process for investigating and adjudicating non-academic misconduct that impacts or risks the health, safety, rights, security or property of the university, its members and visitors.

Preponderance of Evidence – This is the standard used to determine when a violation is more probable to have occurred than not. It is important to note the difference between this and the Canadian criminal law which uses the burden of proof (“beyond a reasonable doubt”).

University Policies – Students are responsible for knowing and upholding all university policies, including and not limited to the following:

- Hazing Policy
- Alcohol Policy
- Cannabis Policy
- Sexual Violence Policy
- Harassment and Discrimination Policy
- Internet Usage Policy

A list of policies can be found here: <https://www.stfx.ca/about/university-governance/university-policies>.



RESPECTING YOUR COMMUNITY





ENGAGING WITH YOUR COMMUNITY



PROGRAMS

Programming – CAs and HDs are always working to provide the best residence experience for you and your community. Part of their job is to host programs which provide opportunities for your building that help you grow as a person outside the classroom. Keep an eye out for these programs or talk to a CA if you have a something in mind that you would like to see in your building.

Getting Involved – StFX offers opportunities for every student to find something that interests them and to get involved. Whether inside your residence building or somewhere else on campus, the chances to engage as a citizen in your community are exciting and endless!

HEALTH AND WELLBEING

Your health should always be a top priority as it will help set up great long-term habits and keep your mind sharp as you focus on your studies. StFX is here to help.

Intramurals – During the academic year there are a variety of intramural sports run by StFX Recreation. Teams can be formed from within your residence building and this is great way to stay active and meet new friends.

Healthy Eating – There is always a wide range of food options available at Meal Hall (Morrison Hall). The staff do a great job catering to many dietary requests and if you like you can even make your own food in the “My Kitchen” space.

- Some residence buildings have kitchens you can use to cook your own meals. Getting together with friends can be a great way to socialize over a meal and learn or share your cooking skills.

FREQUENTLY ASKED QUESTIONS

I HAVE A COMPLAINT ABOUT SOMEONE, WHO DO I CONTACT?

You can always reach out to your CA or HD in your building to talk about issues you may be having with someone else. Depending on the situation, these staff members may be able to informally resolve the situation at the time. The next step would be to contact your RLC who can sit down with you to look at the situation and see how they can help.

SOMETHING IN MY ROOM NEEDS A REPAIR, WHAT DO I DO?

You can phone the Facilities Management Service Desk at 902-867-2149. If this is an emergency after business hours you can call Safety & Security at 902-867-4444.

AM I ALLOWED PETS IN MY ROOM?

Pets are not allowed in rooms with the exception of small fish in a tank. Service dogs are permitted if they are registered with the Province of Nova Scotia and University Housing is informed of this prior to move in. Animals for the purpose of emotional support, therapy, comfort, etc. are not permitted in residence.

STUDENT STAFF

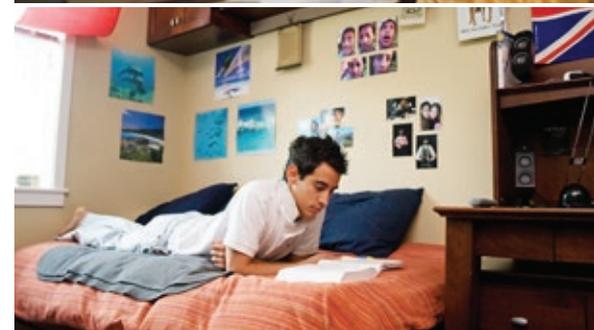
- **Community Advisors** – CAs are student staff who live in your residence with you. Their role is to help build a strong community, deliver engaging programs, and ensure the safety of all residents in the building. CAs can also be a great point of contact if you have questions about your residence, StFX in general, or just need advice.
- **Hall Director** – the HD is also a student staff member of the Residence Life Team and they oversee the CA team. While CAs usually look after just one floor, HDs help provide guidance and programming for the entire building.
- **House President & Vice-President** – The HP/VPs are hired by the Students' Union and serve as chairs of the House Council. They meet regularly and help organize events for the building.

PROFESSIONAL STAFF

- **Residence Life Coordinator** – the RLCs are professional staff members who usually live in your buildings. They oversee the Hall Directors and Community Advisors and assist them during any situations that may arise in residence during the day or night. RLCs also help resolve conduct issues as they arise in each building.



FREQUENTLY ASKED QUESTIONS





IMPORTANT DATES



FEBRUARY 2020

MONDAY 17	Winter Study Break begins Nova Scotia Heritage Day, offices closed
MONDAY 24	Classes resume after break
TUESDAY 25	Last day for partial tuition refunds for second-term courses, when applicable
FRIDAY 28	Second-term, three-credit mid-term grades available to students

MARCH 2020

FRIDAY 6	Last day to drop second-term three-credit courses
MONDAY 9	Formal academic advising period begins
THURSDAY 19	Student Research Day
FRIDAY 20	Faculty Research Day
MONDAY 23	For Spring Convocation, final date for: <ul style="list-style-type: none">• seniors to submit senior theses• graduate students to submit theses
WEDNESDAY 25	Final date for: <ul style="list-style-type: none">• BA and BSc first-year students to declare majors• BBA second-year students to declare majors and apply for honours and advanced major programs• All other second-year students to apply for honours and advanced major programs

APRIL 2020

FRIDAY 3	Last day of classes
TUESDAY 7	Final examinations begin
FRIDAY 10	Good Friday, no exams, offices closed
TUESDAY 21	Last day of examinations
MONDAY 27	Professors to submit final grades for graduation candidates Spring term classes begin

MAY 2020

SUNDAY 3	Classes resume after break
MONDAY 4	Last day for partial tuition refunds for second-term courses, when applicable

RESIDENCE CONTRACT • ACADEMIC YEAR 2020-2021

University Housing • PO Box 5000 • Antigonish • Nova Scotia • B2G 2W5

Ph: (902) 867-5106 • Fax: (902) 867-3751 • Email: residence@stfx.ca • Website: <http://www2.mystfx.ca/university-housing/>

Name of Student (please print)

Resident Signature

St. Francis Xavier University ID Number

StFX Email Address

Upon my submission of this contract to residence, and for the term of my residency, I become the "Resident" of the assigned "Room" and hereby acknowledge that this is a legal and binding contract.

1. The Resident shall be enrolled as a student at St. Francis Xavier University in order to be assigned to Residence.
2. The Resident shall pay to the University:

NEW STUDENTS

- a) A deposit of \$400.00 (see section #20 for refund information) to be applied to Residence fees in September
- b) Residence fees for the 2020/2021 academic year
- c) Meal Plan fees for the 2020/2021 academic year

RETURNING STUDENTS

- a) Residence fees for the 2020/2021 academic year
 - i. Cancellation of Residence Contract will result in a \$400 forfeiture fee (before August 10). After August 10th, cancellation of residence contract will result in paying 15% of the residence fees. See section #20 for refund information
- b) Meal Plan fees for the 2020/2021 academic year

University Housing Office will provide details to the Resident about the fees associated with the room type to which they are assigned and the meal plan. Residence fees apply to the room and meal plan for the undergraduate academic year, but **does not include the December to January University closure period** as set out in the 2020/2021 St. Francis Xavier University Academic Calendar. Failure to pay residence fees in accordance with the established deadlines may result in the University withholding academic results and degrees. It may also result in termination of this contract and eviction.

Christmas Closure Fees: In extenuating circumstances, and with pre-approval by November 15 by University Housing Office, students who stay during the Christmas Closure must pay the daily rate for the residence for which they are assigned. Room assignments are at the discretion of the University Housing Office.

3. The University shall permit the Resident to occupy the Room from: **Dates are subject to change pending University Senate approval and as outlined in the 2020/2021 StFX University Academic Calendar.*

NEW STUDENTS

September 5, 2020* until 24 hours after the Resident's final exam in December or by noon the day after the exam period ends whichever date is sooner.

January 3, 2021* - 8am until 24 hours after the Resident's final exam in April or by noon on the day after the exam period ends whichever date is sooner.

RETURNING STUDENTS

September 7, 2020* - 9am until 24 hours after the Resident's final exam in December or by noon after the exam period ends whichever date is sooner.

January 3, 2021* - 9am until 24 hours after the Resident's final exam in April or by noon the day after the exam period ends whichever date is sooner.

FLEXIBLE RESIDENCE CONTRACTS

Residents whose program requires them to live away from campus to study, clinical practicums, practice teaching etc., during the academic year and who wish to be considered for a flexible residence contract, please contact the University Housing Office for more information at residence@stfx.ca.

ALL STUDENTS

Residences **officially open 2nd term** at 8:00am on January 3, 2021*. Dining Hall will open on January 3, 2021* for supper.

No Early Returns prior to January 3, 2021.

4. The Resident must apply at the University Housing Office prior to the beginning of the exam period for permission to extend their occupancy beyond 24 hours after their last exam for extenuating circumstances only. **No student may stay in residence past Noon on the day the residences officially close in December and April.** Residences officially close at Noon the day after the final exam period ends. **Late stay charges will apply.**

6. Every Resident must have an appreciation of the effect of one's personal behavior on others and respect for their personal and property rights. These responsibilities are to be shared by all residents in order to maintain a high standard of cooperative living, tolerance, mutual respect and compromise.
7. The Resident accepts responsibility for the use of the assigned Residence Room and its contents, which must not be removed, and accepts financial responsibility for any damages, theft, or loss incurred and any extra cleaning required due to the actions of the **Resident** and/or their guests. Residents are required to complete a residence check in form upon arrival and a residence check-out form when vacating a residence room on campus. Failing to submit these forms may result in a \$25 "failure to check in and check-out" per form charge which will be applied to your student account.
8. Damages, theft and/or loss in a common area which cannot be identified as the responsibility of specific individuals will be the responsibility of the Residents living in the residence section, house, staircase, or floor in which the damage, theft and/or loss occurred. The cost for repairing damage to common areas or for replacing University property stolen or lost from common areas will be prorated among the Residents living in the residence section, house, staircase, or floor in which the damage, theft and/or loss occurred.
 - a) in the case a student inflicts excessive damage in a residence room, residence section, house, staircase, or floor the decision to evict the Resident will be at the discretion of the University. (See Section 19.)
9. St. Francis Xavier University assumes no obligation or liability for lost, stolen, or damaged items of personal property under any circumstance. Resident is encouraged to investigate tenant insurance.
10. The Resident acknowledges and agrees that authorized University personnel or its agents are entitled to enter, without notice, the Room for reasons considered appropriate or necessary for the University, including, but not limited to, reasons of health, safety or general welfare, to make necessary repairs to the Room, or to inspect the Room for suspected breaches of any applicable rules or regulations of the University.

In the case of:

 - a) the Apartments and Governors Hall, Residents are advised their rooms will be inspected during the December closure and again at check-out;
 - b) Traditional residence, Residents are advised room will be inspected during the December closure and again at check-out.
11. The Resident shall not do or permit anything to be done in the **Room or in the Residence** which is contrary to the University Code of Conduct and the Residence Standards.
12. **Cannabis Usage:** The Resident and/or their guests at no time are permitted to smoke, vape or use other drug paraphernalia in Residence or any other University property. The Resident must adhere by safe storage regulations of cannabis to prevent odors in residence.
13. The University may, from time to time, assign an alternate room to the Resident. Within 24 hours after the University gives notice to the Resident of the reassignment, the Resident shall vacate the first room and occupy the reassigned room. This includes residence relocations that are the result of disciplinary outcomes. If the Resident chooses to refuse the alternate room offered during a room reassignment and relocates off campus, the Resident assumes full responsibility for the room fees for the 2020/2021 academic year.
14. The University may, from time to time, assign a new roommate to a double room or apartment. Roommate assignments during the academic year are made at the discretion of University Housing Office. 24 hour notification about a new roommate will be given to the existing Resident of the room. This is non-negotiable. Blocking a new roommate is considered a breach of the University Code of Conduct. And Residence Standards.
15. The Resident shall not assign this Contract or permit any person to occupy the Room other than as assigned by the University.
16. The University does not permit pets in residence at any time. The Resident must apply in writing to the University Housing Office to request an official service dog be considered. The request in writing must be received during the residence application period which is prior to move in. Service dogs must be registered with the Province of Nova Scotia. University Housing will evaluate each request on a case by case basis to see what options we might be able to provide.
17. Where the Resident does not vacate the Room in accordance with this contract, the University or its agents may enter and occupy the Room, and the Resident shall pay the University for occupation of the Room beyond the date vacancy is required by this Contract. Late departure fee is \$100.00 per day.
18. If the University assigns the Room to the Resident after opening in either semester, according to the University Academic Calendar, the Room Fee and the Meal Plan fee shall be prorated to the day of the assignment. This includes short stay academic programs such as Masters Programs during the academic year.
19. The University Housing Office may terminate this Contract by giving the Resident 24 hours notice if the Resident:
 - a) ceases to be a student at the University;
 - b) fails to make any payment owing under this Contract by the date on which it falls due;
 - c) is dismissed from residence for disciplinary reasons;
 - d) convicted of a criminal offence;
 - e) any breach of this contract; or

In the case a resident is dismissed from residence or the contract is terminated, the Resident **will not be permitted** to apply to live in residence in the next academic year.

In the case of the Resident being removed from residence, **they will not be refunded** residence or meal plan fees.
20. A) **New Entry Residents:** Where the Resident notifies the University on or before June 1, that he/she does not intend to take a room in Residence, the residence deposit will be returned. If the resident notifies the university that he/she does not intend to take a room in Residence after June 1, he/she will forfeit their \$400 residence deposit. **If the resident notifies the University after August 10 that they do not intend to take their assigned Room in residence, then the Resident is responsible for 15% of the Room fee for the full academic year.**

B) **Returning Residents:** Once the returning resident accepts his/her room assignment, he/she is bound to the residence contract. Breaking a contract after accepting a **Room** assignment will result in a \$400.00 room forfeiture fee. **If the resident does not notify the University prior to August 10 that they do not intend to return to residence, then the resident is responsible for 15% of the room fee for the full academic year.**

21. Where the Resident notifies the University in writing that they wish to decline their Room assignment either after the resident takes up their room (this includes an off-campus move) or after the day when the resident was expected to take occupancy (this includes an off-campus move), then the Resident assumes full responsibility for **Room and Meal Plan** fees for the **2020/2021** academic year except in the following cases:
- in the case of the Resident withdrawing from the University (academic withdrawal) up to and including November 1, they will receive an 85% credit for the remaining room and meal plan fees from the date they vacate the premises. The fees will be adjusted to the number of days the Resident occupied the room, plus 15% of the remainder of the term, meal plan and laundry fees from the date they vacate the premises.
If the Resident withdraws in the first term after November 1 they will be charged **Room and Meal Plan** fees for the first term.
If the Resident withdraws in the second term up to and including February 1, the Resident will receive an 85% credit for the remaining room and meal plan fees from the date the Resident vacates the premises. The fees will be adjusted to the number of days the Resident occupied the room, plus 15% of the remainder of the term, meal plan and laundry fees from the date they vacate the premises. If the Resident withdraws in the second term after February 1, the Resident will be charged with **Room and Meal Plan** fees to the end of the academic year according to the **2020/2021** St. Francis Xavier University Academic Calendar. Residents are required to vacate their residence within 24 hours of academic withdrawal; or
 - in the case where the Resident is released from this contract due to compassionate circumstances, it is at the sole discretion of the University.
22. Whenever and to the extent that the University shall be unable to fulfill, or shall be delayed or restricted in fulfilling its obligations or any of them under this agreement in respect of the supply or provision of any heating, service, utility, or the doing of any work or the making of any repairs by any cause beyond its control, the University shall be relieved from the fulfillment of its obligation during the period which it is unable to fulfill or is delayed or restricted in fulfilling the obligation. It is understood and agreed that if the heating, water, or other service equipment or furniture provided by the university becomes damaged or destroyed, the university shall have reasonable time in which to repair or replace same.
23. Any excusing, condoning, or overlooking by the University of any default, breach, or non-observance by a student at any time of covenant, condition, or regulation in this agreement shall not operate as a waiver of the University's rights under this agreement in respect of subsequent defaults, breaches, or non-observances of terms of this agreement, and shall not defeat or affect in any way the University's rights in respect of any such subsequent default or breach.

ANY BREACH OF THIS CONTRACT IS ALSO CONSIDERED IN BREACH OF THE COMMUNITY CODE OF CONDUCT AND THE RESIDENCE STANDARDS.

THE RESIDENT ACKNOWLEDGES THAT THIS UNIVERSITY HOUSING CONTRACT FORMS A PART OF AN AGREEMENT WITH ST. FRANCIS XAVIER UNIVERSITY AND AGREES TO BE BOUND BY ITS TERMS AND CONDITIONS.

Resident's Name (please print)

St. Francis Xavier University ID Number

MEAL PLAN

24. The Resident grants permission to the University to share their residence and permanent contact information with the food services provider if required.
25. All Residents must subscribe to one of the **University Meal Plans, including taxable Declining Cash Balance which meets the minimum requirement as it applies to their Room assignment.** Meal privileges are for the exclusive use of the Resident and **cannot in whole or in part be transferred to any other individual.** Guest passes associated with the Block Plan are to be used with the Resident who has subscribed to the meal plan. Students in a traditional residence must indicate their meal preference by August 10, those who do not will automatically be enrolled into 415 Block Meal Plan.
26. Residence Meal Plans, including non-taxable Declining Cash Balance (DCB) dollars, are non-refundable, (with the exception of 19 a, b and c of this contract) and cannot be carried forward to the next academic year.
27. The University Community Code of Conduct applies in all dining areas and food retail outlets.
28. Students starting in September, downgrades to your meal plan will only be accepted up until October 9. Students starting in January, downgrades to your meal plan will only be accepted up until January 18.
- ### KEYS
29. The Resident shall be issued either a set of keys or have their ID card encoded for access to their Residence and their assigned Room.
30. The Resident is responsible for the safe keeping of the keys/card and must report all lost or stolen keys card to a member of University Housing Office or Security within 24 hours of not having the keys/card in his/her possession on weekdays or to a Community Advisor on weekends or holidays.
31. The Resident shall pay a key replacement and/or lock change fee for all lost or stolen room keys. Call outs to replace locks and keys on weekends and holidays will result in an additional charge. Lost Campus Cards are subject to a reprogramming fee and replacement fee. The Resident shall pay a key replacement fee of \$50 for a lost or stolen room key and \$150.00 lock replacement fee for exterior doors when keys are lost.
32. Keys may not be duplicated or transferred to other individuals.
33. All residence keys must be returned to Security Services when the Resident vacates the Room. If a room key is not returned, the room will be re-keyed and the **Resident** will be charged for the replacement of the lock and keys at a cost of \$250.00. If an entrance/exit door key is not returned, the Resident will be charged a key replacement fee.

Resident's Signature

Date

TECH GUIDE



CONNECT TO WIFI



PRINTING

LEARN HOW TO PRINT ON STFX PRINTERS



PASSWORD

KEEP YOUR ACCOUNT SECURE



GAMING

SET UP YOUR GAMING DEVICE



Need help? Go to mystfx.ca/ithelp

EMERGENCY NUMBERS AND HEALTH RESOURCES

Emergency:	Call 911
StFX Safety & Security:	902-867-4444
Mental Health Crisis Line:	1-888-429-8167
RCMP Non-Emergency Line:	902-863-6500

7CUPS (24/7)

Online anonymous one-on-one emotional support service and self-help; available to all StFX students at no charge.

- StFX Portal: www.7cups.com/p/stfx
Code: **stfx**

811 Nova Scotia Telecare Service: Health Link (available 24/7)

For trusted, everyday health information and advice from a Registered Nurse; available in over 125 different languages

- Web: 811.novascotia.ca
- Phone: **811** or **1-866-770-7763** (toll free)

Antigonish After Hours Clinic

- 40 Church Street, Monday- Friday 6:00 pm - 9:00 pm
- Phone: **902-735-4000** (call at 5:00 pm to arrange an appointment)

Antigonish Travel Clinic

- 40 Church Street
- Phone: **902-863-4558, Ext. 1**
- By appointment only

Antigonish Women's Resource Centre and Sexual Assault Services Association

- 219 Main Street, 204 Kirk Place
- Phone: **902-863-6221**
- Open Monday to Friday 9:00 am - 4:30 pm by appointment or drop-in

Abortion Self-Referral: Nova Scotia Women's Choice Clinic

- Phone: **1-833-352-0719** (toll free)

GOOD2TALK NOVA SCOTIA (AVAILABLE 24/7)

Professional counsellors provide free, anonymous and confidential telephone counselling to postsecondary students.

- Phone: **1-833-292-3698** (toll free)

MEN'S HEALTH CENTRE

- 275 Main Street, Suite 103 (Tuesdays only 8:30 am - 4:00 pm by appointment or drop-in)
- Phone: **902-863-2358**

SEXUAL ASSAULT NURSE EXAMINER (SANE) (AVAILABLE 24/7)

- Phone: **1-877-880-7263** (toll free)

STFX HEALTH AND COUNSELLING CENTRE

- Bloomfield 305 (behind the Information Desk in the SUB)
- Monday and Thursday 8:30 am - 8:00 pm;
Tuesday, Wednesday, and Friday 8:30 am - 4:30 pm; closed 12:00 pm - 1:00 pm
- Phone: **902-867-2263**

St. Martha's Regional Hospital

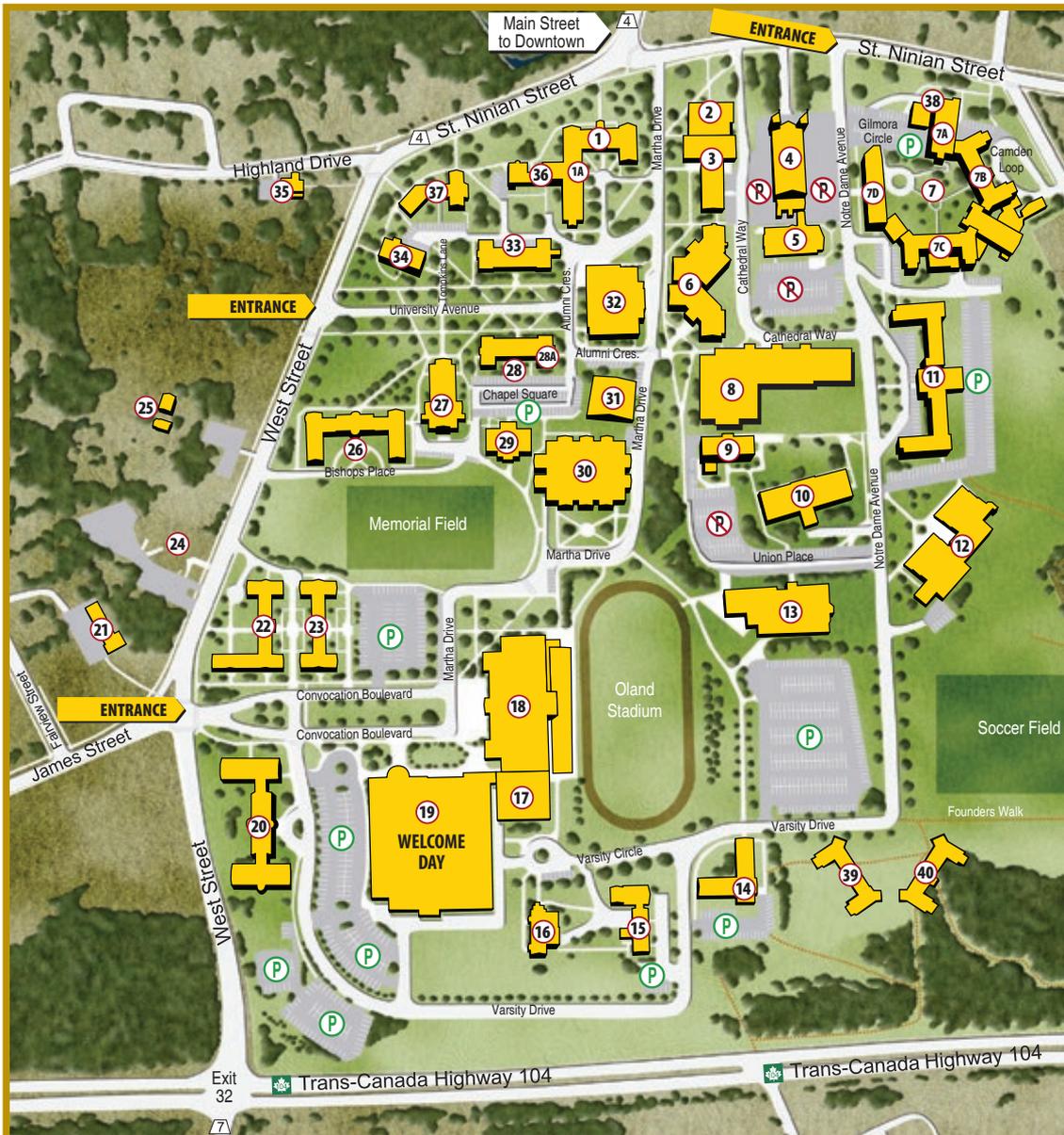
- 25 Bay Street
- **Emergency: Call 911** or proceed directly to the Emergency Department; open 24/7; after 11 pm enter through the main door
- **Outpatient Mental Health and Addiction Services** (Central Intake Phone: **1-888-291-3535**)
Open Monday to Friday 8:30 am - 4:30 pm by appointment only; some evening appointments available

TeenMentalHealth.org (24/7)

Online mental health resources for students, friends, parents, health professionals, faculty and staff

Walk-in Medical Clinic

- Atlantic Superstore, 2nd Floor
- Monday 6:00 pm - 9:00 pm; Saturday 11:00 am - 5:00 pm
- Phone: **902-338-3000** (call 30 minutes prior to opening to arrange an appointment, or walk-in)



ACADEMIC BUILDINGS

- | | |
|---|------------------------------------|
| 1. Xavier Hall (XH) and Alumni House
A) Alumni House | 8. Mulroney Hall |
| 2. McKenna Centre (north entrance) | 9. Nicholson Tower (NT) |
| 3. Schwartz School (SCHW) | 10. Annex |
| 5. St. Ninian's Place (SNP) | 12. J. Bruce Brown Hall (JBB) |
| 6. Angus L. Macdonald Library | 30. Physical Sciences Centre (PSC) |
| 7. Mount Saint Bernard (MSB)
A) Immaculata Hall
B) Camden Hall
C) Marguerite Hall
D) Gilmora Hall | 36. Coady International Institute |
| | 37. Markin Global Complex |
| | 38. Fine Arts Building |

RESIDENCES

- | | |
|-------------------------------|--------------------|
| 7. Mount Saint Bernard (MSB) | 26. Bishops Hall |
| 14. MacIsaac Hall | 28. MacKinnon Hall |
| 16. MacNeil Hall | 32. Morrison Hall |
| 20. Governors Hall | 33. Cameron Hall |
| 21. Coady International House | 39. O'Regan Hall |
| 22. Somers Hall | 40. Riley Hall |
| 23. Power Hall | |

ADMINISTRATION & OTHER

- | | |
|--|--|
| 4. St. Ninian's Cathedral | 25. StFX Observatory |
| 5. St. Ninian's Place (SNP) | 27. University Chapel |
| 9. Nicholson Tower (NT)
Recruitment and Admissions Office | 28. MacKinnon Hall
A) Business Office |
| 11. Lane Hall | 31. Services Building (5005 Chapel Square)
Safety & Security Services |
| 13. Bloomfield Centre | 34. Mockler Hall |
| 15. MacDonald Hall | 35. Aberlard House |
| 24. 42 West Street Building | |

SPORTS AND RECREATION

- | | |
|---|-------------------------------|
| 17. Alumni Aquatic Centre | 19. Charles V. Keating Centre |
| 18. Amelia Saputo Centre for Healthy Living | 29. Bauer Theatre |

DINING SERVICES

32. Morrison Hall

In your timetable the buildings are referenced by acronyms

 Denotes parking available

 Denotes no parking available



ST. FRANCIS XAVIER
UNIVERSITY

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