



BRITISH COLUMBIA INSTITUTE OF TECHNOLOGY

Student Housing Handbook

2024 -2025

The British Columbia Institute of Technology acknowledges that our campuses are located on the unceded traditional territories of the Coast Salish Nations of Skwxwú7mesh [Squamish], səl' ilwətaʔɪ [Tsleil-Waututh], and xwmə θ kwəy' əm [Musqueam].

BCIT has been educating and inspiring students for over half a century on these traditional lands and for that, we are grateful. We acknowledge that the relationship with Indigenous peoples in Canada has been troubled and must be reconciled; we are deeply committed to doing our part.



FOR A COMPLEX WORLD

BCFI

HAISLA
NATION

ARC'TERYX

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WELCOME TO BCIT STUDENT HOUSING

On behalf of the BCIT Student Housing team, welcome to Student Housing! We are glad you are here and excited to have you.

BCIT Student Housing, located on the Burnaby campus, offers convenient, affordable accommodations for full-time students. BCIT brings together people from all over the world. Over your time in Student Housing, you will engage with a variety of people, cultures, and beliefs. We hope this will be an opportunity to make life-long friendships.

In addition to all the physical comforts and close proximity to school, the real benefit is living with and learning from your neighbours and friends.

The Student Housing team is here to help you have the best experience possible. If you have any questions or need support, our Student Housing Office staff and Resident Advisors are here to help you.

The Student Housing Handbook, along with your housing contract, provides information about living in BCIT's Student Housing. This handbook includes processes, policies, and helpful information that will help you navigate on-campus living. It also outlines your rights and responsibilities as a member of this community. Familiarise yourself with this resource before you arrive and throughout your stay.

Best wishes for a successful and happy stay at BCIT.

BCIT Student Housing Office staff

GENERAL INFORMATION

As an educational institute operating on-campus housing, BCIT and its residents do not enter into a standard landlord-tenant relationship, as governed by the BC Residential Tenancy Act.

Please read the Student Housing contract before you arrive; this document outlines the terms and conditions of occupancy in BCIT Student Housing. The updated contract can be found on the [Student Housing website](#).

Eligibility

To be eligible to live in Student Housing, you must be actively attending classes in a cohort-based, full-time BCIT program.

Contract lengths and terms

Student Housing contracts are available for three separate terms: Fall, Winter and Summer. Your offer letter and contract will specify the specific length of your stay. If you wish to return to Student Housing in an upcoming term or stay past the end of your contract, you will need to re-apply. Student Housing is not guaranteed term to term.

BCIT Student Housing divides stays into two categories: short stays and long stays. Short stays are 12 weeks or less, and long stays are 12 weeks or more. Bookings can range from one week to a full Academic Year.

Short-stay bookings are always Sunday-Friday. All short-stay residents must check in on the Sunday (or holiday Monday) before their program starts and check out by noon on the Friday that their program ends. The minimum length of stay is five (5) nights.

Early check-ins, late check-outs, and booking extensions are not permitted for either short or long stays.

Admissions and assignments

Long-stay admissions

Long-stay is geared primarily to students in programs that start in September and end in May. However, limited vacancies occur throughout the year for those students whose programs start at other points.

Rooms are assigned based on:

- Priority considerations
- Current residents
- Applicants coming from the BC Lower Mainland (south of Whistler and west of Hope)
- Applicants coming from the rest of British Columbia
- Out-of-province applicants
- International applicants

Our electronic lottery process will determine the room assignments within each group. Not all applicants will receive a Housing Offer because there are always more applications received than rooms available. For more information, please visit the [Student Housing website](#).

We make room assignments based on gender as self-identified on the housing application.

Short-stay admissions

Short-stay rooms are assigned on a first-come, first-served basis, subject to best-fit and availability. Short-stay applications are available online via the BCIT Housing Portal up to 365 days in advance of the expected arrival date.

Suite designations

Long-stay suites are designated as either Women's only, Men's Only, Mixed-Gender women's floor, mixed-gender men's floor, or all genders. All washrooms and showers are single-stall and gender-neutral.

Men's only	Bedroom floors and common area shared by men
Women's only	Bedroom floors and common area shared by women
Mixed Gender	Bedroom floor shared by men or women only, common areas shared by all genders
All Gender	Bedroom floors and common areas are shared by all genders

All short-stay apprentice housing is all-gender, meaning all genders are housed on all floors.

Priority groups

Priority considerations are made for the following groups:

- Students with disabilities that impact their housing needs (as verified by BCIT Accessibility Services)
- Indigenous students
- Students who were formerly youth-in-care

Accessibility

Student Housing supports students with a variety of accessibility needs. We have suites that are equipped with:

- In-suite washer and dryer
- Wheelchair-accessible washroom, bedroom, and kitchen
- Strobe light fire alarm

Please indicate in your application if you require an accessible space in housing. Students may be able to view the space before moving in, depending on the availability.

To **request priority access** to Student Housing based on accessibility needs, students must register with [BCIT Accessibility Services](#). Priority access will be given to students once Student Housing has received confirmation from Accessibility Services.

Payment and fees

Rent rates are effective each year from August 1 to July 31 of the subsequent year. Students should expect yearly rent increases.

Students should check their Housing Offer for specific term total amounts and due dates. Your term total will vary based on your move-in or move-out date.

In addition to rent, long-stay residents will pay a damage deposit and activity fee. Residents who have an approved parking stall are also required to pay the parking fee.

BCIT offers the following convenient payment options for housing fees: online banking, in-person at SW1 (debit or cheque from a Canadian Institution), Flywire, and wire transfer. For instructions on how to utilize these payment methods, visit the [Student Housing website](#). Please note that BCIT does not accept credit card or cash payments for rent fees, and the Student Housing Office does not accept payments directly, either in person or over the phone.

If you are a student being sponsored, your sponsor will need to provide a letter of sponsorship indicating what fees they will cover. Once we have that letter it is forwarded to the BCIT Finance Department, and they will issue an invoice and payment instructions to the sponsor.

Long-stay damage deposit

Each long-stay resident pays a damage deposit prior to moving in. The deposit may be used to cover the cost of repair for any damage you do to the Student Housing buildings, this includes bedrooms, common areas and exteriors. Short-stay students do not pay a damage deposit.

The deposit is refunded upon checkout if there are no charges due to damages and unsatisfactory conditions, nor outstanding fees owed to BCIT [tuition, rent, parking, and other fees].

In cases where damage cannot be traced to an individual resident, each resident of the suite will be charged a portion of the repair cost. Normal wear and tear are considered before damage assessments are made. The damage deposit does not earn interest.

Payment plans

If you are facing financial difficulties or awaiting a student loan and are unable to meet your payment deadline, please contact the Student Housing Office, as you may be eligible for a payment plan. Payment plans are due on the first [1], fifteenth [15], or thirtieth [30] of the month as set by the Student Housing Office. Payment plan documents must be signed to come into effect. If you do not sign your payment plan, your fees are due as per the original Student Housing Offer and contract.

Your finances shouldn't stand in the way of your education, and BCIT is here to help. The Financial Aid and Awards Department can help you overcome financial barriers that might be in your way. Follow [this link](#) to connect with an Advisor.

Late payments

Students who miss a payment will be contacted by the Student Housing Office via email notification as a reminder. The following liabilities are based on the payment due date, not the date of the notification:

- If Student Housing does not receive your payment within 10 days of the due date of your housing fees, a hold will be placed on your student account, and a charge equal to 10% of the outstanding balance will be applied.
- If your housing fees remain unpaid after the due date and BCIT has not received a response from you within 10 days, BCIT may deem your room abandoned, and your Student Housing contract will be terminated.
- If you are no longer in the room and your balance remains outstanding, your debt will be forwarded to a collections agency.

Refunds

Refunds are applied to your BCIT student account by the Student Housing Office. After which, the BCIT Finance department will process and issue refunds:

- By cheque made payable to the student and sent via mail to the address listed on the student's myBCIT account, or
- where a third party was invoiced, the refund will be made payable to the third party, or
- through Flywire for students who pay using Flywire.

If there are any outstanding fees on your BCIT account [tuition, rent, parking, and other fees], the refund will be applied to these fees; then, the remainder will be issued.

Refunds take approximately six weeks to process after being applied by Student Housing, plus mailing time.

To assist in processing your refunds in a timely manner, please ensure your mailing address is up to date on your myBCIT account. If a cheque is not received due to an outdated or inaccurate address, it may take up to eight weeks for a new cheque to be issued and mailed.

Moving in

You may move into your room on the date and time indicated by your check-in appointment. If you cannot check in during this time, it is important that you notify the Student Housing Office in advance to avoid losing your room. Please make travel arrangements based on your move-in date, as it is often not possible to move in prior to this date.

When you check-in, a Student Housing staff member will give you your keys and a tour of your suite. If you are a long-stay resident, after check-in, you will be required to attend a suite meeting with your Resident Advisor and log into the BCIT Housing Portal to review your bedroom inspection.

Keys

On arrival, you will be issued three [3] keys: suite, bedroom and mail.

Lost keys will result in a replacement fee if not found within two [2] weeks or at the time of move-out. Keys can be replaced at the Student Housing Office. Housing keys may not be duplicated.



Room transfers

Room transfers can be requested through the Student Housing Office via housing@bcit.ca. Please include your name, student number and reason for transfer request. Room transfers are not guaranteed.

- Transfer requests are processed in order of the date received and based on operational considerations.
- We will do our best to accommodate your requests regarding floors or roommates; however, we cannot guarantee your request.
- The Student Housing Office will contact you if your request is approved.
- You are not permitted to change rooms prior to the request being approved.
- The Student Housing Office is not responsible for the costs incurred with any room transfer.

A \$50 fee is assessed for approved room transfers regardless of if they are cancelled once approved.

Move-out

You are required to vacate your assigned room or unit and return all the housing keys to the Student Housing Office by 12:00 pm on the last day of the Contract Term. Late check-outs are not permitted unless pre-approved by the Student Housing Office.

Your room or unit must be left in the same condition it was found upon move-in:

- Empty your recycling and garbage.
- Remove all personal items.
- Empty your kitchen cupboards and fridge.

To check out, please return your keys and parking pass (if applicable) to the Student Housing Office. You may return them to the front desk during open hours or use the key drop-off box in the housing lobby at any time. Your suite key opens the lobby doors if they are locked.

After checking out, the Student Housing Office staff will inspect your room, together with any common areas, as applicable. If not documented on the room inspection, the costs associated with any of the following will be charged to your student account or deducted from any refund of your housing fees:

- additional cleaning services,
- removal of personal items,
- missing items, and
- damage

Reasonable wear and tear are expected.

Notice to vacate

As indicated in the BCIT Student Housing Contract, if you desire to terminate the Housing Contract earlier than the original Move-Out date, you will remain obligated to pay all Student Housing Fees owed for the Contract Term unless you are able to provide a 30-day advance notice through the Housing Portal or meet one of the following conditions:

- Termination is 30 days prior to the move-out date.
- You no longer meet BCIT's eligibility requirements for living in Student Housing [changing your eligibility status for personal reasons does not meet this requirement].
- Provide evidence that BCIT has changed your enrolment status or location [withdrawing from your studies for personal reasons will not satisfy this requirement].

Please note: If your program ends before your contract end date, you are required to move out two days after program completion as you no longer meet the eligibility requirements to live in Student Housing. Even in this case, you must submit a notice to vacate 30 days before moving out to receive a pro-rated refund.

Exceptional circumstances: We recognize that exceptional circumstances may result in your unavailability to continue your studies and/or giving 30 days' notice prior to your expected Student Housing move-out. If you believe you are under exceptional circumstances that impact your move-out date, please contact housing@bcit.ca for an evaluation.

Room or unit entry

Authorized BCIT personnel may enter your assigned room at any time **without prior notice** for any of the following reasons:

- to ensure the health and safety of any individual;
- to provide access to emergency responders (including, but not limited to, police, ambulance and fire) to ensure the health and safety of any individual;
- to investigate or take action to address an ongoing source of disruption or nuisance (Something in your room creating noise or odour and is interfering with others' ability to sleep or study);
- to make emergency repairs to your assigned room, unit or building, or to investigate the need to make urgent repairs to any portion of your building;
- for any fire safety-related issues;
- to make repairs to your assigned room or unit that have been requested by you or a previous occupant;
- where it is believed that you are in breach of any term or condition of this License Agreement or the Student Housing Handbook;
- you have granted BCIT personnel permission to enter; or
- BCIT believes you have abandoned or vacated your room or unit.

BCIT will provide you with a minimum of 24 hours' notice to enter your room or unit for reasons other than those identified above. Note that authorized BCIT personnel may enter your assigned room or unit for inspection purposes each academic term and will provide a minimum of 24 hours' notice prior to inspection.

Entering room process

The Student Housing staff may need to access your bedroom. They are trained and expected to adhere to a protocol for entering a resident's room or unit regardless of whether earlier notice of entry has or has not been provided. They are to:

- I. Knock on the door for the first time, announce themselves, and wait.
- II. Knock on the door for the second time, announce themselves, and wait.
- III. Knock on the door for the third time and announce themselves again as they open the door slowly. Wait and listen for a response.
- IV. Enter the room/unit.
- V. Lock the door when leaving (even if the door was unlocked).

Disclosure of personal information

You hereby acknowledge and agree that BCIT may, in accordance with applicable privacy legislation, release your personal information:

- to your parents and/or guardians and/or designated emergency contact in the event you become seriously ill or are involved in an emergency; and

- to third-party authorities and other BCIT departments or services if you are involved in criminal activities (including drug-related activity) or threats to your own safety or the safety of others.

In addition, by accepting the terms and conditions of this License Agreement, you hereby grant to BCIT, during the Contract Term, the right to contact and share personal information with your parents, guardians and/or emergency contact for the purpose of ensuring your safety and well-being, in the event you are involved in criminal activity (including drug-related activity) or threats to your own safety or the safety of others.

Student Housing staff

Our staff team is here to help you have the best residence experience possible. Here is a list of some of the people who will be important to you while you are living here.

The Housing Office

The Student Housing Department is part of BCIT's Student Success division. Our team is comprised of Housing Coordinators, Maintenance Workers, Front Desk Staff, and Management.

Resident Advisors

Resident Advisors (RAs) are here to support you. Working as the front line of the Student Housing Office team, they are enthusiastic about developing a supportive and positive living community for everyone.

RAs can support you with:

- Peer mentoring and coaching.
- Conflict resolution.
- Maintenance deficiencies.
- Emergency and crisis support.
- Check-ins and check-outs.
- Creating events that are designed to promote learning and personal growth for residents.
- Supporting safety and community standards.
- Establishing, communicating and enforcing the community standards meant to ensure that residents are comfortable and able to thrive personally and academically.
- Locating and referring to campus resources and services.
- Answering general questions about Student Housing and BCIT.

Each RA is responsible for a group of students, and they can be found in the apartment above the C suite in each house.

Internal and external service providers

During your stay in Student Housing, various service providers will be on-site supporting our operations. BCIT Facilities Services operates and maintains campus facilities and infrastructure, including building repairs, custodial services, and recycling. Our custodians will be in your suite daily, supporting cleanliness and sanitation.

General appeals and concerns

If you are unsatisfied with a decision made by Student Housing or our administrative procedures or have a concern that you would like addressed, email the [Student Housing Office](#). Should you want to appeal a community standards-related decision, please see the section Community Standards Appeals.

[BCIT Student Association advocates](#) can help you navigate a general appeal or complaint.

ACCOMMODATIONS

The Student Housing complex incorporates a low-rise, split-level design to create a community-like living environment.

Each of the seven houses contains:

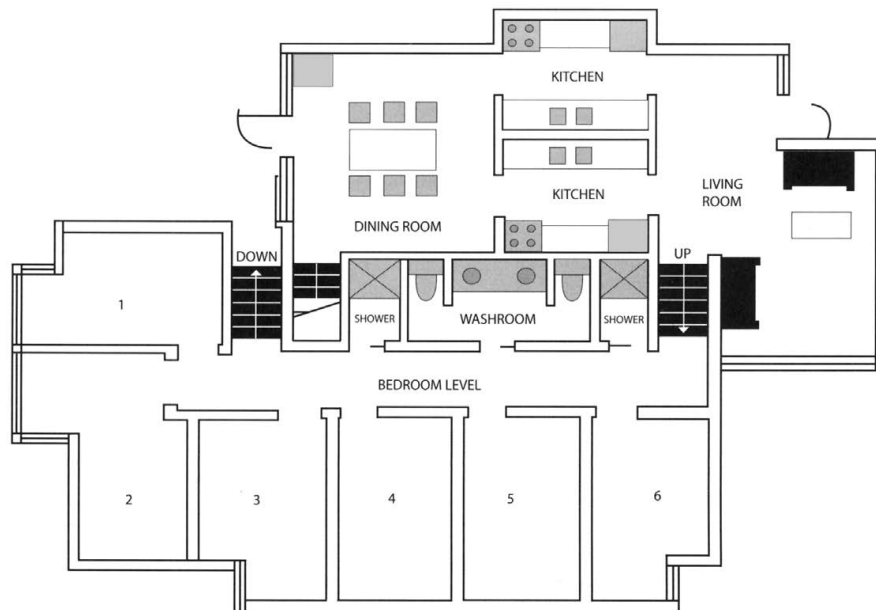
- Four suites, accommodating 12 students in each suite.
- A laundry room.

Each suite contains:

- Two floors of bedrooms and bathrooms.
- One dining room with tables and chairs.
- One living room with couches and a TV with cable.
- Two kitchen areas with assigned cupboards, two stoves and four assigned refrigerators.

Each bedroom floor contains:

- Six bedrooms, each approximately 9'5" x 11'.
- Separate toilet and shower cubicles [two on each floor].
- Two sinks.



Bedrooms

The bedrooms are fully carpeted and furnished, including a closet. The furnishing is as follows:

- One bed and an extra-long twin mattress (36" x 80").
- One desk and chair.
- One under-bed drawers
- One bookshelf.

The room also includes a bulletin board, towel drying rack, and wall-mounted mirror. As the room is completely furnished, you may not substitute the provided furniture, including mattresses, for your own. Student Housing is not able to remove or store furniture. Storage, bed linens, and towels are not provided.



Common living areas

Enjoy the living room, dining room, and kitchen as you socialize, relax, and prepare meals with your roommates. As these are high-traffic areas, the 12 students living in each suite need to cooperate to ensure everyone feels

respected and comfortable. You are responsible for cleaning up after yourself and leaving the tables and chairs clean so that other residents can use them.

Refrain from removing furnishings from these areas, and do not take furniture outside the building. External furniture and large appliances are not permitted. Any such items will be removed and the costs of removing them will be charged to the owner or suite.

Electronics, video equipment and gaming equipment must fit on or inside the entertainment cabinet provided. They cannot be stored on the floor or on other furniture.

Kitchens

The kitchens are divided into two separate areas, with six residents sharing each side.

Each student has two cupboards and a drawer for storing food and cooking items. You will share a refrigerator and freezer with two other people, so please avoid buying large items or buying in bulk to ensure that everyone has space for their items.

Cookware, dinnerware, and kitchen utensils are not provided. Please avoid bringing a large number of utensils and/or appliances, as storage space is very limited. We suggest you wait until after your arrival to decide which appliances you need, such as a mixer, rice cooker, blender, and air fryer. You may be able to share these appliances with other members of the suite.



Laundry rooms

A laundry room is located in each house adjacent to Suite A. Please visit the Student Lounge at SW11 and purchase a laundry card from the Coinamatic kiosk through debit or credit cards or download the Coinamatic CP mobile app. The laundry rooms contain two washers and two dryers. Ironing boards are provided in each suite, but residents must provide their own irons.



Lounge

A common lounge for residents is located next to the Student Housing Office on the ground floor of the SW11 building. This multi-purpose room contains a large-screen television, board games that can be signed out by the Student Housing Office, and a vending machine. Occasionally, the lounge is closed for Student Housing meetings or events.

SERVICES

Television and cable

The living room of each suite is equipped with a TV and cable subscription for use by all-suite residents. Due to space restrictions, you may not put your own TV in the common living areas of the suite.

However, you are welcome to bring a TV for your bedroom. Each room has been outfitted with a cable outlet. If you wish to have cable TV in your bedroom, you will need to set up and purchase this service.

Internet

BCIT provides both wireless and wired internet throughout Student Housing and on campus. Residents are not permitted to connect their own router to the BCIT network. BCIT does not offer technical support for smart TVs, wireless printers, and online gaming consoles. In addition, smart TVs and most wireless devices are not supported by the BCIT wireless network.

Downloading movies, videos, music and pornography is not permitted. All BCIT staff and students, including residents, are governed by BCIT Policy [#3501, Acceptable Use of Information Technology at BCIT](#) and Policy [#3502, Information Security](#). Violations of Policy #3501 or #3502 by students using the BCIT network in Student Housing will result in a range of actions, including immediate disconnection and other disciplinary measures as deemed appropriate by BCIT.

Parking

Limited reserved parking is provided at an additional cost in the Student Housing parking lot, located on the west side of the housing complex and is exclusive to residents only. After accepting your Housing Offer, please visit the BCIT Housing Portal to apply for Student Housing parking.

You may also park in the adjacent student parking lot if there are no spaces left. You may pay upon your arrival, review the payment options at the [BCIT parking website](#).

Only insured vehicles with permits may use the reserved spaces in the lot. Unauthorized vehicles or vehicles parked in front of any yellow curbs will be towed away at the owner's expense. Repairs and maintenance of vehicles are strictly prohibited in the Student Housing parking lot. Municipal bylaws forbid parking recreational vehicles, motor homes or any unlicensed vehicle on the premises.

If you have a motorcycle, you may park in the motorcycle enclosure adjacent to the parking lot without a permit. This area is not covered and is first-come, first-served.

If you no longer require parking in the Student Housing Parking lot, you must return your parking permit to the Housing Office. You may be eligible for a partial refund. If you are moving out, you must return your parking permit with your room keys. If your parking permit is not returned, your parking stall will still be re-assigned.

Email

The Student Housing Office will frequently send important information to the personal email address listed on your myBCIT account. You are responsible for ensuring your my.bcit profile information is always up-to-date and for checking your email account regularly.

Please add housing@bcit.ca, info@housing.bcit.ca, and BCIT_Housing@bcit.ca as trusted addresses in your email account to ensure our important communication is not bouncing back or flagged as junk.

Mail and postal service

Mail is delivered to the Student Housing Office from Monday to Friday, except holidays. You will have your own mailbox in the Student Housing Office lobby. Please check your mail regularly.

Your new mailing address is:

Your name

Your house name and room number

4200 Willingdon Avenue,
Burnaby, BC V5G 4J3

- Parcels that do not fit our mailboxes may be picked up at the front desk of Student Housing during office hours. You will be notified via email when your package is ready for pick-up.
- A Canada Post mailbox is located beside the Student Housing parking lot. Stamps are not available at the Student Housing Office.
- Following your move out, the Student Housing Office will forward your mail for one month. After that period, all mail will be returned to the sender.



Insurance

BCIT does not assume responsibility for money or personal property in housing, nor does the Institute assume responsibility for losses which may be incurred due to fire, theft, water damage, etc. You are advised to keep your room doors and windows locked and to carry insurance for personal property. Some students may be able to obtain coverage for fire, theft, etc., through their family's home insurance.

Maintenance and repairs

Please advise the Student Housing Office by phone or email if you have a maintenance or repair request. Arrangements to have the problem corrected will be made as soon as possible.

- Maintenance work or repairs are free to residents unless they are required due to misuse or damage caused by residents or their guests. Residents are responsible for any costs related to their personal items in relation to maintenance work or repairs [e.g. moving, laundry, cleaning].
- Rooms may need to be accessed multiple times to resolve an issue.
- There will be no compensation or reduction of residence fees due to any disruption or relocation associated with ongoing construction, renovations, or maintenance requirements.
- BCIT will not compensate you for the loss of any personal items, including consumables lost or damaged due to a maintenance issue.
- There may be a situation where repairs are extensive and may require you to relocate to another unit.
- In cases where the resident is required to relocate for emergency maintenance not caused by the resident, BCIT will provide alternative accommodations at no additional cost until the remainder of the contract. Alternative accommodations will be based on availability and may be a different room or unit type or campus location.

Maintenance repairs will require our facilities team to access your bedroom; **by requesting maintenance or repair services, you are authorizing them to enter your bedroom.** You are not required to be in your bedroom when we are completing the repairs. After completing the repair, we will inform you of the outcome.

HAZARDOUS MATERIALS AND PESTS

Bed bugs

A proactive approach is in place to prevent bed bugs in housing. A bed bug-sniffing dog and handler inspect all Student Housing areas multiple times per year. Advance notice will be given before entering bedrooms. Follow the bed bug room preparation procedure prior to the inspection to avoid penalties.

Contact the Housing Office or the Resident Advisor on-call if you have been in a known bed bug area before returning to Student Housing, or if you suspect there are bed bugs in your room or suite.

If you have been anywhere known to have bed bugs, please contact the Housing Office before returning to Student Housing so we can work with you to prevent them from being brought into Student Housing. Residents are not moved during the treatment to contain the issue. For more information, see [Health Link BC](#).

Other pests

Residents should avoid creating an environment in which pests can thrive. Keep food in airtight containers, dispose of garbage regularly, and keep doors closed. **Mice, rats, and ants** are attracted to an easy food source. Report any pest sightings to the Housing Office.

If you encounter a bear or coyote, please call Campus Security at 604-451-6856. Please do not interact (pet, feed, allow access, etc.) with wildlife such as coyotes, bears, raccoons and/or birds.

Asbestos and lead paint

BCIT Student Housing buildings contain encapsulated asbestos and lead in paints and surface coating materials. This does not pose a hazard if undisturbed. To prevent its disturbance, do not put any holes in the walls and contact BCIT's Housing Office if floors, walls, or other building materials are damaged or exposed, or if you have any concerns with respect to the condition of a space within the Student Housing buildings.

Mould

All Student Housing residents are encouraged to follow these recommendations to protect themselves and their rooms from mould:

- Open your window for fresh air.
- Keep your heat at a reasonable level, mould loves humidity and heat.
- Tilt your window blinds open.
- Do not vape, cook, or use a kettle in bedrooms.
- Always use hood fans when cooking in the kitchen.
- If you keep porous items in the window area, store them inside plastic bags or bins.
- Leave space for air circulation between the window glass and your personal belongings or furniture.
- Report water leaks or floods as soon as possible.

If you suspect mould growth in your room, email housing@bcit.ca to arrange a deep cleaning of the area at no additional cost.

CLEANING

All residents have the right to a clean-living environment.

Residents have the responsibility to assist in the upkeep of their suite and maintain the common spaces free of personal belongings. Personal items can be kept in the assigned cupboards, drawers, or bedrooms, including groceries, dishes, cookware, and clothing. Anyone who repeatedly violates this expectation will be issued warnings and/or referred to the community standards process.

Custodial staff are responsible for providing sanitation services in common areas on weekdays.

This includes:

- Emptying waste receptacles.
- Vacuuming carpets.
- Sanitizing counters, sinks, toilets, showers and floors.

Custodial staff are **not** responsible for tidying up, cleaning your personal belongings, and doing dishes.

Residents' cleaning responsibilities

All residents are required to follow these guidelines:

- Keep tables, countertops and furniture clear of all personal items so they may be washed by the custodial staff.
- Wash and put away dishes immediately after using them. Dishes must be kept in your cupboards (not on the counter or in/under the sink).
- Place all waste into the appropriate waste receptacles, following signage.
- Dispose of all items that will not fit in the waste receptacles in the dumpsters located outside.
- Do not pour grease, solid particles, or food down kitchen drains.
- Wipe all surfaces, including the stove, after every use.
- Refrain from leaving water standing in the sink.
- Clean and remove spoiled items from fridges and freezers.
- Keep the floors clear of objects. Vacuum the common areas when there is debris.
- Keep the shower basin and floor clear of toiletries and other personal items.
- Keep the washroom and shower clean for the next resident.

Additional expectations

Residents are expected to:

- Fully cooperate respectfully with the Custodial staff.
- Encourage those who are less inclined to clean up after themselves.
- Report anything that is damaged or in need of repair immediately to an RA or the Student Housing Office.
- Not borrow others' kitchen items without permission.
- Not cut or place hot items directly on the countertop. Any damage caused to the countertops will be charged to the individual or suite responsible.

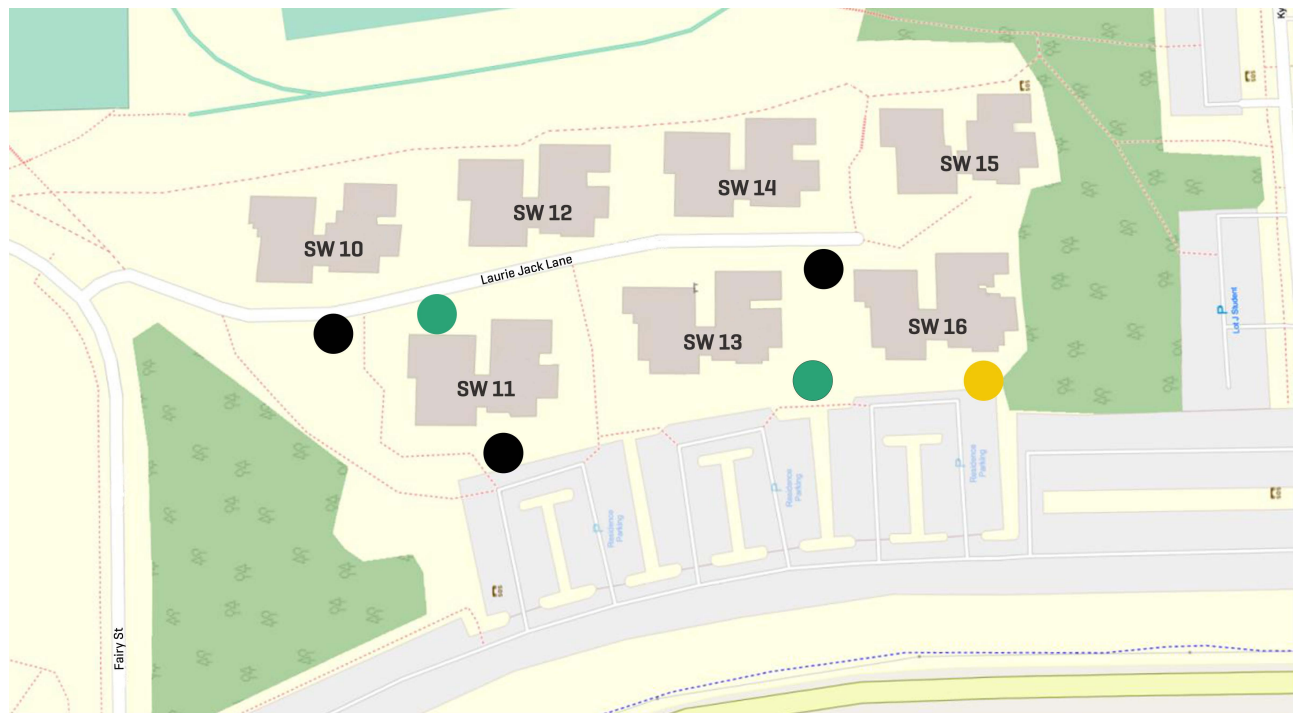
Inspections and consequences

The Student Housing Office will regularly inspect the common areas for cleanliness. If a suite fails to meet the standards and expectations set out in this handbook:

- The suite will be issued a first warning. The suite must be cleaned within 24 hours.
- On the next offence, the suite will receive a second warning. The suite must be cleaned within 24 hours.
- On the third offence, the suite will receive a final warning. It must be cleaned within 24 hours. A mandatory suite meeting will be held.
- The next offence will result in the termination of all-suite cleaning services (including bathroom cleaning and waste removal). The residents of the suite must clean the suite themselves daily until custodial services are restored.
- If custodial services are restored, future infractions will result in termination of custodial service without warning.
- Continuing problems will result in fines being assessed to each suite resident, and referral to the community standards process.

Bedroom cleaning

You are responsible for cleaning your own bedroom. The custodial staff does not enter individual bedrooms. Garbage bags are available at the Student Housing Office or through your RA if you need them. Garbage must be removed often to prevent mould and pests. You may place your garbage in the kitchen waste receptacle or in the outside dumpsters. Follow the map to find the one closest to you.



- LANDFILL GARBAGE
- ORGANICS
- CARBOARD

Vacuums

A vacuum has been provided in each suite for use by all residents of that suite in the common areas and bedrooms. Vacuum bags should be replaced frequently. Replacement bags are available at the Housing Office.

Garbage, recycling & composting

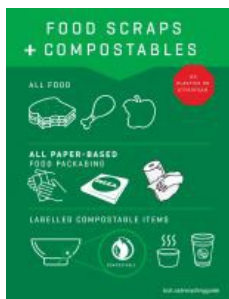
Recycling bags are located in all bedrooms and in the dining area of each suite. Please deposit the contents of your bedroom recycling box in the recycling bag in the dining area as needed. Custodial staff will bring the recycling to the central collection area in the parking lot in front of the SW15 building.

Waste that cannot be recycled should be placed in garbage cans in the suites. Larger items can be bagged and placed in the outside dumpsters.



Recyclables

- Plastic containers
- Tin cans
- Glass containers
- Aluminum and steel cans
- Milk containers (rinsed)
- Well-rinsed food containers
- Coffee cups and lids



Organics

- Meat, fish, bones
- Fruit and vegetables
- Dairy, eggshells
- Grains, rice, bread
- Baked goods
- Coffee grinds and tea
- Food soiled paper, paper towels, napkins
- Paper plates and paper to go boxes



Landfill garbage

- Fountain drink cups
- Chip bags
- Elastic bands
- Rubber gloves
- Candy wrappers

COMMUNITY STANDARDS

BCIT Student Housing aims to provide a living environment that promotes the success and development of its residents. BCIT is committed to providing an on-campus living environment that enhances residents' ability to live, learn and work within an environment of mutual respect and free from discrimination.

Scope

The BCIT Student Housing community standards apply to all resident conduct that occurs:

- On Student Housing property (including all buildings, pathways, roadways and grounds).
- Within online communities (including social media, discord, and other online platforms) where content impacts the Student Housing community.
- Off Student Housing premises and is related to events or activities sponsored or approved by Student Housing, or is alleged to have an adverse impact on another person's reasonable participation in the programs, activities, or employment within Student Housing.

Students are expected to know and comply with the requirements and provisions of these community standards. Any student who is found in breach of these standards will be subject to its disciplinary and procedural provisions.

Nothing in these community standards precludes BCIT Student Housing from referring any matter to appropriate law enforcement officials or from pursuing civil remedies before, during, or after disciplinary action is taken. BCIT Student Housing may investigate alleged breaches of these community standards concurrently with investigations by law enforcement, judicial proceedings or another external entity unless required by law to delay such an investigation. BCIT Student Housing may also elect to suspend its internal investigation process until the outcome of the process outside the Institute is determined.



Rights and responsibilities

A fundamental premise of group and community living is that residents participate in an interdependent living situation whereby individuals play an active role in maintaining the safety and behavioural expectations of the community. The well-being of the Student Housing community rests on the community's ability to meet the needs of the individual and vice versa. This balance is best achieved when all individuals are aware of their personal rights and their responsibilities to fellow residents.

As such, the following principles were designed to describe the rights of the individual within the Student Housing community:

- All individuals within the Student Housing community have the right to consideration and respect for their feelings and personal needs, while at the same time respecting the same right of every other person within the community.
- Every individual within the Student Housing community has the right to live in an environment where personal possessions and communal space are respected.

In accordance with the above principles, you have the right to:

- Read, study and sleep in your room, free of undue interference.
- Live in a clean environment.
- Be free from intimidation and/or physical or emotional harm.
- Petition for redress of grievances.

Your responsibilities are to:

- Know and comply with the Student Housing Handbook, ask for clarification if needed, and understand the standards and applicable processes.
- Consider and appreciate your neighbours and their rights within the Student Housing environment.
- Clean up after yourself both in Student Housing and on the grounds.
- Inform your RA or the Student Housing Office staff if you have a grievance or concern about housing.

All suite residents are expected to individually and collectively take ownership of what transpires in the suite. If someone in the suite or their guest is violating community standards, you are responsible for asking the person to stop the inappropriate actions or to contact an RA for support.

Community standards process

BCIT Student Housing is committed to providing a resolution process that adheres to the principles of administrative fairness.

Reporting incidents of community standards violations

If a resident is suspected of violating community standards, any member of the BCIT community may report the alleged incident to a Student Housing staff member. Where possible, the report should be made in writing and as quickly as possible following the occurrence of the suspected violation. All reports that involve threats of violence or emergencies are to be forwarded immediately to SSEM.

Multiple proceedings

All residents are expected to be aware of and adhere to the requirements of the BCIT Student Code of Conduct [[Non-academic Policy 5102](#)]. In cases where the actions of the resident impact the greater BCIT community, the

violation may be addressed under the BCIT Code of Conduct Policy 5102, Harassment and Discrimination Policy 7507 or by Safety and Security Policy 7100.

In some instances, the actions of a resident may intersect or violate more than one institutional code or policy. Where multiple internal codes or policies apply, those responsible for initiating the processes will consult to determine which process should be applied, which takes precedence and whether engaging multiple procedures is warranted. Whereby an external process does not serve the needs or interest of the institution in maintaining a safe and welcoming housing environment, BCIT Student Housing may choose to take interim measures and/or delay an internal investigation.

Review and interim measures

Upon receiving a report of a suspected violation of community standards, the Associate Director of Student Housing (or designate) will take action to address any immediate safety concern.

All reports are reviewed by the Associate Director of Student Housing (or designate) to determine if the reported incident might involve any potential violation(s) of community standards or of a BCIT policy and, if so, the policy under which an investigation should be pursued. Where appropriate, the incident may be referred to another division of BCIT for follow-up.

Should the Associate Director of Student Housing (or designate) deem the incident to pose a risk to persons or property, an interim measure may be put in place. Interim measures are actions that aid in maintaining safety and order during the time of the investigation and are not punitive or disciplinary. Interim measures must be reviewed at regular intervals. The respondent can appeal interim measures to the Senior Director for Student Success.

Students whose behaviour results in the need for professional care outside of the Institute (ambulance, RCMP, etc.) will be automatically referred to the Associate Director of Student Housing to determine any necessary follow-up. Residents may be required to meet with the Associate Director (or designate) prior to returning to the Student Housing property.

In situations where an individual's behaviour poses a significant risk to self or others, the student will be referred to appropriate Student Services or SSEM prior to returning to Student Housing. Students who engage in self-harming behaviour may be required to seek professional support in order to minimize the adverse impacts of the self-harming behaviour and assess the student's ability to live within an interdependent living environment such as on-campus housing.

Informal Resolution and Alternative Dispute Resolution

In cases where the Associate Director of Student Housing (or designate), after an initial review of the reported incident, determines that the alleged violation is minor and the individual bringing forward the allegation (when necessary) is satisfied with an Informal Resolution; the Associate Director of Student Housing (or designate) may recommend that the incident be resolved informally without further recourse.

Informal Resolution may include:

- A verbal warning to the respondent.
- A mediated discussion between the respondent and affected party, which may or may not include an apology.
- Coaching for any or all parties involved.

The Associate Director of Student Housing [or designate] may work in collaboration with campus partners, including the Respect, Diversity, and Inclusion Office, Indigenous Initiatives, or other Student Services, to resolve the situation informally.

Alternative Dispute Resolutions may be facilitated by individuals or entities outside of Student Housing who are trained in these methods when agreed upon by all parties involved in the reported incident. This alternative resolution may take place before, during, after, or in substitution of an investigation.

If, after completing an investigation, the Associate Director of Student Housing believes that an Alternative Dispute Resolution may be appropriate, they will consult with the respondent and those affected by the respondent's behaviour to determine if a form of Alternative Dispute Resolution would be welcomed. If all parties agree that an Alternative Dispute Resolution is most appropriate, and using such measures will not cause further harm to those involved, the Associate Director of Student Housing [or designated] will be responsible in these circumstances for organising the resolution.

Alternative Dispute Resolution may include, but is not limited to:

- Mediation
- Restorative Justice
- Culturally appropriate process for dispute resolution

When informal resolution is not possible or reasonable, or all parties do not agree to proceed through Alternative Dispute Resolutions, the reported incident will be investigated in accordance with the provisions below.

Notice of Investigation

A resident who is suspected of violating the community standard will receive a Notice of Investigation by email. This notice will outline the nature of the alleged violation of the community standard that is suspected of being violated and provide the resident with the date of an investigation meeting where the resident has the opportunity to meet with the investigator and provide their account of the alleged incident. Residents are welcome to bring a support person or witness to any meetings. If you require assistance, we encourage you to [connect with BCIT Student Association Advocacy Office](#). They are an independent organisation that provides assistance to students in order to help navigate our Institute's policies and procedures.

Investigation

The Associate Director of Student Housing [or designate] will conduct an investigation to gather and confirm the incident's accuracy and details. The investigation may include meeting with individuals with relevant information and collecting and reviewing relevant documents.

Decision making

Once the investigation is completed, the Associate Director of Student Housing [or designate] will make a finding of fact using a balance of probabilities, and then will determine whether a violation of community standards has occurred. If a resident is found to have violated community standards, the Associate Director of Student Housing will decide on whether sanctions and/or Alternative Dispute Resolutions are appropriate by considering the relevant contextual factors, including [but not limited to]:

- Extent of the misconduct;
- Impact of the misconduct;
- Inadvertent or deliberate nature of the misconduct;
- Whether the act in question is an isolated incident or part of repeated acts of misconduct;

- Whether the behaviour can reasonably be understood to be the result of a documented health condition or other extenuating circumstances; and
- Any other mitigating or aggravating circumstances.

In cases whereby the student asserts that their conduct was related to a characteristic protected by the BC *Human Rights Code*, the decision-maker may consult with Institute experts at Student Health Services, Accessibility Services, Respect, Diversity, and Inclusion Office, legal representation, and/or Counselling and Student Development, to receive and review relevant medical or human rights documentation, and to receive advice regarding any accommodation that is reasonable and appropriate in the circumstances. Students who are deemed to have violated the Code of Conduct for non-culpable reasons may have their actions responded to under the appropriate BCIT policy.

Sanctions and resolutions

If it is decided that no violation of the Policy occurred, the resident will be informed in writing. If the Associate Director of Student Housing or their designate finds that a violation of the Policy has occurred, they may recommend Alternative Dispute Resolutions or resolve the matter by imposing one or more sanctions, which may include (but not be limited to):

- **Formal warning.** Issue a written warning to the resident, with a copy to be placed on the Student Housing conduct file.
- **Restitution.** Assess and recover costs to rectify the damage or loss caused by the resident.
- **Support agreement.** Develop an agreement with the resident that sets out expected behaviours, limitations, obligations, and associated timeframes.
- **Educational activity.** Require the resident to complete a project with the intent of understanding and/or contributing to the reparation of harm caused and/or reparation of trust lost as a result of the misconduct.
- **Referral to Student Services.** Connect the resident with a personal or professional resource to assist them in addressing the issues that were found to be a factor in the conduct. Engagement with referred services may be mandatory or optional.
- **Loss of privileges.** The denial of specified privileges for a period of time or under certain conditions, including, but not limited to, restricting students from entering specific locations, attending specific events, or being in proximity to certain people.
- **Eviction.** Termination of the Student Housing agreement. All evictions will include a ban from BCIT Student Housing property. All students evicted remain indebted for any fees, assessments, or damages. The timeline of the eviction is based upon the severity of the violation and determined by the Assistant Director of Housing.
- **Referral to BCIT Policy 5102.** The violation may be referred to the Student Life Office for review under the Student Code of Conduct (non-academic).

In cases where the resident does not complete the administered sanctions to the satisfaction of the Associate Director of Student Housing (or designate) or refuses to reasonably participate in the investigation process, the Associate Director of Student Housing may impose additional sanctions up to and including eviction.

Where appropriate and consistent with applicable privacy requirements, those directly involved in the incident will be informed that the matter was resolved. A copy of the findings and outcomes will be placed in the student conduct file. There may be cases in which the Associate Director of Student Housing shares the outcomes with

other members of the BCIT community, such as the Student Life Office, Deans, Associate Deans, and instructors, for the purpose of ensuring the student is accountable to any behaviour expectations.

Appeals

The process for appealing community standards sanctions up to contract termination (eviction) is as follows:

- I. A resident may appeal the category and/or assigned sanctions on the following grounds:
 - Lack of procedural fairness or bias/unfair treatment or discrimination;
 - Improper investigation;
 - The sanction does not fit the infraction/behaviour; and/or
 - New information has come to light, rendering the original decision unreasonable.
- II. Once an appeal has been submitted, one of the following outcomes will result:
 - No change. The original decision is upheld.
 - The original decision is overturned.
 - The decision/sanction is modified, which may result in increasing/decreasing the sanctions already levied.
- III. A resident has five (5) business days from the receipt of their follow-up letter to submit a request for an appeal. To initiate this process, the resident is required to email the Senior Director of Student Success with the following information:
 - Subject/title of the email: BCIT Student Housing Community Standards Appeal
 - In the body of the email:
 - Indicate your full name, student number, house, suite and room number.
 - Indicate your reason for entering an appeal (based on the requirements above).
- IV. Once your email has been received, you will be contacted with a decision as to whether an appeal meeting will be scheduled.
- V. If an appeal meeting is scheduled, you will be invited to discuss your case with the Senior Director of Student Success (or designate).
 - Your case will be considered in conjunction with other reports and information presented by BCIT staff.
 - You will be informed of the outcome of the appeal meeting within five (5) business days.
- VI. The decision of the Senior Director of Student Success is final and not subject to further appeal.
- VII. All imposed sanctions, including eviction, will remain in place during the time of the appeal unless informed in writing otherwise by the Associate Director of Housing or the Senior Director of Student Success.

Prohibited behaviours

Residents are responsible for their conduct while living within BCIT Student Housing and to ensure not to place themselves or others at risk. Students and their guests are responsible for knowing, understanding, and following all BCIT policies and provincial laws and regulations.

1. Dangerous or disruptive behaviour

Dangerous or disruptive behaviour is prohibited in Student Housing. This includes (but is not limited to):

- a. Disrupting student housing activities.
- b. Causing disruption to the Student Housing environment.
- c. Endangering or threatening the health, safety, well-being, or property of any person.
- d. Harming, injuring or threatening any person directly or through a third party or electronic means.
- e. Engaging in dehumanizing or degrading acts of initiation for the purposes of admission into or continued membership in a group organisation.
- f. Engaging in individual or collective acts of intimidation or threats against another person or group of people.
- g. Making or conspiring to make vexatious, frivolous, or malicious complaints against an Institute's student, employee, contractor, visitor or volunteer.
- h. Recording without consent any person in a location where there is a reasonable expectation of privacy, with the intent to use the recording maliciously. Please note that in the Student Housing environment there is a reasonable expectation of privacy in all spaces.
- i. Engaging in unwelcome or persistent conduct that a student knows, or ought to reasonably know, would cause another person to feel demeaned, intimidated, or harassed.

2. Damage, destruction or theft

It is not permitted to possess, attempt to possess, or use Student Housing, Institute, or other's property without appropriate consent or authority. This includes (but is not limited to):

- a. Unauthorized possession, duplication or use of keys or means of electronic access to any Student Housing premises or buildings. All residents are responsible for their keys at all times. Residents do not have to loan or give their keys to others.
- b. Tampering with or disabling locking mechanisms or leaving an unlocked door unattended is prohibited. Students must report lost keys immediately to the Student Housing Office.
- c. Unauthorized entry to or use of any Student Housing premises or buildings. An individual must have written permission to enter another's room and must do so without manipulating the lock, door, or window.
- d. Defacing Student Housing premises, buildings or property.
- e. Damaging Student Housing property (equipment, supplies, or furniture), or removing it without authorisation.
- f. Defacing, mutilating, damaging, intentionally misplacing, or engaging in acts that deprive others of access to Student Housing material or property.
- g. Food items and items that are in common spaces in the suite.

Costs due to damage, destruction or theft will be charged to the people responsible. Damage, destruction or theft caused by guests will be billed directly to the host resident. In cases where the people responsible cannot be identified, the charges will be assessed against all residents of the suite.

3. Violations of Institute policies

Contravention of any applicable, non-academic BCIT policy, rule, or regulation constitutes community standards violations within the scope outlined previously, including:

- a. [Policy 7103, Sexual Violence and Misconduct](#)

- b. [Policy 7507, Harassment and Discrimination](#)
- c. [Policy 7150, Occupational Health and Safety](#)
- d. [Policy 7100, Safety and Security](#)
- e. [Procedure 7100-PR1, Abusive or Threatening Behaviour](#)

4. Misuse of the community standards process

Misuse of the community standards process is prohibited. This includes [but is not limited to]:

- a. Falsifying, distorting, or misrepresenting information which leads to or is presented during a community standards process.
- b. Causing or attempting to influence others to falsify, distort, or misrepresent information which leads to or is presented during a community standards process.
- c. Disrupting or interfering with a community standards process.
- d. Attempting to discourage an individual's proper participation in, or use of, a community standards process, including retaliation against another person for pursuing a complaint or participating in an investigation, or coercing, or intimidating witnesses or decision-makers involved in a community standards process.
- e. Failure to comply with the sanction[s] imposed under the community standards process.

5. Firearms and offensive weapons

Unless specifically authorized, students are not permitted to possess, carry, store, or use firearms, other weapons, explosive substances or devices, or hazardous chemicals on Student Housing premises, or use any such item, even if legally possessed, in a manner that harms or endangers the safety of the student housing community or property thereof.

Weapons include: Firearms, swords, pellet guns, archery equipment, ammunition, explosive devices, fireworks, knives, or replica weapons. Further, any object wielded in a threatening or aggressive manner may be considered an offensive weapon.

Requests for accommodation under this section, including for legitimate religious beliefs or other grounds protected by the BC Human Rights Code, should be submitted to Student Housing at the beginning of any investigation. Such requests will be evaluated and reasonably accommodated to the point of undue hardship, taking into account all relevant factors, including the risk of harm to others.

6. Cooperation with staff

It is expected that all members of the Student Housing community will interact with each other respectfully. This includes [but is not limited to] staff, students, third-party contractors, and emergency services. As such, residents and their guests are expected to cooperate with reasonable requests from Student Housing staff. This includes cooperating with community standard investigations. Failure to provide information and/or accurate information when requested for any reason, such as providing a false name or identification, is not permitted.

7. Alcohol

If you decide to consume or bring alcohol to Student Housing, you are obligated to use it responsibly and legally and are fully accountable for your own actions as well as the actions of your guests.

- a. Drinking age
 - Possession, consumption, or provision of alcohol by individuals less than 19 years of age in British Columbia is prohibited. You and your guests are responsible for knowing, understanding and complying with this standard.

- b. Behaviour
 - Alcohol consumption is not an excuse for behaviour that violates community standards. Public intoxication is not permitted.
- c. Areas of consumption
 - Consumption of alcohol by you and your invited guests is permitted only in a resident's bedroom and in the common areas of the suite.
 - The consumption of alcohol, or the presence of open alcohol, is not permitted in any other indoor space, including laundry rooms and the Student Housing lounge, or anywhere outdoors, including patios, decks, sidewalks, and lawns. Concealing open alcohol in water bottles, cups, thermoses, etc., is not permitted.
- d. Common sources
 - Alcohol may not be produced or sold in Student Housing. Common sources of alcohol not allowed include (but are not limited to) kegs, beer bongs, pitchers, and funnels.
- e. Excessive drinking
 - Excessive drinking is not permitted in Student Housing. BCIT and Student Housing consider excessive drinking to be consuming alcohol to the point of impaired mood, judgment, or mobility.
 - Determination of excessive drinking is at the discretion of the Student Housing staff.
- f. Prohibited events involving alcohol
 - Drinking games and any organised games where alcohol is the focus are not permitted. Examples include beer bongs, suite crawls, century clubs, flip cups or water pongs.



8. Illegal substances

The possession, use, offering for sale, or distribution of any illegal substance is strictly prohibited. Students found to be in possession of, using, offering for sale, selling, or distributing an illegal substance will be considered in violation of community standards and may be reported to police in accordance with provincial or federal laws. Any involvement, whether direct or indirect, in any illegal drug or drug-related activity is prohibited. It is unacceptable to return to Student Housing under the influence of illegal substances. Possession of illegal substance paraphernalia is prohibited.

9. Cannabis

Cannabis: means the substance set out in item 1 of Schedule II to the Controlled Drugs and Substances Act, and all substances derived therefrom or of which cannabis or any of its chemical compounds or derivative substances is an ingredient, element, or component, including [but not limited to] cannabis oil, bud, shatter, wax, resin, concentrates, edibles, tinctures, pills, medications, and topical lotions, and includes all synthetic forms of such substances.

The following rules apply with respect to cannabis and cannabis products in student housing.

- a. All activities involving cannabis products (e.g. storage, consumption, acquisition) must be carried out in accordance with all Federal and Provincial laws and this Contract. Where the provisions of this Contract are more restrictive than the Federal and Provincial laws or the general rules of BCIT regarding cannabis, then the provisions of this Contract/ Handbook prevail.
- b. Smoking, vaporising, consuming or using cannabis is prohibited anywhere on BCIT property, whether inside or outside of the BCIT Student Housing buildings.
- c. The possession or cultivation of cannabis plants in your accommodation or elsewhere on Student Housing property is prohibited.
- d. BCIT Student Housing strictly prohibits the manufacture, offering for sale, sale, advertisement of, or distribution of cannabis on BCIT Student Housing property.
- e. Cannabis products must be stored:
 - In your private space in your bedroom. (e.g. they cannot be stored in a shared fridge, freezer or cupboard.)
 - With labels clearly indicating they contain cannabis.
 - Sealed in a container such that any smell is undetectable outside of your bedroom.
- f. Cannabis equipment must be stored:
 - In your private space in your bedroom. (e.g. it cannot be stored in a kitchen or bathroom cupboard.)
 - Sealed in a container such that any smell is undetectable outside of your bedroom.
 - With labelling clearly indicating it is used to prepare or consume cannabis.

10. Fire safety equipment and procedures

Tampering with fire alarms, firefighting equipment, or fire detection equipment is strictly prohibited. Residents are required to evacuate all buildings in the event of a fire alarm or other emergency.

11. Guests

You are responsible for your guests' behaviour both on Student Housing property and when attending Student Housing events, whether they are held on or off campus. Guests must adhere to all BCIT

policies and procedures, including all Student Housing community standards. Residents will be held responsible for their guest's conduct if their behaviour violates any of the following:

- a. You must be present to host your guests. Guests cannot be left alone in suites without you being there.
- b. You may accommodate one guest in your bedroom for a maximum of three consecutive nights, twice per month. No person may be the guest of more than one resident in succession. In exceptional circumstances, extensions may be granted by the Student Housing Office.
- c. The RA must be informed of all overnight guests so that he or she will be aware of the number of people in the house in the event of an emergency.
- d. Guests are not permitted to stay overnight in the common areas. They may only stay overnight in your room.

12. Noise policy and quiet hours

Each suite accommodates 12 people. With that many people living together, you must expect a certain degree of disruptive noise from time to time.

- a. Quiet hours are defined as those times during which residents are prohibited from making any noise that may be heard in any bedroom other than their own or outside the suite.
 - Quiet hours are in effect around the clock in all Student Housing suites from Sunday through Thursday, and on Friday and Saturday from 11 pm to 7 am.
 - During quiet hours, the noise in common areas must not be loud enough to be heard in bedrooms. This refers primarily, but not exclusively, to noise emanating from stereos, video games, televisions, and verbal conversation.



Noise must be confined to the suite at all times; it is not permitted to disturb residents of the suite or other suites at any time. In all suites, every resident has the right to request that other people minimize their noise, even during times that are not quiet hours. If you are unsuccessful, you should approach your RA or the RA on duty. Similarly, if someone has asked you to be quiet, you should respect that person's wishes and reduce your noise output.

Suitable facilities do not exist on Student Housing's premises for playing musical instruments. Playing instruments that disturb others and/or violate quiet hours is not permitted.

13. Prohibited items and activities

Any inappropriate or disruptive conduct that might affect the Student Housing community is prohibited and will result in sanctions.

- a. Store any item, such as bikes, boxes, equipment, etc., in hallways, patios, and balconies.
- b. Dartboards, foosball and air hockey games.
- c. Water fights and outdoor games, such as hockey, football, frisbee throwing, etc., are forbidden inside Student Housing buildings.
- d. Antennas, external wiring, and loose or visible internal wiring in common areas.
- e. Changes, modifications, or additions to the physical environment, such as air conditioners, flags, hanging baskets, chin-up bars, and bird feeders.
- f. Inappropriate behaviour includes [but is not limited to] yelling, screaming, profanity, public urination, spitting, filming others without permission, and lewd conduct.

14. Cooking

Cooking is only permitted in the kitchen. Under no circumstances should any resident leave any cooking unattended at any time.

Residents are not permitted to use cooking appliances in their bedrooms, including [but not limited to] hot plates, kettles, rice cookers, toasters, and microwaves. The electrical system will not support the use of these appliances.

15. Flammable materials

Due to fire hazards, halogen "torch" lamps, candles, incense and heat sources such as hot plates, propane stoves, or space heaters are not permitted. Possession of explosive or flammable material, including [but not limited to] firecrackers, ammunition, fireworks, dynamite, gasoline, propane, butane or other such materials, is not permitted on Student Housing property.

16. Smoking

BCIT is a clean-air campus [[policy 7150-PR4](#)]. Smoking is not permitted in any suite or bedroom on campus. If you smoke outside, you are required to smoke at least 6.1 metres [20 feet] away from windows and doors, use the cigarette butt trees provided, and clean up after yourself. This applies to the usage of electronic cigarettes as well.

17. Pets

Animals are not permitted in student housing. If you require an emotional support animal or service animal, please contact housing@bcit.ca for more information. Student Housing must be notified at the time of housing application that a support animal is needed.

18. Prohibited areas

You are not allowed on roofs, under patios, on trellises, in any mechanical rooms, crawlspaces or in any other area in Student Housing that had been clearly marked as off-limits.

19. Furniture and removal of property

BCIT Student Housing provides all furniture, and students are responsible for the damage and condition of all furniture. The removal of any BCIT property is unacceptable and residents will be charged the cost of replacement and/or returning the property.

It is prohibited to remove BCIT property, including window screens, from the bedroom or suite without the permission of the Student Housing Office. The Student Housing Office does not have sufficient space to store furniture, so the furniture supplied in each room must remain in the room.

20. Cleanliness

All residents are expected and required to participate equally in keeping the Student Housing premises clean, and to meet the expectations outlined in the [Cleaning section](#) of this document.

21. Parties

Parties are not permitted in Student Housing or on the housing grounds. Residents are not permitted to sponsor, encourage, attend, or be involved in a party in Student Housing or on housing property. A party is defined as:

- a. More than 25 per cent of those present are from other suites or are not residents.
- b. The total number of people gathered exceeds 14.
- c. The noise can be heard outside of the suite, in neighbouring suites, or disturbs others in the suite.



22. Offensive Materials

Posters or other materials that may be deemed offensive are not permitted in Student Housing common areas or in areas that are visible outside the suite.

BCIT harassment and discrimination policy

We want to ensure that BCIT is a place where all members of the BCIT community are valued and respected. All members of the BCIT community are entitled to work and learn in an environment free from bullying, harassment and discrimination. Harassment or bullying by any means, including online, will not be tolerated.

[BCIT's Harassment and Discrimination Policy \[Policy 7507\]](#) and its [associated procedure \[7507-PR1\]](#) support this commitment as follows:

- BCIT is committed to providing a learning environment where the individual differences of all students and employees are valued and respected.
- BCIT will not condone and will not tolerate any discrimination, bullying or harassing behaviour that undermines the dignity, self-esteem, and productivity of any student or employee.
- BCIT considers bullying, harassment, and/or discrimination by any employee or student to be a serious breach of human rights that requires immediate resolution. Such resolution may include disciplinary measures up to and including dismissal or expulsion.

Student Housing is committed to supporting the BCIT Harassment and Discrimination Policy. If you wish to discuss your particular situation or receive further information, please contact the Respect, Diversity, and Inclusion Office at 604-432-8409

EXPERIENCING CAMPUS LIFE

We encourage you to be actively involved in the campus community and make new connections.

Programming

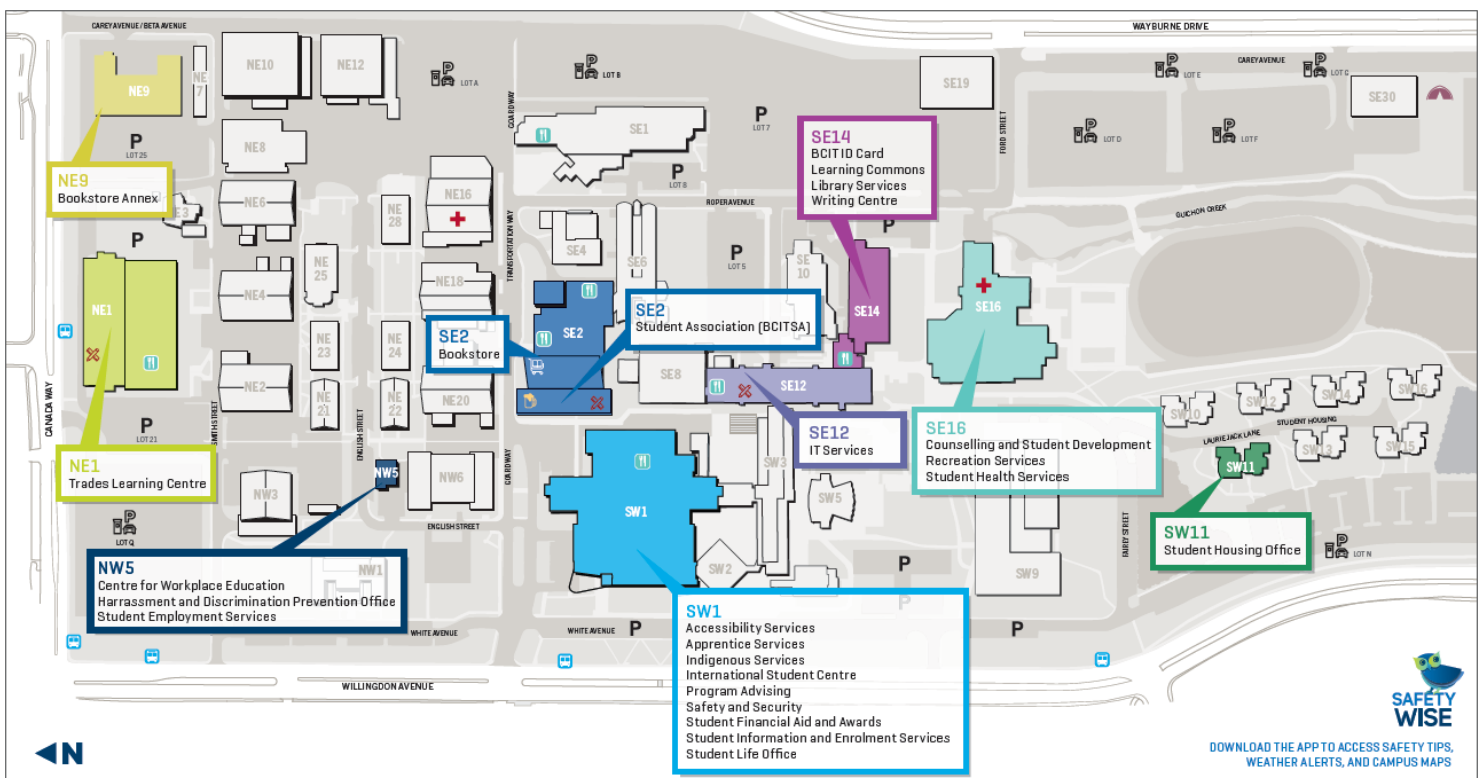
Student Housing provides many opportunities for students to learn, develop and engage with their communities. The Resident Advisor team will facilitate residence events to help students transition to campus life. While living on campus you will have quick access to a variety of events hosted in Student Housing by the Resident Advisor team. Come out, join in on the fun, learn something new and get to know your neighbours. Events could be community or house-based. Talk to your Resident Advisor for more information or to share what you'd like to see happen in your community! Keep an eye out for posters on these event opportunities.

Stay connected

Stay tuned with what's happening on campus by downloading the [myBCIT Mobile App](#) to access your course schedule, grades, announcements and more, and the [Safety Wise app](#) to access safety tips, weather alerts, and more.

Student Services

BCIT has a wide range of services available to support you. Use this map to find your FREE services available to all students.



For further details, visit the [BCIT Student Services Website](#).

Program Advising

[bcit.ca/advising](#)
program_advising@bcit.ca
604-434-1610
Building SW1, Room 1130,
Burnaby Campus

Bookstore

[bcit.ca/bookstore](#)
bookstore@bcit.ca
604-432-8379
Online, Burnaby and
Downtown Campus

BCIT Library

[bcit.ca/library](#)
Aerospace: 604-419-3708
Burnaby: 604-432-8370
Marine: 604-453-4107

Student Life Office

[bcit.ca/student-life-office](#)
student_life@bcit.ca
Building SW1, Room 1303,
Burnaby Campus

Early Assist

[bcit.ca/early-assist](#)
early_assist@bcit.ca
604-451-6863

Respect Diversity and Inclusion Office

[bcit.ca/respect](#)
respect@bcit.ca
604-432-8409
Building SW1, Room 1550,
Burnaby Campus

Accessibility Services

[bcit.ca/accessibility](#)
accessibility@bcit.ca
604-451-6963
Building SW1, Room 2360,
Burnaby Campus

IT Services

[bcit.ca/it-services](#)
604-412-7444
Building SE12, Room 205,
Burnaby Campus

Learning Commons

[bcit.ca/learning-commons](#)
learning_commons@bcit.ca
604-432-8367

Recreation Services

[bcit.ca/recreation](#)
bcit_recreation@bcit.ca
604-432-8612
Building SE16, Burnaby campus
Access the website for locations
on other campuses.

Student Health Services

[bcit.ca/health-services](#)
604-432-8608
Building SE16, Room 127,
Burnaby Campus

Indigenous Initiatives

[bcit.ca/indigenous-initiatives](#)
gathering_place@bcit.ca
604-432-8474
Building SW1, Room 1521,
Burnaby Campus

Student Financial Aid and Awards

[bcit.ca/financial-aid](#)
604-432-8555
Building SW1, Room 2132,
Burnaby Campus

Food Services

[bcit.ca/foodservices/](#)
[dineoncampus.ca/bcit](#)
[bcitsa.ca/food](#)

Trades Learning Centre

[bcit.ca/trades-access](#)
trades_tutorial@bcit.ca
604-451-6832
Building NE1, Room 340,
Burnaby Campus

BCIT Student Association

[bcitsa.ca](#)
604.432.8600
Building SW2, Burnaby
Campus

Counselling and Student Development

[bcit.ca/counselling](#)
604-432-8608
Building SE16, Room 128,
Burnaby Campus

International Student Centre

[bcit.ca/international](#)
international@bcit.ca
Building SW1, Room 1170,
Burnaby Campus
Room 781 and 782, Downtown
Campus

YOUR SAFETY AND SECURITY

Your safety and security are a priority for BCIT, and we want to inform you of the many mechanisms and services available to protect your personal safety.

ON CAMPUS RESOURCES	NATIONAL AND PROVINCIAL
<p>Campus Security 604-451-6856 Available 24 hours a day, 7 days a week Contact Campus Security to:</p> <ul style="list-style-type: none"> - Report an incident. - Connect with First Aid. - Request company for a Safer Walk. - Ask for lost and found. 	<p style="text-align: center;">In the case of an emergency, please call:</p> <p style="text-align: center; font-size: 2em;">911</p> <p style="text-align: center;">Police/ Fire / Ambulance</p>
<p>Student Housing Office 604-432-8677 Attention hours 8:30 am to 5:30 pm</p>	
<p>Resident Advisor on-duty 604-341-7890 For after-hours support</p>	
<p>Safety Wise Download the app to stay current with safety information and easily access emergency communication when you need it most.</p>	<p>Non-emergency Health information 811 Access free-of-charge provincial health information and advice through the 24/7 phone line operated by HealthLink BC.</p>
<p>Urgent Counselling 604-432-8608 If you or another BCIT student faces a crisis and needs urgent counselling support, contact Counselling Services. Check out their office hours.</p>	<p>National Suicide Crisis Helpline 988 Everyone who is living in Canada and experiencing suicidal thoughts can call or text.</p>

Additional channels to contact Campus Security:

- Emergency telephones with a direct line to campus security, located throughout each campus and most BCIT elevators.
- In-house telephones, along with emergency telephone numbers.

Here are some additional safety tips for residents to help keep our community safe:

Suite security

You are responsible for taking reasonable precautions to ensure that your assigned room and suite in which it is located are protected from a breach of security. This includes (but is not limited to)

- Lock your room and/or unit door[s] and window[s].
- Do not prop building entrance doors open.
- Do not permit unknown persons to follow you into a Student Housing building.
- Immediately report strangers or security concerns to BCIT's Campus Security.

You may be asked by BCIT's Housing Office staff or BCIT's Campus Security to produce photo identification at any time.

Vehicle security

Cars can be vandalized and stolen on campus lots. Please take precautions.

- Do not leave any valuables in your vehicle.
- Always lock vehicle doors and close windows.

Personal safety

- Use the buddy system and walk with a companion after dark.

