

Residence Handbook

2023-2024





OUR MISSION

Brescia University College is a Catholic university in the Ursuline tradition motivated by the inclusion and access to academic excellence and women's leadership. Brescia prepares graduates, informed by the enduring values of wisdom, justice, and compassion to be people of integrity making an impact in a changing world.

OUR VISION

Brescia is the university college of choice for women motivated by academic excellence and the opportunity for service and leadership. Brescia graduates are women leaders, who contribute actively and positively to society.

OUR VALUES

- **We value women and their potential for leadership in society.**
- **We value academic excellence, continuous innovation, and principled decision-making.**
- **We value effective innovative approaches to education that encourage and support women's learning and enable them to develop their voices, confidence, and leadership skills.**
- **We value creative, holistic education.**
- **We value experiential, competency-based learning.**
- **We value the celebration of the spiritual dimension of the human person.**
- **We value the building of community in participative and collaborative ways.**
- **We value the struggle to raise social awareness and to promote social change.**
- **We value the physical environment that enhances the spiritual search for truth and beauty.**
- **We value using resources wisely through accountability, transparency, and stewardship.**

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COMMUNITY MEMBERS



Front Desk Staff

At Clare Hall we have front-desk staff working 24 hours a day, 7 days a week to help. They are available to assist students with guest sign-in, key issues, and mail delivery. In addition to providing a warm and welcoming face, they are also responsible for many of the administrative processes in residence and can often answer all pressing questions.

Residence Assistants

Residence Assistants (RAs) are hired by the Residence Department to mentor, support, and compassionately challenge residents to be responsible citizens, while also serving as a resource to them. The RAs live right on the floors with the students and provide programming, uphold community standards, and provide a first response in emergency or crisis situations. RAs are extensively trained to assist with common transition issues, build community, and provide community management. Our RAs are the frontline staff providing support to the students of Clare Hall.

Community Assistants

Community Assistants (CAs) are hired by the Residence Department to mentor and support students. The CAs provide programming to help build community. CAs are extensively trained on how to assist with common transition issues, build a community and how to be a support and resource to those students living in Clare Hall.

A Message from the Acting Director of Student Experience, Carolyn Temple:

Welcome to your home for the next 8 months! Everyone who works in Clare Hall is here to help you through your year and we hope that the building will be more than just a place where you eat and sleep, but a home away from home.

With your help, we hope to foster a community that is supportive, inclusive, and exemplifies Brescia's core values. I would encourage you to spend time getting to know the staff and other students in the building as they will truly enhance your residence experience.

Brescia University College Residence Council

The BUCRC is a group of students who organize residence-wide events and advocate for residence students. There are various executive and general positions available for students living in residence who want to get involved. Students may also get involved simply by participating in the many events run throughout the year at Clare Hall.

COMMUNITY: RESIDENCE HOUSES

Inizio House

Beginning university is an exciting, but challenging, time of new experiences. *Inizio House* is designed for incoming students, and it strives to create an environment geared to easing the transition into university life.

Programming and support services focus on creating the best first-year (or Preliminary Year) experience possible. Student leaders are selected to participate in the house to create a supportive and mentoring environment for all students living in these communities.

Inizio House has extended study hours during the exam and mid-term periods, and a limited guest policy. Residents are permitted up to 10 overnight guest stays per term in *Inizio House*, provided that resident's behavior does not have a negative impact on the community. Male guests, however, are not permitted to stay overnight (11p.m.- 8 a.m.) in *Inizio House*.

Brescia House

Brescia House embraces students from all backgrounds and at all stages of their *Brescia* studies.

Core to *Brescia's* values is the development of and respect for community, and in *Brescia House* student leaders will work with residents to provide programming and support services that will enhance the building of community.

At *Brescia House* there is a more relaxed guest policy and residents are challenged to be governed by the impact of their actions upon the broader community. Residents are permitted up to 12 overnight guest stays per term in *Brescia House*, provided that resident's behavior does not have a negative impact on the community. Male guests are permitted to stay overnight in *Brescia House*.

Esperto House

Esperto House is a warm and welcoming community designed for upper-year and graduate students who choose to live in residence as they continue at *Brescia*.

As the community will be restricted to those in their second year or higher, the programming conducted in *Esperto House* will be focused on supporting a community of learners transitioning through the senior years of study, acknowledging that these residents form a different population than first year students and helping to prepare these students for life after *Brescia*.

At *Esperto House* there is a more relaxed guest policy and residents are challenged to be governed by the impact of their actions upon the broader community. There are no set restrictions on the number of overnight guest stays per term in *Esperto House*, provided that resident's behavior does not have a negative impact on the community. Male guests are permitted to stay overnight in *Esperto House*.



SAFETY & SECURITY

Resident Assistant on DUTY

Every night from 4 p.m. to 8 a.m. there is an RA on Duty to conduct rounds of the building, respond to any calls, and ensure that the building and communities are safe. The RA on Duty is always in the building, and carrying the duty phone so that they are accessible to all students. To reach the RA on Duty call the front desk at 519-858-5150. RAs will only respond to calls from students living in Clare Hall.



Reasons to Call the RA on DUTY

- Non-emergency medical issues
- Damages
- Concerns for the safety or security of a student
- Violations of a community standard
- Suspicious behaviour that needs to be reported
- The student needs help

Assisting Authority

When asked to do so, students must honestly identify themselves and their guests to all Residence staff, Campus Security, Western Campus Police, and the City of London Police and any other authority figure. Students must comply with the rules, procedures and policies outlined by the Residence staff and Residence Handbook at all times.

Notification of Emergency Contact

The Residence Student will allow Brescia University College to contact their emergency contact or next of kin, at the discretion of Brescia University College, in case of emergency or in cases where a resident's conduct represents a risk to the safety, security, and/or wellbeing of the resident or other community members, or where the resident is incapacitated, regardless of the resident's age.

Medical Emergency

If there is a medical emergency:

- Call 911 right away (if calling from a campus phone)
- Call 519-661-3300 (if calling from a cell phone)

****Notify the RA on Duty as soon as possible**

Western Special Constables

The Western Special Constables service consists of a team of dedicated professionals who provide a safe and secure environment to community members and guests at Western University and its affiliates. It operates 24 hours a day, 365 days a year. Blue emergency phones are located all around campus. At Brescia there are two, one in each parking lot. These phones are easy to find and connect directly to Western Special Constables. For general information, and non-emergencies visit:

<http://www.uwo.ca/police/>. Remember to always call 911 or 519-661-3300 for all emergencies.

It is a resident's responsibility to:

- Ensure room doors are always locked.
- Never let strangers into the residence building.
- Report any suspicious behavior witnessed.
- Not prop any doors open.
- Not leave valuables unattended in common areas.
- Not lend room keys out to others.
- Notify the front desk if a room key is lost.
- Never leave laundry unattended.

Student Emergency Response Team (SERT)

SERT is an on-campus 24-hour emergency response team. The service is run by Western student volunteers, who are certified as Emergency Medical Responders. SERT is affiliated with Student Health Services. SERT is recognized as the first response for the Western campus, by the Ministry of Health.

For more information go to

<http://sert.uwo.ca/home/>

Residence Security

The safety and security of our residents are of vital importance. All doors onto the floors are locked and can be opened by the students' room keys. A security officer is on duty for Brescia's campus during the evenings and overnight. An RA is also on call during the evening. Students may call down to the front desk at any time. Should the occasion arise, the front desk can contact campus police or security immediately.

Residents, guests, and staff are expected to exercise care and good judgment with regard to their own personal safety and the safety of others.

Foot Patrol

Students don't have to walk alone! Western Foot Patrol provides safe escorts by dispatching a co-ed team for places on main campus, affiliated colleges, and some off-campus locations. Visit

www.uwo.ca/footpatrol for more information.



FIRE SAFETY

Evacuation Expectations

Upon hearing the fire alarm, all residents must immediately vacate the building. Failure to do so is a major infraction of the law. Student will be assigned a minimum \$100 fine, and additional sanctions. If a student sees a fire, they should immediately pull the fire alarm and vacate the building.

Special assistance is available for students who require assistance during fire alarms. Disclosure to the Residence Manager is voluntary and information shared with them will remain confidential except in the instance of fire alarms, this information will be shared with emergency services. If you no longer require assistance, please inform the Residence Manager immediately.

Evacuation Procedure

When vacating the building, residents must evacuate the building in a calm and orderly fashion.

Elevators should not be used when evacuating the building; always use the stairs.

When evacuating the building, use the closest exit. If the exit is blocked, find an alternative exit.

If time permits, close all windows tightly before leaving the building.

Remain outside of the building until the fire alarm or constable permits you entry into the building.

Ensure that you are aware of the location of the fire alarms and the exits, and the fire procedures.

Equipment and Alarms

Discharging, tampering with, or using any fire prevention or detection equipment for any purpose other than the control of fire is prohibited. This includes tampering with automatic door closers, tampering with /covering /disconnecting/disabling smoke detectors, or heat detectors, propping open fire doors, and propping open room doors while not in the room. Attaching or hanging items from any fire equipment is prohibited and students will receive a sanction.



Fire Safety Expectations

The following are not permitted in the residence rooms, and if found will result in a fine and possibly additional sanctions:

1. Smoking is not permitted in any area in residence including balconies. Hookahs and similar smoking devices are not permitted in residence; any student wishing to possess or use a hookah for a religious purpose must seek prior permission from the Residence Manager.
2. Lighting/burning candles, incense, or oil lamps, or any appliance requiring combustible fuel is not permitted in any residence. Any student required to light or burn candles/incense based on religious grounds must seek prior permission from the Residence Manager.
3. Extension cords and space heaters are not allowed at Brescia, as they can easily be misused and pose a major fire risk. Do not overload electrical outlets, and only use CSA approved power bars for electrical use.
4. Personal cooking appliances (e.g. toasters, rice cookers, toaster ovens, kettles, Keurig's) are not permitted. However, a Keurig and hot water dispenser are provided in every lounge for communal use.

Do not leave any unattended electrical equipment turned on (i.e. hair straighteners, lights etc.)

Locked out?

If you accidentally lock yourself out of your room, you can sign out the spare key at Reception. You will be asked to sign out your spare key on your key card, which has your photo for identification purposes. After three lockouts, there is a \$5 fee. The spare key must be returned immediately after.

PERSONAL SAFETY

Bullying, Harassment & Discrimination:

Residence abides by the Brescia University College policy on Harassment and Discrimination. All complaints will be treated seriously and fairly. There is a zero-tolerance policy for this behaviour, and any such incidents will be considered serious. The Brescia University College Harassment and Discrimination Policy is available on the Brescia web site:

https://brescia.uwo.ca/about/docs/policies/harassment_and_discrimination_policy.pdf

Bullying

Bullying is defined as engaging in any conduct that is seen to be humiliating or demeaning to another person, or coercing others to commit a similar act. Bullying can occur in many different forms, including, but not limited to: physical, verbal, social, internet-based, text messaging, and through various social media platforms.

Harassment

Harassment is defined as any attention or conduct (whether it be oral, written, graphic, or physical) by any individual or group who knows or ought to reasonably know, that such attention or conduct is unwelcome/unwanted, humiliating, offensive, or intimidating. Harassment can occur in many modes, including, but not limited to: bullying, racial slurs, sexual harassment, and hazing.

Discrimination

Discrimination is defined as any conduct, whether intentional or unintentional, that results in the adverse treatment of an individual or group, on the basis of any of a list of grounds which include race, place of origin, skin colour, ethnic origin, citizenship, identified gender, ability, age, marital status, sexual orientation, etc.

Violence

Abusive or violent behaviour towards any member of the Brescia community or on the University property will not be tolerated. Physical aggression is defined as any offensive action or attack that results in an individual being compromised. These behaviours include, but are not limited to: hitting, punching, slapping, kicking, pushing, pulling, fighting, retaliation, sexual violence, and threats of violence.

Weapons

Firearms, items intended to resemble firearms, and any other weapon or item that is created/intended/used to cause harm or could be seen as intimidating are strictly prohibited. Paintball guns are prohibited under this policy.

Sexual Harassment

Sexual harassment is any comments, conduct, gesture, or contact of sexual nature that is known, or otherwise should reasonably be known to be inappropriate and/or unwelcome. Some examples of sexual harassment include:

- An individual saying “no”, and despite having declined, another repeatedly asks them out, emails, texts, contacts through social media, or follows the individual
- Displaying pornographic or sexually graphic images
- An individual continually receiving e-mails, texts, or messages on any form of social media that are pornographic or sexually explicit
- Teasing, harassing, or making maliciously inappropriate comments to students regarding their sexual orientation or gender identity

PERSONAL SAFETY

Sexual Assault

Sexual assault is defined as any unwanted sexual act imposed on one by another. Some examples of sexual assault include, but are not limited to:

- unwanted touching, kissing, intercourse, or any form of penetration
- coercing or pressuring someone to partake in sexual touching of any kind
- getting someone drunk or giving them drugs with the intent to have sexual contact with them
- sexually touching someone in any way who is sleeping or incapacitated

Any resident who feels they have been sexually assaulted may contact:

- ❖ Residence Assistants
- ❖ Residence Manager
- ❖ ANOVA (sexual assault center)
24 hour crisis & support line:
519.642.3000
- ❖ Regional Sexual Assault and Domestic Violence Treatment Centre:

<http://www.sjhc.london.on.ca/sexualassault>

Any resident that is alleged to have committed a violation of the personal safety policies outlined above, will be suspended immediately from Residence until the conclusion of an investigation into the incident. Any guest of the Residence that is alleged to have committed a violation will be banned immediately from Residence, until otherwise specified by the Residence Manager.

Insurance Policy

The university is not liable, directly or indirectly, for the loss or theft of any personal property. Therefore, it is strongly recommended that you carry insurance protection for your personal property. Insurance coverage can generally be found through a rider on families' tenant or home owner's insurance policy. This should include liability coverage for injury or damages.

Disclosure of Information

Staff who work in Residence are restricted from providing any private information regarding Residence Students to third parties (including parents and/or guardians). Room numbers, addresses, phone numbers, account balances, student conduct history, grades, conformation of occupancy, etc., are all considered private information under the Freedom of Information and Protection of Privacy Act (FIPPA), and cannot be released without a resident's written permission absent any applicable exemption. FIPPA applies to all students, regardless of their age status as a minor.

Keys

At the start of the year you will receive a room card, mail key, and a laundry card. It is important to inform your RA immediately if you have not received any of these keys. Failure to do so may result in a replacement key charged to your account (\$5 for room key, and \$25 for mailbox key).

Lost or found keys should be reported immediately to Clare Hall front desk for your safety and the safety of those around you. Charges for replacement keys and/or lock changes are billed to your student account. Loaning any residence key or card to anyone is prohibited.



COMMUNITY STANDARDS



Building Community

Brescia is committed to educating passionate, creative, intelligent students. We are also committed to providing a safe and inclusive environment for all who choose to study and work here. It is the responsibility of everyone to treat everyone respectfully whatever their gender, race, ability, or religious views. We include and invite all students into our campus and into our residence communities and expect all our students to do the same.

Brescia aims to create a tight-knit community within our residence building, one built on respect and appreciation of one another. Much like being part of a family or team, living in a community can be challenging, but coming in with a respect for others and an open mind will bring joy to you and your community. To help foster community, floor meetings are mandatory, unless prior commitments preclude you. In that case, subsequent follow-up with your RA is needed.

Disruption of Community

You have the responsibility not to intimidate, interfere with, threaten, or otherwise obstruct any activity organized by the University, including classes or to hinder other members of the University community from being able to carry out their legitimate activities, including their ability to speak or associate with others.

Pranks

Initiating, encouraging, supporting, or participating in raids and/or pranks that are disruptive, offensive, damaging to property, hostile to residents and/or staff is prohibited. These raids/pranks include, but are not limited to: water fights; locking people in/out of rooms; removing/relocating personal property etc.

Vandalism

The wilful or malicious destruction or displacement of residence property will result in judicial processes.

Noise

Excessive noise is not permitted at any time in residence. Students are always expected to respect their floor mates and respect quiet hours.

Quiet Hours

Quiet hours are: Sunday to Thursday 11:00 P.M. to 8:00 A.M. Friday and Saturday 1:00 A.M. to 8:00 A.M. Extended quiet hours are implemented during December and April exam periods for all floors.

****Extended Quiet Hours for INIZIO HOUSE:
All nights: 11:00 p.m. to 8:00 a.m.**

COMMUNITY STANDARDS

Guests & Visitors

Residence guests must be signed in at all times to visit the residence floors. Guests are welcome at Clare Hall, however if guests are in violation of community standards or are a negative influence in the community the Residence Manager reserves the right to ban individual guests from residence and the entire residence building.

Residents may sign in guests throughout the year. The resident must meet their guest at the Front Desk to sign them in. The guest must present either a Western 1 card or photo I.D. For the safety of everyone in the residence, non-registered guests and unescorted guests will be asked to leave and/or be escorted from campus.

Children must be under adult supervision at all times. Residents may NOT sign in guests on behalf of another resident who has:

1. Had guest privileges revoked (Students may have their guest privileges revoked or suspended if deemed in violation of community standards or behaviour has been shown to negatively impact the community).
2. Reached the overnight guest limit for the semester (Only applicable for Inizio and Brescia House).

Residents are held responsible for guest behaviour (regardless of whether or not they have signed in their guest) and are responsible for informing their guests of residence rules and policies. In the event that guests are disruptive, cause damages, or conduct themselves inappropriately, they will be asked to leave (escorted by Campus or London Police if necessary). The resident will be responsible for any damage caused by the guest(s) and may be sanctioned for the guest's behaviour.

Your guests are your responsibility until they leave residence. If, after your guest's arrival, you are concerned that your guest may become disruptive, it is important that you instruct your guest to leave before problems arise. If you are concerned about your guest's behaviour, ask an RA to help you escort your guest out.

If you are not comfortable hosting particular uninvited/unexpected guests, you should not permit them to enter residence, and you must advise a residence staff member or Campus Police immediately of the person's presence. If you permit uninvited/unexpected guests to enter residence, you are responsible for their behaviour whether or not you sign them in as guests.

The Residence Manager reserves the right to ban individual guests from residence.

Overnight Guests

Any guest staying past 11:00 p.m. must register as an overnight guest. The number of overnights a student is allowed to have depends on the house in which they live:

Inizio House: 10 overnights per term. Male guests are expected to leave the residence floors by 11:00 p.m., they may not stay overnight or be signed in until after 8:00 a.m.

Brescia House: 12 overnights per term. This will apply to all guests, providing that these stays do not have a negative impact on the residence community.

Esperto House: no set restriction on the number of overnights per term, providing that these stays do not have a negative impact on the residence community. This applies to all guests.

Residence Staff members reserve the right to ask any guest who is causing disruption to the community, or violating the community standards laid out in the Residence Handbook, to leave the building.

COMMUNITY STANDARDS

Brescia reserves the right to suspend the guest policy at various times throughout the year. There is a no-guest policy, for, but not limited to, the following events:

O-Week, including move-in day

There is a limited guest policy for, but not limited to, the following events:

Homecoming Weekend
Halloween
Brescia Ball and Wine & Cheese
St. Patrick's Day

Brescia also reserves the right to suspend or alter guest privileges.

Community Standards:

- **Warning**
- **Educational Sanction**
- **Disciplinary Probation**
- **Fines**
- **Restitution for Damages**
- **Suspension from Residence**
- **Eviction from Residence**

Sanctions assigned will be dependent on various factors, including compliance of student, severity of infraction, and reoccurrence of behaviour.

Students will be fully responsible for any costs incurred by Brescia University College as a result of violating the Residence Handbook. Any student who is in violation of the Brescia Student Code of Conduct may also face disciplinary measures from Brescia University College, in addition to the sanctions applied by residence. Please see the full Brescia Student Code of Conduct online at: https://brescia.uwo.ca/about/docs/policies/student_code_of_conduct_policy.pdf

Appeals

Any student wishing to file an appeal of the decision made by the Residence Manager should first ensure that it meets the requirements of an appeal:

- New information
- Procedural irregularity

For more information on how to file an appeal and what is required, students should see the appeals process in the appendices section at the back of the Residence Handbook.



COMMUNITY STANDARDS

Sanctioning:

All sanctions are considered active once the student(s) has been notified verbally (written letters confirming a sanction are sent as a follow-up, but sanctions are in effect whether or not students open the e-mail).

Verbal Warning

Verbal warnings are given by the Residence Assistants (RAs) to ensure that everyone is adhering to our community standards. Such warnings are typically used only until the middle of October.

Educational Sanction

Educational Sanctions are utilized to provide a learning opportunity for inappropriate behaviour. These are designed and implemented to aid in our residents' personal growth and development. They may include, but are not limited to, educational programming, reflection paper, and service to the affected person/group.

Disciplinary Probation

Students may be placed on Disciplinary Probation for a specific period of time (e.g. one month), until the end of the academic year (April), or until the student in question moves out of residence. In the event that there is another incident involving a student who is on disciplinary probation, the student will face suspension or eviction from residence. Disciplinary Probation often includes guest restriction and alcohol probation as part of the terms.

Alcohol Probation

Students on alcohol probation may not:

- Consume alcohol in residence;
- Possess alcohol in residence;
- Come back to residence after drinking at another location (e.g. off-campus party or bar).

Guest Restriction

Students on guest restriction may not:

- Sign-in any guests without pre-approval from the Residence Manager;

Ask another student to sign-in their guest.

Fines

If banned items are found in a student's residence room, the student will receive a fine and be required to forfeit the item to the Residence Manager until a time when they can take the item home. For a full list of fines see the Damages and Fee Charges section in the Appendices.

Restitution for Damages

In residence, we empower our students to take ownership of their actions. This shows maturity and an appreciation for everyone in our community. Coming forward to the Residence Manager as soon as an incident occurs will eliminate the need for a future investigation. Students responsible for damages may be charged the cost of replacement or repair. Costs will be billed directly to the student's University account.

Suspension from Residence

Students may be suspended from residence for a specific period of time. Students on suspension may not:

- Access their residence room
- Access their mailbox;
- Stay with any other residence student in their residence room.

Students in violation of suspension can be charged under the Trespass to Property Act and will face eviction.

Eviction from Residence

In some extreme cases, a student(s) may be required to vacate residence. Students in violation of suspension/eviction can be charged under the Trespass to Property Act. When a student(s) presents a threat to any other residence student or the community, they may be required to leave residence immediately because safety for our residents is of utmost importance to us.

Other Actions

In some cases, students may also be asked to see other people or departments either on or off campus. Examples of such professionals include: Campus Ministry; Campus Police; the London Police; the Student Development Centre Staff; and Health Services.

COMMUNITY STANDARDS

Burning Traditional Medicine

Smudging is a spiritual and cultural practice observed by many Indigenous Peoples that involves the burning of one or more sacred medicines including, but not limited to, tobacco, sweetgrass, sage and/or cedar. The smoke is used to cleanse a room, person or group. Students desiring to smudge throughout the year are asked to discuss their plans with the Residence Life Coordinator (RLC). Students desiring to smudge their residence room on special occasions will need to coordinate appropriate use with their RLC with advanced notice. Details on designated areas to smudge on Main campus can be found here: <https://indigenous.uwo.ca/initiatives/smudging-brochure.pdf>

Alcohol in Residence

Along with our educational and developmental goals as part of the broader university community, Brescia University College works diligently to uphold federal, provincial, and municipal laws, as well as university and residence policies and community standards.

Glass Bottles

Beer and glass cooler bottles are not permitted in residence and will be confiscated upon discovery.

Mass Consumption

Possession and/or consumption of “common source” alcohol (e.g. Kegs, “bubbas”, Jell-O shooters, Texas Mickeys, other large containers of alcohol including home brewing or wine making equipment) and/or participating in “drinking games” (e.g. flip Cup, Century Club, funneling etc.), and/or participation in activities where drinking is a consequence, are prohibited within residence. Brescia University College reserves the right to confiscate alcohol-related paraphernalia (e.g. funnels, red solo cups) deemed to be associated with mass consumption of alcohol or its promotion in residence.

Underage Drinking

Federal and provincial alcohol laws are to be obeyed at all times. Alcohol may only be consumed by those students who have reached the age of majority (19 years old). Students must abide by all laws of the land and the Residence Agreement. Alcohol will be confiscated from underage students.

Over-consumption of Alcohol

Consuming alcohol to the point of extreme intoxication, to the point where a student becomes a burden on staff or friends or is a danger to themselves and/or to the community is unacceptable. The creation of “can walls” from any type of beverage can or multiple bottle displays is not permitted in a student’s room or common area.

Drinking in Public Space

Students, who are of legal drinking age in Ontario (19+), are able to drink only in their residence rooms, with their doors closed. Drinking is not permitted in any common space, and all other rules around alcohol in residence must be followed. Residence Staff have the right to confiscate and/or ask for the alcohol to be poured out in front of them.

Illegal Substances

The use of illegal and/or non-prescription drugs for recreational purposes is prohibited in the Residence community. The severity of any given infraction against the illegal substance policy will be assessed by the Residence Manager in consultation with the Vice-Principal, Students. Students in residence are prohibited from being involved with the trafficking, possession, use, and consumption of any such drugs in the residence community. Please note that students found to be using drugs in the residence community will, at minimum, be suspended from residence. Brescia University College reserves the right to confiscate drug-related paraphernalia (e.g. hookahs, bongs, vaporizers and grinders) deemed by the University in its discretion to be associated with use or promotion of drugs in residence.

Cannabis in Residence

The possession of cannabis is permitted in on-campus residences subject to the requirements of the law. Currently, possession is limited to the equivalent of 30 grams of dried cannabis to those 19+ years of age. The distribution or sale of cannabis to persons under the age of 19 is an offence punishable by law. It will not be tolerated on Brescia's campus or residences. You are responsible for ensuring that you are complying with all applicable laws and regulations, including, without limiting the generality of the foregoing, Bill C-45 and Ontario's *Cannabis Act*.

All cannabis in your possession must be stored in air-tight containers such as hard plastic, sealed food storage containers, not freezer or plastic bags. Possession in the form of storage is restricted to personal residence rooms.

The possession of cannabis paraphernalia, including hookahs, bongs, vaporizers, and grinders is permitted in residence. All paraphernalia must be stored in air-tight containers at all times. For clarity, air-tight containers refer to sealed, hard containers such as Rubbermaid sealed food storage containers. Similarly, possession in the form of storage is restricted to personal residence rooms.

It is illegal to consume cannabis in a public place or vehicle. Applicable laws also forbids the consumption of cannabis through the use of smoking or through the use of an electronic cigarette or vaporizers, in any indoor common area at Brescia's residence including Clare Hall, elevators, hallways, parking garages, party or entertainment rooms, laundry facilities, lobbies and exercise areas. In addition, Brescia's Clear Air Corridors govern smoking across campus. https://brescia.uwo.ca/facilities/smoke_free_campus.php

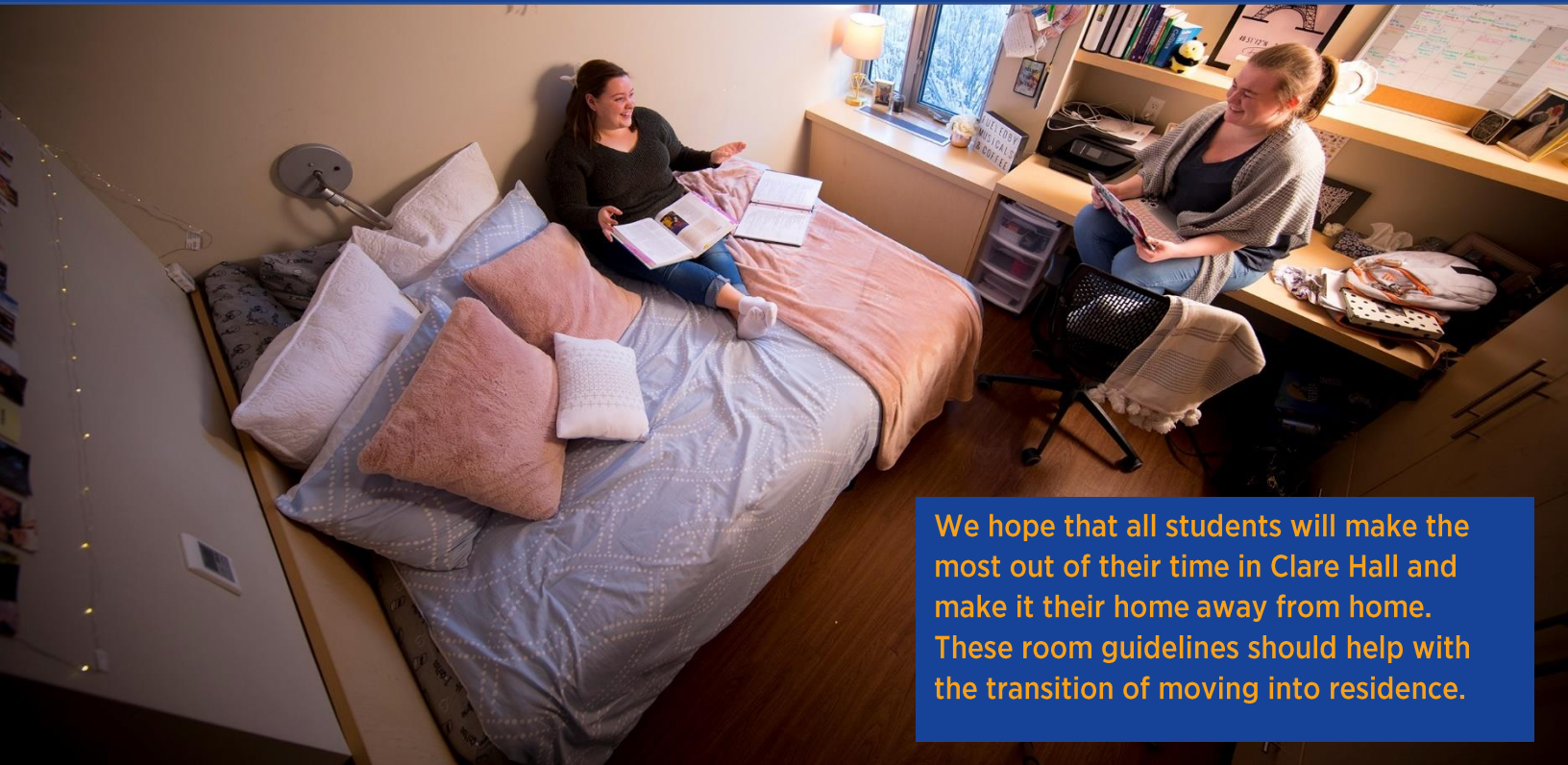
The possession and growth of cannabis plants on campus is prohibited. Cannabis-related cooking/baking is not permitted in residence due to community impact on students and staff members.

Students are not permitted to send or receive cannabis in the mail with the exception of deliveries to students at or over the age of majority directly from the Ontario Cannabis Store. Reception areas and staff on Brescia's campus, including in Clare Hall, will not be accepting cannabis packages on behalf of students.

Any evidence of cannabis use in residence (which is prohibited by this policy), or evidence to suggest the sale or distribution of cannabis to others, will result in disciplinary action. The smell of cannabis in residence rooms or in common areas will be used as conclusive of use. Delayed response in opening a door for inspection and/or attempts to remove or mask odours may be used as evidence of involvement in cannabis use.

Nothing in this policy should discourage a student from disclosing the use of cannabis for a medical issue or disability. Brescia University College recognizes that the consumption of cannabis for medicinal purposes is protected by Ontario's *Human Rights Code* and may require special exemptions to this policy. If you believe that you are medically required to consume cannabis for a medical purpose, and that such consumption could otherwise potentially violate this policy, please advise the appropriate Brescia staff member to seek accommodation. Brescia may request additional information at that time. For those students who have a bona fide need to consume cannabis because of a disability, Brescia will accommodate up to the point of undue hardship.

LIVING IN YOUR ROOM



We hope that all students will make the most out of their time in Clare Hall and make it their home away from home. These room guidelines should help with the transition of moving into residence.

Responsibility for Contents

Every member of the community has a responsibility to respect the building, the grounds, and the furniture in the residence. Students may be charged if the contents of their room or common spaces are damaged or missing.

Removal of Residence Property

Removing and/or relocating furniture or equipment from residence, The Mercato (including dishes and utensils that are not take out containers), and other common spaces is not permitted. Relocating residence property from a residence common area to a student residence room is also not permitted.

Cleanliness Standards

Students are expected to keep shared living areas and the exterior of their room/unit doors clean and adhere to the proper removal of garbage and/or recycling. Food is to be stored in appropriate containers to avoid odour, pests, and contamination. Plants are welcome; however, keep in mind that food-bearing plants can often bring pests with them so please bring house plants only. Students are required to maintain their rooms/units in compliance with provincial and municipal regulations. Students are also expected to maintain a satisfactory level of personal hygiene.

Students should work with their bathroom mate to create a cleaning schedule, and ensure that both parties are working to maintain the cleanliness of the bathroom. If you encounter issues with this please speak to your washroom mate directly; if problems persist your Residence Assistant (RA) can help mediate.

Furniture

Residents are prohibited from bringing any extra furniture (i.e. bean bag chairs, dressers) with them to residence, with the exception of a small side/desk chair. Any extra furniture not supplied by the residence may cause a safety hazard and may increase the risk of a fire.

Pets in Residence

Pets are not allowed in residence. The University considers a pet any living creature, which can exist outside of a cage, breathe air, and/or escape. Non-dangerous fish in aquariums no larger than five gallons are permitted. If a student chooses to have such a tank, they are responsible for ensuring its maintenance. No debris from the tank (including rocks/gravel) may be put down any drain in residence.

LIVING IN YOUR ROOM

Service Animals and Support Animals

Service Animals and Support Animals are permitted in residence, subject to conditions and appropriate documentation. Students requesting permission to bring a service animal or support animal to residence must meet with the Residence Manager prior to approval being granted.

Your Room:

At times students may be unhappy in their current room assignment. We always want to do our best to ensure everyone is happy; however, with very few vacancies, we are unable to accommodate everyone's requests. It is important that students realize that room switches are rare. Students who request to be moved must consider the following:

Reasons given for the request:

1. Doesn't get along with roommate / bathroom mate:
 - The student must first talk with roommate/ bathroom mate and try to resolve their conflict.
 - Talk to their Residence Assistant about mediation if support is needed.
 - If mediation with the RA does not improve the situation, the Residence Manager will become involved.
 - The Residence Manager will put student on waiting list for a room switch.
2. A medical reason
Residents are referred to the Residence Manager for information regarding necessary documentation and process.

Rights Reserved by Brescia

Brescia reserves the right to enter residents' rooms, terminate contracts, or relocate residents to new rooms, at any time to uphold the safety and security of all residents.

Subletting

Renting your room, or space in your room, to someone else is prohibited.

Athletic Activity

For safety reasons, conducting athletic activity such as running in residence rooms, hallways, and lounge areas is prohibited.

Windows & Screens

Students are responsible for ensuring that all window screens are in place without any damages, such as tears. Failure to do so may result in a charge billed to you. Throwing any objects from windows or stairs is strictly prohibited. It is also the student's responsibility to ensure that room windows are shut properly prior to leaving residence for the weekend or any extended period of time.

Restricted areas

Students are prohibited from being in or on any restricted areas. These include, but are not limited to, the roof, the kitchen, and the storage closets.

Commercial Use

The use of a residence room, mailbox, or network connection for any commercial purposes is prohibited. This includes, but is not limited to door-to-door sales conducted in residence or using residence room as location to offer a service.

Early Withdrawal

In the event of your leaving Brescia University College Residence, for any reason, prior to the end of the academic year, you agree that you are responsible for residence fees unless released from this obligation by Brescia University College. You understand that for students released from the Residence Agreement there are no refunds on residence fees.

LIVING IN YOUR ROOM

Packing for Residence

For your room:

- Bed sheets and pillows
- Bed spread and /or blanket
- Towels
- Toiletries
- Hangers for closet
- Wastebasket and small garbage bags
- Alarm clock
- Cleaning supplies for bathroom, in particular
- Laundry detergent and laundry bag
- Toilet paper for ensuite bathroom
- Surge protector with circuit breaker and UL label
- Simple first-aid kit with band-aids and thermometer
- Any medications you might need (pain killers, allergy medication, etc.)
- Charging cables for electronics that are CSA approved
- Flashlight
- Photo id (driver's license, health card, any important identification you may need)
- Bath mat
- Shower caddy

For your studies:

- Computer and printer (optional)
- Binders
- Filler paper or notebooks
- Pens, pencils, and erasers/ white out
- Highlighters, staplers, three hole punch
- Scissors, tape, ruler, flash drive
- For Internet connection in each room you need a data cable, however there is wireless access throughout the building

Optional Items you may want to bring:

- Desk lamp
- A cozy blanket for movie nights in the lounge
- Some snacks, although some packaged snack foods can be purchased in the Mercato
- Air freshener
- Umbrella
- Ear plugs
- Mugs, Tupperware containers, plates, forks, spoons, dish soap
- Simple sewing kit
- Ziploc bags, chip clips



Prohibited Items:

- Hookahs (unless prior approval has been granted by the Residence Manager)
- Weapons or anything that may resemble/be used as a weapon
- Stolen property, such as street signs, pylons, etc.
- Drug paraphernalia
- Publicly displayed pornography
- Large, and/or glass alcohol containers (bottles)
- Pets
- Subwoofers
- Bicycles (they must remain outside at all times)
- Extension cords
- Halogen lamps
- Space heaters
- Fans
- Kettles
- Coffee Makers
- Dehumidifiers/Humidifiers
- **Any** appliance to be used for cooking (i.e. hotplates, rice cookers)
- **Anything** electrical that is not CSA approved,
- Explosives/fire crackers, flammable solvents, gun powder, other forms of explosive or volatile materials and anything with an open flame
- Candles, incense, oil lamps, essential oil diffusers
- Plug-in air fresheners
- Cigars, cigarettes, e-cigarettes, vapes, or any other devices used for smoking

Any of the above items are contraband in Residence. Residence Staff has the right to confiscate the items, in addition to assigning sanctions or fees for possession of these items. Confiscated items will not be returned.

LIVING IN YOUR ROOM

Move In

September 3, 2023

Where to Go

Please arrive at Brescia University College via the back entrance, off Sarnia Road, to keep traffic running smoothly. In August students will receive an assigned move-in day and time based on last name or room placement. Please do your best to arrive during this time to avoid congestion and to keep the process efficient.

Check-In

In order to be able to check in to your residence room, all outstanding fees (if any) must be paid before you will be able to check into your residence room. Upon arrival, you will be guided through the check-in process. You will receive your room assignment, keys, meal plan card, laundry card, RezNet instructions and a variety of other information to make your transition to residence a fun and easy experience! Brescia Staff, RAs, CA's and Orientation SOPHS will be on-hand to assist you with the process. Remember to pack your patience; it's a very busy day!

December Check-out

24 hours after your last December exam

Check-Out

Students are expected to vacate the residence within 24 hours after their last exam to ensure a quiet environment that is conducive to studying. Students are not required to move their belongings out of their room if they are returning for the winter term. Room checks are done by residence staff to confirm that everything is unplugged, garbage is emptied, and windows are closed.

Room Checks

Room Checks will be done during reading week. Students will not be required to move anything, or be present for these checks. The purpose of these checks is to be able to alert students of any possible issues or damages that will need to be addressed prior to move-out.

End of Year Move-out

24 hours after your final exam

Move-out

Students are expected to vacate the residence within 24 hours after their last exam—and no later than May 1st—to ensure a quiet environment that is conducive to studying. Room checks are done by the student and residence staff, before the student moves out, to record any damages and to confirm that everything is unplugged, garbage is emptied, and windows are closed.

Proper Year-end check-out requires all of the following:

1. The student leaves their residence space clean and free of garbage (this includes a shared responsibility for common areas).
2. All the original furniture and fixtures of the student's room are present and in the same condition and spot as they were officially documented at check-in.
3. The student arranges for a residence staff member to conduct an inventory check (detailed instructions are sent out closer to check-out time).
4. The student returns their residence keys, mail key and laundry card (fees for keys if lost).

Risks of Improper Check-out

Students accept financial responsibility for any missing furniture/fixtures, or any damages found in the student's personal or shared residence space (billed to student account).

Students also accept financial responsibility for any cleaning charges resulting from the student's personal or shared residence space being left in an unacceptable state of cleanliness, or garbage or unwanted items left in the space (billed to student account).

Students accept financial responsibility for any lock changes or replacement key charges resulting from lost keys, or keys not being turned in to Reception.

Students who are out of province, international, or participating in Bridging may be able to make special move-in arrangements. Please contact the Residence Life Coordinator at kmcbane@uwo.ca if you need assistance.

FACILITIES OPERATIONS



Cleaning

Housekeeping is responsible for maintaining the halls, lounges, and public washrooms on each floor, but students are required to clean their washrooms and clean/vacuum their own rooms during the semester.

Garbage

Students should be taking the garbage from their bedroom and bathroom to the garbage chutes located on each floor. Housekeeping is only responsible for the garbage in the lounge. Students under no circumstances should put their personal garbage in the lounge or in the hallways.

Any issues with the residence space or residence rooms should be reported to your RA or the Front Desk. Possible issues may include:

- plugged or running toilet
- leaks or dampness
- running taps
- windows or temperature

RAs and Front Desk Staff will submit the appropriate work request for you.

Maintenance

We have maintenance staff on campus to address any issues that may arise in residence. Students are encouraged to report any issues to their RA or to the front desk staff so that we are able to have our maintenance staff make the necessary adjustments and repairs.

Room Entry

We will always do our best to provide 24 hours notice when entering student rooms; however, there will be times when the issues are time sensitive and this will not be possible. In cases when someone has to enter the room while the student is away (work requests, etc.), the authorized personnel will knock twice before entering any room and will leave a note that they were in the room. They will also always lock the door, even if it was left unlocked by the student.

Damages and Fees

In residence, we empower our students to take ownership for their actions. This shows maturity and an appreciation for everyone in our community. There is a benefit to the student(s) in question to come forward to the Residence Manager as soon as the incident occurs so that an investigation does not have to occur. Students responsible for damages may be charged the cost of replacement or repair. Fees will be billed directly to their University account.

FREQUENTLY ASKED QUESTIONS



Is laundry available in residence?

Washing machines and dryers are located on the first floor of Clare Hall. You will receive a laundry card on move-in day; both the washer and dryer cost \$2.00 per load (or \$2.25 for the supercycle). To get started:

1. Within the laundry room, there is a *Coinmatic* card reload centre with detailed instructions located directly above it on how to check your balance and load your laundry card.
2. Laundry cards can be loaded with set amounts of either 10, 20 or 30 dollars. After payment, your new laundry card balance will be displayed, and a receipt will be printed.
3. Insert your laundry card into the machine of your choice. The reader will debit the value from your card, and then you can start the machine.

Are cleaning supplies provided?

Cleaning supplies are not provided to the students. There are vacuums available at the front desk for students to borrow. All other supplies will need to be purchased by the student.

Where can I work out?

Brescia students all have access to the Western Gym on main campus with their student card. We also have a small gym located on the first floor of Clare Hall, right across from the laundry room. The gym may be used at your own risk and is open 24 hours a day, 7 days a week during the academic year. All equipment should stay in the room, and students should pick up after themselves. Any issues should be reported to the Clare Hall front desk.

Can I receive mail?

On move-in day residents will receive a mailbox key. Resident mailboxes are located next to the front desk in Clare Hall. Any large packages will be dropped off at Clare Hall front desk. Any outgoing mail can be addressed to:

Student Name
Student Room Number
Clare Hall
271 Ramsay Rd.
London, ON N6G 0S2

Meal Plan

How does it work?

Each resident must purchase a meal plan as part of living in residence. Students will automatically be enrolled in a Meal Plan A for \$5,260. Students are also welcome to top-up their meal plan at any time. Please note that the meal plan dollars are non-refundable.

Brescia Meal plan can be used to make purchases in the Mercato and at any Brescia food service outlet.

The following is a rough breakdown of the monthly, weekly, and daily allowance based on a seven-and-a-half month school year. Students may use this chart as a guideline when planning for how they will use their meal plan for the year.

Please note: The meal plan money will not carry over to the following year, is non-transferable and non-refundable. Students will be required to use up their entire meal plan money by May 1st, as that is when the meal plan will expire.

Monthly allowance (based on 7.5 month academic year)	\$701.33/month
Weekly allowance	\$175.33/week
Daily allowance	\$25.00/day

What is the Mercato?

Brescia University College is proud to bring you The Mercato, our state-of-the-art marché and dining pavilion. We hope that you will be pleased with our look, staff, and interactive menus.

We're sure that you will always be able to find a meal that suits your personal tastes. We are also excited to offer extended hours of operation, making it more convenient for you to dine around your school schedule. We look forward to seeing you for a meal sometime soon!

Mercato hours

To be determined for the fall semester.

Starbucks Kiosk

We Proudly Brew Starbucks Coffee at our Kiosk and serve to-go snacks if you need a quick snack in between classes.

Starbucks Hours

To be determined for the fall semester.



What if I am gone, or taking classes on another campus?

Students are able to make bagged lunches/dinners at The Mercato to take with them when spending time off campus, to get the most out of their meal plan.

Western Varsity Athletes who have concerns around on-campus access to food services should speak directly to either the Residence Manager or the Food Services Manager. Upon a recommendation by either the Residence Manager or the Food Services Manager, \$200 can be moved from the student-athlete's convenience plan to the Western flex plan. This will be facilitated through an internal transfer of funds by the Brescia Financial Services Office. Further accommodation will only be considered upon the advice/recommendation of the student-athlete's coach in consultation with the Associate Registrar, Student Success. A plan to accommodate the student-athlete will be created in consultation with the Food Services Manager, Residence Manager and Associate Registrar, Student Success. Reasonable and justifiable accommodation will be granted.

What if I have Food Allergies?

The Mercato offers students many meal options. It is the responsibility of students with food allergies or intolerances to notify the Manager of Food Services, at the start of the year, so he can make accommodations. It is the responsibility of the student to contact the Manager of Food Services, Tim D'Souza at:

Phone: 519-432-8353, ext. 28064

E-mail: tdsouza5@uwo.ca

CAMPUS RESOURCES



Campus Ministry

Campus Ministry is inclusive and provides opportunities for pastoral counselling, spiritual growth, and faith exploration. Chaplaincy service recognizes the importance of a healthy spirit to the successful development of values, character, relationships, and direction. Fuelling our faith, nurturing our spirit, and discovering focus and direction require a safe, respectful, non-judgmental environment, which allows for the free exploration of personal, religious, and spiritual issues.

The Chapel is open to all students for prayer and quiet reflection when Ursuline Hall is open.

Religious services and Roman Catholic masses are available on our campus. All are welcome:

- Sunday, Tuesday, Wednesday, Thursday & Friday: 12:00 Noon

Muslim Prayer Room

Prayer space is provided for Muslim students. It is in the St. James building, off the auditorium.

Health Services

As a Brescia student you have the best of both worlds. You not only have access to all of the services exclusively available to you at Brescia, you also have access to all of the services available at Western University. Student Health Services at Western University is equipped with professional staff, including nurses, physicians, counsellors, and research advisors who provide extensive treatment to all Western University students. To book an appointment, or for more information, please visit:

<http://www.health.uwo.ca/>

Connect-IT

Having trouble with your laptop or wireless connection? Before you can access the Internet in your room you have to configure and register your account. Instructions on how to get started and/or any other inquiries can be found by visiting:

<https://connect-it.uwo.ca>

Campus Shuttle Bus

There is a shuttle bus that runs in between Brescia and King's campuses via Western and past Huron. The bus is free for Brescia students. For bus schedules, visit the Brescia web site under Campus Life – Campus Services. <http://www.kings.uwo.ca/current-students/campus-services/parking-and-transportation/kingsbrescia-bus-service/>

Student Life Centre

The Student Life Centre (SLC) fosters student development and student learning. Together, these principles represent the philosophy, the goal, and the practice of our work in the SLC. The Student Life Centre works on campus and within the London community to ensure that students are safe, academically engaged, taking advantage of high-impact educational experiences, graduating with a purpose, and having a positive affiliation with Brescia. For more information please contact: bucstudent.life@uwo.ca or go to St. James Building, Room 119.

Technology Service

Having trouble with your laptop or wireless connection? Or perhaps you are looking for a laptop to book for your upcoming presentation? We are here to help. You can book laptops, projectors, and other equipment online at <http://brescia.uwo.ca/library/services/>

and pick them up at Beryl Ivey Library. You can also book study rooms and the research lab using the same web site. There are also several other technological services offered at the Beryl Ivey Library such as printing, photocopying, scanning, and wireless access.

International Student Services

Programming is focused on, but not limited to, international students. All Brescia students are welcome to participate, as participating together will enhance programs, break down barriers, and provide opportunities for personal and Brescia community development. Students may contact Lissette Ochoa by phone at 519-432-8353 ext. 28012, or e-mail at lochoa2@uwo.ca. She may assist you with any concerns related to cultural adjustment; Student and/or Work Visa inquiries; UHIP, career/job search; events and activities; personal issues; and any concerns related to daily living in Canada, or just to chat.

Financial Aid

Brescia University College recognizes that many students require financial assistance to meet the costs of a university education. At Brescia we are committed to working with you to offer financial assistance in the form of scholarships, bursaries, and work study, which complement your savings, earnings, and family support. Students at Brescia may also explore government student assistance, such as OSAP, and other scholarships and awards offered by external organizations. For more information please contact the Financial Services office by e-mail: brfinaid@uwo.ca or phone at 519.432.8353 Ext. 28382. The Financial Services office is located in the St. James Building Room 152.

Educational Services

Beryl Ivey Library

Brescia's library is a friendly, student centred place to study or meet with friends. The library staff provides excellent information services, access to resources, space for research, and study. Located just across from Clare Hall, in the St. James building. For more information please visit: <http://brescia.uwo.ca/library/services/>

Academic Advising

Academic advising at Brescia University College is focused on you as a student, in supporting your personal development, and helping you set educational and career goals. Academic Advising is student-centred, responsive to student needs, and involves continuous contact between the student and advisor. For more information visit: <http://brescia.uwo.ca/academics/academic-advising/>

The Writing Centre

The Writing Centre welcomes writers to come and talk about their writing. In the centre, we share writing strategies, a reference library, and access to online writing resources. The centre is open to all students and faculty at no charge. For more information visit <http://writing.bresciauc.ca/>

Parking

Annual permits are through the Brescia Financial Services Office. Daily permits can be obtained at Clare Hall Reception, and the Welcome Desk.

Brescia annual student parking permits and daily parking passes are only valid for use in the parking lot beside (east of) the St. James Building (entrance off Western Road). Metered parking is available in front of the St. James Building.

On the return of an annual permit up to the end of February, a refund will be calculated on a pro-rated basis for the remaining months of the current academic year.

Parking Fees (Subject to Revision)

Annual Permit	\$401.00
Half Term	\$200.50
Daily Permit	\$7.00

All prices include applicable taxes. Annual permits are available on a first-come, first-served basis due to their limited number. For parking registration and more information visit: <http://brescia.uwo.ca/life/our-campus/parking/>

Travelling Off Campus

London Transit

All full-time students are provided with a 12-month bus pass. The bus pass is included in your student fees. Even if you plan on driving it is worth picking up, just in case you need it. The bus pass is connected to your student card and can be tapped on London city busses.

The city bus system offers convenient bus routes across the city of London. They offer user-friendly online bus schedules, as well as phone support. For more information, visit: <http://www.ltconline.ca/>

Via Rail

Want to travel on Rails? Try VIA Rail. They offer student discounts and provide service to most of Canada. <http://www.viarail.ca/>

Taxis

Need a Taxi? The following are taxi services in the London area:

Yellow (519 657 1111)

Green (519 777 8888)

U-Need-A Ca Ltd. (519 438 2121)

Appendix A:
Damages & Fee Charges
2022 - 2023

All Furnished Rooms	Charge To Student
Damage to door	\$100-\$300
Sticky adhesive remaining on walls/furniture	\$60
Graffiti on wall/furniture/doors	\$50 - \$150
Hole in wall	\$150 - \$300
Drywall damage	\$60 - \$80
Nail or pin holes in wall	\$5 each
Smoke detector/sprinkler head damage	\$150
Garbage removal	\$25/per bag
Fridge not clean	\$50
Damaged fridge	\$50-\$200
Floor damage	\$120 - \$200
Base heater or air handler damage	\$120 - \$200
Broken furniture	\$100 - \$300
Replacement mattress cover due to damage/staining, and or missing	\$75
Damage to bed frame	\$100-\$300
Damage to blinds	\$50 - \$200
Shower curtain torn/ripped/missing	\$85 (divided between roommates unless one roommate claims damage)
Missing floor/washroom tiles	\$120 - \$200
Washroom not clean	\$50 (divided between roommates)
Broken toilet	\$200 (divided between roommates unless one roommate claims damage)
Broken sink	\$60-\$200
Room not clean	\$50
Sink not clean	\$10
Mirror not clean	\$10
Floor not clean	\$25
Broken drawer	\$100
Broken cupboard door	\$150
Broken mirror	\$70
Damage to Desk	\$60-\$300
Damaged window or missing window crank handle	\$50-\$300
Missing or damaged ceiling tiles	\$60-\$300
Keys	
Room key	\$5
Mailbox key	\$25
Laundry Card	\$5
Other Fees	
Glass alcohol bottles	\$25
Smoking in the building	\$200
Prohibited items	\$50-100
Damage to residence property or furniture	cost of repairs or replacement

Appendix B: Residence Sanctions

Violations	Description	Range of Sanctions
Use of restricted items	Having possession of restricted items such as: Cooking appliances, Halogen lamps.	Warning Educational Sanction Applicable fine
Removal of Residence Property	Removing and/or relocating furniture or equipment from residence, the Residence Dining Hall, and other common spaces.	Warning Educational Sanction Applicable fine
Pets in Residence	Pets are not allowed in residence. The University considers a pet any living creature, which can exist outside of a cage, breathe air, and/or escape.	Warning Suspension
Noise	Residents should always be respectful of those in the community. Any unnecessary excessive noise will not be tolerated.	Warning Educational Sanction
Windows & Screens	Students are responsible for ensuring that all window screens are in place without any damages such as tears.	Warning Applicable fine
Smoking	Smoking in residence is strictly prohibited. Smoking is only allowed in the designated smoking areas. E-cigarettes may not be used in residence.	Educational Sanction Applicable fine Probation
Candles and incense	Lighting/burning candles, incense, or oil lamps, or any appliance requiring combustible fuel is not permitted in any residence.	Educational Sanction Applicable fine
Keys	Do not lend room key out to others. This is strictly prohibited.	Warning Applicable fine Educational Sanction
Guests	Residence guests must be signed in at all times to visit the residence floors. Policies regarding guests must be followed at all times. Guest's behaviour falls under the responsibility of the Student bringing the guest into the Residence. There will be consequence for you if your guest misbehaves. The Residence Manager reserves the right and discretion to deny entry or access to any guest.	Warning Educational Sanction Probation
Alcohol in Residence	Federal and provincial alcohol laws are to be obeyed at all times. Over consumption of alcohol or the use of a funnel and other drinking paraphernalia is strictly prohibited. Drinking is only allowed for those of age (19+) and only in the resident's room (not in common areas).	Warning Educational Sanction Applicable fine Probation
Athletic Activity	For safety reasons, conducting athletic activity such as running in residence rooms, hallways, and lounge areas is prohibited.	Warning Probation
Throwing objects	Throwing any objects is strictly prohibited, and includes objects thrown from windows or stairs. .	Educational Sanction Probation
Pranks	Initiating, encouraging, supporting, or participating in raids and/or pranks that are disruptive, offensive, damaging to property, hostile to residents and/or staff are prohibited.	Educational Sanction Probation Suspension
Inappropriate entry & misrepresentation of self	Entering another resident's room or using their property is strictly prohibited. When asked to do so students must honestly identify themselves to all Residence staff, and any other authority figure.	Educational Sanction Probation
Disruption of Community	You have the responsibility not to intimidate, interfere with, threaten, or otherwise obstruct any activity organized by the University, including classes or to hinder other members of the University community from being able to carry out their legitimate activities.	Educational Sanction Probation Suspension Termination of Residence
Bullying, Harassment & Discrimination	All residents must abide by Brescia's policy on Harassment and Discrimination and all complaints will be treated seriously and fairly pursuant to the process and penalties as outlined in the policy.	Probation Suspension Termination of Residence
Violence	Physical aggression and violence are not tolerated in residence.	Educational Sanction Probation Suspension Termination of Residence
Weapons	Firearms, items intended to resemble firearms, and any other weapon or item that is created/intended/used to cause harm or could be seen as intimidating are strictly prohibited.	Probation Suspension Termination of Residence
Illegal Substances	The severity of any given infraction to the illegal substance policy will be assessed by the Residence Manager.	Educational Sanction Probation Suspension Termination of Residence
Restricted areas	Students are prohibited from being in or on any restricted areas. These include but are not limited to: the roof; kitchen; and storage.	Educational Sanction Probation Suspension
Damages and Vandalism	Vandalism is defined as the willful or malicious destruction or defacement of public or private property.	Educational Sanction Probation Restitution for damages
Displaying of any pornographic or degrading material	Displaying of pornographic material on the walls, doors or windows is strictly prohibited. Any material that is offensive to others is prohibited and will be taken down.	Educational Sanction Probation Loss of ResNet privileges
Harmful Behaviour	Any behaviour that is harmful to you or others around you will result in behaviour sanctions, and referrals to support groups.	Probation Termination of Residence
Fire Equipment and Alarms	Discharging, tampering with, or using any fire prevention or detection equipment for any purpose other than the control of fire is prohibited.	Probation Termination of Residence
Theft/Fraud	Theft or fraud of any kind will not be tolerated at Brescia.	Probation Termination Restitution for damages

BRESCIA UNIVERSITY COLLEGE

RESIDENCE APPEALS PROCESS

Introduction

The Residence Manager at Brescia University College will make all decisions related to sanctions that occur in residence. If a student is in violation of the Residence Handbook the following will occur:

- The student will be required to meet with the Residence Manager to go over documentation from the incident.
- The student will have an opportunity to share any additional information from the incident that was not included in original documentation.
- The Residence Manager and the student(s) will discuss the behaviour and come up with a reasonable sanction for the action. The decision will ultimately be up to the Residence Manager.
- The documentation and sanction will be provided to the student and also placed in the student's residence file in the case of future incidents.
- Higher level sanctions including suspension from residence, eviction from residence, and fines over \$250 will be assigned to students only after the Residence Manager has consulted with the Vice-Principal, Students on the incident.
- If the student wishes to appeal a higher level sanction given by the Residence Manager, they may do so with the Vice-Principal, Students on the ground that the decisions and/or the sanction(s) was/were unreasonable or unsupportable on the evidence before the Residence Manager.

Appeals Process

1. A student may appeal the decision of the Residence Manager to the Vice-Principal, Students on one or more of the following grounds:
 - a. That there was serious procedural error(s) in the hearing of the complaint by the Residence Manager;
 - b. That the sanction or disciplinary action taken does not suit the infraction or conduct;
 - c. That new evidence, not available at the time of the earlier decision, has been discovered, which casts doubt on the correctness of the decision; or,
 - d. That the Residence Manager did not have the authority under the Residence Community Standards to reach the decision or impose the penalty.
2. If a student wishes to appeal a decision they must follow this process:
 - a. An Appeal Application must be filed with the Vice-Principal, Students within 14 days after a decision has been issued by the Residence Manager. The Application must contain:
 - i. A copy of the decision
 - ii. The grounds for the appeal
 - iii. The outcome sought
 - iv. A full statement supporting the grounds for the appeal
 - v. The name of legal counsel or agent, if any

- vi. Any relevant documentation in support of the appeal
3. Once the Appeal Application has been received, the Vice-Principal, Students will compose a Residence Discipline Appeal Committee to review the appeal.
4. The Residence Discipline Appeal Committee will read the Appeal Application. The student will also have the opportunity to present their appeal to the Committee.
 - a. Oral Hearings will normally be held within 10 working days of filling the Appeal Application.
 - b. The student may bring a guardian or guest to the oral hearing if they wish. If legal counsel will be present the student must inform the Director of Student Affairs and Registrar in writing within 48 hours of when the oral hearing is arranged. It is the student's responsibility to bear all costs associated with legal representation.
5. The Residence Discipline Appeal Committee may:
 - a. Deny the appeal;
 - b. Grant the appeal and vary the original decision, or grant the appeal and vary the sanction; or,
 - c. Grant the appeal and reverse the original decision.
6. Each member of the Residence Discipline Appeal Committee will vote, aside from the Residence Manager and the Director of Student Affairs who will not hold voting power as they were part of the original decision. There will be no abstentions. A majority of positive votes is required to grant an appeal.
7. The decision made by the Residence Discipline Committee will be communicated to the student via electronic letter, and a hard copy will be mailed to the student's home address. This letter will be placed in the student's file with the Residence Manager for the remainder of the year and then transferred to the student's official Academic File in a sealed envelope in the Registrar's office.

Composition of the Residence Discipline Appeal Committee

- The Chair of the Residence Discipline Appeal Committee will be The Vice-Principal, Students, who will be an ex officio member, and nonvoting party in the appeal process.
- The Residence Manager will be an ex officio member of the Residence Discipline Appeal Committee. While the Residence Manager may attend meetings at the discretion of the chair, she will be a nonvoting party in the appeal process.
- The Chair of the Residence Discipline Appeal Committee will select at minimum two members from: Student Affairs staff members, faculty members, and at the discretion of the Chair a student to serve on the Residence Discipline Appeal Committee. If the offence involves damages or abuse to the physical space, the Director of Physical Plant may also be asked to sit on the Residence Discipline Appeal Committee. The Associate Dean, Student Affairs will serve on this committee.
- The Chair of the Residence Discipline Appeal Committee will ensure that members selected will not be in a conflict of interest in relation to the appellant.