



ccnm
CANADIAN COLLEGE OF
NATUROPATHIC MEDICINE

NOTES:

CCNM Residence Terms and Conditions

COMMUNITY STANDARDS

As a member of our residence community, you are expected to adopt a high standard of respect and tolerance towards your fellow residents, to respect their privacy and their need for safety and security, as well as their requirement of a quiet atmosphere for study and adequate sleep.

BEHAVIOURAL EXPECTATION

Unacceptable behavior is that which is inconsistent with the above community standards. It is an expectation that each student is to act in good time to prevent a problem from occurring, or should one occur, to act reasonably to remove themselves from the situation or to attempt to prevent it from escalating to a more serious level. Being present during the time of an infraction and not taking steps to leave the scene, inform proper Residence staff or to attempt to stop the behavior could constitute an offence.

GENERAL

To enter residence, you are required to sign a contract with the Canadian College of Naturopathic Medicine. This document sets out the terms and conditions of living in residence, which is important in ensuring a safe, comfortable and enjoyable experience for all students, governed by courtesy and respect for others. Student residences at Ontario institutions are in accordance with a conditional exemption from the Residential Protection Act. Other applicable federal or provincial legislation (including human rights) as well as CCNM policies and procedures are adhered to.

Please note that every effort is made to give students the accommodation and services they request. Depending on demand, requests for room assignments cannot always be accommodated. As well, facilities or services may become unavailable as a result of factors that are beyond CCNM's control. Under such circumstances, CCNM reserves the right to make assignments, provide alternative arrangements or substitute services as the situation requires.

In the event CCNM must make decisions in face of major disruptive events beyond its control, it will do so on the direction of competent authorities, as appropriate.

Please read this document carefully before returning your signed contract to the College.

CONTRACT PERIOD

Your residence contract is for one term, two terms, three terms or on a monthly basis. You must vacate your room no later than 12 noon on the final day of your contract.

ELIGIBILITY

To be eligible for residence admission and to maintain eligibility for residence accommodation, you must meet the following requirements:

- a) You must have received an offer of academic admission from CCNM and be registered as a student or be enrolled on a full-time basis at an accredited institution as determined by CCNM.
- b) You must have signed and submitted a Residence Contract.
- c) You must have submitted the \$300 residence deposit.

- d) You must have paid all previous charges for damages, fines, etc.
- e) You must not have been banned from living in the CCNM residence.

INCOME TAX

If during the tax year you lived in a designated Ontario university, college or private school residence, you can claim only \$25 as your occupancy cost for the part of the year you lived in such a residence.

RECEIPTS

CCNM does not provide receipts for residence rental. If you are filing a paper or an electronic income tax return, you do not need to include receipts with your return. Students are not charged taxes on residence fees.

PAYMENT SCHEDULE

Please refer to the attached residence fee schedule.

RETURNED CHEQUES

If you make a payment by cheque for fees or charges and your cheque is returned due to insufficient funds, you will be required to pay a service charge of \$30. CCNM reserves the right to require that future payments be made in the form of cash, certified cheque or money order. Any combination of three cheques returned due to insufficient funds or late payments will be grounds for eviction.

CANCELLING YOUR CONTRACT

Refunds

- a) Residence fees are calculated from the date on which you complete proper checkout procedures with the Residence Centre (keys returned, completed room evaluation form, completed contract termination form). Residence contract termination forms and room evaluation forms are available from the Residence Centre.
- b) The refund is calculated on the applicable per diem rate applied to the number of days from the start date of your contract until your withdrawal form and keys are handed in, minus early cancellation/withdrawal fees if applicable.

Cancellation/Withdrawal Fees

- a) If you fail to give 30 days notice upon withdrawal, you will be assessed a \$250 residence withdrawal fee.
- b) Residents found to have signed a residence contract under false pretence and living in residence while not registered with an academic institution will be given 24 hours notice to leave residence and assessed the \$250 residence withdrawal fee.
- c) Withdrawals due to a medical reason must be supported with documentation from a qualified professional who either diagnosed or is helping treat your medical condition. A clear reason stating why on-campus residence occupancy is detrimental to your current medical condition is required as part of the supporting documentation in order to not have to pay the \$250 withdrawal fee.
- d) If you are evicted from residence, you will be assessed a \$250 withdrawal fee.
- e) If you are required to leave CCNM due to behavioural issues you will be assessed a \$250 withdrawal fee.
- f) CCNM reserves the right to cancel a residence contract at any time for a breach of this contract.
- g) Residents wishing to extend their stay must provide a minimum 30 days notice. Extension requests received within 30 days will be granted only if space is available, and may require room relocation.
- h) CCNM Residence does not have the facilities, resources or expertise to deal with serious behavior, emotional issues or illness. If you engage in harmful behavior, or behavior that is reasonably perceived to be a threat to yourself, or to others; or compromises your personal safety or, where a pattern of behavior by you is sufficient to create significant disruption to another Resident(s), CCNM Residence reserves the right to terminate your tenancy.

STUDENT ROOMS – GENERAL INFORMATION

Responsibility for Contents

You are provided with a room inventory form when you check in. Please complete it carefully. The completed form is retained by your residence office as a check against loss or damage to the room and its contents.

- a) Your room is equipped with a single bed, mattress, desk and chair, study lamp, bookshelf, wardrobe, dresser, wastebasket, refrigerator and internet connection.
- b) We hold you financially responsible for any damage or loss to your room or its contents and for the cleanliness of your room when you vacate.
- c) Any items you leave behind will be deemed to have been abandoned. CCNM Residence will discard any items you leave behind after the end of your residency term. CCNM Residence is not responsible for mailing items back to you and will not compensate you for items that have been discarded. You agree to indemnify CCNM Residence for any costs, damages or other expenses arising out of or in any way connected with the disposal of items you leave behind.

Cleanliness of Student Rooms/Common Areas

- a) You are responsible for maintaining an acceptable level of cleanliness. This expectation is not only for your residence room, but is extended to all common areas in residence including lounges, kitchens, bathrooms and laundry rooms.
- b) You are expected to clean your room/unit prior to leaving at the end of term. Any damage beyond normal wear and tear or any excess cleaning required by Residence Staff will be billed to the resident(s).
- c) You agree to permit CCNM Residence staff to inspect your room as deemed necessary by CCNM Residence. Save and except in situations of emergency, as determined in the absolute discretion of the CCNM Residence, you shall be provided at least 24 hours notice in writing of CCNM Residence's intent to inspect. Responsibility for the neatness and cleanliness of the Residence is shared by all Residents. If it is determined upon inspection that your room or the common area requires cleaning, you will be required to clean such area within a 72 hour period. If the required cleaning is not performed to the satisfaction of CCNM Residence staff, CCNM Residence reserves the right to clean the area and charge you for all reasonable expenses.
- d) CCNM Residence reserves the right to enter a room to repair or clean. Save and except in situations of emergency, as determined in the absolute discretion of CCNM Residence, or where you have submitted a work request, you shall be provided at least 24 hours notice in writing of intent to enter to conduct needed repairs or perform required cleaning. CCNM Maintenance staff will respond to a work request within a reasonable period of time depending on the nature of the problem and may enter a room to inspect and/or repair while you are not present.

EMERGENCY SITUATIONS

- a) You acknowledge that CCNM Residence staff or other emergency or police personnel may enter a room without notice where there exists reasonable grounds to believe that there is an emergency situation or evidence of criminal activity within the room.
- b) You acknowledge that by signing this Contract you authorize CCNM Residence to contact your emergency contact in the event of an emergency situation, as determined in the sole discretion of CCNM Residence.

GARBAGE, RECYCLING AND COMPOSTING

You are to use and maintain the garbage, recycling and composting facilities provided.

SUBLETTING

You are prohibited from subletting your residence room.

COMMERCIAL USE

The use of a residence room, mailbox and phone line or network connection for any commercial purpose is prohibited.

CCNM LIABILITY FOR ROOM CONTENTS

CCNM is not liable, directly or indirectly, for any loss or theft of personal property, or for damage or destruction of such property by fire, water or other cause. We strongly recommend that you obtain personal insurance.

KEYS

- a) For the protection of your personal possessions, you are strongly advised to lock your door when leaving your room.
- b) You shall be responsible for safeguarding the Room Key, FOB, mailbox key and Smart Card. Lost keys should be reported immediately to the Residence Centre. If you lose your key, a new one will be issued for \$20. If you lose your FOB, a new one will be issued for \$20. If you lose your Smart Card, a new one will be issued for \$10. Where it is determined by CCNM Residence that the loss of your room key or mailbox key warrants the replacement of the associated lock, you will bear all costs associated with the replacement of such lock.
- c) You are prohibited from lending or duplicating your assigned key or FOB to any individual under any circumstance.

ROOM CHANGES

If you experience difficulty or concerns once you have moved into residence, you may discuss with your Residence Assistant whether a room change is a viable option. Transferring rooms may result in an additional charge and/or an adjustment in fees. If you wish to discuss a room change, you must contact the Residence Centre.

Note: In the fall/winter terms, residences are at near-full capacity; therefore, once room assignments are completed, it may be impossible to accommodate any room changes.

INTERNET SERVICE

The Canadian College of Naturopathic Medicine offers a high-speed internet connection to all residents.

The following specific items are considered misuse and may result in immediate disconnection of your internet connection without notice:

- a) Uploading, downloading or sharing of any copyrighted materials including, but not limited to, movies, music, games and software.
- b) Setting up of any server including, but not limited to, DHCP, SQL, FTP, Web, File and IIS.
- c) Exceeding the usage limits in place.
- d) Scanning for any reason.
- e) Hacking in any form.
- f) Sharing of any material that could be deemed inappropriate or offensive.
- g) Engaging in any activity whose purpose is to defeat any IT services related to security systems or procedures.
- h) Concealing or disguising your true identity ("spoofing") when sending or forwarding e-mail communications.

The Canadian College of Naturopathic Medicine reserves the right to disconnect (without notice) any port if misuse is suspected. Misuse could ultimately result in disciplinary action up to and including eviction from residence and/or referral for academic disciplinary action.

You are expected to ensure that your system is secure and does not pose a risk to yourself or others. Up-to-date virus protection is essential. The Canadian College of Naturopathic Medicine will not be held responsible for any damage to any system that is left vulnerable in any way.

The Canadian College of Naturopathic Medicine discourages file sharing on the network. Enabling this feature in Windows could result in loss of data or system failure depending on the security level of your machine.

Developments that pertain to information technology may change from time to time, and you are expected to abide by these policies. CCNM students living in residence should refer to the IS Terms of use in the Student Handbook for further guidelines and conditions.

You may direct any questions to the IS Help Desk at 416-498-1255 ext. 322 or ishelpdesk@ndnet.ccnm.edu.

RESIDENCE RULES AND REGULATION

This document contains the rules and regulations that govern CCNM's residence facilities. In general terms, acceptable conduct does not infringe on the rights of other members of the University community and conforms to the regulations of the University and its subordinate jurisdictions and to the law of the land. Hence it must be emphasized that the Residence system of discipline should not be regarded as a substitute for the civil or criminal law but rather as a complementary system that may be derived naturally from our existence as a clearly distinguishable community of interests. The following conduct is unacceptable and constitutes an offence within the Residence community:

YOU CAN EXPECT:

- A clean and secure environment.
- A smoke-free facility.
- Respect for and safety of personal property.
- Reasonable noise levels.
- Freedom from discrimination or harassment.
- Fair treatment when behaviour is questioned.

YOUR RESPONSIBILITIES ARE:

- To abide by room payment schedules.
- To be academically registered as student.
- To abide by residence policies and regulations.
- To comply with requests made by residence staff and CCNM officials.
- To register your guests and to monitor and accept responsibility for their behaviour.
- To respect the rights and privacy of others.
- To keep personal living areas at an acceptable level of cleanliness.
- To accept the consequences of breaching the residence contract, residence rules and regulations, CCNM policies and community standards established by the residence staff.

REASONABLE PEACE AND QUIET

Reasonable peace and quiet shall prevail in residence at all times. Immoderate noise is irresponsible behaviour, especially in a community where every resident expects to be able to work and sleep in peace and quiet. Noise levels must not infringe on someone else's reasonable expectations. For consideration of other residents, subwoofers are prohibited in residence. The College takes all reasonable care to ensure that the environment in its residences is conducive to college life and studying, but it cannot be responsible for unreasonable or unavoidable noise or disturbance caused by matters outside its control.

QUIET HOURS

Quiet hours occur each night to aid residents with sleeping and studying. Noise levels must be kept to a whisper between 11pm and 7:30am Sunday to Thursday and 12am to 8 am Friday and Saturday.

SECURITY AND SAFETY IN RESIDENCE

- a) Firearms and weapons are strictly prohibited.
- b) Stolen property is not permitted in residence (i.e., shopping carts, road signs).
- c) Entering another student's room without permission or disturbing another resident's property is prohibited.
- d) Residents must refrain from using another student's property without prior permission.
- e) Entry into any unauthorized area of CCNM is strictly prohibited.
- f) Residents must refrain from dangerous behaviour, i.e., sitting on windowsills, being on the roof of the building, throwing or dropping items from windows.
- g) Residents must refrain from participating in potentially destructive activities that may cause personal injury or property damage.
- h) For health reasons, food must be stored in suitable containers to avoid contamination, vermin and odour.
- i) Removing window screens or other fixtures and propping up beds is strictly prohibited.
- j) False representation of identification to residence staff is strictly prohibited.

FIRE SAFETY

- a) When notified of fire or other emergencies in the building, all students must immediately evacuate the building and remain outside until permission to re-enter has been granted by CCNM staff.
- b) The discharging, tampering with or operating of any fire prevention or detection apparatus for any purpose other than the control of fire is strictly prohibited.
- c) Lit candles, halogen lamps, burning of incense, storage of flammable solvents and the keeping of any explosive material are prohibited.
- d) Residents who require the use of candles or incense for religious purposes should contact the Residence Coordinator.
- e) Cooking food in any resident's bedroom is not permitted. All electrical cooking appliances (i.e., toasters, kettles, microwaves), are to be stored in designated kitchen facilities.
- f) Residents are not permitted to keep bicycles or large personal items in any stairwell, hallway or common area in residence.
- g) Residents must use only CSA, UL-approved or Canadian certified electrical equipment
- h) The rated wattage of light fixtures must never be exceeded and only replacement fluorescent lights supplied by CCNM may be used.
- i) Residents are prohibited from having barbeques or fires on residence property except for the existing barbeque in the courtyard.

ILLNESS

Due to the communal nature of residence living, persons suspected of being infected with a communicable disease will be required to seek medical attention.

HARASSMENT/ABUSE

Freedom from bodily harm, threats or damage to personal property by others is a legislated right. Any resident who denies another resident or staff member those rights will be in breach of the residence contract and may face criminal charges. Complaints or inquiries regarding these issues can be made to a Residence Assistant, the Residence Coordinator or the Director, Student Services.

ALCOHOL USE

All residents and visitors to the residences must adhere to the Liquor Licence Act of Ontario and CCNM policies governing the use and consumption of alcoholic beverages.

The following practices are prohibited:

- Consumption of alcoholic beverages by people under the age of 19.
- Consumption of alcoholic beverages in any places other than your room or designated lounge.
- Bringing in containers of alcoholic beverages for mass consumption (i.e., kegs).
- Open alcohol in the hallways, stairwells, washrooms, elevators or laundry rooms.
- Brewing alcoholic beverages.
- Drinking games and paraphernalia used in unsafe drinking practices.
- Parties held without sanction by residence staff.

DRUGS

Students in residence are prohibited from trafficking, possessing, using or consuming any illegal drug substance in residence or surrounding property. Individuals found to be involved in drug trafficking will be immediately evicted from residence or surrounding property and may face charges under the Criminal Code of Canada.

GUEST POLICY

General

- a) Residents are responsible for their guests' conduct at all times and are liable and responsible for any damage caused by their guests.
- b) The resident must sign in all guests at the front desk and a resident may have a maximum of two guests during the day.
- c) Guests must obey the rules and regulations of the Residence.
- d) Guests may gain access to the Residence after being signed in, between the hours of 8 a.m. and 10 p.m.
- e) A resident must accompany guests at all times while in the Residence. CCNM reserves the right to deny access to the Residence to any guest.
- f) All guests must be at least 19 years old.

Overnight Guests

- a) You may have only one overnight guest per evening. An overnight guest may stay three consecutive nights. Longer stays must be pre-approved by the Residence Coordinator.
- b) Your guest may only sleep in your room and shall not sleep in common areas or in others areas of the Residence.
- c) Separate overnight accommodations may be available provided that there are vacancies in the Residence. Regular nightly fees apply.
- d) No person may be a guest of more than one resident in succession.
- e) You are entitled to only five overnight guest stays per month.

LOUNGE MEETINGS

Lounge meetings will be held at least once per month. These meetings inform residents about upcoming events, changes in residence and lounge concerns and give residents a forum to voice their concerns and discuss solutions. You are required to attend these lounge meetings. If you are unable to attend you must notify your RA in advance so that you can be informed about residence updates.

PETS

You are prohibited from keeping pets/animals of any kind in your room or common areas.

AIR CONDITIONING UNITS

Air-conditioning units not provided by CCNM are prohibited in residence.

SMOKING

Smoking is strictly prohibited on any part of the College property, including the parking lot, stairwells, and residence rooms. Students caught smoking on College property may be evicted from the residence immediately.

ENFORCEMENT OF RULES

Residence Staff have the responsibility of enforcing residence rules, regulations, and the terms of the Residence Contract. When you sign your contract, you agree to abide by the direction and authority of Residence Staff. Residence Assistants have the authority to issue warning letters against any resident who has violated the rules or who has undermined the authority of any College employee.

SANCTIONS

If you break a rule or regulation, you will receive a sanction. The sanction will depend on the severity of the incident. Possible sanctions include:

Restitution

The Residence Coordinator will determine reimbursement for any costs associated with repairing or replacing CCNM property.

Warning Letters

This is a written letter to you, from the Residence Coordinator, in which you agree to refrain from specified behaviours. A behaviour-related breach of contract may result in eviction from residence.

Eviction

An eviction is the last resort and is reserved for those residents who have seriously breached the rules or infringed on the comfort and/or safety of other residents.

Relocation

CCNM reserves the right to move you to a different residence at any time as a result of disturbance to the community.

College Discipline

Residents who violate the rules of residence may be subject to further disciplinary action under the CCNM Student Academic Discipline Policy.

By signing the Residence Application Form and the Residence Contract, you have agreed to abide by the policies, rules and regulations of CCNM College and Residence.