



CANADIAN SOUTHERN BAPTIST
SEMINARY & COLLEGE

STUDENT HOUSING POLICY MANUAL



October 2014

Canadian Southern Baptist Seminary & College

The Canadian Southern Baptist Seminary and College (CSBS&C) offers a limited number of campus housing units for students who meet housing eligibility requirements, at a cost lower than local market rates. This Student Housing Policy Manual provides reasonable policies to support and advance the mission and purpose of the CSBS&C, to ensure good stewardship of existing resources and to afford a safe and pleasant campus community for all tenants.

Student Housing Policies

A. Eligibility

1. **A tenant must be a student at the CSBS&C** and the occupants of the premises shall only be the tenant, his or her spouse, and their **minor children**. Persons other than the tenants of record are not to occupy a unit or store their belongings on CSBS&C property. Any **guests of the tenant** shall not be permitted to stay in the unit longer than a period of four weeks without written consent from the Housing Office. **Subletting** of apartments is not permitted.
2. It is understood that, except for occupancy of one-bedroom units, in the event the tenant is not married, then the premises must be shared with at least one other un-married student of the same gender. Depending on the size of the premises, up to but not exceeding three adults or two adults and four children may occupy the premises.
3. The **goal of the Housing Office** is maximum utilization of each unit as follows:
 - 1 bedroom unit – 1 single or 1 couple
 - 2 bedroom unit – 2 singles or 1 couple with up to two children
 - 3 bedroom unit – 3 singles or 1 couple with two to four children

Every effort will be made to place a tenant in the appropriate unit depending upon family size. If, because of availability constraints, a tenant is not appropriately placed, the CSBS&C has the right to require the tenant to move to a smaller unit when it becomes available (after one academic year).

4. A tenant must be a student taking at least 9 hours of course work for credit in a degree program with our Seminary / College each semester.
5. In general, the degree program determines the length of time a student is a tenant in CSBS&C housing, as follows:

Master of Divinity:	3 to 5 years
Master of Arts and Christian Ministry:	2 to 4 years
Master of Arts and Biblical Studies:	2 to 4 years
Bachelor degree:	3 to 5 years
Associate Diploma:	2 to 3 years
Certificate:	1 to 2 years
6. CSBS&C housing is generally **limited to completion of a single degree**. Students electing to complete dual or multiple degrees must apply for a housing occupancy extension at least one semester prior to the end of their current program.
7. When **husband and wife are both students**, one is designated the primary student for the entire period it takes to complete the degree. The length of CSBS&C housing occupancy is generally limited to the degree program of the primary student. If there is a need to change the primary student, the new person will be treated as a new incoming student who must go through the housing application process.
8. In order to **maintain eligibility**, students in CSBS&C housing must adhere to the following requirements:
 - a) Maintain 9 hours of course work for credit each regular semester.
 - b) Graduate within established time limit guidelines
 - c) Maintain all terms of the Residential Tenancy Agreement and the Student Housing Policy Manual.
 - d) Maintain good academic standing, in compliance with CSBS&C academic requirements.

e) Keep student account balance current every month.

B. Rent

1. **Rent is due on the first business day of the month** in advance, payable at the Business Office by direct debit or postdated cheques (supplied for at least one semester in advance).
2. If rent is not paid by the fifth calendar day of the month, a 5% late fee will be charged. There is no provision for deferred rent.
3. Rent is charged from the day the key is issued and continues until the day the key is returned and the move-out inspection is completed. Rent may be prorated for the first month and last month of occupancy.
4. Rent includes water, sewer, cable TV and high speed internet, and garbage removal services.
5. The CSBS&C may adjust rental rates with a ninety (90) day notice, subject to frequency limitations of the Alberta Residential Tenancy Act.

C. Access

1. The CSBS&C shall have the right to enter the premises without notice or consent in the case of an emergency, or if the tenant has abandoned the premises.
2. The CSBS&C shall have the right to enter the premises after giving a 24-hour written notice, for the purposes of inspection or repair, or to show the premises to a prospective tenant.

D. Use of Premises

1. No commercial enterprise is permitted on CSBS&C property (a commercial enterprise includes childcare but is not limited to such). In addition, peddling or soliciting is not permitted.

2. No individual **garage sales** are permitted. With prior approval by the Housing Office, an occasional CSBS&C-wide garage sale may be held. Tenants are encouraged to use student bulletin boards to advertise items for sale.
3. For liability reasons, there shall be absolutely **no childcare** provided in housing units by tenants, at any time, for individuals who are not tenants and students at the CSBS&C.
4. Smoking is not permitted in or within 10 meters of any CSBS&C buildings – including on campus housing. This also means no smoking on decks, yards or parking lot in the housing area. In addition, the storage and/or consumption of alcoholic beverages or illegal substances are not permitted on CSBS&C property.

E. Consideration of Others

1. The tenant shall ensure that occupants and guests of his/her unit do not cause a nuisance, disturbance or danger to others.

2. Residential Policy for Single Students

Co-ed visitation is permitted in the kitchen/living area in student housing. No co-ed visitation is allowed in the bedroom area in the apartments.

Co-ed visitation curfew is in effect:

Monday to Thursday	12:00 am - 6:00 am
Friday to Sunday	1:00 am - 6:00 am

3. **Pets are not permitted** and therefore the tenant agrees to not have any pets in the premises. The term “pets” is understood to include all animals, rodents, birds, reptiles and insects (e.g. tarantula, scorpion). Specifically excluded from this regulation are fish contained in a bowl or aquarium of good design and appropriate size, not to exceed a combined total of 10 liters of water. The tenant will be responsible for any damage resulting from spillage or breakage of these items.
4. The tenant shall not place or allow to be placed anywhere in the premises any advertising signage.

5. The tenant is not permitted to erect or attach any communication antenna or device, such as a **satellite dish**, without prior written consent of the Housing Office.
6. Tenants should attempt to resolve any issues or disputes with their neighbours internally. If this is not possible, the grievance procedure should be followed.

F. Care of Premises

1. The CSBS&C will ensure that the premises supplied to the tenant at time of occupancy will be clean and in a good state of repair.
2. Throughout the continuance of tenancy, the tenant shall immediately report to the Housing Office any **maintenance requests** and any and all damage that may occur to the premises or surroundings. Tenants are to use the maintenance request forms and submit them to the Housing Office, except in the case of an emergency, in which case, phone requests will be accepted. The CSBS&C will respond to all requests in a timely manner, depending upon urgency. The procedure for handling maintenance requests is as follows:
 - 1) The Housing Office will receive all maintenance requests during regular business hours. Please refer to the maintenance request form for **emergency** contact number(s).
 - 2) The Housing Office will follow up with maintenance staff and tenants to ensure all repair requests are addressed in a manner that is satisfactory to all parties.
 - 3) Any grievances should be addressed through the established grievance procedure, Section J.
3. The CSBS&C water system depends upon the town and on occasion, the water must be turned off. Tenants will be advised at least 24 hours prior to accommodate for planned CSBS&C maintenance requiring water interruption. Town advance notice is at its own discretion. It is the tenant's responsibility to **check his or her e-mail daily** to ensure receipt of such notices. Every effort will be made to restore water service as soon as possible.

4. The tenant shall take good care of the premises as well as any items supplied by the CSBS&C and shall keep them in clean condition.
5. The tenant shall be responsible to shampoo all carpets at least once per year. In order to further preserve the remaining life of the carpets, tenants are required to have the carpets professionally cleaned at the time of vacating the apartment.
6. The tenant is responsible for any damage to the premises such as the cost of repairing plugged toilets, sinks and drains as well as the cost of replacing or repairing all windows, screens and light fixtures damaged, broken, removed or destroyed at any time during the tenancy, provided that the costs were incurred as a result of the negligence or willful misconduct of the tenant or any other person invited on the premises by the tenant.
7. The tenant **shall not paint, paper, or otherwise redecorate**, or make alterations to the premises without the prior written consent of the Housing Office. Tenants making any unauthorized alterations will forfeit their security deposit, and pay restoration costs.
8. The tenant shall use **only small picture hooks and small nails** for the hanging of pictures in the unit.
9. The tenant shall be responsible for replacing burned-out light bulbs on the premises, and shall ensure that all lights are in working order when the premises are vacated. Also it is the responsibility of the tenant to **replace the furnace filter at least every two months**.
10. To avoid damage to the sewer system, tenants need to be careful with what they flush or rinse down the drains. **For example, items such as disposable diapers or liners, feminine hygiene products, anything plastic or rubber, grease, coffee grounds, etc. must be disposed of in the garbage bins.** If there is any uncertainty about a particular waste product, tenants are to dispose of it in the garbage bin.
11. Any toxic substances (e.g. paint, engine oil) must be disposed of in a manner that complies with legal and environmental regulations.

12. Neither the tenant nor the CSBS&C shall add to or change locks on any doors of any housing unit without prior written notice to the other party and consent by the CSBS&C.
13. The tenant is responsible to keep all walks, yards, and garbage disposal areas **clean and tidy at all times. Common spaces should be free of items that would hinder the groundskeepers from lawn care responsibilities.** Property and household items are not to be stored on the outside of any unit; instead, proper storage areas are to be utilized. Barbeques and patio chairs may be kept on decks, but must not be left on landscaped areas.
14. The tenant shall be responsible for restoration of any damage to the grounds, provided that the damage was a result of the negligence or willful misconduct of the tenant or any other person invited on the premises by the tenant.
15. Tenants are responsible to keep their sidewalks and steps clear of **ice and snow**. Every reasonable effort will be made by the CSBS&C to keep housing parking lots clear of snow.
16. The tenant shall **not dispose of any large items in the garbage bin** without prior consent of the Housing Office.
17. Tenants are encouraged to use the **recycling services** that are available in the Town of Cochrane. The CSBS&C has paid the annual recycling fee for the entire campus. Tenants simply need to advise recycling staff that they are part of the CSBS&C community.
18. It is the responsibility of the tenant to insure the tenant's property on the premises against damage or loss to such property caused by fire, water, theft or other risks. The CSBS&C is not liable for such losses nor does CSBS&C insurance cover tenant's property. **The CSBS&C requires that the tenant acquire tenant's insurance to provide tenant's legal liability protection and coverage for their personal contents.**

G. Safety

1. The tenant must be aware of and observe all health, fire and police regulations of Alberta, and the Town of Cochrane.
2. No additional electric wiring or permanent heating units shall be installed in the premises. Only electric space heaters that meet current safety standards are permitted.
3. No combustible material or flammable liquid shall be stored inside the premises.
4. No items shall be stored in the **furnace room** at any time.
5. An annual fire inspection of all housing units will be scheduled, with prior written notice to tenants.
6. Fire hydrants must remain free of obstructions and accessible to fire personnel at all times.
7. If the tenant is absent from the premises and the premises are unoccupied for an extended period, the tenant is to arrange for regular inspection by a competent person such as another tenant.
8. The tenant must obtain approval by the Housing Office before a waterbed is used on the premises.
9. Tenants are encouraged to **use the playground** area provided. Because tenants and their guests use the playground at their own risk, tenants must ensure that all safety rules are followed. **No swing sets or gymnastic sets shall be permitted**, erected or used on the premises or grounds other than the playground equipment provided by the CSBS&C.
10. Children are not permitted to play on CSBS&C equipment or vehicles other than equipment specifically designated by the CSBS&C for such use.

11. Tenants and their guests assume **full risk** for use of CSBS&C roadways and parking areas, especially for activities such as skateboarding, biking, rollerblading, etc.
12. **Minor children are not to be left unsupervised** at any time on CSBS&C grounds or in any CSBS&C buildings, including housing units. In addition, parents must accompany and reasonably control their children at all times when entering common CSBS&C buildings.

H. Vehicles and Parking

1. **Unlicensed vehicles are not permitted in CSBS&C housing parking areas.** The tenant will receive one written request to remove his or her unlicensed vehicle within a specified time, after which the vehicle will be removed at the tenant's expense.
2. **Vehicles shall not be repaired** or serviced on CSBS&C property, except for minor repairs (e.g. alternators, starters, tire change); however, vehicles must not be left unattended at any time. If there is any question about this policy, contact the Facilities Manager.
3. Parking is provided for the tenant at the tenant's own risk. The CSBS&C is not responsible for damage to or theft from vehicles belonging to the tenant or his or her guests.
4. **One parking space** will be assigned per unit or per unmarried student, if sharing a unit. Additional parking space may be available, but must be in authorized areas only. Outlets for vehicle plug-in are identified by unit number. Electricity costs will accrue to the unit number identified on the outlet. Tenants must not park in guest parking area(s).
5. Parking of motor homes or campers is not permitted in the tenant parking area; however, there may be provision for these types of vehicles in other areas on campus, subject to prior approval by the Housing Office.

I.Termination of Tenancy

1. **A student must vacate his or her housing unit by the end of the month of graduation unless an extension has been requested in writing** and granted by the Housing Office at least thirty (30) days prior to the end of graduation month. The Housing Office can normally grant a one-month extension, however, if the unit has been re-assigned to an incoming student, the graduating student **must** vacate at the end of graduation month. **The tenant must provide a minimum 30-day written notice** before vacating the premises.
2. The CSBS&C may terminate the tenancy by serving a written notice of termination to the tenant on or before the last day of the tenancy month. In case of failure of the tenant to comply with the terms of the Residential Tenancy Agreement or the Student Housing Policy Manual or student suspension or expulsion from the CSBS&C, the CSBS&C has the right to give 16 days written notice to terminate the tenancy.
3. The security deposit plus interest will be returned to the tenant within 10 days of the tenancy termination, less any charges for repairs, cleaning, payment of rent, or other obligations of the tenant, as per the Residential Tenancy Agreement. Upon receipt of notice, the Housing Office will supply a required cleaning schedule to the tenant.

J.Grievances

1. If a tenant feels that he or she is being treated unfairly with respect to student housing matters, the tenant should follow the grievance procedure:
 - 1) The tenant should talk directly with the Housing Director.
 - 2) If no resolution is achieved with step one, the tenant should take the problem to the Student Services Director. If the tenant is not a student, the tenant should skip to step three.
 - 3) If no resolution is achieved with step two, the tenant should submit a written request through the Director of Finance & Administration for resolution by an administrative committee.

K. Policy Changes

1. The CSBS&C may, from time to time, and on reasonable notice to the tenant, make other equitable housing policies in order to maintain and enhance the care of the CSBS&C property and for the comfort and safety of the family and guests of the tenant. These periodic revisions will apply to all current tenants at the time of implementation.
2. The current policy regulating eligibility of students wanting to rent one of our housing units requires that they be enrolled for a minimum of 9 hours in a degree program through the CSBS&C. During extraordinary semesters when we have an excessive number of vacant units, we will exercise the liberty to make exceptions to our standing housing policy. During such a period, once a student drops below 9 hours, he or she may apply for an exception to the regulations considered binding on him or her as a renter. These exceptions will be granted on a case by case basis, and may be granted on multiple occasions. The authority to grant exceptions rests with the Housing Exceptions Committee.

When a student is granted an exception, there are some immediate consequences for that student pertaining to a guaranteed place in our rental units. The status of the student changes from a person who is guaranteed housing to a person who is given permission on a semester by semester basis to make use of student residences intended for those enrolled in a minimum of 9 hours of classes.

As student enrollment increases, and the availability of housing units decrease. Preference for renting will be granted to those students who satisfy the requirement to be enrolled for 9 hours in a degree program. This is in keeping with our policy. Student housing was built to allow for full-time students (those with 9 or more credit hours of study) the opportunity to live on campus at a cost far below market value. Our policy will remain that full-time students (those with 9 or more credit hours of study) have first priority to live in the campus apartments. At the time when a student housing shortage occurs, the rental unit will no longer be available to the student taking less than 9 hours of classes.

3. Any **exceptions** to these student housing policies, if any, will be completely at the discretion of the Housing Office and must not be assumed or construed as entitlements. Exceptions may be considered by the Housing Exception Committee after receiving a written request from the tenant.