SFU ACKNOWLEDGES THE SQUAMISH, MUSQUEAM, TSLEIL-WAUTUTH, KATZIE AND KWIKWETLEM PEOPLES ON WHOSE TRADITIONAL TERRITORIES OUR THREE CAMPUSES STAND.

The Residence Handbook in conjunction with your legally binding license agreement (available online and in your offer letter) provides you with information about living in the community: the processes, policies, and helpful information to orient you and help facilitate your residence experience. In addition, it outlines the rights and responsibilities that you can expect, and are expected of you as a member of this communal living environment and as outlined in the community living expectations. The Residence Handbook also outlines the policies and the process for appeal.

If you have any questions or concerns at any time, please reach out to us – your Community Advisors and/or our helpful and friendly front desk staff are great places to start and can either help or direct you to the right contact.
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Important Residence Dates and Deadlines

Fall Term 2020 (September – December)

- Residence fees due (Fall installment) - August 1
- Fall Move In – September 5
- Residence Welcome Days - September 5 - 7
- Spring term termination deadline for Fall/Spring (8 month contract) with no cancellation penalty - October 1
- Applications open for Fall 2021 – for ALL current residents and prospective residents - October 1
- Residence fees due (Spring installment) – November 30
- 23-Hours Quiet Hours (Exam Period) – December 9-20
- Move Out for residents not staying for Spring term – no later than noon December 21
- Residence and Housing limited services for Winter Break – December 24 at 4 pm – January 2 at 9 am

Spring Term 2021 (January – April)

- Spring applications open for new residents – August 1, 2020
- Residence fees due – November 30, 2020
- Spring Move In – January 2, 2021
- Residence Welcome Days - January 2-3
- Applications for Community Advisors for Summer 2021 and Fall 2021 – January
- 23-Hours Quiet Hours (exam period) – April 13-26
- Move Out for residents not in residence for Summer term - no later than noon April 27
- Room switch period for residents moving to Summer Housing – Assigned day May 1-4

Summer Term 2021 (May – August)

- Summer applications, open for ALL residents – October 1, 2020
- Summer residence fees due – April 1, 2021
- Summer Move In – May 6
- Residence Welcome Days - May 6-7
- 23-Hours Quiet Hours (exam period) - August 10-20
- Move Out for residents not in residence for Fall term - no later than noon August 21
- Room switch period for residents moving to Fall Housing – Assigned day between August 26-28
Key Contacts

Residence and Housing Office
Location: A1001
Residence Administration Building A1001
8888 University Drive SFU
Burnaby BC, V5A 1S6

Residence Life Office
Location: Shell House, Room 239

24/7 Front Desk
Phone: 778-782-4201
Email: housing@sfu.ca

Phone: 778-782-4673
Email: reslife@sfu.ca

24/7 Front Desk
Phone: 778-782-4201
Email: housing@sfu.ca

Phone: 778-782-4673
Email: reslife@sfu.ca

Residence Facilities and Maintenance: resfixit@sfu.ca,
Guest Accommodations / Simon Hotel: http://www.sfu.ca/stayhere, 778-782-4503

Other useful resources:
Housing Portal: MyPlace@SFU.ca
Room Assignments: Applications and offers, billing and payments; room selection, roommate groups,
room switch requests, etc.
Maintenance and building: Submitting maintenance requests; Room Condition Inventory
Services: adding meal plans, purchase parking, parcel pick up notifications, etc.

Website: Details regarding move in /move out; residence life activities; facilities and construction updates; as well as
all forms: i.e. payment plans and deferral forms; room switch; termination; etc.

Key Campus Service Partners
SFU Campus Switchboard: 778-782-3111
SFU Centre for Accessible Learning: https://www.sfu.ca/students/accessible-learning.html
SFU Health and Counselling Services: https://www.sfu.ca/students/health.html -778-782-4615
24/7 Emergency Contacts: https://www.sfu.ca/students/health/emergency.html
SFU Indigenous Student Centre: http://www.sfu.ca/students/indigenous/
SFU International Services for Students: https://www.sfu.ca/students/iss.html
SFU Office of the Ombudsperson: http://www.sfu.ca/ombudsperson.html
SFU Sexual Violence Support and Prevention Office: https://www.sfu.ca/sexual-violence.html
Fraser International College: https://www.fraseric.ca/

SFU Safety and Risk Services: http://www.sfu.ca/srs/security.html - 778-782-3100
Emergency contact numbers are also on your key tag
911, or Campus Emergency Line: 778-782-4500
Non-emergency line (security / safewalk): 778-782-7991

Your mailing address:

BURNABY RESIDENCES:
Your Name
Your Building and Room #
8888 University Dr.
Burnaby, BC V5A 1S6
*we will match and room for delivery

VANCOUVER RESIDENCES:
Your Name
Your Apartment #
308 W Hastings St.
Vancouver, BC V6B 0P7
Welcome to SFU Residence & Housing: From the Interim Director

Hello everyone,

Welcome, I am so glad you are here! As you will see, SFU Residence is a diverse community made up of people from all over the world. This gives you a unique opportunity to engage with a variety of people, to learn about cultures other than your own, and to make life-long friendships.

The talented and caring staff team I work with in Residence and Housing are working hard to help you meet your community living goals. To help make this happen, we offer a wide range of services and opportunities specifically designed just for you.

Over the past 20 years, I have had the opportunity to live, study, and work at several different universities, and have found my home here at SFU. I wish you the same happiness and success as I have found within this community and leave you with a few ideas on how to make your experience a memorable one:

• Get involved in your residence community and at SFU! We can show you what opportunities are available, but you need to take the first step.
• Reach out if you need a hand. We are here to help you if things get tough.
• Get to know who you are living with. Everyone has gifts to bring.
• Take care of yourself, take care of each other and take care of this community.

All the best in your studies and I look forward to meeting you soon!

Zoe Woods, (Interim) Director
Residence and Housing
Simon Fraser University

SFU Residence and Housing: Vision and Mission Statement

To be a leader in student housing services and educational programming defined by our ability to engage students, families, the campus community, and guests; to create experiential learning and leadership opportunities, and to deliver purposeful living and learning environments that contribute to the academic and personal success of Simon Fraser University and Fraser International College students.

SFU’s Residence and Housing Department is an integral part of SFU’s academic and educational programs and services. The unit supports the academic mission of SFU and Student Services by:

1. Creating purposeful and intentional communities that emphasize academic support, success, and leadership development through programs and services.
2. Providing market priced living and learning environments that are safe, clean, sustainable, attractive, well maintained, comfortable, and welcoming.
3. Ensuring financial stability, service viability, and effective management and administration of the operations.
4. Providing updated technology and data driven services that meet the needs of housing and residence students and users in a responsive, timely, courteous, efficient, and effective manner.

5. Fostering professional relationships with on and off campus partners to enhance services to students and guests.

6. Ensuring ongoing assessment of programs, services, and practices that are dedicated to an ethos of continuous improvement.

7. Arranging ongoing training and development for staff to ensure they are knowledgeable about best practices in the housing and residence life field; and able to properly contribute to the student affairs profession and SFU community.

SFU Student Services Vision: Student Services at Simon Fraser University, characterized by boldness, collaboration, and innovation, is an international leader in services and programs.
PART 1 LIVING IN RESIDENCE

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The information collected on our forms and website is under the authority of the University Act (R.S.B.C. 1996, c.468) and Section 27(4)(a) of the Freedom of Information and Protection of Privacy Act. It is related directly to and needed by the University to provide services related to the functions of SFU Residence and Housing and its affiliated divisions. The information will be used to help Residence and Housing staff fulfill the service and/or action requested on our forms and website. If you have any questions about the collection and use of your information please contact us at: SFU Residence and Housing, Residence Administration Building A1001, 8888 University Drive SFU, Burnaby, BC, V5A 1S6.

Privacy/Confidentiality of Information

The Freedom of Information and Privacy Protection Act (FOIP) legally prohibits us from discussing any resident’s file or information with anyone other than the resident unless we have written authorization to do so. This includes parents and family members. If you want us to be able to discuss your information by phone, email, or in person with anyone other than you, please submit the Consent to Disclose Personal Information form.

Communication

SFU Residence and Housing frequently provides important information to residents by email. Once you have an SFU email address, all communication will be sent to your SFU email.

You are responsible for checking your email account on a regular basis for any notifications or information, including administrative reminders, notices regarding maintenance issues, and other urgent communication.

Amendments to the Residence Handbook are only done with consultation and all residents will be notified by email of the change.

Your Rights and Responsibilities

SFU is committed to creating a scholarly community characterized by honesty, civility, diversity, free inquiry, mutual respect, individual safety, and freedom from harassment and discrimination.

Everyone that is a member of the residence community helps to create that community and we all share the responsibility to work towards a residence community that is an inclusive, safe, well maintained, and welcoming living learning community that contributes to the academic and personal success of the residents of the community.

The following principles outline the rights and responsibilities of individuals of the community for the benefit of the whole:

- Every person in the community can expect consideration and respect and in return has the responsibility to conduct themselves in a civil manner and to show respect for the rights of every other person in the community. This includes speaking up when you are aware of acts of harassment, intimidation, or see others being treated with a lack of respect and dignity.
- You have the right to be safe. You have the responsibility to conduct yourself in a way which doesn’t endanger yourself and others and to report any unsafe behavior.
- You have the right to expect fair and consistent service from Residence and Housing staff. You have the responsibility to treat Residence and Housing staff, as well as Dining Hall and Security staff, with respect and to address any questions or inconsistencies through the appropriate channels.
- You have the right to expect clear standards of behaviour. You have the responsibility to know and ask questions if you do not understand a community standard. This includes the responsibility to attend your community floor/area meetings or discuss the content with your Community Advisor.
• You have a right to a living space that is clean and well kept. You have a responsibility to contribute to the upkeep of common areas by promptly cleaning up after yourself, taking garbage to the garbage compound, using appropriate composting, recycling, and waste receptacles, and by reporting facilities or equipment that are broken or dirty.

• You have a right to live in an environment where the noise level is conducive to sleep and study. You have a responsibility to follow the community standards for quiet hours and to always behave in a reasonable manner even when quiet hours are not in place and to ask your fellow residents to do the same, and to report concerns.

• You have a right to manage your own health and wellness. You have a responsibility to ensure any mental or physical health issues do not have a negative impact on the residential community.

• Every person in the community can expect to live in an environment where their possessions and the communal space are shown respect by every other person. You have the responsibility to show everyone respect and to respect the property of others. You also have the responsibility to maintain the security of your community including upholding the security of access to residence and reporting suspicious activity promptly to campus security and/or residence staff.

If you are experiencing any issues with the above rights and responsibilities, please connect with our residence and housing staff so that we can help.

**Your Residence Community**

SFU Residence and Housing is comprised of professional and student staff that work together to provide residents with experiential learning and leadership opportunities, and to deliver purposeful living and learning environments that contribute to the academic and personal success of students.

**THE RESIDENCE LIFE TEAM:**

• Works in the residence community to create comprehensive programs (events, workshops, and more) designed to promote learning and personal growth for residents

• Establishes, communicates, and enforces the [Community Standards](#) meant to ensure that residents are comfortable and are able to thrive personally and academically

• For volunteer and paid opportunities available for you, visit our [Employment Opportunities](#) page

**Community Advisor (CA) Support**

• Community Advisors (CAs) are student staff members who live within your residence community and act as your primary resources for living in residence. These CAs are able to provide a safe place to talk, provide supports and resources, assist with conflict resolution/mediation, and facilitate opportunities for you to attend programs and events

**ADMINISTRATIVE AND FACILITIES STAFF:**

**Residence and Housing Front Desk: 24/7**

Welcomes you to residence at check in, in person payments, parcel and mail pick up, and helps residents with day-to-day administrative tasks and general inquiries. Connect with our front desk staff in person, email, or phone.

Information can be found on our [Contact Us](#) page.

Our front desk staff are also available 24/7 with the exception of some limited service at 778-782-4201 or in person for such things as:

• Re-entry into your room if you are locked out

• Connect you to a Community Advisor / Residence Life Coordinator for assistance and/or support

• Reporting a maintenance concern or emergency (e.g. flood)

• Mail pick up

• Between midnight and 7 am, the Residence and Housing office is open, but requires buzz in access. Call the office or use the silver phone by the South door entrance to give your student number to be buzzed in.

• Limited service is likely to occur during the Winter Break in December, or other University closures. Residents will be notified by email of any changes in service or availability)
**Student Occupancy:**
Manages applications, offers and housing assignments, including billing, room switch requests and terminations. Connect with our front desk staff for general in person inquiries. Specific questions and emails to housing@sfu.ca will be directed to the occupancy team.

**Facilities and Maintenance:**
Works with campus facilities departments and other staff to expand and improve Residence & Housing physical assets for our residents and the greater community. We manage renovation and construction projects, follow up on maintenance requests, inspect rooms, track inventory and oversee the general cleaning and maintenance of all residence spaces.

- Through MyPlace@SFU you can submit maintenance requests and review the status of your request. If you need more follow up on a maintenance request you can contact the Residence Facilities Team by emailing resfixit@sfu.ca

**CONFERENCE AND GUEST ACCOMMODATIONS:**
The Simon Hotel is available year-round for your family or other visitors. Summer conference and other guests join our residence community during the Summer term.

**Residence Hall Association (RHA)**
The Residence Hall Association (RHA) is a student-run organization made up of residents elected by residents for the Burnaby campus. The RHA exists to protect the rights of residents, liaise between residents and the administration, organize social programming, and to contribute to a strong residence community and identity. Residence fees charged each term include an RHA fee used mainly to run community building events throughout the year (see Fees page for more details). All residents are welcome to attend the RHA’s weekly meetings. For more information, visit the RHA Website at: http://www.sfu-rha.ca/

**Moving In**
Your MyPlace@SFU.ca and your offer both also have your move in date and time information. You will not be able to receive your keys if you have any outstanding fees. Please make your arrival plans based on your move in information. Please see Contract Extensions for what options may exist for early arrival.

Don’t forget your ID! You will need that to check in.
Detailed information is sent to all incoming residents prior to move in and directions, maps, and FAQs are also on our website: https://www.sfu.ca/students/residences/new.html

Below is some specific information we need you to know.

**ACCESSIBILITY ACCOMMODATIONS**

Students who are planning to live in residence and have a disability or ongoing medical condition that impacts your housing needs will need to register and provide documentation to SFU’s Centre for Accessible Learning (CAL). Contact us early in the process so that we can determine the most appropriate placement and additional requirements so that can best meet your needs.

SFU’s Department of Residence and Housing will only consider requests of this nature based on recommendation from the CAL. If any resident violates a policy indicated within this handbook due to a medical reason without prior
permission from Residence and Housing based on recommendation from the CAL, they will be considered in violation of the Community Standards.

**INSURANCE:**

**IMPORTANT NOTE:**
The Residence Contract strongly recommends that you ensure that all your personal belongings in residence rooms, units, apartments, and all other residence property are covered by private insurance as these are not covered by SFU Residence and Housing.

Insurance for contents does not have to be expensive and can give you piece of mind to ensure that you are not financially responsible for damages or loss of personal property while living in residence. For example:

- If your personal belongings become damaged due to a flood, fire, etc. or another resident causes damage that ultimately results in your personal items being damaged, your insurance (less your deductible) can cover the cost of replacing your damaged items.
- If you cause damage to a building or area in residence, you may be assessed the costs for repair. In the cases of severe damage, these costs may be extensive. Your insurance coverage (less your deductible) will cover you against this charge.

You should ensure that you are covered for:

- Loss of personal property; AND
- Liability for personal and property damage

Insurance may be available as an addition to your family’s home insurance policy, or you can obtain your own insurance policy or tenant’s package policy through a private broker or financial institution.

**PARKING:**

**Burnaby Residence:** Residents purchase parking passes for the residence lots through Residence and Housing though all parking on the Burnaby campus is managed by SFU Parking and Sustainable Mobility. ([SFU Parking Regulations](#))

Resident passes can be purchased online through your Housing Portal: [MyPlace@SFU](#). You will need proof of vehicle insurance that is either: in your name, in the name of a parent who shares your family name, or in the name of an individual who shares your home address as you reported it on your housing application. Parking passes are subject to availability.

**Vancouver Residence:** There are no parking stalls with the building and street parking in the area are City of Vancouver metered parking.

Downtown Vancouver living offers almost everything at your doorstep with ready access to car share services. Private parking garages nearby have daily, weekly, and monthly paid parking available.

**INTERNET:**
High-speed wired and wireless Internet is included in your residence fees and is provided and serviced by Shaw Business. The use of wired and wireless internet services provided by Residence and Housing is covered by the Residence Handbook and Residence Contract, the [Residence Internet Terms of Use Guidelines](#), and SFU’s [Fair Use of Information and Communications Technology Policy (GP24)](#).

Internet access hardware remains the property of our provider and charges for the replacement of missing equipment or repair of equipment damaged by tampering or unauthorized use will be applied to your student account. Use the ID and password provided at move in or your existing ShawOpen or ShawPasspoint ID to sign in.

**ROOM INVENTORY CONDITION REVIEW:**
After move in, you will need to complete a Room Inventory Condition Review through [MyPlace@SFU](#) portal. This is your opportunity to verify the condition of your residence room at the time of move in to ensure that you are not held responsible for any issues or damage that existed when you arrived.

If you do not submit the form within the first week, the conditions we have on file will be taken as correct and accepted.
These conditions will be compared to the condition of your room and room contents when you move out and may be used in the determination of cleaning or repair charges where applicable.

Meal Plan

Required: Meal plans are required for the Towers (Doris and Jack Shadbolt House, Barbara Rae House, and Pauline Jewett House) and the new Phase One Residence opening January 2021. The default plan is a 7-day basic plan. You can request a change to a 5-day plan, or upgrade with Dining Dollars for other campus locations. Your meal plan fees are due as part of your residence fees with the same deadlines.

Optional: Residents in other buildings can opt in to the meal plan. Your meal plan will not become active until payment is made. To avoid any delay, ensure your meal plan is paid prior to moving in.

Meal plans and meal plan upgrades can be purchased by residents through MyPlace@SFU portal or in person at the Residence and Housing Office. For more information see: meal plans and SFU Dining Services.

Dietary Requirements:
Residents with food sensitivities or specific dietary requirements are encouraged to review the Dining Hall menus and connect with the Dining Hall Chef to help determine options and possible accommodations.

While we do take every possible precaution, residents with severe food allergies or restrictions should note that we cannot guarantee the total prevention of cross-contamination in prepared foods. If after connecting with the Dining Hall Chef concerns remain about your ability to be on the meal plan, please contact housing@sfu.ca

Maintenance and Facilities

Maintenance Requests
If there is something that needs to be fixed, replaced, or given attention to in your room, unit or community, please file a maintenance request through your MyPlace@SFU portal so that we can respond to the issue. There is no cost to the resident unless the repairs required are due to misuse or damage caused by the resident or their guests.

NOTE: This request for maintenance is your permission for our Residence Facility Staff or required University trades people to enter your unit to inspect and/or repair the reported issue. Rooms may need to be accessed multiple times to resolve an issue.

How it works:
• Once you submit your work order, our staff will enter to determine the exact nature of the repair or work involved
• Once reviewed, a work order will be generated for the University trades staff to enter and complete the work involved
• Once complete your maintenance request will be marked as complete

You can view the status of your work order through your Housing Portal – MyPlace@SFU

Follow-up questions about maintenance requests can be sent to: resfixit@sfu.ca

Note: In cases where the resident is required to relocate for emergency maintenance not caused by the resident, SFU will provide alternative accommodations at no additional cost.

Construction
Residence is expanding! A new residence building of 482 beds with community amenity space (Phase One) is expected to open for Spring 2021. Additional beds and amenity spaces will follow in 2022/2023. This period of construction as well the ongoing renovation and maintenance to our current buildings will help us continue to
provide living learning environments that are safe, attractive, well maintained, comfortable, and welcoming. Construction hours for Phase One will typically be between 7:00am – 4:00pm Monday – Friday. Notice of construction and maintenance activities is sent by email to your SFU email address. Updates to construction projects are also posted on the SFU Residence and Housing Construction Updates webpage.

**ROOM ENTRY AND UNIT INSPECTIONS:**

Residence and Housing staff will perform room, apartment, and townhouse inspections for cleanliness and maintenance issues at a minimum of once per term. You will be given 24 hours’ notice of such inspections.

There are certain conditions under which authorized university personnel may enter your accommodation without prior notice. These are outlined in your Residence Contract: Room or Unit Entry and include the need to make urgent repairs or requested maintenance; to comply with legal authorities; where the safety and health of the individual or the community requires it; or to address an ongoing and current source of noise or disruption that is reported by and impacting the community.

If you live in a shared unit such as the townhouses or two-bedroom downtown units, Residence and Housing staff will enter to inspect a room within the unit that has been vacated to ensure that the room is prepared for a new resident.

**ASBESTOS:**

Simon Fraser University has conducted an extensive asbestos survey and a hazard analysis was performed to determine the presence and risk, if any, of asbestos on campus. Asbestos in Shell House and the Townhouses in its present condition, poses no health threat to anyone as long as it is not disturbed (i.e. drilled into, cut, or sanded). No other active residential buildings in residence contain asbestos.

Asbestos containing materials (ACM) are primarily found in living areas where there are:

- Texture coatings on ceilings and as overspray above ceilings (Shell House)
- Floor tiles (9”x9” beige, grey or brown tiles only) (Shell House)
- Asbestos board backing radiators (Shell House)
- Drywall taping compound (Shell House)
- Window Glazing Mastic (Shell House and Townhouse)
- Putty on electrical boxes (Townhouse)
- Gaskets on pipe flanges (Townhouse)

Asbestos texture coatings are identified with either a red or black stylized “A” with a circular border, spaced at 15 foot intervals. Potentially, ACM areas may have been missed by the survey and may not be showing this symbol. To prevent accidental disturbance of ACM, Residence Facilities must be contacted in any case where there is damage to the above features. If you discover or think there may be asbestos containing material which has been disturbed, please immediately submit a Maintenance Request.

**LEAD:**

Lead is known to be present in building materials on campus, particularly in paints and surface coating materials. To prevent the disturbance of lead containing building materials, do not put any holes in the walls and promptly report any drywall damage to Residence Facilities.

**BED BUGS:**

Bed bugs are not harmful, rather are an unpleasant pest. Historically, SFU Residence and Housing has had a low rate of bed bug incidents. Bed bugs are, however, known to be found throughout the Greater Vancouver area and residents are advised to be vigilant and watch for possible signs of bed bugs in their room or common spaces throughout Residence. SFU Residence and Housing takes all cases of potential bed bugs very seriously and we have developed treatment protocols to address the situation quickly and effectively. If you believe you have seen or experienced signs of bed bugs please report it immediately as a maintenance request through the MyPlace@SFU portal.
For more information about bed bugs and our treatment process, please see the maintenance section of the Residence and Housing website. Note that to best contain the issue, avoid the spread, and reduce the impact on the community, we do not move residents during the treatment.

HEAT:
Meeting individual comfort levels for heat within a residential community can be difficult.

Some residence rooms and spaces have their own heat controls where the user can adjust the temperature of the room within a predetermined range set for the building. Buildings that have temperature controls in individual rooms

- McTaggart-Cowan Hall
- Hamilton Hall
- Charles Change Innovation Centre Residence (Vancouver Campus)
- Townhouse Quad Units (1 control on each floor)

Some residence rooms at SFU do not have individual heat controls that would allow a resident to customize the temperature for their own space. In these buildings, standard temperatures are set for each building and the building’s heating system will engage only when the building temperature drops below the set point.

What can residents do?
In general there is little that a resident needs to do to adjust the heat within their space. As outdoor and building temperatures fluctuate the building’s heating system will adjust to maintain the preset temperature.

Do I need a portable space heater?
Generally – no. Residents do not need a portable space heater as the building’s heating system should be sufficient to most resident’s need and there are risks to the use of portable space heaters: space heaters can overload electrical systems within the building, can be a fire hazard and can have a negative impact the function of the building wide heating system. Should a resident feel they need a portable space heater in their room or unit we ask that it have the following features:

- CSA approved
- Overheat protection
- Tip over protection

MOULD:
Mould growth can occur in buildings where water has infiltrated areas due to heavy rains, plumbing failures, flooding or high humidity. Mould is found in virtually every environment and can be detected both indoors and outdoors, year round. Mould growth is encouraged by warm and humid conditions. More information can be found here: https://www.sfu.ca/srs/work-research-safety/general-safety/indoor-air-quality/mould/about.html

How you can help protect yourself and your room from mould:
- If you keep porous items in the window area, store them inside plastic bags or bins
- Leave space for air circulation between the window glass and your personal belongings
- Report water leaks or floods as soon as possible

Moving Out

PREPARING TO MOVE OUT:
If your contract does not carry over to the upcoming term, you are required to move out of residence no later than noon on the date your contract ends / move out day.

There is a short turn around between terms and often Contract Extensions are not possible. Please plan ahead. Ensure you know before you go and check out the move out page and read the move out emails sent to you.
If you do not move out by your designated time, we will have to remove your belongings and the removal, storage, late check out, and cleaning costs will be charged back to you.

**CHECKING OUT OF RESIDENCE:**
When you are ready to move out of your residence room, make sure you:
- Leave your room and common areas in a clean and damage-free condition. Your room will be inspected after move out and you may be assessed cleaning/damage fees if the room or shared common areas are not clean or if there is damage to the room or furniture
- Lock the doors and windows
- Return your keys no later than 12:00pm (noon) on your move out date

**RETURNING YOUR KEYS:**
We strongly discourage you from having your roommates or friends return keys on your behalf. If your key is not received, you will be financially responsible for the lock change fee regardless of whether you gave that responsibility to someone else.
To ensure the safety and security of our residences, we will change the locks for all keys unreturned at move out and you will be charged for the lock change.

**Burnaby Residences:**
- Please place your keys in an envelope with your name, building/room number, and your student number and hand in to the Residence and Housing Office:
  - Drop your keys in person with our front desk staff to get a key return slip.
  - Don’t want to wait? You can drop the keys in an envelope in the drop box if you do not wish to receive a key return slip.

**Vancouver Residence:**
- Keys must be returned directly to the key-drop off box located in the building lobby by 12:00PM (noon) on your move out day.

**AVOIDING CHARGES:**
IMPORTANT: Please note that you are responsible for cleaning your room and any shared common areas.

Please refer to the Room Condition Inventory you completed after move in and the move out page to help. Any damage or items needing repair will have been reported on this form and this will be the comparison used to assess whether your room is left in the same condition or if charges will be applied.

Please see the Damage/Cleaning Charges section of our website for a more detailed list of possible charges.

After you have moved out, our maintenance staff will take photographs of any rooms that are left in an unclean, untidy or damaged condition. If there are any charges for cleaning or damages, you will be notified by email. You can dispute these charges within 30 days of this notification through an Appeal of Cleaning/Damage Charges Form.

**Safety and Emergency Preparedness**
It is important that you feel safe and comfortable while living on campus. A number of resources are available both digitally and on campus. Be sure to have the following contacts and resources available so you can access them.

**CONTACTS:** Emergency contact numbers are on your key tag and at the front of this Handbook under Key Contacts.

**24/7 Front Desk:**
For urgent issues that require immediate attention, but do not require 911 – such as a maintenance emergency (i.e.
flood), or to connect with a Residence Life Staff member, call 778-782-4201


STAYING CONNECTED:

STAY INFORMED:
- Your SFU email address: It is important that you check your SFU email throughout your time in SFU Residence and Housing. This is the official email used by SFU and SFU Residence and Housing and will be used to contact all residents (SFU and FIC students).
- SFU’s digital communications channels: Facebook (Simon Fraser University), Twitter (@SFU), website (www.sfu.ca),
- SFU Residence and Housing: Social Media: Facebook (@SFUResidences) Twitter (@sfuresidence)

CCTV CAMERAS:
For the safety and security of the residence community, CCTV cameras are located in some public areas on residence property (e.g. in some building lobbies, parking lots, etc.). These cameras act as a deterrent for harmful behavior (e.g. theft, vandalism, etc.) and may also be used to aid investigative purposes related to our Residence Community Standard Process, SFU’s Student Code of Conduct, and/or criminal matters.

EMERGENCY PREPAREDNESS:
The SFU Safety and Risk Services team provides useful information about what you can do in case of emergencies, including what to do if you have a medical emergency, encounter hazardous material, in case of severe weather, a pandemic outbreak, earthquake, power outage, and bomb threats. Visit the website for information on how to personally be prepared in an emergency on campus: https://www.sfu.ca/srs/emergency/response.html

Prepare yourself by doing the following:
- SFU Email Address: Make sure that you are receiving emails from SFU Residence and Housing as this will be the primary way that the Residence and Housing staff will contact you
- Follow the SFU and SFU Residence and Housing Digital Media Channels sited above
- Make an emergency communications plan with your family
- Review the information provided to you by SFU Safety and Risk Services
- Refer to our move in list of what to bring
Part 2 – Administrative Matters

APPEALS AND EXCEPTIONS TO POLICY
   Administrative Policies
   Appeal of Cleaning/Damage Charges
ELIGIBILITY FOR RESIDENCE
   Credit Requirement
   Maximum Terms
ROOM ASSIGNMENTS
   Room Switch
CONTRACT EXTENSIONS (EARLY MOVE IN / LATE MOVE OUT)
CONTRACT RENEWALS
CONTRACT TERMINATIONS
FEE PAYMENTS and DEADLINES
**Appeals and Exceptions to Policy**

An applicant or resident may appeal a decision or application of the administrative policies outlined in this section or in their Residence Contract.

An appeal serves as a tool to ensure that there is an opportunity to provide individual circumstances that may fall outside regular policy applications, or an opportunity for residents to review and constructively challenge the decision-making process or policy within Residence.

Appeals and exceptions are most likely to be successful when the resident is able to provide additional information or documentation to demonstrate why a policy should not apply or why an exception should be made in their case when this policy is generally applied to all other residents.

Appeals need to be made in writing and can be submitted by email with any supporting documentation.

If your appeal is not granted under any of the processes listed below and you are looking for further support, you may consult the SFU Office of the Ombudsperson: ombuds@sfu.ca

If you have any questions, concerns, or wish to appeal any administrative decisions not specifically mentioned, contact housing@sfu.ca for more information.

**ADMINISTRATIVE POLICIES, SUCH AS:**

- Eligibility for residence assignments
- Termination of contract after move in
- Cancellation charges

Send your appeal to housing@sfu.ca

Appeals will be reviewed by the Assignments team or referred to the Associate Director Residence and Housing Services and reviewed within seven (7) business days.

**APPEAL OF CLEANING/DAMAGE CHARGES:**

Fill out and send in the appeal form found on our Forms Page on the website to resfixit@sfu.ca

Appeals on charges will be accepted up to 30 days after the notice of the charge has been sent by email and the charges are placed on the student account.

**COMMUNITY STANDARDS:** See Community Standards Appeal and Process: Part 3

**Eligibility for Residence**

To move in or continue in residence to the following term, you must have no overdue fees to SFU or FIC including tuition and Residence fees.

**CREDIT REQUIREMENT:**

You must be enrolled in full time studies or the equivalent.

For SFU undergraduate students this would be at least nine (9) credits per term, an SFU Co-op placement, or SFU’s Back On Track program.

- Exceptions can be made with medical documentation or recommendation from your academic advisor...
Summer term enrollment exception: SFU students who are in residence for the Spring term, and eligible to enroll for the following Fall term, and, have a Fall residence application, are also eligible for Summer Housing regardless of summer enrollment.

**Maximum Terms:**
The maximum length of the entire stay in SFU Residence is 12 terms, being any combination of Fall, Spring, and Summer terms, in any building and for any academic program. Any resident who wishes to appeal for an extension of their maximum term allotment must submit a [Length of Stay Eligibility Expired Appeal](#) form along with all supporting documentation to the Assignments Team a minimum of 45 days before their scheduled move out or at the time of their renewal application.

**Room Assignments**
Offers are made to eligible students based on the date of completed application (includes the application fee). You can view the status of your application through your Housing Portal [MyPlace@SFU](#). 
- Our residences are single private rooms with shared common spaces and are gender-inclusive. We have some limited single gender areas as well as some specific living communities.
- While we will try to meet the Residence type as indicated in your application preferences, students will be offered an available space for which you are eligible based on your date of completed application.
- Room selection is available for some terms and some buildings. Where applicable, residents with accepted offers can select the room from the rooms that match your offer type. (More detailed information is on our website under [Moving In](#)).
- Residents not participating in room selection or room assignments will be allocated by the Student Occupancy team.

**Room Switch**

**Requested by you:**
Requests to switch rooms will be reviewed three (3) weeks after the beginning of term to allow residents to arrive and adjust to their new community. Following the first three (3) weeks of the term, requests will be reviewed until three (3) weeks before the end of term to ensure minimum disruption during exams. Requests based on medical or safety needs will be reviewed at any time.
- Room switch requests will be processed based on availability.
- If a room switch is offered a $50 processing fee will be applied.
- Residents will have until midnight of their room switch day to complete their room switch.
- If you are room switching between the Fall and Spring terms, you will need to vacate your current room at the end of Fall term and move back in to your new room on move in day for the Spring term.

Please review the room switch form on our [Forms Page online](#) for further details.

**Room switch between contracts:**
With the beginning of a new contract, it may be that your new room is a different building or location and you will need to room switch between terms. You will be assigned a room switch date and will need to have your move completed by midnight of that day.

**Requested by SFU Residence and Housing:**
Occasionally we may need to assign or change roommates, building, room or unit, in order to consolidate vacancies, or due to required extensive repairs or maintenance, or changes deemed necessary for the safety and security of residence buildings or residents.

*Note: In cases where the resident is required to relocate for emergency maintenance not caused by the resident, SFU will provide alternative accommodations at no additional cost.*
**CONTRACT EXTENSIONS (EARLY MOVE IN / LATE MOVE OUT)**

Approval for early move in or late move out may be available for SFU / Academic related purposes and is subject to availability. If approved, fees will be applied for each additional day and are noted on the form. It is possible that due to incoming or outgoing residents that you will need to switch rooms to accommodate this request.

**IMPORTANT NOTE:** Your contract dates are based on the SFU Academic term dates – not at the end or start of a month. You may need to find alternate accommodations for any dates outside of your contract.

**CONTRACT RENEWALS**

A new application is required for each contract term (check your move out date). Please apply early for the best opportunity to receive an offer. See Important Dates and Deadlines for open application dates and fee deadlines. Residents may be required to change rooms on a designated room switch day based on their new room assignment.

**CONTRACT TERMINATIONS**

Know before you go!

Review your legal License Agreement for the policies and financial obligations regarding termination before and during your contract, including cancellation fees and exceptions for terminating your contract for an upcoming term that falls within your contract dates.

**FEE PAYMENTS AND DEADLINES**

Refer to your legal License Agreement for information on termination and what refunds, if any apply in certain circumstances. Payments must be made through the Housing Portal: MyPlace@SFU – in your account section, or in person. It is your responsibility to ensure that your payment is received and reflected in your account prior to the deadline.

**PAYMENT DEFERRALS Fee deferral request forms**

SFU students with student loans, scholarships, 3rd party band funding, and other approved SFU awards, bursaries or funding, and grad students with TSSU payroll deduction grants and RA funding etc, may apply for a deferral of residence fees to be paid by the SFU tuition deadline or through TSSU payroll deduction. Submit the form at least two (2) weeks in advance of the payment deadline with any required documentation of funding. In such cases, your residence fees will be deferred to be paid through your GOFU student account.

**FEES SCHEDULE**

2020-2021 Residence Fees
Fall 2020 – Spring 2021 – Summer 2021

Review fees and payment options online

- A non-refundable confirmation payment of $700 is required with your acceptance of the contract – this will be applied towards your residence fees for that term
- An invoice for the upcoming term or any terms under your contract can be provided at your request

<table>
<thead>
<tr>
<th>Due on Acceptance of offer: (date on offer)</th>
<th>August 1</th>
<th>November 30</th>
<th>April 1</th>
</tr>
</thead>
<tbody>
<tr>
<td>$700 non-refundable confirmation fee</td>
<td>Fall installment (term fees less the confirmation fee)</td>
<td>Spring installment</td>
<td>Summer installment* (for those with contracts over the summer term)</td>
</tr>
</tbody>
</table>

*Undergraduate students must apply for a Summer term contract

*Graduate students in CCIC Summer term is a prorated fee to August 1. Residents can request to remain for full Summer term and the balance of the full summer term fee will be applied.
Part 3 - Residence Community Standards

COMMUNITY LIVING EXPECTATIONS

COMMUNITY STANDARD VIOLATIONS

1. Appliances and BBQ/Grilling
2. Building Access, Locks, and Internal Fire Doors
3. Cleanliness Standards
   • Common Spaces
   • Garbage and Recycling
4. Controlled Substances
   • Alcohol
   • Cannabis
   • Smoking
5. Cooperation with Staff
6. Dangerous Activity
7. Dining Hall
8. Evacuation
9. Guests
10. Illegal Substances
11. Internet
12. Keys (Misuse of)
13. Misconduct
   • Against People
   • Against Property
   • Hazing
14. Noise and Quiet Hours
15. Open Flames, Heat Sources, Flammables, and Explosives
16. Pets
17. Prohibited Areas
18. Public Areas/Outdoor Storage
19. Room Use for Commercial Purposes
20. Safety/Fire Equipment
21. Scents
22. Theft
23. Unattended Cooking
24. Unauthorized Entry
25. Unauthorized Parties and Gatherings
26. Unauthorized Room Occupation
27. Vehicles, Transportation, and Roadways
28. Weapons/Ammunition
29. Wildlife
Community Living Expectations

SFU is committed to ensuring that all residents are able to study, live, and work in an environment conducive to mutual respect and integrity – free from harassment or discrimination.

Using the Residence Contract as a foundation, the Residence Handbook establishes and promotes community living expectations that support the safety, health, and development of all residents. In addition, this system outlines a process for addressing actions and behaviour that negatively affect or threaten the safety of individuals and the community.

Violations of Community Standards listed in this section will be addressed as outlined in Part 4: Community Standards Process.

The expectations outlined within this document are not limited to the physical aspects of residence. As such, SFU staff may follow up on incidents occurring on residence and at off-campus Residence and Housing events. Residence property includes, but is not limited to, all residence buildings, Dining Hall, parking lots, patios, pathways, courtyards, breezeways, etc.

Compliance with these Residence Community Standards is essential to the successful operation of the residence community. Residents who are unable to meet these community living expectations may face one or more of the sanctions as set out Part 4: Community Standards Process.

Community Standards

A residence community has unique social and developmental needs. At times, individual actions and behaviour have direct effects not only on the individual but also on the entire community. The Community Standards listed below allow Residence and Housing to meet the needs of all community members while working to create awareness and promote responsible attitudes towards community living in a manner that is consistent with the philosophies and objectives of Residence and Housing. Above all, the safety and wellbeing of all members of the residence community is our top priority.

Students and their guests are responsible for knowing, understanding, and following all SFU policies and provincial laws and regulations.

1. Appliances and BBQ / Grilling

Cooking appliances are not permitted in bedrooms, hallways, bathrooms, or lounges. Residents may use small Canadian Standard Association (CSA) approved appliances (e.g. electric kettles with an automatic shut off) within kitchen areas. In the Towers communities these appliances may be used in the Common Room.

For safety and storage reasons, any type of outdoor cooking equipment, including barbeques, are not permitted on residence property.

Residents may not install or use any major appliance that has not been provided. Major appliances include, but are not limited to, air conditioners, washers, dryers, dishwashers, and freezers. If you are unsure about whether a particular appliance is acceptable, please contact housing@sfu.ca.

2. Building Access, Locks, and Fire Doors

Leaving doors or entrances open creates security and safety issues and puts other residents and their property at risk. As such, propping open doors and entrances to any building or tampering with/disabling any locking mechanism(s) is not permitted.

3. Cleanliness Standards
All residents have access to various communal areas in residence. As these are shared spaces, each resident is responsible for doing their part to ensure shared spaces are clean and tidy. Standards of cleanliness, as determined by SFU, must be observed for all spaces within residence.

a) **Common Spaces**

Residents are expected to keep the interior and exterior of their room and/or unit doors clean as well as all common areas or shared living spaces. This includes, but is not limited to, lounges, living rooms, kitchens, bathrooms, laundry rooms, and stairwells.

*Townhouses:* if one or more bedrooms within a townhouse are vacant, residents residing within will maintain cleanliness within common/shared spaces in preparation for any new residents. Each resident is responsible for ensuring that the entire townhouse is cleaned at the end of their resident contract term, regardless of the date upon which they have moved out of the townhouse.

b) **Garbage and Recycling**

Residents are responsible for disposing of their garbage, compost, recyclables, and all other unwanted items within the provided bins. In addition, it is expected that the disposal of these items is done in accordance with SFU’s recycling program. Littering or leaving garbage or unwanted items in hallways or any location other than within the proper waste disposal bins is not permitted. Residents are also expected to keep recycling and garbage compactors free of excessive mess caused by placing waste in areas other than those previously mentioned.

4. **CONTROLLED SUBSTANCES**

Residence and Housing supports SFU’s commitment in creating an environment in which controlled substances are used responsibly and in moderation, and to discourage abuse of these substances on our campuses. Such controlled substances include but are not limited to alcohol, cannabis, and tobacco. The expectations in the residence community for the aforementioned controlled substances are listed below:

a) **Alcohol**

Consumption of alcoholic beverages by individuals less than 19 years of age is a violation of provincial law, which applies to the university as a whole, including all areas of residence.

**Restricted Areas**

Transportation of open alcohol and consumption of alcohol is not permitted within public areas of residence (i.e., stairwells, bathrooms, hallways, Shell Basement, Tower lounges, outdoors, and the Dining Hall).

Residents who are 19 years or older may consume alcohol only within the following areas:

i. Towers, Shell House and McTaggart-Cowan Hall – resident rooms only  
ii. Townhouses – within the townhouse with agreement on the roommate contract  
iii. Hamilton Hall, CCIC Vancouver Residence – within your apartment and the Hamilton Hall lounge

**Common Sources and Excessive Drinking**

Due to the associated health and safety risks, as well as the negative impact on the community, common sources of alcohol, excessive drinking at events, and behaviour determined by Residence and Housing which may lead to excessive drinking are not permitted in residence or at any residence event.

This includes but is not limited to:

i. Drinking games, floor crawls, and/or any other activity where excessive consumption of alcohol is the focus  
ii. The possession or distribution of paraphernalia which promotes, or can be construed as promoting, the over consumption of alcohol  
iii. Common sources include but are not limited to kegs or mini kegs, bubbas, beer bongs, pitchers, punch bowls, Jell-O shooters, and funnels
Home Brewing
Wine making, home brewing, and the possession of equipment related to the brewing of any alcoholic substance is not permitted within the residence community.

b) Cannabis
Possession of cannabis by individuals less than 19 years of age is a violation of provincial law, which applies to the university as a whole, including all areas of residence. Those who are 19 years of age or older, can possess up to 30 grams of dried cannabis or the equivalent in oils, capsules, or seeds.

Smoking cannabis is only permitted within the Designated Outdoor Smoking Areas (DOSA) found on the SFU Burnaby campus and as identified on the Safety and Risk Services website. Smoking cannabis outside of a DOSA is not permitted on SFU’s Burnaby campus, or residence property.

Smoking cannabis on SFU Vancouver campus is prohibited.

All other forms of cannabis consumption and/or use of cannabis (e.g. ingesting, vaping, etc.) are not permitted on residence property.

Cannabis product must be stored:
- in a private space in your room. For example, they cannot be stored in a shared fridge, freezer or cupboard;
- with labels clearly indicating they contain cannabis; and
- sealed in a container such that any smell is undetectable outside of your residence room

Cannabis equipment must be stored:
- in your private space in your room. For example, it cannot be stored in a shared kitchen or bathroom cupboard;
- sealed in a container such that any smell is undetectable outside of your residence room; and
- with labeling clearly indicating it is used to prepare or consume cannabis

Cannabis Plants: Although home cultivation of cannabis plants is legal, it is not permitted in residence or on residence property. This is due to (a) the inability to control impact on the physical and community environment and (b) the additional energy required and the possible impact on resident utilities.

Medical Cannabis: Residents who require the use of medical cannabis must continue to register with the Centre for Accessible Learning. The Centre will advise Residence and Housing regarding any accommodations.

c) Smoking/ Tobacco Use
Smoking of any kind, (including but not limited to inhaling, consuming, using, and/or holding any lit tobacco or other nicotine product), using any device that emulates the act of smoking or tobacco use (including but not limited to pipes, hookahs, holders, vaporizers, and electronic cigarettes) and the burning of incense is only permitted in the Designated Outdoor Smoking Areas (DOSA)

Smoking of any kind outside of a DOSA is not permitted on SFU’s campuses, or residence property.

5. COOPERATION WITH STAFF
It is expected that all members of the residence community will interact with each other in a respectful manner. This includes, but is not limited to, staff, students, third party contractors, and emergency services. As such, residents and their guests are expected to cooperate with reasonable requests from Residence staff. This includes cooperating with Community Standard investigations. See Part 4: Community Standards Process for more information.
Failure to provide accurate information for any reason, such as providing a false name or identification, is not permitted. This includes, but is not limited to, accessing a licensed event or signing out a key. It is important to note that instances where the provision of false information allows a resident to engage in behaviour that would otherwise not be permitted may be in contradiction with local law and thus have legal ramifications.

6. **DANGEROUS ACTIVITY**
Activities that are considered dangerous or potentially harmful to any person, including the person engaging in them, are not permitted. This includes, but is not limited to, smashing objects, breaking glass, ‘rough housing’ (e.g.: “dog piling”, wrestling, etc.), climbing buildings, jumping in elevators, or using windows as entry/exit points.

7. **DINING HALL**
Residents are expected to follow all applicable requests made by Dining Hall staff and treat all staff with respect. It is expected that all residents follow the guidelines and structure relevant to the services provided by the Residence Dining Hall as outlined on the meal plan agreement.

8. **EVACUATION**
Residents are required to evacuate all residence buildings in the case of an active fire alarm or other emergency. When an emergency alarm sounds, residents are required to immediately leave the residence building and proceed to the nearest evacuation point. Please refer to [Safety and Emergency Procedures](#) for evacuation procedures.

9. **GUESTS**
Residents are responsible for their guest’s behaviour whether or not they participated in, agreed with, or are aware of that guest’s behaviour while they are within the residence community. Residents should be with their guest at all time during their stay within resident

This means that a resident who provides an individual access to a residence building, room or unit, (e.g. by opening a locked door), may be held responsible for the actions of that individual, whether or not a previous relationship exists between the two parties. It is each resident’s responsibility to make sure that guests abide by all applicable SFU policies, rules and regulations as implemented by SFU while within the residence community.

If your guest fails to comply with SFU Residence Community Standards, we may require that a guest vacate the residence community.

Allowing former residents within the residence community, or at Residence events, who have been evicted and/or any person whose visiting privileges have been revoked by SFU is not permitted.

**Undergraduate Residents:**
You may have an overnight guest in your room for a maximum of three (3) nights at one time, for a maximum of three (3) times per academic term (unless otherwise permitted in writing by SFU’s Residence and Housing Office).

**Graduate Residents:**
You may have an overnight guest in your room for a maximum of 14 nights within a 60-day time period (unless otherwise permitted in writing by SFU’s Residence and Housing Office).

Please note:
- SFU’s Residence and Housing Office does not provide additional keys, extra pillows, or linens for overnight guests
- Guests are not permitted to sleep in the lounge or common areas
- No person may be the guest of more than one resident in succession
- Residents sharing living spaces such as the townhouses or the 2-bedroom apartments are required to have the permission of their roommate prior to having an overnight guest
10. **ILLEGAL SUBSTANCES**
The following actions/activities may indicate behaviour that acts in contradiction with provincial and federal laws, and as such, are not permitted on residence property:
   a. The possession, use, trafficking (manufacturing, selling, giving, administering, transporting, sending, delivering, and/or distributing) or offering to do anything related to the possession, use, or trafficking of illegal or controlled drugs/substances
   b. Any direct or indirect involvement in any illegal drug or drug-related activity; and
   c. Possession of paraphernalia associated with the possession, use, or trafficking of illegal drugs

11. **INTERNET**
Internet service in Residence & Housing buildings is provided through a different service provider and is accessed through a different logon than internet service elsewhere on campus. To ensure continuing service, tampering with internet access hardware, such as splitting or splicing, diverting the signal, or attempting any other unauthorized access is not permitted. Internet access hardware remains the property of our provider and charges for the replacement of missing equipment or repair of equipment damaged by tampering or unauthorized use will be applied to your student account.
The use of wired and wireless internet services provided by Residence and Housing is covered by the Residence Handbook and Residence Contract, the SFURes Terms of use guidelines and SFU’s Fair Use of Information and Communications Technology policy (GP24)

If you are experiencing lapsed service or other issues with the provided internet equipment, please refer to the internet services information online and/or submit a maintenance request through MyPlace@SFU.

12. **KEYS (MISUSE OF)**
For the purpose of these Community Standards, a “key” means any traditional key or any electronic key card, fob, or other device designed to gain entry into a secured area.

Residents are responsible for safeguarding all access to their residence building and room/unit. Residents may not loan to any other person the keys to their residence building, room or unit, except as specifically authorized by SFU’s Residence and Housing Office, or with written permission as outlined under “Unauthorized Entry.” The unauthorized possession or use of keys is not permitted. Due to the potential severity of the impact on the safety and security of our community, misuse of residence keys (as outlined above), may result in eviction.

13. **MISCONDUCT**
Any behaviour that is unsuitable, disruptive, and/or has an adverse effect on the safety to the residence community of the University is considered inappropriate and is not permitted. These expectations are informed by applicable laws and University policy, as well as tenants of good citizenship. This includes engaging in behaviour where the location provides distinction between what is, or is not, appropriate (ex. Physical activities and nudity readily visible from outside a resident’s room).
   a. **Against People**
      This includes, by word or action:
      i. Physical aggression, assault, intimidation, or coercion
      ii. Threatening or endangering the health, safety, or well-being of any person
      iii. Sexual violence and misconduct, which means a sexual act or acts targeting a person’s sexuality, gender identity, or gender expression that is committed, threatened, or attempted against a person without the person’s consent and which may involve physical contact. This includes but is not limited to: sexual assault, sexual exploitation, sexual harassment, stalking, indecent exposure, voyeurism, and the distribution of sexually explicit photographs or videos of a person without their consent
      iv. Behaviour that the resident knows, or ought reasonably to know, would be unwelcomed and would cause another person to feel threatened, intimidated, or harassed
   b. **Against Property** This includes:
1. Possessing or using residence property, or property that does not belong to the resident, without the owner’s consent or authority
2. Destroying, damaging, or otherwise tampering with residence property or resources, or property that does not belong to the resident
3. Defacing any residence property or equipment including buildings or premises
4. Removing furniture, posters, equipment, etc., without authorization
5. Throwing, dropping, knocking, or ejecting objects (including snowballs) from or at residence property
6. All physical activities including, but not limited to: hockey, football, golf, soccer, catch, Frisbee, water fights, snowball fights, cycling, skateboarding, or in-line skating are required to occur outside of the residence buildings. In addition, these activities may not obstruct or otherwise make unsafe any walkways or pedestrian access

C. Hazing

Engaging in the initiation ceremonies or other rituals that are dehumanizing or degrading, and/or create mental or physical discomfort for others, including the initiation ceremonies associated with sports teams or clubs, is not permitted. This includes individual or collective ceremonies associated with sports teams or clubs as well as individual or collective acts meant to intimidate, embarrass, ridicule, or humiliate another person.

14. Noise and Quiet Hours

Residence and Housing strives to ensure that residence buildings are areas conducive to both studying and sleeping. As the residence community is densely-populated, some reasonable living noise is to be expected. In all residences, residents are expected to be considerate 24 hours a day, seven (7) days a week. An individual’s right for reasonable quiet study and sleep takes priority over others’ rights to make noise. In cases of dispute, the Residence and Housing staff will determine what is reasonable.

- Residents may be required to place a piece of felt or carpeting beneath radios, stereos, televisions, and musical instruments to reduce vibrations through the floor
- If someone asks you to be quiet, please respect that person’s wishes and reduce your noise
- There may be no excessively loud playing of radios, televisions, stereos, other audio equipment, or musical instruments except during approved private events that have been pre-approved by the Residence and Housing Office

Quiet Hours:
Sunday – Thursday 10:00 pm to 8:00 am
Friday and Saturday 12:00 pm to 9:00 am

In addition to being considerate at all times, quiet hours are times during which residents are not permitted to make noise which can be heard outside of their unit, which may disturb roommates (if applicable), or which can be heard outside the residence building and may disturb a resident inside the building. This refers primarily, but not exclusively, to talking, noise from stereo equipment, radios, televisions, musical instruments, computer equipment, and telephones.

Quiet Living Floors

Some floors in Residence are designated as “Quiet Living Floors.” Residents who live on these floors will have accepted a “Quiet Living Floor” housing offer. These floors are for residents who are committed to respecting schedules around effective studying and sleeping.

Quiet Hours for Quiet Living Floors:
Sunday – Thursday: 9:00 pm – 9:00 am
Friday and Saturday: 9:00 pm – 9:00 am

These extended quiet hours start earlier on weekend evenings than our Residence-wide quiet hours. Between 9:00 am and 9:00 pm courtesy hours are in effect. This means residents should still be mindful of the amount of noise
they make while in their room and on the Quiet Living Floor. During final exam periods, quiet hours extend to 23
hours/day, along with the rest of the Residence community.

Residents who live on this floor must recognize that although this is a floor with a quieter-than-average environment,
it is still a residence community focused on building social connections and interactions among residents. Residents
should expect to hear noise from the surrounding areas and other floors, and may also hear noise from construction
in and around their building. We ask that residents are mindful and respectful of the noise they make within their
room and on the Quiet Living Floor. Respect for these expectations is required for residents who live on Quiet-
Living Floors.

Final Exam Quiet Hours:
During final exam periods, quiet hours are in effect 23 hours daily with a relaxed hour between 5:00 pm and 6:00 pm.
23-Hour Quiet Hours begin on the last day of SFU classes each term.

15. OPEN FLAMES, HEAT SOURCES, FLAMMABLES, AND EXPLOSIVES
For safety and storage reasons, possession of any open flames, explosives, or flammable material is not permitted in
or around the residence community.

This includes, but is not limited to, any type of outdoor cooking equipment, fireworks/crackers, ammunition,
dynamite, gasoline, butane/propane tanks, campfires, or cooking fires.

Burning candles, incense, or any element appliances including, but not limited to, hot plates, and halogen lights are
not permitted in rooms, units, or elsewhere within residence buildings.

Portable Space Heaters: Residents do not need a portable space heater as the building’s heating system should be
sufficient to most resident’s needs. We would prefer that our residents limit the use of portable space heaters as
there are risks to their use. Using space heaters can overload electrical systems within the building, can be a fire
hazard and can have a negative impact the function of the building wide heating system. Should a resident feel they
need a portable space heater in their room or unit we ask that it have the following features:
  • CSA approved
  • Overheat protection
  • Tip over protection

16. PETS
Pets of any kind are not permitted to visit or reside within residence buildings/rooms. The only exception is the use of
service animals approved by SFU’s Centre for Accessible Learning or during pre-approved events run by Residence
and Housing.

17. PROHIBITED AREAS
Due to the associated health and safety risks, residents are only permitted to access authorized areas. Prohibited
areas include, but are not limited to, rooftops, mechanical and utility rooms, construction sites, areas marked “off-
limit to unauthorized personnel” or “staff only” or other areas not normally used by persons other than SFU staff.

18. PUBLIC AREAS/OUTDOOR STORAGE
Indoor spaces intended for shared use, or any outdoor space such as hallways, patios, windowsills, and breezeways
are not appropriate spaces to leave personal items and/or food as it negatively impacts the ability of others to use
the space or poses a fire safety risk. As such, storing any items outside of a resident’s room, unit, or residence
building is not permitted.

19. ROOM USE FOR COMMERCIAL PURPOSES
Use of a room or unit within a residence building, or any other area within the residence community including, but not limited to, parking lots, outdoor areas, mailboxes, telephones, or data connections, for any commercial purpose is not permitted without the prior written approval of SFU’s Residence and Housing department.

20. **Safet/Fire Equipment**

For the purpose of these Residence Community Standards, “safety equipment” includes, but is not limited to: sprinklers, smoke detectors, heat sensors, fire exit signs, fire extinguishers, pull stations, hoses, alarm bells, and any other safety equipment that is necessary to safeguard residents. Improper use of safety and fire equipment places others at risk, and as such is for emergencies only.

Interfering with fire or safety equipment (e.g. covering a smoke detector, hanging objects from sprinkler heads or striking safety equipment with an object) is also not permitted and fees may be applied for any costs required as a result. Note that interfering with fire or safety equipment in such a way that poses danger to the residence community, may result in the termination of the Residence Contract.

21. **Scents**

Strong scents including, but are not limited to, incense, room sprays, personal scents or fragrances, and some aerosol products may be offensive to some members of the community. These products may also trigger allergic sensitivities and as a result you may be asked to refrain from using such items. In addition, mothballs and camphor are not permitted in residence.

22. **Theft**

Theft or possession of another person’s property without permission is not permitted.

23. **Unattended Cooking**

Residence is equipped with sensitive smoke detectors in all areas for safety reasons. Cooking appliances may only be used in designated areas and residents are required to be in attendance at all times while preparing food in or on any cooking appliance including, but not limited to, microwaves, kettles, toasters, stove tops, and ovens.

24. **Unauthorized Entry**

A resident is required to have written permission to enter another resident’s room or unit, and may do so only with authorized use of the resident’s room keys, without manipulating the lock, the door, or the window. The following acts are strictly prohibited:

a. Possession of devices or apparatus that are designed or regularly used for gaining access to a locked area
b. Unauthorized entry into another resident’s room or unit; and
c. Unauthorized entry into a residence building (this includes following someone into a building that you do not live in, without being invited in as a guest of a resident of that building

d. Tampering with or disabling a door’s locking mechanism or propping open a locked door and leaving it unattended

25. **Unauthorized Parties and Gatherings**

Only authorized parties are permitted within residence. For the purpose of the Residence Contract and the Residence Community Standards a “party” is any gathering of more than seven people that meets one or both following criteria:

a. Alcohol is being consumed as one of the activities of the gathering
b. Music is a major part of the atmosphere and the volume is too loud to be defined as “background music”

Since the above definition can be vague under certain circumstances, defining a gathering as a party is ultimately the discretion of SFU.

**Authorized parties:**

You can submit a [Function Responsibility Form (FRF)](#) at least 72 hours in advance. The FRF exists to allow residents to enjoy parties and events while respecting the rights and needs of fellow community members.
Due to the potential severity of the impact on the safety and security of our community, breaking any conditions agreed to within an FRF, or hosting a gathering/party without an FRF is a serious offence.

26. Unauthorized Room Occupation

Only a resident who has signed SFU’s Residence Contract may occupy a room or unit within a residence building. All visitors are required to abide under the Guest Policy and any form of subletting is not permitted. This is the case even when money or other benefits are not exchanged.

In addition, residents are not permitted to switch rooms with another resident without having the room switch approved in advance. For more information, see Room Switch Request Info Sheet. Unauthorized room switches may result in the Resident being required to move back to their authorized room and will result in a Community Standards investigation.

27. Vehicles, Transportation, and Roadways

Use of all parking lots and roadways must be done in a safe manner and in compliance with all posted and agreed to policies, such as, but not limited to, unauthorized parking locations, speed limits, and appropriate vehicle use. In addition, it is expected that all residents will follow applicable provincial legislation and refrain from parking in areas other than designated parking areas or obstructing fire lanes and pedestrian routes.

Due to associated community safety concerns, hover boards are not permitted on residence property.

28. Weapons/Ammunition

Possession of any weapons or parts thereof, whether legal or illegal, including, but not limited to, firearms, air guns, pellet guns, swords, hunting knives, slingshots, or archery equipment, and any items that could be reasonably construed (defined at the discretion of Residence and Housing staff) as a weapon are not permitted in Residence. If you are required to have an item that could be classified under the previous definition (e.g. fencing weapon), please contact Residence and Housing prior to your move in to learn more about what is permitted and prohibited in the Residence Community.

29. Wildlife

Interaction with wildlife (e.g. bears and raccoons) such as petting, feeding, or allowing access to buildings/interior spaces is dangerous and is not permitted.
Part 4 - Enforcement of Residence Community Standards

COMMUNITY STANDARDS PROCESS
INTERIM MEASURES
LEVELS OF STUDENT BEHAVIOUR
INTERIM MEASURES
SANCTIONS AND OUTCOMES
SUMMARY
APPEAL PROCESS

  Process for Appealing a Level 1 to Level 3
  Process for Appealing Eviction/Termination of Contract
**Community Standards Process**

The intent of the Community Standards process is to educate residents about the impact of their disruptive actions on themselves and the community, and to hold them accountable for those actions. Residents will be held accountable for their individual and collective behaviour, and specifically when behaviour is a violation of SFU Residence and University policies.

To be consistent with the educational and developmental philosophy of Residence and Housing, the Residence Community Standards Program has been developed upon six core principles:

1. Negative resident behaviour has a direct impact not only on the individual's experience, but also on that of their community
2. Behavioural interventions and restitution must respond to the specific needs arising in a community
3. A clear and workable set of procedures must address negative behaviour in a reasonable, consistent, and expedient manner
4. Behavioural interventions must hold individuals directly and immediately accountable for their actions
5. Community Standards procedures must abide by the principles of procedural fairness, and include opportunities for appeal
6. Residence-specific standards and interventions must be consistent with and refer to existing University policies and procedures, including the SFU Student Code of Conduct

Please note that due to privacy regulations, information about Community Standards investigations will not be shared with students other than those who are the subject of the investigation. Where possible, communication will be provided to the witness about the open or closed status of the investigation.

**Interim Measures**

It may be necessary for Residence and Housing or the University to initiate interim measures prior to the resolution of complaints. Such measures will be strictly precautionary and not disciplinary in nature.

- Any interim measure(s) by the institution is initiated by the Associate Vice-President, Students and International (or designate) and they are responsible for initiating, reviewing, amending, and removing any interim measures using reasonable discretion.
- Any interim measure(s) by Residence and Housing will be initiated by the Director, Residence and Housing (or designate) and they are responsible for initiating, reviewing, amending, and removing any interim measures using reasonable discretion.

**Levels of Student Behaviour**

Depending on the resulting individual and/or community impact, a range of Levels (1 through 3) and sanctions (See Sanctions table below for more information) may apply. The Levels are defined using the following criteria:

| Level One | •Behaviour that has the potential to undermine the safety and security of an individual and/or the residence community; •Behaviour that interferes with another individual’s peaceful use and enjoyment of residence. |
| Level Two | •Behaviour that could have a significant negative impact on another individual within residence; •Behaviour that endangers the safety and security of an individual or others in residence; actions that undermine the dignity of another individual or the residence community; or actions which result in damage to Residence or University property. |
| Level 3 | •Behaviour that seriously compromises the safety of and/or have a significant impact on an individual or the residence community. •May include complex behavioural concerns, or a progression of behaviours from any of the above levels. |
- All Incident Reports are reviewed by a member of the Residence and Housing team, who will then complete a Community Standards follow-up process. The assignment of a Level that results from a Community Standard follow-up process will remain in place for one calendar year.

- Depending on the nature of the behaviour, an SFU student’s Residence Community Standard record may be forwarded to the SFU Student Conduct Office, Campus Public Safety Office, and/or the police.

- Fraser International College (FIC) student’s Residence Community Standards record may be forwarded to FIC administration, Campus Public Safety Office, and/or the police.

- The severity of each incident will determine which members of the Residence and Housing Team conduct the Community Standards follow-up. See below for a flow chart outlining the potential pathways of the Community Standards Process.

<table>
<thead>
<tr>
<th>Conduct Level</th>
<th>Conduct Level Description</th>
<th>Follow-Up Facilitated By</th>
<th>Possible Outcome(s)</th>
<th>Avenue of Appeal</th>
<th>Deadline to Appeal</th>
</tr>
</thead>
<tbody>
<tr>
<td>Level 1</td>
<td>The student’s conduct is inappropriate and/or has negatively impacted the student and/or the community</td>
<td>Community Advisor, Area Coordinator, and/or Residence Life Coordinator</td>
<td>Meeting with Staff Outcome Letter, Applied Sanctions</td>
<td>Manager Residence Life</td>
<td>3 University Business days after the receipt of Outcome Letter</td>
</tr>
<tr>
<td>Level 2</td>
<td>Student’s behaviour has had a significant impact within residence and/or endangers the safety and security of an individual, themselves or the community</td>
<td>Area Coordinator, and/or Residence Life Coordinator</td>
<td>Meeting with Staff Outcome Letter, Applied Sanctions</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Level 3</td>
<td>Behaviour that seriously compromises the safety of and/or has a significant impact on an individual or the residence community. May include complex behavioural concerns, or a progression of behaviours from any of the above levels.</td>
<td>Residence Life Coordinator, and/or Manager Residence Life (or Designate)</td>
<td>Meeting with Staff Outcome Letter, Applied Sanctions, Termination of Residence Contract</td>
<td>Residence and Housing Community Standards Appeal Board Chair: Director, Residence and Housing (or designate)</td>
<td>3 University business days after the receipt of Outcome Letter</td>
</tr>
</tbody>
</table>

More information about appeal process found on page 36
Sanctions and Outcomes

Residents may be required to complete or follow one or more of the sanction(s) listed below as part of the Community Standards Investigation process. This process is intended to be educational and should also allow for the opportunity to repair harm or wrong doing that may have been caused to an individual and/or the community.

The table below provides a list of sanctions that may be applied to student conduct cases in residence. This list is not exhaustive; other options for making amends, repairing harm, and completing educational follow-up may be used at the discretion of SFU staff.

**The FIC Student Code of Conduct applies to all FIC students, including those living in residence. It will be applied in cases where the behaviour is a violation of that Code.**

<table>
<thead>
<tr>
<th>Sanction and Outcomes</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alcohol Probation</td>
<td>A prescribed period of time wherein a student is required to refrain from possessing or consuming alcohol on residence property or returning to residence while under the influence of alcohol.</td>
</tr>
<tr>
<td>Behaviour Contract</td>
<td>A written agreement between Residence and Housing and the student that outlines specific conditions under which the student will be permitted to continue to remain living in residence for the remainder of the current term or contract. A Behaviour Contract may be required as a result of an incident or series of violations of the Community Standards. The Behaviour Contract will usually include restrictions, and/or conditions that the student must meet and any consequences for the student if they fail to fulfill them.</td>
</tr>
<tr>
<td>Community Service</td>
<td>An assigned community-focused activity or project that involves service and learning by the student within residence, as a consequence of certain violations of the Community Standards. The form of community service must be approved by the Residence Life Coordinator and be completed within the specified timeline. Examples include, but are not limited to: community clean-up, organizing and running a program for the building/community, creating a pamphlet or media presentation for the community that is reflective of the students learning.</td>
</tr>
<tr>
<td>Educational Sanction</td>
<td>An assigned activity, meeting, project or submission with the learning objective of engaging the student in reflection and dialogue surrounding the behaviour(s) at hand. The details of the educational sanction must be approved by the Residence Life Coordinator and be completed within the specified timeline. Examples include, but are not limited to; reflection essays, educational pamphlets, apology letters, and meeting(s) with campus partners.</td>
</tr>
<tr>
<td>Parent/Guardian Involvement</td>
<td>In situations where Residence and Housing is concerned for the health and well-being of a student, parental/guardian involvement may occur. Wherever possible, the student will be involved in this process.</td>
</tr>
<tr>
<td>Relocation/Assigned Room Transfer</td>
<td>A mandatory and permanent move from a room in one residence building to a room in another, assigned by a Residence and Housing staff as a result of violations of the Community Standards. Once a student has been relocated/transferred they may be prohibited from entering the building where they previously lived.</td>
</tr>
<tr>
<td>Restitution for Damages</td>
<td>A requirement of the student to pay a fine for damage repair, clean-up or replacement charges, for violations of the Community Standards or Residence Contract that affect residence and/or University property.</td>
</tr>
<tr>
<td>Removal of Privileges</td>
<td>The student may not be permitted to visit residence for the standing or following academic year. The student may also not be eligible to return to live in residence for the following year.</td>
</tr>
</tbody>
</table>
**Referral of Case to Alternate Offices**

The student’s conduct records may be referred to:
- Student Conduct Office
- Campus Public Safety, Burnaby Police, RCMP, and/or other law enforcement agencies in cases of illegal activity
- The University’s Human Rights Office
- Sexual Violence Support and Prevention Office
- Student Conduct Office
- Alternative University discipline procedures
- Investigation under any other applicable policy of the University or Fraser International College

**Termination of Residence Contract**

The student’s Residence Contract is terminated and the student is required to leave residence. This also includes a one-year residence ban from residence property.

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**Summary**

**INITIATION OF FOLLOW UP:**
Violations of the Community Standards are typically reported within 24 hours of the incident. Residence and Housing then notifies the parties involved of the alleged Community Standard violations within four (4) business days of the reported date through their SFU Email with Community Standard meetings scheduled within 10 business days of the incident.

Residents may witness or bring forward issues of suspected Community Standards violations by reporting to a Residence and Housing Staff member. The information provided will be treated in accordance with the Residence Contract and Handbook and will be investigated fully.

**RESIDENCE COMMUNITY STANDARDS MEETING:**
In order to learn specific details about Community Standards infractions, and to provide residents with the opportunity to respond to allegations, a Community Standards Meeting is required. Residents who have been invited to Community Standards Meeting are welcome to bring a support person with them to the meeting. Residence and Housing schedules Community Standards Meeting around academic requirements and will attempt two (2) times to arrange a meeting with participants involved in an incident. It is important to note that failure to attend a required Community Standards Meeting may result in additional sanctions, and/or a decision being made without input from the resident. In some instances, failure to attend a required meeting or respond to communication related to an alleged Community Standards violation, may result in the assignment of an additional violation related to lack of cooperation.

Please take the time to attend meetings, should you be involved in an alleged Community Standards violation, and/or to respond to efforts to communicate with you regarding alleged incidents. This process is an important part of each individual having the opportunity to respond, explain, and/or have a dialogue with a member of the Residence and Housing team.

**CONFIDENTIALITY:**
Please note that due to privacy regulations, information about Community Standards investigations will not be shared with students other than those who are the subject of the investigation. Where possible, communication will be provided to the witness about the open or closed status of the investigation.
**Appeal Process**

In the event that a resident is not satisfied with outcome of the Community Standards process in which they are involved, they may appeal the outcome of the Level and/or Sanction assigned to them. All decisions in the Community Standards Process must be appealed within three (3) business days of receiving the decision letter (based on the date of the decision letter).

Dissatisfaction with a decision, failure to attend a meeting, not reading or checking your email, and/or failure to abide by the decision outlined in the decision letter are not grounds for appeals.

**Process for Appealing Level 1 to 3:**

**Avenue of Appeal:** Manager, Residence Life (or designate)

**Process:**

1. A resident may appeal the level and/or assigned sanctions on the following grounds:
   a. Lack of procedural fairness or bias/unfair treatment or discrimination
   b. The sanction does not suit the infraction/behaviour; and/or
   c. New information has come to light rendering the original decision unreasonable due to new evidence

2. Once an appeal has been submitted, one of the following outcomes will result:
   a. No change and the original decision is upheld
   b. The original decision is overturned
   c. The decision/sanction is modified, which may result in increasing/decreasing the sanctions already levied

3. A resident has three (3) University business days from the receipt of their decision letter to submit a request for an appeal. To initiate this process the resident is required to e-mail the Manager, Residence Life with the following information:
a. Ensure the title of the email is: Residence Community Standards Appeal (Incident Report # )
   b. In the body of the email indicate
      ▪ your full name, building/cluster unit, and room number
      ▪ your reason for entering an appeal (based on the requirements above)

4. Once your email has been received, you will be contacted within three (3) University business days with a decision as to whether an appeal meeting will be scheduled.

5. If an appeal meeting is scheduled, you will be invited to discuss your case with the Manager, Residence Life, or designate.
   a. Your case will be considered in conjunction with other reports and information presented by SFU staff
   b. You will be informed of the outcome of the appeal meeting within three (3) University business days
   c. The decision of the Manager, Residence Life, or designate is final and not subject to further appeal

**PROCESS FOR APPEALING TERMINATION OF CONTRACT (EVICTION FROM RESIDENCE COMMUNITY) BY SFU:**

Avenue of Appeal
   - Residence and Housing Community Standards Appeal Board, which consists of:
      ▪ Director Residence and Housing (or designate)
      ▪ Two student representatives
      ▪ Two University Administrators (or designates)

Deadline for Appeal
   - Three (3) University business days from the receipt of a Termination of Residence Contract notice

Process
1. A Resident may appeal the termination of their Residence Contract on the following grounds only:
   a. There is clear indication of a lack of procedural fairness and/or bias or unfair treatment in the process
   b. Relevant information has emerged that was not available at the time of the original decision
   c. The severity of the sanction imposed reasonably exceeds the nature of the misconduct

2. To initiate this process, please complete the appeal form available on the Residence and Housing Forms page on the website. The document must be clearly marked “Eviction Appeal” and delivered to the Residence and Housing Office.

3. The Director of Residence and Housing (or designate) will call an Appeal Board hearing within five (5) University business days of the receipt of the appeal.

4. You will be informed of the decision of the Appeal Board within 24 hours.

5. A Resident is required to vacate the residence community by the deadline indicated in his or her eviction notice. This requirement will not be altered except in cases where the Appeal Committee overturns the eviction, or modifies the deadline due to exceptional circumstances.