

# APPLICATION FOR ATLANTIC SCHOOL OF THEOLOGY RESIDENCE

## ACADEMIC YEAR 2010-2011

### (1) Furnishing of Rooms

Single and double-as-single, rooms are furnished with a single bed, a desk, lamp, clothes closet and book shelf. Students are expected to supply their own pillows, linens, blankets, soap, face cloths and towels, and to be responsible for their own personal laundry. Hotplates, kettles, stoves, microwaves, or other cooking appliances are not permitted in the students' rooms. There is a microwave and kettle in the cafeteria area (available at all times, even when the kitchen is closed) as well as in the kitchenette on the third floor. Due to fire regulations, candles are strictly forbidden in residential facilities. We recommend that you bring a flashlight in case of a power outage.

### (2) Linen and Cleaning of Rooms

STUDENTS ARE RESPONSIBLE FOR SUPPLYING their own linens, blankets and pillows (the beds in the residence are singles). On request, linens are available for loan to students travelling from afar. Students ARE RESPONSIBLE FOR THE CLEANLINESS OF THEIR ROOMS. Vacuum cleaners are provided on each floor.

### (3) Food Availability

Students living in residence may choose to eat at their own campus and will also have the opportunity to purchase food from our SOHO cafeteria for a reasonable price. AST offers two kitchen/dining room areas on the second floor which are outfitted with all the implements required to store and prepare your own meals. As well, two microwave stations are available for your convenience; one located on the laundry level and the other on the third floor. Under the shared-kitchen options residents will be expected to maintain cleanliness in these areas – failure to do so will result in the student being banned from using the kitchenette areas.

### (4) Smoke and Scent Free

In accordance with the Smoke Free Places Act of the Province of Nova Scotia, AST is a smoke-free environment. AST policies will direct where persons might smoke on or near its property. AST is also pleased to provide a scent-free environment. Keep in mind that many people are extremely sensitive to scents, and refrain from wearing fragrances, including perfume, and aftershave, as well as scented hair spray and scented cosmetics.

### (5) Use of Rooms by Other Persons

It is understood that the use of a room applies to the person in whose name the room is registered only. Rooms may be available for guests in the residence for a fee. Use of a room by persons other than those to whom it has been assigned for overnight visits, or any other extended period, is a contravention of residence and fire regulations unless special arrangements are made with the Business Office. Please contact the Business Office 496-7942 regarding guests.

### (6) Animals Not Permitted

Animals are not permitted in students' rooms, or apartments.

### (7) Quiet Hours

At all times the volume of stereos, radios and televisions must not be such as to inconvenience your neighbour(s) in residence. Use of headphones is recommended. **(11:00 p.m. quiet time in effect/an earlier time may be set prior to mid and end term exams)**

### (8) Alcohol on Campus

While the use of alcohol is discouraged, discretionary consumption will be tolerated only if used within the privacy of your own room.

### (9) Room Deposit and Cancellation Policy

A deposit of \$200 is required with each application for accommodation. An amount equal to ½ the deposit will be refunded, if an applicant cancels their request after their rental confirmation has been issued by AST, but before they have taken possession of the room. The deposit will not be refunded if a resident cancels their booking after July 30<sup>th</sup> or leaves prior to completing the end date of the terms of the rental

2.

If a student leaves after the beginning of Residence Term, (August 30, 2010) in addition to forfeiture of the \$200 deposit, the full month's rental for September 2010 will be due, whether they have stayed the full month or not. Any remaining time in the month after the resident has moved out is not transferable to another individual.

The deposit is held during the year to cover: (a) keys

(b) damage to rooms--and public areas

(c) part of extra cost for not staying full term

Students must be careful not to cause damage to any areas of the building, including all equipment, furnishings, walls, floors and ceilings. No adhesive or fastening materials are to be used which would cause damage.

Residents should observe strict care not to allow their windows to remain open so as to admit rain or snow. For any damage caused to the window ledges, drapes, floors or other property of the Residence, or of other residents, through carelessness - the resident will be held responsible.

Damage to common areas such as lounges and hallways, cafeteria, laundry-rooms, recreation areas, and telephone booths, will be assessed on a shared basis by those causing the damage; or, if that is impossible to ascertain, by those in the area of the residence damaged; or, as a final resort, by all in the residence. (It is our sincere hope and expectation that we shall not need to resort to this common sharing of damage costs).

Residents will be held responsible for any damage or injuries arising through their own negligence, or that of their guests, or visitors.

**(10) Lights**

It will be greatly appreciated if residents would be careful in the use of electricity. You are asked to turn off lights, radios and televisions when leaving your room (even for a relatively short period). It would also be helpful if you would turn off lounge, telephone booth and other lights when they are not needed.

**(11) Date of Occupancy**

Dates of occupancy of the residence correspond with the dates for AST's academic term, with the understanding that students may wish to arrive a day or so before September registration.

**(12) Residence Fees**

Single- \$400. a month/Double-as-a-Single - \$450. a month/Shared Double – each \$300. a month (you must be actually sharing the room in order to be charged the shared rate) (\$200 Damage Deposit must be on account)

**PAYABLE ON ARRIVAL: ONE MONTH'S RENT + \$15. RESIDENCE ACTIVITY FEE** - MONTHLY PAYMENTS ARE PREFERRED IN THE FORM OF POST-DATED CHEQUES OR A VISA/MASTERCARD NUMBER PROVIDED TO THE BUSINESS OFFICE FOR MONTHLY PROCESSING OF FEES.

**(13) Residency Beyond April 2010** AST reserves the right to extend non-AST students housing beyond the month of May 2010 should it need said housing to ensure AST Summer MDiv students a place to live while attending its summer courses.

**Student Loans and Bursaries:**

Students are responsible for applying for and negotiating a student loan in sufficient time to ensure that full tuition and residence fees will be available in time for registration.

If a student is relying on a bursary that will not become available to them until after registration, it is their responsibility to negotiate the bursary amount as part of their student loan or some other source to ensure that the residence fee due is available by the required date. Otherwise, the account will be considered unpaid and late payment charges, etc. will be applied.

### **Late Payment Charges:**

No credit will be extended to non-AST Students beyond September 17, 2010. Non-AST students who have not paid by this date will be subject to eviction at that time.

AST students who do not pay first semester fees by September 30, 2010 are subject to late payment charges... The charges are \$5.00 for each business day the account is in arrears to a maximum of \$50.00 per semester or ten percent (10%) of the outstanding balance, whichever is less. Students who do not pay residence fees by the due date because they are awaiting Student Loan funds must provide a copy of their application or approval and expected date of our receipt of funds to the Business Office.

### **Unpaid Balances:**

In addition to the late payment charge, interest calculated at a rate of 2% per month will be charged on accounts outstanding after September 30, in the first semester and January 15th in the second semester for the number of days overdue. A student whose account is delinquent for more than 30 days will be denied AST privileges including removal of library privileges, access to transcripts, up to and including expulsion from the School and Residence. In addition, marks will not be recommended for any degree or diploma until all accounts have been paid in full. Non-AST student's Universities will be contacted and a hold will be placed on issuance of transcripts, ongoing registration or granting of degrees until AST's account has been paid in full.

### **N.S.F. Cheques:**

NSF cheques will result in a \$20.00 fee to the student and the account will be considered unpaid.

### **(13) Sexual Harassment Policy**

Atlantic School of Theology provides theological education and prepares people for ministry. The School tries to offer an environment which values women and men as persons created in the image of God. At AST, the institutional conditions under which we live and the relationships we form should encourage and express dignity and respect.

Harassment of any kind devalues both those who harass and those who are harassed. In abusing sexuality, sexual harassment strikes against a critical quality that makes us human. It is an exercise of power that robs people of the capacity for mutual respect.

Our School commits itself to nourish such habits of mind and heart as to build good relations between us. Where these conditions are violated through sexual harassment, we propose to set down terms for the redress of grievances.

A copy of the Atlantic School of Theology Policy on Sexual Harassment is provided to each residence room or may be obtained from the President's Office, the Registrar's Office or, the Formation/Program Directors' Office.

All persons living in the Residence are subject to the provisions of this policy.

### **(14) Residence Council**

A Council, elected from the persons living in the residence, is "vested with general authority in directing the affairs of the Residence in consultation with the School".

The Council shall:

- (a) be responsible for the planning and organization of Residence activities;
- (b) contribute to the formulation and implementation of plans and policies for the development of the Residence;
- (c) raise money by way of membership subscriptions or by any other lawful means for the purpose of furthering its objects;
- (d) be responsible, in conjunction with the School, for discipline in the Residence with plenary authority to levy fines or impose any other penalty it sees fit in the bona fide exercise of its powers hereunder.

### **(15) Residence Don**

The position of Residence Don has been established, "to ensure that the policies of the School, in relation to the Residence, are carried out in a proper and just manner; and to assist residents to live in physical and social conditions as comfortably as possible."

**(16) Grievance Procedure**

Decisions made by the Residence Council may be appealed to the Residence Don. In turn, decisions taken by the Residence Don may be appealed to the Business Office. If no resolution to disputed items has been achieved at this level, further appeals may be directed to the Chief Administrative Officer.

**(17) Campus Facilities**

Persons living in the Residence are considered to be members of the AST Community. As such they are entitled to full access to all campus facilities, e.g. library, chapel (including daily worship), common rooms and games area.

**(19) Recreational Facilities/Insurance**

Due to spacial and insurance limitations, AST is unable to provide recreational facilities on campus. Special rates are available to AST students at Saint Mary's University facilities, The Tower. AST is also closely located to Point Pleasant Park at which a beach/picnic area and walking and bike trails are available for public use.

**(20) Internet/Wireless Access**

Wireless access in the residence and library buildings can be obtained by registering with the AST Library. Internet computer stations are also available in the library. Wireless use is for **academic purposes only** and can be obtained, subject to signing an agreement regarding its use.

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Personal possessions are not covered under the blanket insurance policy of A.S.T. As such, Residents are encouraged to purchase their own insurance if they deem it desirable.

**Notwithstanding any of the foregoing, the final decision on admittance to, or expulsion from the Residence (rooms and apartments), rests with the Administration of Atlantic School of Theology.**

**PLEASE DETACH PAGES 1 - 4 FOR YOUR RECORD AND SUBMIT PAGES 5 & 6 AS YOUR APPLICATION**

Return to: BUSINESS OFFICE – N. LeBlanc  
Atlantic School of Theology  
660 Francklyn Street  
Halifax, Nova Scotia B3H 3B5  
[nleblanc@astheology.ns.ca](mailto:nleblanc@astheology.ns.ca)  
FAX: (902)- 492-4048

Application received  
Deposit received  
Application accepted  
Room number

Dear Madam:

I hereby make application for room in residence from \_\_\_\_\_, 2010 to \_\_\_\_\_, 2011 in the academic year 2010-2011.  
Move in date Move out date  
and enclose the required deposit of \$200.00. Deposits must be made by cheque, bank draft or money order in Canadian funds and be made payable to Atlantic School of Theology.

Please print or type clearly.

STUDENT ID # \_\_\_\_\_  
As assigned by university attending.

1. Name: \_\_\_\_\_  
Surname First Name Second Name

2. Permanent Address: \_\_\_\_\_  
\_\_\_\_\_  
Number, Street, City or Town, Province and Postal Code

3. Summer Address: (Use from \_\_\_\_\_ to \_\_\_\_\_, Summer 2010.)  
\_\_\_\_\_  
\_\_\_\_\_  
Number, Street, City or Town, Province and Postal Code

4. Date of birth: \_\_\_\_\_ Place of birth: \_\_\_\_\_

5. Names and phone number of parent/guardian or emergency contact:  
Phone: \_\_\_\_\_

6. Social Insurance Number : \_\_\_\_/\_\_\_\_/\_\_\_\_ E-Mail Address: \_\_\_\_\_

**ACADEMIC INTENT:**

7. In the coming academic year, I intend to register at \_\_\_\_\_  
(Name of University or College)

In the \_\_\_\_\_ Program. Year of Study: \_\_\_\_\_  
(Arts, Science, Dentistry, Law, Social Work etc.) (1<sup>st</sup>, 2<sup>nd</sup>, etc.)

8. Have you been granted admission to the university or college for the next academic year \_\_\_\_yes \_\_\_\_awaiting acceptance

**ROOM ASSIGNMENT DATA:**

9. I would prefer at \_\_\_\_\_single, a \_\_\_\_\_double-as-a-single.

10. Have you any physical special needs or a continuing health problem? (detail:) \_\_\_\_\_  
\_\_\_\_\_

11. Do you retire early? \_\_\_\_\_

13. Are you fluent in a language other than your own?/if so which language: \_\_\_\_\_.

14. I will have on campus: a car \_\_\_\_\_, a truck or camper \_\_\_\_\_, a motorcycle \_\_\_\_\_.

15. I agree, if accepted, to remain for the academic term I have indicated, and to observe the regulations of the residence.

\_\_\_\_\_  
Signature

DATED: \_\_\_\_\_, 20\_\_\_\_.

**(don't forget to include your \$200. damage deposit, if not already on account)**

**SHOULD YOU BE ACCEPTED FOR RESIDENCY AT AST, THE RESIDENCE DON SHALL BE GIVEN A COPY OF YOUR APPLICATION TO HAVE ON HAND IN CASE OF AN EMERGENCY. INFORMATION REGARDING RESIDENCE OCCUPANCY MAY BE INCLUDED IN OUR REQUIRED MARITIME PROVINCES HIGHER EDUCATION COMMISSION OR OTHER GOVERNMENT REPORTING.**