

Return completed applications and room deposits to:

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For office use only:

- Application received
- Deposit received
- Application accepted
- Room Number: \_\_\_\_\_

## AST RESIDENCE APPLICATION

I hereby make application for a room in residence during the academic year 2019-2020, for the period \_\_\_\_\_, 20\_\_\_\_, (*move-in date*) to \_\_\_\_\_ 20\_\_\_\_ (*move-out date*).

Please print or type clearly.

1. STUDENT ID # (as assigned by your university) \_\_\_\_\_

2. Name (surname/last name, first name, second name):  
\_\_\_\_\_

3. Permanent address (number, street, city or town, province/state, postal/zip code):  
\_\_\_\_\_  
\_\_\_\_\_

4. Summer address (use from \_\_\_\_\_ to \_\_\_\_\_, Summer \_\_\_\_\_)  
\_\_\_\_\_  
\_\_\_\_\_

5. Personal Information

Phone/cell number: \_\_\_\_\_

Email address: \_\_\_\_\_

Date of birth: \_\_\_\_\_

Social Insurance No. \_\_\_\_\_

6. Names and phone number of parent/guardian or emergency contact:

Name(s): \_\_\_\_\_

Phone: \_\_\_\_\_

ACADEMIC INTENT:

7. In the coming academic year, I intend to register at

\_\_\_\_\_ (*Name of university or college*) in the  
\_\_\_\_\_ program (*e.g., arts, science, dentistry, law, social work*)

Year of study (*e.g., 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>*): \_\_\_\_\_



# AST Residence Policies 2019-2020

The AST residence is a community of students: Residents are expected to conduct themselves with respect for others and the facility.

All residents are to adhere to AST's Code of Conduct Policy [AST Code of Conduct](#)

## Furnishing of Rooms

Single and double-as-single rooms are furnished with a single bed, a desk, lamp, and clothes closet. Students are expected to supply their own personal supplies like 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. NEW bar fridges, (so as not to draw a lot of current), will be allowed to the point that the increased draw on current is switching off the electricity breakers. Due to fire regulations, **candles are strictly forbidden** in the residence. We recommend that you bring a flashlight in case of a power outage.

## Linen and Cleaning of Rooms

Students are responsible for supplying their own linens, blankets, pillows (the beds in the residence are singles) and dishes. 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.

## Food Availability

Students living in residence may choose to eat at their own campus as there is no AST cafeteria. AST offers kitchen/dining room areas on the second floor from 7:00 a.m. – 9:00 p.m. These areas are outfitted with all the implements required to store and prepare your own meals. You will need to provide your own eating/drinking dishes/utensils including cooking items such as pots and frying pans. As well, a microwave kitchenette that is open 24 hours, is available for your convenience on the third floor of the residence building. Under the shared-kitchen options, residents will be expected to maintain cleanliness in these areas – failure to do so may result in the student being banned from using the kitchenette areas, and possibly eviction.

## Smoke Free and Scent Free

In accordance with the Smoke Free Places Act of the Province of Nova Scotia, smoking (tobacco or cannabis products) is not permitted anywhere on campus. AST is also a scent free environment.

Growing cannabis on the AST campus is forbidden.

## Fire Alarm – Mandatory Evacuation

It is mandatory that all residents vacate their rooms, and the residence building, when there is a fire alarm. Everyone is to assemble on the front lawn of the Residence Building to await further information. Failure to comply could result in eviction.

## 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. Short-term guests are permitted when special arrangements are made. A guest would not be permitted to stay more than two nights in one week. If there are special requests for longer stays, *Please contact Jane Bolivar at 902-423-4430 or*

Jeannie McNeil at 496-7942. It is important that you also advise the Don or Co-Don of a guest in the building for fire and safety reasons.

## SUBLETTING IS NOT PERMITTED

### Animals Not Permitted

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

### Quiet Hours

At all times the volume of noise 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 at the discretion of the Residence Don during midterms and finals.)

### Room Deposit and Cancellation Policy

A room deposit of \$200 is required with each application for accommodation. An amount equal to half of 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. Also, a student departing before the end of the stated term of their application will be responsible to pay one month's rent beyond the termination date. Any remaining time after the resident has moved out is not transferable to another individual. The deposit is held during the year to cover: (a) keys and (b) damage to rooms.

### 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 early before September registration.

### Residence Fees\*

Single Room (monthly rate) .....	\$ 492
Double Room, Single Occupancy (monthly rate) .....	\$ 553
Double Room, Shared (monthly rate, per person) .....	\$ 357
<i>Note: you must actually be sharing a room in order to qualify for the shared rate. Room share arrangements are the responsibility of the students.</i>	
One-Bedroom Apartment .....	\$ 737
Two-Bedroom Apartment .....	\$ 798
Main floor rooms .....	\$ 675
Room Deposit .....	\$ 200 *
<i>* Required for all accommodation applications</i>	
Parking Fees (per semester) .....	\$ 100
Residence Council Fee .....	\$ 15

### Payable on Arrival: One month's rent plus \$15 Residence Activity Fee

Monthly payments are requested in the form of post-dated cheques or a Visa/MasterCard number provided to the business office for monthly processing of fees. **Rents are due on the first of each month.**

### Residency Beyond April 2020

AST summer sessions take priority in housing needs. Non-AST students should plan on moving out of residence by April 30<sup>th</sup>, 2020.

## Late Payment Charges

AST residents who do not pay first semester fees by September 30, are subject to late payment charges. The charges are \$5.00 for each business day the account is in arrears. 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. In addition to the late payment charge, interest calculated at a rate of 1% per month will be charged on accounts outstanding after September 30 in the first semester, and January 30th in the second semester, for the number of days overdue.

## N.S.F. Cheques

NSF cheques or the inability to run a monthly payment via a credit card will result in a \$50.00 fee to the student and the account will be considered unpaid.

## 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:

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

## Residence Don/Co-Don

The positions of Residence Don and Co-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."

## 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.

## Insurance

Personal possessions are not covered under the blanket insurance policy of AST/Residents are encouraged to purchase their own.

Please retain a copy of the residence policies for your records.