

## **Residence Policy Document 2024/2025**

**This document supersedes any previous versions of AST's Residence Policies**

During academic terms, preference for residence rooms and apartments is given to full-time students.

The AST campus is both tobacco & cannabis free, and scent free. This includes all buildings and property. It is not permitted to consume tobacco or cannabis on or inside any campus property, including the entire Residence Building. Failure to adhere to the policy around use of tobacco and cannabis may result in immediate expulsion from Residence.

### **Important Residence Dates**

|                           |                                                                                                                                                                                          |
|---------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| February 28 <sup>th</sup> | Deadline for Summer Distance Master of Divinity Program students to apply for residence for the Summer Term.                                                                             |
| March 15 <sup>th</sup>    | Deadline for current residents to request continuation of their rental agreement beyond May 31 <sup>st</sup> .                                                                           |
| May 31 <sup>st</sup>      | Deadline for <b><u>all</u></b> current residents to vacate the residence. All residents must move out by this date unless they have been given permission to extend their rental period. |
| June 1 <sup>st</sup>      | Deadline for applications for AST residence room rentals commencing August 1 <sup>st</sup> or later.                                                                                     |

### **Residence and Apartment Rates and Policies**

**Payments due on arrival:** On or before arrival, you will provide payment for your first month's rent, a \$58 residence activity fee, plus parking and other fees, if applicable. (Your damage deposit and application fee are due with your Residence application.)

**Payments are due on the 1<sup>st</sup> of every month:** Please ensure your rent is paid on the first day of each month, by e-transfer to the Business Office ([businessoffice@astheology.ns.ca](mailto:businessoffice@astheology.ns.ca)), or by providing AST with a credit card number. All payments must indicate your name and your room or apartment number, to ensure that your payments are properly credited to your account.

**Eviction for non-payment:** If you are more than two months behind in your rent payments, and fail to discuss this with the Business Office, your door lock will be changed and you will be subject to eviction.

**Pet Policy:** Pets are not allowed in residence rooms, apartments, or common areas.

### **Room Rental Rates (effective from June 1<sup>st</sup>, 2024 – May 31<sup>st</sup>, 2025)**

|                                                                             |       |
|-----------------------------------------------------------------------------|-------|
| Large Single Room – 1 <sup>st</sup> floor (monthly rate)                    | \$768 |
| Large Single Room – 2 <sup>nd</sup> or 3 <sup>rd</sup> floor (monthly rate) | \$743 |
| Small Single Room – 3 <sup>rd</sup> floor (monthly rate)                    | \$660 |

### **Apartment Rental Rates**

|                                      |         |
|--------------------------------------|---------|
| One-Bedroom Apartment (monthly rate) | \$1,050 |
|--------------------------------------|---------|

*Note: Apartments are unfurnished, with the exception of a refrigerator and stove in each unit.*

### **Other Fees**

|                                                         |       |
|---------------------------------------------------------|-------|
| Application Fee (non-refundable)                        | \$100 |
| Damage deposit (must be paid when you apply for a room) | \$330 |
| Residence Activity Fee (annual)                         | \$58  |

***If you cancel your application before taking possession of the room, the damage deposit will be forfeit. If you are not accepted into the residence, your deposit will be returned.***

|                                                          |       |
|----------------------------------------------------------|-------|
| On-campus parking fee for residents only (semester rate) | \$174 |
|----------------------------------------------------------|-------|

## Covid 19 Policies

We continue to urge residents to be cautious, remembering that you share many spaces together. There are test kits available through the Residence Manager if you need one, and should you contract the virus, we'll do what we can to help you.

- Effective 1 December 2024, residents may have guests if you wish. Please note that **visitors are not permitted to use resident washroom facilities, but may use the washroom in the lower level by the shared kitchen.**
- Your guests **may not stay overnight** in Residence: the school's emergency and evacuation plans do not provide for taking care of people who are not expected to be here.
- If a student is feeling unwell, please advise the Residence Manager immediately – you're not in this alone.

## Common area protocols

- The **Common Room** will remain open from **7 a.m. to 11:00 p.m. daily**, except during holiday periods, when its hours will be extended. Thus, the Common Room and kitchens will remain open from 24 December to 26 December, from 31 December to 2 January, and from Good Friday until Easter Monday.
- **Both shared kitchens will remain open 24/7, on a test basis.** If the kitchens remain in good repair, and as long as residents are not disturbed by kitchen activity between 11 p.m. and 7 a.m., they will remain open. Facilities will keep us advised on the condition of kitchens and appliances maintained there.

## Cleaning

- Additional cleaning of high traffic areas has been implemented
- Residents are reminded that Facilities staff are not responsible for clearing hair or whiskers from bathtubs, showers, or sinks. This is strictly personal care, and the responsibility of individuals.

## Self isolation

The policy of isolation upon arrival for international students has been lifted, as has the policy on isolation in the case of suspected Covid; however, **if you do feel unwell, we urge you to consider your floormates, and isolate as much as possible.** If we can provide assistance in the event that you feel isolation is the best choice, we are happy to do so.

We are excited to welcome students to campus and are eager to help new students begin their journey! We are committed to making this a memorable experience for you while maintaining a healthy and safe living environment. It is imperative that you familiarize yourself with this Code that has been developed as a guideline for living in our new community. These guidelines and principles are for everyone to follow. If there are some areas you feel are not clearly explained, or any rules that seem ambiguous to you, please contact the Residence Manager ([bobbi.zahra@astheology.ns.ca](mailto:bobbi.zahra@astheology.ns.ca))

**Remember, you are responsible to know the information contained in this document. Failing to read it does not excuse you from the policies contained within it.**

AST reserves the right to change the policies outlined within this code at any time, and changes will be published promptly. Although every effort is made to ensure this policy is thoroughly up-to-date at time of publishing, changing circumstances, evolving public health protocols, and directives beyond our control may precipitate a policy review and/or change. If there is any discrepancy between the information contained in this document and our Academic Calendar, the version of the policy found on the website will prevail.

### **What is Expected of You?**

Living on campus is a privilege, and you are reminded that you are expected to respect the needs of others, to be patient and kind, and to respect your surroundings. The “quality of life” in residence depends on each person’s positive contributions, such as being responsible users of shared kitchens.

Actions by an individual which interfere with the rights of another individual to the peaceful use of his or her space in residence are considered inappropriate and **will not be tolerated**. No policy can anticipate all possible circumstances, or account for behaviour of any individual or group who would knowingly disregard these guidelines. For this reason, AST reserves the right to exercise discretion in response to any individual or collective circumstance or situation. Any clarification of a specific situation involving the scope or detail of this policy must be directed to the Residence Manager and is subject to sanctions under the Non-Academic Discipline Policy.

### **Alcohol Policy**

Consumption of alcohol in residence, in any public area in/or surrounding residence, is regulated by the Liquor Control Act of the Province of Nova Scotia and AST’s own liquor regulations. AST supports a harm-reduction approach and endorses the lower-risk consumption of alcohol as set out in Canada’s Low- Risk Alcohol Drinking Guidelines (<https://novascotia.ca/dhw/addictions/alcohol-drinking-guidelines.asp>.)

### **Underage Drinking**

The legal age for the consumption of alcohol in Nova Scotia is 19 years. Residents are reminded that it is illegal to purchase alcohol for or sell alcohol to a minor. Alcohol procured for others will be confiscated and destroyed, and fines will result. The sale of alcohol in residence is prohibited.

Any room leased to a student under the age of 19 is considered an “alcohol free room,” and alcohol is not permitted in that area. Anyone who chooses to drink in an alcohol-free room is in violation of this Policy will be fined for consumption in an alcohol-free area, regardless of age.

### **Conduct**

Disorderly conduct resulting from drunkenness and/or failure to comply with liquor regulations will result in disciplinary action. Intoxication on its own is not a violation of the Residence policies; however, inebriation will not be accepted as an excuse for any misconduct.

Students are responsible for knowing, understanding, and complying with applicable provincial and University laws regarding alcohol. **Alcohol policy violations will result in an Incident Report and a minimum \$100 fine.** If the inebriation results in more than one offence, the resident could be fined separately for all offences. Sanctions will increase depending on the nature of the violation including, but not limited to loss of privileges or expulsion from Residence. Parties involving liquor (i.e., house/apartment parties, keg parties, etc.) are not permitted. **Any** drinking games, funnels, “shot gunning,” beer pong, or any event that has drinking as its focus, or intoxication as the main purpose are prohibited in Residence.

### **Alcohol Policy Infractions**

The amount of the fines will escalate in accordance with the number of infractions (not necessarily for the same offence) and it will usually go as follows:

1. The first Alcohol Policy Infraction will result in a \$100 fine, payable within two weeks.
2. The second Alcohol Policy Infraction will result in a \$150 fine, payable within two weeks.
3. The third Alcohol Policy Infraction will result in a meeting with the Residence Manager to discuss the repeated breaches of Residence policies. Expulsion may result.

### **Cannabis**

AST is committed to offering ongoing education and promoting awareness initiatives about cannabis to students. We are committed to developing, implementing and supporting ongoing education initiatives utilizing an awareness, prevention and harm reduction approach.

The legal age for the consumption, possession, and use of cannabis is 19 years. Residence students are required to follow all legally binding restrictions and laws with regard to cannabis, as well as all applicable University policies, municipal, and provincial regulations. Residence students are encouraged to familiarize themselves with the Lower-Risk Cannabis Use Guidelines

(<https://www.camh.ca/-/media/files/pdfs---reports-and-books---research/canadas-lower-risk-guidelinescannabis-pdf.pdf>), as well as the Nova Scotia Cannabis Control Act ([www.novascotia.ca/cannabis](http://www.novascotia.ca/cannabis)).

In addition to federal and provincial regulations, the following cannabis-related activities are prohibited in Residence:

- Possession and consumption under the age of 19;
- Sale and/or distribution of cannabis;
- Cooking with cannabis in Residence;
- Possession and consumption in any common areas, lounges, bathrooms, or hallways;
- Smoking (or vaping) cannabis **anywhere on campus, or within 10 m of any building, window or door;**
- Students **may not** grow or possess cannabis plants in Residence;

### **Medicinal Cannabis**

Any accommodation for medicinal use of cannabis in Residence must be granted in conjunction with the Residence Manager prior to engaging in the use of cannabis for this purpose. We will work collaboratively to devise a specific accommodation plan on a case-by-case basis; however, any accommodation made for the use of medicinal cannabis stipulates that **it may not be consumed by smoking or vaping**. Please note: Any concerns regarding your use, consumption or the behaviors or impacts of another's use of cannabis should be discussed with the Residence Manager, who can direct you to the appropriate education or harm-reduction resource.

Students who use medicinal cannabis are reminded of proper storage: cannabis and accessories must be stored in locked, opaque, storage units/ containers that contain the smell and ensure cannabis cannot be visually identified. If there are issues or complaints pertaining to odour made by any members of the Residence Community, they will be treated as a violation of this policy.

### **Drug Policy**

The use, possession, or trafficking of illegal drugs is a criminal offense and will not be tolerated on Residence premises, either indoors or out. Reasonable belief of either use or possession of illegal drugs (or any unsafe practice involving prescription medications/drugs) in our Residence community will result in disciplinary outcomes. For the purpose of this policy, a distinct odor of drugs or the presence of drug paraphernalia is considered sufficient proof that a violation of the policy has occurred.

Possible outcomes include, but are not limited to:

- behavioural contract
- fines
- residence transfers
- removal from residence

The minimum outcome related to drugs & illegal substance violation will be a behavioural contract and a \$100 fine. The maximum outcome will result in a removal from residence within 24 hours and may include a ban from all of AST's residence areas for a period of up to one year.

If illegal drugs are determined to be present in a Residence room or apartment (and no one takes ownership), all occupants of the rented premises at the time of the offense are subject to disciplinary outcomes in accordance with the outcomes listed above. As with all our Residence policies, individuals are responsible for the behavior of their guest(s). If a guest is found to be in violation of this policy, their host(s) will be deemed accountable. Any unsafe practice involving prescription medications/drugs is also prohibited.

If you would like to discuss a substance abuse problem, we encourage you to speak with the Residence Manager or to consult with a counseling resource at your own school.

### **Smoking Policy**

There is no smoking in **any** Residence room, apartment, or common areas. Smokers **must** go outside and must be **off AST property if they wish to smoke. This policy applies to tobacco consumed as cigarettes or in a pipe, and to the consumption of any cannabis product.**

The Provincial Smoke-Free Public Places Act states that that “no person shall smoke in any enclosed place... that is or includes a school, community college or university” (among other places). Violators can be fined up to \$2,000.00. As such, **there will be a minimum \$250.00 fine, per incident, if an occupant is found to be in violation of this policy.**

### **Noise & Consideration Policy**

The AST Residence Community has a 24-hour consideration policy. Please be advised that no gatherings of any kind will be permitted, inside or outside, between 11:00 pm. And 7:00 a.m., every day of the week.

Causing a disturbance will be subject to an Incident Report Fine. All students have the right to study and sleep in the comfort of their own room. An individual's right to study and sleep supersedes another's right to make noise whenever they wish.

The procedure for dealing with noise is outlined below:

- If you have an issue with someone's noise level, talk to them first – people are sometimes not aware that their voices carry and disturb others and may simply be speaking on the phone in a loud voice.
- If in time the noise is still at a disturbing level, contact the Residence Don on duty, who will talk to the student(s) about their noise level
- If this does not resolve the issue, the Residence Don will contact the Residence Manager for resolution.

If the steps noted above do not result in resolution of the problem, those against whom complaints have been lodged will be fined \$100 for the first such infraction. Subsequent infractions may place your residency here in jeopardy, and you may be expelled from Residence.

Stereo speakers any larger than 6" or subwoofers are not permitted in any Residence area.

Consideration hours are in effect 24 hours a day. Noise is to remain at a moderate, tolerable level. All residents have the right to request that others keep the volume or noise down when they are studying for an exam, not feeling well, etc. During consideration hours,

we ask you to respect what your neighbors below, above, and around you are trying to do and think about what you would define as tolerable in the same situation. Simply ask your neighbor to reduce their noise level. There is no need to call the Residence Don or Residence Manager unless a situation continues.

## **Cameras & Video Recording in Residence**

The **only** cameras permitted in Residence are those installed by AST in certain common areas of the school. The presence of recording equipment in Residence was not permitted when faculty and staff still worked in this building, but in 2003, the policy was updated to permit the limited use of cameras in common areas. The people with authority to view/review anything captured by these cameras is strictly limited and controlled.

Students who live in Residence **may not place cameras or other recording devices in any common areas of the Residence Building**. If any recording is required as part of a school project, it would be permitted only under these conditions:

1. Permission must first be sought by email to the Residence Manager. The person requesting permission must provide a detailed explanation of the need to use the equipment in the Residence Building.
2. If permission is granted, the **only possible locations for recording** will be the Common Room, either of the 2 laundry rooms, or Nosh & Goods, the boutique shop on the first floor.
3. In the event that permission is granted, there must be sufficient notice in the request that all residents can be advised, as they may wish to change their routines accordingly so as to not be in view of cameras.
4. In the event that permission is granted, the student will be required to place a poster at the door of the room in which the camera is placed, on which their contact information is also provided.

## **Physical Violence Policy**

Physical Violence is not tolerated in any Residence areas or on the AST campus. Physical Violence **will result in immediate termination of your residence rental agreement**.

The use or possession of weapons (including but not exclusive to firearms, ammunition, hunting/exotic knives, swords, archery equipment, target pistols, machetes) and flammable or hazardous substances is not permitted in Residence.

## **Room Entry Policy**

As a representative of the University, a University staff member may enter a student's room under the following circumstances:

- In response to an occupant's maintenance request. Maintenance will leave a note behind to let you know they entered and the status of your repair request.
- When ordered to do so by Halifax City Police or the Halifax Fire Department.
- In a life-threatening situation where there is reasonable belief that a resident is in danger or is a threat to him/herself or others.
- To conduct a room inspection, or to follow-up on a work order.
- To ascertain whether a bed space is occupied, or to clean/prepare space for a new

occupant.

- To protect University property, such as in the case of flooding, fire, etc.
- To enter an unoccupied room to turn off a stereo or alarm, or to close a window that has been left open by the resident. (This may be in response to a complaint from another resident.)
- When there is reason to believe a residence/University policy violation or an indictable criminal offence is in progress.
- While evacuating a floor during a fire alarm or fire emergency (or to determine the origin of smoke).
- When invited into the room at the request of the occupant.
- Students are not to enter rooms without authorization.

### **Sexual Harassment and Assault Policy**

AST wishes to maintain a safe and equitable environment for all of those who work and live on campus. Sexual harassment will not be tolerated by the University. Residents are obliged to attend and complete training under the Sexual Violence Prevention Program at AST, which will be offered each semester. Dates will be announced in late August/early September; and in early January for each semester. Once you have completed this training, you are not expected to complete it annually. Residents who do not attend training may face expulsion from Residence.

**Sexual Harassment** Sexual harassment is unwanted sexual attention which adversely affects the working or learning environment. Sexual harassment may include, but is not limited to:

- (a) Conduct, comment, gesture or contact of a sexual nature that is likely to cause offence or humiliation to any member of the AST community to whom such conduct, comment, gesture or contact is directed; or
- (b) Conduct, comment, gesture or contact of a sexual nature that may, on reasonable grounds, be perceived by an AST community member as placing a condition of a sexual nature on employment, or opportunity for training, promotion, advancement or other reward; or retaliation for refusal to comply with a request of a sexual nature; or
- (c) Behavior and remarks of a sexual nature, when such conduct has the purpose or effect of creating an intimidating, hostile or offensive environment.

Sexual harassment may or may not include sexual assault: Sexual assault is any sexual activity without consent. Sexual assault may include kissing, fondling, touching, oral or anal sex, vaginal intercourse or other forms of penetration, without consent. Complaints of sexual assault will be addressed under the AST Policy Against Sexual Assault.

### **Visitation/Guest Policy**

Residents are welcome to have guests visit, either in your own room, or in the Common Room. The following conditions apply:

- 1. No visitors may stay overnight.
- 2. Visitors must leave when quiet hours begin, no later than 11:00 p.m. on any night. Visitors may not arrive before 7:00 a.m. on any morning.
- 3. No visitors may use any securely locked washrooms. The only public washroom available for visitors is the one located near the shared kitchen on the ground level at the back of the Residence Building.
- 4. You are responsible for your guests: should they cause a disturbance or break any policies outlined here, they will be required to leave, and you may incur a fine.

### **Weapons Policy**

The use, possession, or storage of weapons and flammable or hazardous substances are not permitted in residence. Weapons refers (but is not limited) to firearms, hunting or exotic knives and swords, archery equipment, target pistols, airsoft guns, machetes, etc.

Flammable or hazardous substances refers (but is not limited) to shells, ammunition, firecrackers and/or other forms of explosives. The definition of weapon from the Criminal Code in your definition is:

“Weapon” means anything used, designed to be used or intended for use

- a) In causing death or injury to any person, or
- b) For the purpose of threatening or intimidating any person and, without restricting the generality of the foregoing, includes a firearm.”

### **Fire Safety Policy & Open Flame**

Candles and any open flames, such as incense burners, tart burners, sparklers, etc., are **not** permitted in residence. **There is an automatic fine of \$250 for a first use; a resident found to be violating this policy a second time will be expelled from Residence immediately.**

1. If you see or smell smoke, investigate immediately. If you discover a fire, operate the nearest fire alarm pull station and warn other people in the nearby area.
2. If you hear the fire alarm sounding, proceed to the outside of the building using the nearest safe exit. Please note that the fact that you, personally, may not smell smoke does not absolve you of the obligation to leave the Residence Building immediately and muster at the main gate on Francklyn Street. **Residents who refuse to leave the Residence Building immediately in the event of a fire alarm will be fined \$250; a second such occurrence will result in expulsion from Residence.**
3. **If a fire alarm sounds throughout the Residence, and it is demonstrably proven that it is a false alarm caused by the action of a student, that student will be subject to a fine.** AST is charged \$500 by the Halifax Fire Department for each callout that is a result of careless kitchen use by a student, **and this cost will be passed on to the student(s) responsible for an unnecessary callout.**
4. Those capable of using a portable fire extinguisher may do so if the fire is small and not located between you and the exit. If this is not possible, **leave the building.** At this time, if the fire alarm is not ringing, activate the nearest pull station on your way out of the building.
5. Keep clear from exterior doorways after exiting, to allow progress of those following you and to maintain a clear area for fire department operations.
6. **Remain in the kitchen at all times when using cooking and/or heating appliances.** Students found to be leaving the kitchen while preparing food using the stove are subject to sanction.
7. Make sure to empty the lint traps of the dryer after every use. A full lint trap is a fire hazard.

**Note:** At NO point in time are alarms/detectors or sprinklers to be disconnected, covered, etc. There should be nothing attached to or near any sprinkler heads (within a 2-foot radius). A \$250 fine will be levied against any student found tampering with ANY fire safety equipment. A second such occurrence will result in immediate expulsion from Residence.

### **Custodial Services**

- No linens (including sheets, pillows, and blankets) are provided.
- It is your responsibility to keep your room clean.
- If your room is not left in a clean condition (the condition in which you received it) at year-end, the cost of cleaning will be deducted from your security deposit.
- Residents are expected to clean up after themselves in the bathroom – if you leave hair behind in the shower/tub, or whiskers in the sink, you are required to clean these up before you leave the washroom. Facilities staff provide basic maintenance daily and clean and disinfect every washroom thoroughly once a week. It is impossible for them to clean up every time a student leaves a washroom.
- There is a cleaning closet in each corridor in which you will find minimal supplies to help you keep your space clean, such as a broom and dustpan, a bucket, mop, etc. It will be the student's responsibility to place the cleaning materials back in the storage area when finished with them so they can be available to other students.
- You are required to dump any garbage from your room/apartment in the waste cans provided in the bins **outside the building.** Garbage left outside your door will not be picked up. It is important to remember that custodial staff are employees of the University hired to keep the Residence and every other building on campus clean

and in good order. They should be treated with courtesy and respect at all times.

- Students are responsible for keeping the shared kitchens clean, including sinks, countertops, microwaves, and fridges. Any dirty dishes left in the sinks for over a 24- hour period may be thrown out by the Residence Don.
- Personal belongings may not be left in corridors or stairwells, as this violates fire codes. Shoes, or any other personal belongings, present a tripping hazard and also present an impediment to work of Facilities staff whose responsibility it is to keep corridors clean. If you leave things outside your door, they will be removed.

### **Damages**

Students in Residence are responsible for the conditions of their rooms and common areas. They are responsible to pay for any damage caused to their room or common areas by themselves or their guests. If no one comes forward to claim responsibility for damage in common areas (common rooms, hallways, bathrooms, etc.), residents living on that floor will share the cost of repair and fine.

### **Appliances in Rooms**

Some students may choose to have a mini-fridge in their room. The school does not supply these, nor does Facilities staff undertake to move them to a student's room. Other appliance use in your room is **strictly limited**: you may have an electric kettle **if it has an automatic shutoff**, but you **may not have any other appliances in your room** (including microwaves, toaster ovens, toasters, etc.). Beyond the risk of fire for unattended appliances, the Residence Building is an older building, and the use of kitchen appliances in rooms may cause fuses to blow, thus creating electrical interruptions for everyone else.

**Portable Air Conditioners** are **not** permitted in Residence rooms.

### **Breaks**

#### ***Reading Week, Winter Holidays, Spring Break***

Students are permitted to remain in Residence during the Fall Reading Week and Spring Break. We understand that although many students will leave campus for the winter holiday period (typically from the third week of December through the beginning of the first week of January), some students may stay on campus. If you expect to remain on campus during the winter holiday period, **you are required to advise the Residence Manager**, so that in case of emergency, we know who is actually on campus. Students staying on campus over the holiday break must be returning for the winter semester. If you decide that you will not be coming back to the AST Residence during the winter semester, you will be obligated to the full cost of your Residence room for the period from January 1 through April 30.

### **Incident Reports & Fines**

If overall code procedures are not followed appropriately, or a policy has been violated, the Residence Manager will either issue a warning to discontinue the offending behavior or (depending on the seriousness and/or the situation surrounding the violation or past misconduct) will issue a fine. In either scenario an incident report will be generated outlining the violation.

Incident Reports and fines are issued as a result of violation of quiet rules, alcohol and drug  
Amended 1 November 2024

infractions, etc., but behaviour will also determine whether fines are given (for example, inappropriate behavior or use of language towards the Residence Dons or the Residence Manager in the performance of their duties). Please Note: Incident Reports and fines are issued at the discretion of the Residence Manager, in consultation with the Residence Don as required.

The process of fines is as follows:

1. The Residence Manager will identify the rule(s) and/or regulation(s) that you have violated.
2. The Residence Manager will write out the fine. If more than one rule or regulation is being broken, you will be fined for each. You will be given a copy of the ticket, and the Residence Manager will keep the other copies.
3. **YOU DO NOT PAY THE Residence Manager.** The incident report will be sent to the Business Office, where the fine will be added to your account. The fine must be paid within 10 days. If, within a period of 10 days, the student has not paid the fine(s), an additional charge of \$5/week will begin to accumulate until 30 days have passed. If the fine and accumulated charges have not been paid by that time, the resident will be expelled from Residence and will forfeit the security deposit paid at time of application.

The amount of the fines will escalate in accordance with the number of infractions (not necessarily for the same offence) and it will typically follow this structure:

1. The first Incident Report will result in a \$25 fine.
  2. The second Incident Report will result in a \$50 fine.
  3. The third Incident Report will result in a \$100 fine, as well as a meeting with the Residence Manager to discuss the repeated breaches of residence policies.
- Please note: Alcohol, Drug and Fire policy infractions follow a different scale. Please see below for more detail. All fine monies collected are returned to the Residence Office for use in residence.

## Insurance

AST recommends that students insure all personal effects, as the school is not responsible for the personal belongings of the residents (e.g., theft, damage, or loss of any items left in students' rooms or stored at the University). You should contact your family insurance agent to determine if you are covered under your parents' home insurance and if so, for what amount. You should also determine if additional insurance is required for more expensive items, such as a camera, PC, stereo, computer or jewelry.

Questions to ask your insurance agent:

1. Am I covered under my parents' policy while I am away at school?
2. For what amount?
3. Are there any restrictions?
4. Should I have additional coverage for any valuable items?

## Keys

Contact the Residence Manager if keys are lost. There is a **\$75 replacement fee per missing item** (including room key, mailbox key, front door key) for lost keys. Fees will be charged to student accounts for any sets of residence keys not returned at year end at a fee of \$225. Under no circumstances may anyone switch, lend, or copy residence room keys. Duplicating keys is absolutely not allowed.

Neither the Residence Don nor the Residence Manager will open rooms for anyone other than the occupant without the occupant's specific consent, unless deemed an emergency by a Residence staff member.

## Laundry

There is a laundry room at the basement level, with 3 washers and 3 dryers. The cost of the coin-operated machines is \$2.00 to wash and \$2.00 to dry. You may use **only laundry detergent** in the washers: that is to say, you are not permitted to use any other liquid soap, such as dish soap or body wash to wash your clothes. Please note that you are required to clean the lint filter of the dryers – failure to do so is not only a fire hazard, but also means that your clothes won't dry properly, and you'll spend more money on drying than is necessary when the filter is cleaned. The laundry room also has an iron and ironing board for your use. You may not leave clothes hanging in either laundry room to dry.

Common Courtesy: Since the laundry facilities are shared, please respect other residents with a 15-minute grace period before you remove someone's belongings from a machine. Equally, if your clothes are left unattended overnight in a washer or dryer, they may be removed and disposed of with no further notice.

## Move-in/Check-out Procedures

AST operates with rolling admissions to Residence, generally starting in the last week of August. Because the Residence Building remains locked, you are required to make move-in arrangements with the Residence Manager, and either she or a Residence Don will meet you to give you keys, show you to your room, and show you around.

At the end of the academic year in April (or before, if you are staying only for the first semester), the following procedures apply:

1. All your personal belongings and garbage must be removed from your room, and you must thoroughly clean your room.
2. Your room keys will be given to either the Residence Manager or the Residence Don (whichever of these people is available for your out-inspection).
3. Any belongings or food that you have in the shared kitchens must be removed and disposed of appropriately. You may **not** leave food, personal items, or clothing **anywhere in the Residence** with a sign indicating that they are free for others to take. If you are not taking it with you, you **must dispose of it in the outside bins yourself, unless you personally hand it to another resident who's staying in Residence.**
4. Your room will be inspected on your last day. Any deficiencies in cleaning, or any damage, will be debited against your security deposit. You will sign a copy of the inspection report upon departure.

5. If you fail to follow the check-out procedures, the cleaning will be done by the University custodians and the cleaning cost will be charged against your security deposit.

### **Pest Control**

We strive for a pest-free living environment. While living in Residence, students are required to assist us in this goal by keeping their rooms/apartments neat and clean. A messy room or open food will attract pests, and is a problem easily avoided. Any food kept in your room/apartment or the shared kitchens **must be kept in sealed plastic or glass containers** (not generally the original packaging, but containers bought to seal food against the possibility of pests). Any food kept in shared kitchens **must be labeled with both your surname and your room number. Food that is not appropriately labeled or stored will be disposed of with no further notice.** In the event that pests are suspected, please report sightings immediately to the Duty Don or the Residence Manager.

### **Pictures**

Pictures may be secured to the wall with pins, thumbtacks, sticky tack, 3M poster tape or other adhesives that will not damage painted surfaces. Duct tape, scotch tape, masking tape, etc., may not be used. Damage to the walls is charged to the student.

### **Trunks and Storage**

Residence students who are returning to Residence are eligible to store their belongings for the summer. Please note that storage space is limited, and no student may leave more than a small amount of personal belongings, at the discretion of the Residence Manager.

There is a **\$50 monthly charge** for storing your things while you are away. Please note that if you do not store your belongings in a lockable container, AST is not responsible for anything you may determine has gone missing. Items **may not be stored in plastic bags of any sort but must be properly boxed, closed, and labeled with** your name and room number clearly visible on **each item you place in storage.**

### **Windows**

Screens in residence windows are not to be removed. A fine will be issued to the occupant of a room with a removed screen, and an additional fine will be levied if the screen has been damaged.