

Prince Albert Campus
STUDENT HOUSING HANDBOOK



STUDENT HOUSING CONTACT LIST



**Security –
Technical Building**
306-960-3995 (24 hrs.)

**Maintenance or
after-hour emergency**
1-833-815-1222 (24 hrs.)

*(Building issues such as locks,
heat loss, water leaks, etc.)*

Facilities Management team

princealbert.studenthousing@saskpolytech.ca

Manager – Dale Pratt

Coordinator – Doug Wagar

Assistant – Gale Granrude

Emergency numbers

911

Prince Albert Police

306-953-4222

Prince Albert Fire Department

306-953-4200

Ambulance 306-953-9800

Victoria Hospital 306-765-6000

Saskatchewan Poison

Control Centre 1-866-454-1212

Sexual Assault Line (24hrs)

306-764-1039

Mobile Crisis Services (24hrs)

306-764-1011

Saskatchewan Polytechnic supports and services

Enrolment Services: 1-866-467-4278

Counselling Services: 306-765-1611

Students' Association: 306-765-1708

Indigenous Students' Centre: 306-765-1745

International Students' Centre: 306-659-6906

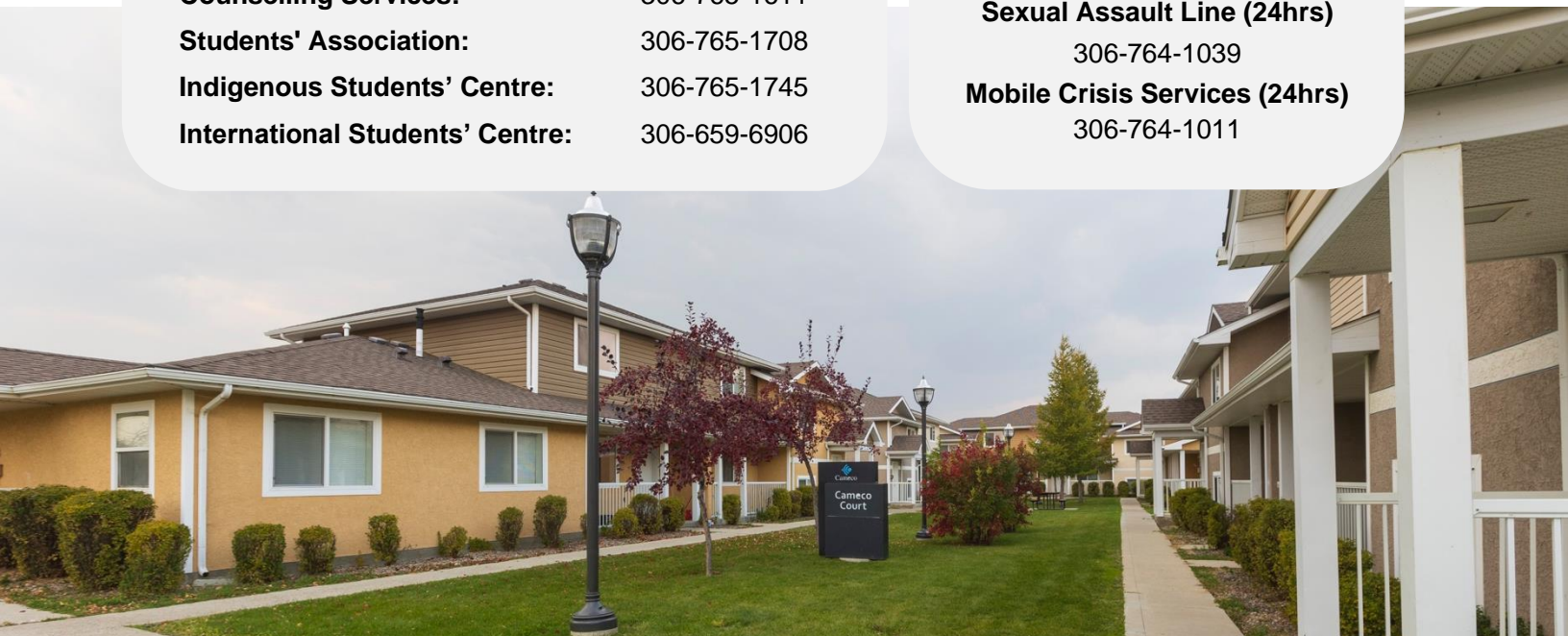


Table of Contents

INTRODUCTION & GENERAL INFORMATION	4
QUALIFICATION, RESIDENCE ALLOCATION AND RESIDENCE CONTRACT	4
Qualification	4
Residence Allocation	4
Occupancy Period	4
RESIDENCE CONTRACT	6
Signing.....	6
Cancellation.....	6
Residence Fees	6
RENT PAYMENTS	6
POLICIES & REGULATIONS	7
Care and cleanliness of facilities	8
Laundry.....	9
Cooking facilities	9
Alcohol.....	9
Cannabis and chewing tobacco use	9
Illegal drugs	10
TENANT STANDARDS OF BEHAVIOUR AND DISCIPLINE	10
Complaint procedure	11
Disciplinary action	11
Termination of residence contract.....	12
SASKATCHEWAN POLYTECHNIC STUDENT HOUSING FEE GUIDE	13
SERVICES & GENERAL INFORMATION	14
Security.....	14
Safety	14
Parking	14
Keys.....	15
Noise	15
Vandalism and damages.....	15
Firearms & dangerous weapons	15
Loss, damage or theft of personal property	16
Pets	16
Bus Service	16
Bicycles	16
Mail.....	17
Internet	17
Child care	17
STUDENT SERVICES	19



Welcome to Saskatchewan Polytechnic student housing.

Our team is here to ensure your transition to living in student housing goes smoothly and that you are prepared with several resources and supports. Please reach out to staff if you have any questions.

Student housing is a community. We all have different ideas of what constitutes noise, what time to go to bed and what time to get up. It is important to be considerate of neighbours and create a community of mutual respect.

QUALIFICATION, RESIDENCE ALLOCATION AND RESIDENCE CONTRACT

Qualification

Students must be enrolled full-time at Saskatchewan Polytechnic Prince Albert campus to be eligible for accommodation. An applicant will be asked to produce documentation for proof of registration.

The following qualifications must be met:

- Your household income cannot exceed \$52,000 per year.
- One adult in the suite must be a full-time student at Saskatchewan Polytechnic (a minimum 60% course load).
- A maximum of 2 adults and 2 children per unit. No exceptions.
- Family applications must include a minimum of one child but no more than two that will be in your care.

Residence Allocation

Residents renewing their contract will be given priority. Suites will be allocated based on receipt date of application and approved qualification. Two units are available for students requiring wheelchair access and proof of a certified medical condition must be provided.

Occupancy Period

The occupancy period for each semester begins with the scheduled date for residence move-ins and concludes on the last day of the month in which the student's program ends for the school year. Failure to vacate the residence on the specified date may result in immediate removal.

Students are not permitted to arrive earlier or stay later than the prescribed occupancy period in the contract. To request an extension of your contract, email princealbert.studenthousing@saskpolytech.ca. All requests for additional time must be approved by Facilities Management.

Students enrolled in multi-year programs may be permitted to occupy the residence on a year-round basis. Requests for year-round occupancy will need to be made by emailing princealbert.studenthousing@saskpolytech.ca. All requests must be approved by the Facilities Management.

Options if you plan to return to your studies in the fall:

- Occupy the unit during the summer months and be responsible for rent and utilities
- Vacate the unit for the summer months. To hold your unit, you will be required to pay \$250.00/month and the utilities. Inform Facilities Management by emailing princealbert.studenthousing@saskpolytech.ca stating your vacate and return date. You will not have access to your unit during that time as the locks will be changed.
- Complete the check out process and vacate the unit. You will then need to re-apply in for the fall and will be considered a new applicant.



RESIDENCE CONTRACT

Signing

You are required to sign a Residence Contract based on the confirmation of enrollment start and end date submitted during the application process. By signing the contract, you agree to the policies and rules stated in the Student Handbook and Student Conduct Policy.

Cancellation

If you want to cancel your Residence Contract before the end of occupancy period you must inform Facilities Management by emailing princealbert.studenthousing@saskpolytech.ca.

Residence contracts will be cancelled under the following circumstances:

- A resident is notified by Saskatchewan Polytechnic that they are required to discontinue.
- Medical reasons, certified in a letter from a physician.
- Saskatchewan Polytechnic management determines that a resident's behavior is not consistent with residence standards.

Special circumstances may be considered by management with no obligation to cancel a contract. A decision by a resident to move out before their contract expires will not be considered grounds for cancellation.

Residence Fees

Residence fees are due on the first day of each month. All outstanding charges on a resident's account must be paid in full at that time.

RENT PAYMENTS

When you have been assigned a unit you will be provided with the information on how to send the damage deposit and rent payment(s). The damage deposit is due immediately once the contract has been signed and monthly rent is due on or before the first of each month.

POLICIES & REGULATIONS

Guests - A guest is any person who is invited to, accompanied on, accepted or admitted to the residence property where they do not currently reside.

- **As the Resident, you will be held responsible for the actions of your guest(s).**
- Family and friends are welcome to visit residents but must abide by the same policy and standards of behavior as residents.
- The following procedures must be observed:
 - A resident can only have up to four guests at any one time and;
 - All guests must leave the residences by 11:00 p.m. Sunday to Thursday and by 1:00 a.m. on Friday and Saturday.
Quiet time starts at 11:00 p.m. nightly.

**As the resident,
you will be held
responsible for
the actions of
your guest(s).**

Overnight Guests - A guest is any person who is invited to, accompanied on, accepted or admitted to the residence property where they do not currently reside.

- **As the Resident, you will be held responsible for the actions of your guest(s).**
- Residents may host a maximum of two (2) overnight guests on Friday and Saturday nights only.
- Overnight guests are not allowed Sunday to Thursday.
- The rights and privacy of other residents must be taken into consideration.
- Residents must register the overnight guest(s) at the Information Kiosk in the Technical Building prior to the guest's arrival.
- Each resident may host an overnight guest once per month. Requests for overnight guests outside of the approved time slot will require approval from Facilities Management prior to the stay.
- Parking is available for your guest in the lot east of the student housing complex for a fee.

Care and cleanliness of facilities

It is the resident's responsibility to care for the condition of their residence as well as cleanliness of furnishings and equipment.

- Residents must provide their own cleaning supplies (e.g., brushes, cleaners, etc.).
- Tape, 3m hooks, fun tack, nails, screws or other adhesive materials **are not permitted** on walls, ceilings, doors or furniture. Use of picture hooks only are permitted.
- Theft or vandalism to facilities is prohibited. Removal of Sask Polytech owned furniture/appliances from a residence without proper authorization will result in a replacement charge and/or disciplinary action.
- Regular inspections are randomly done to ensure cleanliness and report on any damages to each suite. Should the standard of cleanliness in a suite be found unacceptable at the time of inspection, a written cleaning notice itemizing the areas to be cleaned will be issued. A date must be noted for completion of the work. The suite will be re-inspected according to the date and time frame stated on the cleaning notice. Should the standards of cleanliness be unacceptable once again, a cleaning service will do the cleaning and cost for that service will be charged back to the resident. A minimum \$50 fine will be charged in addition to the actual cleaning costs.
- Garbage bags must be placed in one of the large disposal bins along the southeast or southwest side. Piling garbage in public areas will result in a \$50 fine being levied. If the one disposal bin is full, please use the other one. It is recommended that you take the garbage out of your unit weekly to the garbage bins located on the south side of the complex.
- We offer recycling containers which are located at the north end of the Academic Building parking lot for paper products.

Suggested list of cleaning products to be supplied by the tenant:

Cleaning cloths	Bath cleaner	Oven/stove cleaner
Toilet bowl cleaner/brush	Paper towels	Glass Cleaner
Disinfectant cleaner	Garbage container/bags	Mop/bucket
Broom/Dustpan	Toilet plunger	HE Laundry Detergent

Laundry

- Washers and dryers are provided in all residences.
- Students are responsible for purchasing detergents, fabric softeners, etc.
You must use a high efficiency laundry detergent.
- It is the resident's responsibility to keep the washer door open when not in use to help eliminate odour.
- If the machines are not operating properly, please contact the property management company during regular work hours who will arrange for repairs. After hours calls will result in a charge back payable by the resident.



High efficiency laundry
detergent logo

Cooking facilities

- Stoves, fridges and microwave are provided. Microwaves are permitted in the kitchen areas only. Hot pans or pots should not be placed on counters, chairs, linoleum or carpets as the heat will melt these surfaces. Residents will be charged the full costs of replacing damaged items.
- No cooking appliances of any kind are permitted in bedrooms due to fire regulations.
- Barbecues and hibachis are not allowed. Picnic areas are available with barbecues. Only charcoal briquettes can be used in the barbecues. Open flames are not allowed.
- Incense and/or candles are not allowed. When in doubt, check with Facilities Management.

Alcohol

- Students and guests must be 19 years of age to consume or possess alcoholic beverages, in accordance with Saskatchewan liquor laws.
- Alcoholic beverages are not permitted in public. Students found in public areas such as the patio space with alcohol will be fined \$50. **Please make sure your guests are aware of this policy BEFORE they arrive.**

Cannabis and chewing tobacco use

- Smoking or any other form of consumption of cannabis (marijuana) for recreational use is strictly prohibited in all buildings, facilities and property that Saskatchewan Polytechnic owns, leases or rents (including student residences and all outdoor areas) and in designated smoking areas.
- Growing cannabis plants is prohibited in all buildings at the Prince Albert campus.
- Mail delivery of cannabis to housing is prohibited.
- If consumption of cannabis is for physician prescribed medicinal purposes, the Reasonable Accommodation policy 712 should be consulted. Email princealbert.studenthousing@saskpolytech.ca for more information.
- Spitting on Saskatchewan Polytechnic property in general or while using specialty tobacco products such as chewing tobacco, smokeless tobacco and snuff is prohibited in all areas including designated smoking areas.

Smoking, vaporizers & e-cigarettes

Smoking in residence is strictly prohibited including vapes and e-cigarettes. Any suspected smoking in unit will result in a search without prior notice and may result in disciplinary action.



Smoking is strictly prohibited.

- Smoking is permitted on your patio. Cigarette butts will need to be disposed of in a metal container like a coffee can.
- Do not dispose of cigarette butts on the grounds or sidewalks.

Illegal drugs

- The possession and/or smoking of illegal substances is strictly prohibited on Saskatchewan Polytechnic property.
- The possession, use, distribution, cultivation or sale of drugs or drug paraphernalia are illegal under the Criminal Code and prohibited on residence premises. Where drug use is suspected and/or in progress:
 - Prince Albert Police will be contacted.
 - Suites will be subject to entry without any advance notice.
- A student who violates this policy will be subject to legal action and **immediate eviction** from residence.

TENANT STANDARDS OF BEHAVIOUR AND DISCIPLINE

The Saskatchewan Polytechnic Prince Albert Housing Residence policy, as it relates to standards of behaviour, is designed to ensure individual residents' rights, protection and privacy.

Resident rights:

- The right to freely access their living accommodations.
- The right to live in a secure and clean environment.
- The right to study without interruption or interference.
- The right to live without unreasonable noise, intimidation or harassment.
- The right to access Saskatchewan Polytechnic staff for guidance and support.
- The right to host guests within established guidelines.
- The right to enjoy individual freedoms without regard to race, gender, national origin, disability, age, religion, sexual orientation or political affiliation.
- The right to be treated equitably.\
- These rights carry with them the mutual responsibilities of each individual to ensure these same rights for other residents.

Complaint procedure

If a resident has a concern with a fellow tenant the following procedure should be followed:

- If a situation or dispute arises between residents an attempt should be made to resolve the problem on a one-to-one basis.
- If an amicable resolution does not rectify the situation, contact Facilities Management for assistance.

If any party is dissatisfied with the outcome of the above steps, the resident may appeal in writing to Facilities Management.

- The appeal will be sent to the Directors of Student Services and Facilities Management for review and outcome.

Disciplinary action

There are specific types of behaviour which are considered a severe breach of community conduct, security and the law. These standards apply equally to residents and their guests, for whom they are responsible.

In the following instances, a resident may be subject to disciplinary action under Saskatchewan Polytechnic's Student Misconduct Policy and an interim misconduct measure may be implemented, and up to and including termination of the residence contract if they:

- Physically or verbally assaults another resident or other person.
- Harasses, coerces or intimidates a resident or other person.
- Promotes hatred or incites discrimination, hostility or violence towards a person or a group defined by their race, religion, ethnicity or other factors.
- Possesses firearms or weapons on Saskatchewan Polytechnic grounds, unless required for program use.
- Uses, sells or distributes illegal drugs.
- Abuses or publicly consumes alcohol.
- Violates provincial or civic fire regulations.
- Allows unauthorized individuals into the residence without prior written approval by Facilities Management.
- Permits/allows non-approved persons to live in residence, or sublets all or any part of residence or parking stall.
- Supply a non-resident or any other person their key to enter any residence and/or occupy a room.
- Is found culpable/responsible of theft or vandalism on Saskatchewan Polytechnic grounds; parking lots, housing unit and/including campus property.
- Refuse to cooperate, nor abide by the rules/policies included, but not limited to, those outlined in this handbook.
- Is found to have made false accusations against other residents or staff persons.

Termination of residence contract

A resident will be subject to immediate eviction on forty-eight (48) hours' notice at the discretion of Facilities Management if Saskatchewan Polytechnic or their designate has reason to believe:

- The continued presence of the resident constitutes a physical danger/threat to other residents, residence staff or they/their self.
- The resident has withdrawn from studies at Saskatchewan Polytechnic or has been required to discontinue or is suspended from Saskatchewan Polytechnic.
- The resident is found to have seriously or continuously breached the residence rules/policies and standards of behavior.

The tenant standards apply equally to the resident and their guests, for whom they are responsible.

Evicted residents/tenants will not be allowed visiting privileges in any residence. If a resident refuses to vacate the premises, Saskatchewan Polytechnic or their designate reserves the right to enter the assigned unit of the resident, remove all belongings to a storage area and re-key the suite. Charges for these services will be sent to the tenant and added to their account.



SASKATCHEWAN POLYTECHNIC STUDENT HOUSING FEE GUIDE

Operational

Item	Amount
Damage deposit	\$250
Late rent payment	\$25
Contract termination fee (early release)	\$50
Eviction processing fee	\$100
Fire hazard (smoking, unattended cooking, incense, etc.)	\$100, \$200, Eviction
Improper disposal of cigarettes and smoking materials	\$50
Giving out keys to other residents/non-residents	\$200
Noise and/or quiet hour violation	\$100, \$200, Eviction
Guest disturbance	\$100, \$200, Eviction
Vandalism/repair	\$100 + Replacement Cost
Misconduct violation	\$100, \$200, Eviction
Damaged furniture/appliances	Cost of replacement
Restricted items	\$100, \$200, Eviction
Alcohol (public/patio space)	\$50
Vehicle hang tag (lost, stolen, not returned)	\$25
Animal violation	\$100, Eviction

Cleaning

Cleaning	\$35.00 / hour
Improper disposal of garbage/recycling	\$50.00 minimum

Maintenance

Key replacement	\$10.00
Re-keying/lock	\$50.00

SERVICES & GENERAL INFORMATION

Security

- Security is on duty at the Saskatchewan Polytechnic Technical Building 24 hours per day and will regularly patrol the grounds for your safety and security.
- Video surveillance is used on the housing grounds.
- In the event of emergencies call 911. For disturbances, call Prince Albert City Police at 306-953-4222 and/or Security at 306-960-3995.
- Access to residences is limited to residents, invited guests/visitors and authorized staff.
- Residents are responsible for the general security of the residence.
- Security will provide safe walks to your unit if you require.

Safety

- **Fire safety**
 - Burning incense, candles or any other substance is strictly prohibited in residence. Any resident who violates this policy will automatically be subject to a fine or disciplinary action.
- **Fire detection**
 - All residences are equipped with smoke detectors. Residents are responsible for checking the batteries of their smoke detectors.
- **Fire and emergency procedures**
 - Residents should make and practice an exit plan to follow in the event of an emergency.
- **Violation of fire rules and regulations**
 - Tampering with smoke detectors or making a false bomb threat will be subject to legal and disciplinary action.

Parking

- Residents will be assigned one (1) plug in parking spot.
- During regular business hours security at the Kiosk in the Technical Building will assign a tenant's vehicle to the appropriate stall for your unit.
- The hang tag provided by Security must be on display when occupying the stall. Allowing non-tenants to utilize your parking stall is prohibited.
- Additional tenant parking can be purchased through the HonkMobile App under long term and park in Lot E between the two campus buildings.
- There will be a \$25.00 replacement fee for lost, stolen or not returned hang tags to your account.
- Your vehicle will need to be in working order and insured at all times. Several times a year, you will receive a request and instructions to move your vehicle for lot maintenance. Your vehicle will be **towed at your expense** if you fail to move your vehicle by the notice deadline.

- Saskatchewan Polytechnic is not responsible for any theft or damage to vehicles in any of the parking lots.
- Guests visiting your unit will need to park in the visitor lot for a fee.

Keys

- Each resident is assigned keys when checking into the residence and is responsible for their return upon leaving.
- Loss of keys will result in charges for replacement locks on the unit to the resident.
- Failure to return keys when moving out of residence will result in the locks being changed and a charge to the resident to re-key the residence.
- If you are accidentally locked out of your room, contact Security in the Saskatchewan Polytechnic Technical Building. If the Technical Building commissionaire is not available, contact the Property Management Company. There will be a charge for this service if it is after hours. Residence occupancy must be verified.

Noise

- Residents living in a student community need to consider noise levels (e.g., stereos, voices, alarm clocks, banging on walls, etc.). Noise that interferes with another resident's sleep and/or study habits is prohibited.
- Quiet hours for all areas of residence are in effect from:
 - 11:00 p.m. - 7:00 a.m. Sunday to Saturday

Vandalism and damages

- Residents have a 24-hour security video surveillance system in public areas.
- Any resident who causes damage to any part of the residence may be fined and will be charged for repairs. In addition, the resident could be subject to disciplinary action, which may include termination (eviction) of the Residence Contract.
- Serious incidents may require contacting Prince Albert City Police and the possibility of charges being laid under the Criminal Code of Canada.
- Vandalism to a residential suite will be charged back to the residents of that suite.
- Vandalism to common areas may result in charges to the person responsible.

Firearms & dangerous weapons

- Firearms, illegal weapons, hunting/exotic knives, fireworks, explosives, harmful chemicals, flammable liquids and any other items considered by the Property Management Company and/or Saskatchewan Polytechnic Prince Albert campus to be dangerous are not to be stored or used in or around residence. Program required tools are acceptable for storage and transporting only.

Loss, damage or theft of personal property

- Saskatchewan Polytechnic does not carry insurance to protect possessions brought into the residence by students and does not assume obligation or liability for lost, stolen or damaged items of personal property under any circumstances.
- Saskatchewan Polytechnic does not assume obligation or liability for the replacement of food that may be lost or spoiled as a result of the failure of refrigerators provided by the residence.
- It is the responsibility of the student to arrange insurance for their personal possessions. Often a parent's policy can be extended to cover personal possessions.
- Students are responsible for damage they cause to their suites for any reason.
- Students are expected to keep their residence locked.

Pets

- Animals or pets of any kind (e.g., dogs, cats, birds, rodents, reptiles, insects, spiders, etc.) are not permitted in the residence. If a pet or animal is found, it will be removed immediately and the SPCA will be contacted. Resident(s) keeping any animal or pet will be subject to disciplinary action and could lead to eviction.

Bus Service

- City bus drop offs and pick ups are located on the south side of the Technical Building outside the main entrance door #101. There is also a city bus drop off/pick up on the west side of the Academic Building outside Door #203. A bus trip from the campus to downtown Prince Albert takes approximately 20 minutes.
- Student bus passes are available for purchase at the Sask Polytech Student Association office on the second floor of the Technical Building.
- Riverside Community School houses Kindergarten through Grade 8. School bus service is located in front of student housing.

Bicycles

- **Bicycles are not permitted in suites.**
- Residents may store their bicycles on their deck.
- Bicycles should be locked at all times and the resident is solely responsible for their belongings.
- Bicycles left behind when a resident moves out of residence will be turned over to Prince Albert City Police for disposal.

Mail

- It is the tenant's responsibility to contact Canada Post to provide mail service to your suite if you choose. Your mail should be addressed as follows:

Your Name

Suite #___ 1100 14th Street East

Prince Albert, SK S6V 0Y6

- When you leave residence, please provide Canada Post with a forwarding address. Any mail received after your departure will not be forwarded.

Internet

- Students wanting access to the internet need to contact SaskTel or Shaw Cable to be connected. The tenant is responsible for paying all installation fees and monthly bills. You must arrange to disconnect the service when you vacate and return any equipment to the supplier.
 - Wireless coverage is available inside the Technical & Academic Buildings and can be accessed when the building is open.

Child care

- Woodland Childcare Co-operative is in the Technical Building at Saskatchewan Polytechnic Prince Albert campus.
- There are spaces available for children 12 months to kindergarten.
Spaces are filled on a first come first serve basis.
- For more information please call (306) 953-7051 or email woodlandchildcare@saskpolytech.ca to apply, please see the link on the Saskatchewan Polytechnic website or call the centre directly.

Apprenticeship students

Apprenticeship applicants can begin applying to live in residence after you have registered in your course/intake

Waitlists

Our residences fill up quickly. If you are not immediately accepted, you can request to be added to the waiting list. Phone or email throughout the summer to confirm your waitlist position. If by the middle of July you are still far back on the waitlist, we recommend pursuing alternative off-campus housing through our [Students' Association](#) or other sources. Apply early to avoid missing your opportunity for on-campus student housing.

Resident responsibilities

What to bring

- Linens (1 double/2 twin), pillows, blankets
- Alarm clock
- Clothes hangers
- Lamps
- Towels
- Shower curtain/rings
- Personal hygiene products (toothbrush, soap, shampoo, hairbrush, nail clippers, etc.)
- Toilet plunger
- HE laundry soap/bounce sheets
- Cleaning supplies (for kitchen, bathroom and living quarters)
- Cooking and eating utensils
- Pots, pans, oven safe dishes
- Kitchen tea towels/dish clothes
- TV, computer
- Small kitchen appliances only (Rice cooker, air fryers, slow cooker, toaster, coffee machine, etc.)
- Personal fan
- Power bar(s)
- First aid kit

What to leave at home

- Pets
- Hotplates
- Candles/incense
- Extra furniture
- Propane BBQs
- Large speakers/subwoofers/amplifiers
- Satellite dishes
- Personal heaters

What's included

- Fridge, stove, microwave, washer (HE) and dryer
- 1 double bed, 2 twin beds – nightstands in each bedroom
- Sofa, coffee table and 2 end tables
- Dining table and four chairs

STUDENT SERVICES

Sask Polytech wants to help make your student life a great experience - from the time you are accepted to your program right through to graduation. Get to know Sask Polytech's wide range of Student Services before orientation and don't hesitate to connect with Student Services throughout your time as a student. These services are available free of charge all year long.

Student supports are available for counselling, crisis intervention, accessibility needs related to disabilities (learning, ADHD, mental health, medical and physical), academic and life education, healthy lifestyle development and fitness/recreation.

Contact Student Services at studentlife@saskpolytech.ca or 1-866-467-4278. Ask to be connected with a student life coordinator.