

Northern College Residence Information Package – Kirkland Lake

Terms of Housing Contract

- Residence contracts are available for one semester or for two semesters: fall (September to April) and winter (January to April).
- The residence will be closed during the Christmas break. All students must vacate the residence during this time period. Students may leave their belongings there during this closure.
- Acceptance to residence does not guarantee you residence for future years.
- This is a co-ed residence; however, rooms will not be co-ed.

What is Included

- All utilities (electricity, gas, water, and sewage)
- A telephone by the main office to place calls within Canada and the USA
- A common area with cable television
- High speed internet
- Bedroom with twin bed, desk, desk chair, dresser, closet, and window blinds. Some beds may be loft beds.
- Common bathrooms and shower facilities
- An equipped kitchen with full-size refrigerators, microwave ovens, toasters or toaster ovens, stove and oven, sinks, cupboards, kitchen tables, and chairs
- Bike storage

Optional Services

- There is a parking lot adjacent to the residence. Parking spaces are available to students at an extra cost. If you are interested in a parking space, please check off “Parking” and /or parking with a “plug in”, when completing your residence application form. Parking spaces will be allocated on a first-come-first-serve basis.
- Telephone service will be available in each room via a “Magic Jack”. This jack allows each student to send and receive telephone calls to a dedicated phone number (including calls to 911). Magic Jack devices can be purchased on line or at the residence for around \$50. One year of telephone service is included with the initial purchase. Additional years can be purchased through the Magic Jack website at a cost of \$20 per year.
- Meal plans from a separate food service provider MAY become available in the near future. More information on meal plans, including the cost, will be provided at a future date.
- There will be a small variety store/tuck shop in the building. The store hours will be posted on the store.
- A change machine and an ATM are located in the main lobby for your convenience.

Not Allowed in Residence

- Appliances, including but not limited to: dishwashers, microwaves, freezers, washers and dryers, deep fryers, hot plates or other items with exposed elements, and indoor grills.
- Candles and incense
- Waterbeds and other furniture
- Barbeque
- Plug in air fresheners
- Heaters, heat lamps, and air conditioners
- TV's in rooms (computer monitors are allowed)
- Halogen lamps

What to Bring

- Alarm clock
- Table/desk lamp (CFL bulb only)
- Cell phone
- Computer/laptop and printer
- iPod or other MP3 player
- Pillow, linen, blanket and comforter for a standard twin bed
- Digital camera
- Clothes hangers
- Kitchen supplies (plates, bowls, glasses, kettle, microwaveable containers, cutlery, cookware, etc.)
- Laundry bag/basket and detergent
- School supplies
- Toiletries, towels, soap, toothbrush
- Small bar fridge
- Surge protected power bar
- DVD player
- Student card
- Hair dryer, curling iron, flat iron, etc.
- Health card, medications with instructions and health insurance info
- Housecoat and slippers
- Backpack
- Pictures and posters (we supply free removable sticky tabs that won't damage the paint or wallpaper)
- Umbrella
- Small stereo and headphones

Laundry

Coin operated laundry will be available on the first floor of the residence. Please make sure the lint tray is empty before using a dryer to decrease the fire hazard and ensure maximum efficiency.

Pets

No pets are allowed.

Smoking

Smoking is prohibited in the building. Smoking will be allowed outside in designated smoking areas.

Guest Policy

All guests must sign in and are the responsibility of the student at all times. If a guest wants to stay overnight, a Roommate Consent Form must be completed. See the residence manual for further details.

Insurance

Northern College and Sandstone Management are not responsible for personal belongings or items inside any area of the residence or on College property. It is strongly recommended that you obtain tenant's insurance to cover all of your personal belongings. Check with your parents to verify whether their home owner's insurance will cover your belongings while attending college.

Freedom of Information & Protection of Privacy Act

It is important for you to understand that all College staff and Sandstone staff must comply with the Freedom of Information and Protection of Privacy Act. Consequently, without written permission from you we cannot release information about you or even acknowledge that you live here. That means that if your friends or parents come to visit you and they do not know your extension we cannot give it to them.

Roommates

Learning to resolve issues is one of the most valuable lessons of residence living. To help make your year successful, we strongly recommend that you and your roommate sit down together at the start of the year and address a number of items that could lead to conflict. Everyone experiences conflict from time to time, and most people quickly learn to address the situation and agree on a solution. If you address issues such as guests, cleaning, sharing items, etc. and come to a decision on how you want to handle these things you will find the year will go a lot smoother. Here are the guidelines for dealing with disagreements:

1. Roommates who have trouble resolving an issue alone should ask the Advisor(s) to help with mediation. As an impartial third party, the Advisor(s) can also refer students to other resources.
2. To allow sufficient time for roommates to develop an understanding of each other and their surroundings, no room change requests will be granted during the first 21 days that roommates are matched up.
3. The Residence Advisor Committee reserves the right to relocate each resident involved. Timely communication with a roommate is a key to a lasting relationship.

For many of you, this will be the first time you have had a roommate. We will be matching roommates using the information you have provided on your application. This does not guarantee that you and your roommate will get along and become best friends. Living with another person is a learning process and one that requires honest communication, tolerance, and compromise.

Community Damage

One of the responsibilities of living in a communal environment is taking responsibility for the condition of the residence. Everyone living in the residence is jointly responsible for the condition of the residence and any damage that occurs. Any damage that cannot be assigned to an individual is divided equally amongst the residents of a wing, floor, or the entire building. We will provide a locked entry into the residence, security cameras, a front desk staffed most of the day, and we have a guest sign-in policy to control who can gain access to the residence. We have done all that we can to help provide a secure environment and need your assistance to ensure it stays that way. You can help by not allowing people you do not know into the residence, not signing in guests for others, and if you have knowledge of who is responsible for vandalism, report it right away to a residence staff member.

Important Dates

Move-in-dates for 2012: September 1st and 2nd

Christmas Break: Must leave residence 24 hours after last exam or last class

Move-out-date: Must leave residence 24 hours after last exam or class summer rates begin: 30 April

Prices and Rooms *2 semester rate / full academic year = GST exempt

Room Type	Fall Semester	Winter Semester	Academic Year	Availability (# Beds)
Single	\$2,595	\$2,595	*\$5,190	3
Double	\$2,350	\$2,350	*\$4,700	22
Double Suite	\$2,650	\$2,650	*\$5,300	2

Included with the above rates: Internet, satellite in the common room, laundry facilities, working kitchen for students to use, the rooms are furnished with a bed (s), desks, chair, dresser, night table, locker and curtains. Meal plans are available to the students through Rick's Magic Touch Food Services.

Prices and Rooms (Short Term Rates)

Room Type	10 week	1 month	1 week	1 night (per person)
Single	\$1804.97	\$699.97	\$249.97	\$59.97
Double	\$1639.97	\$624.97	\$229.97	\$59.97

Included with Short Term Rental rates: Parking, Internet, furnished room with bed, dresser, desk, chair and night table. A Student Activity fee of \$45.00 is required for stays of one month or longer.

Damage Deposits

There is a \$500 damage deposit (including a \$50 key deposit). The deposit will be returned in full if no individual or common damage has been identified and after the keys are returned.

Additional Fees and Deposits

- \$500 **Application Deposit (due June 1st)** – This non refundable fee will be deducted from the total amount owing on the residence contract.
- \$75 **Deferred Payment Fee** – Residence fees must be paid in full by August 15th. If you would like to pay ½ of the fees in August and ½ in January, the deferred \$75.00 payment fee will be applied.
- \$45 **Student Activity Fee** – This fee goes toward making improvements to the common rooms and is for student activities in the residence. Allocation of some of these funds is at the discretion of the Student Residence Committee.
- \$125 **Late Fee** – This fee will be charged if any of the payment deadlines are not met without making prior arrangements with the College or Sandstone Staff.
- \$100 **Parking** – This fee is for a reserved parking space at the residence or **\$150 for parking with plug-in** for block heaters. Parking spaces are assigned on a first-come-first-serve basis.

Mail

Mail will be received in the main office. A daily list will be posted on a notice board indicating who has received mail. Larger packages will be received at the front desk during normal business hours.

The Mailing address for the residence is:

Northern College Student Residence (Kirkland Lake)

c/o: Student's Name

51 Fourth Street

Kirkland Lake Ont.

P2N 1T2

