



**COLUMBIA**  
BIBLE COLLEGE

**2023 - 2024**

# **RESIDENCE HANDBOOK**



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# WELCOME TO RESIDENCE!

Residence Life is a great way to get the full experience of Bible College. It's a place to build community, have fun, deepen your faith, alongside learning valuable communal living skills.

Both of us, as well as our Residence Leadership teams, look forward to welcoming you on campus and helping you get the most out of your time at Columbia.

See you soon!

Ben Smith and Niamh Reynolds



## ALCOHOL

Columbia strongly encourages abstinence and rejects drunkenness as an acceptable behaviour. The possession / consumption of alcohol, possession of empty alcohol containers, and alcohol intoxication is prohibited on campus, including in Residences.

## CANNABIS, TOBACCO, VAPING

Columbia is a smoke free campus. Smoking, vaping and use of e-cigarettes are prohibited anywhere on the Columbia campus including all Columbia buildings as well as outdoor spaces, parking lots or any vehicles on Columbia property.

## CLEANING

Residence students are responsible to keep their living spaces clean. It is the students' responsibility to purchase cleaning supplies and work with others in their Unit to maintain cleanliness in their bedrooms, bathrooms, common spaces (fridges, kitchen areas) and lounges. It is up to the students to form a cleaning schedule with their roommates and members of their Units. If excessive and consistent uncleanliness occurs, students will be fined.

## COMMUNITY COMMITMENTS

All students are expected to abide by the Community Commitments as laid out in the [Student Handbook](#). Failure to do so will initiate the [Student Accountability Process](#).

## DAMAGE ASSESSMENT

If you damage College property, you will be held responsible to repair and/or replace items damaged. The value of repair/replacement will be assessed, and you will be responsible to pay this immediately upon being billed. If this cannot be paid immediately it will be billed to your account with a possible service charge. Damages must be reported at once to the RDs.

Unreported damage in rooms will be assessed to their occupants, while damaged hallways, bathrooms, lounges, etc., will be charged to all occupants of a given wing if no one is identified as the "cause". RDs and Administrative staff will do damage inspections throughout the school year. A detailed assessment will be conducted after the school year is over.

For potential costs, see [Appendix](#)

## DAMAGE DEPOSIT

All residents are required to pay a \$300 damage deposit. All rooms must be thoroughly cleaned by their occupants as found when the student first moved in, and all private belongings and furnishings must be removed when leaving the College. Charges will be made against your

room deposit for damages, missing items, and additional clean up that may be required. The damage deposit will be returned at the end of the College year provided that the student:

- ♦ has returned all assigned keys
- ♦ has properly cleaned their room and the room contains no assessed damage
- ♦ has no outstanding library or parking fines

## DINING SERVICES

Dining Services are served in the Dining Hall and are available for residence students, commuter students, and guests.

The Dining Hall accepts cash, debit, MasterCard, Visa and the CBC Meal Plan (Student Card).

*Each residence student will be assigned a Meal Plan according to their housing category.* This meal plan is accessed through your student ID card and each individual purchase is deducted from the total semester's balance. Meal Plans are mandatory for all residence students and are non-refundable at the end of the year. For more details regarding Meal Plans, check out the [Dining Services](#) page on the CBC website.

*If you have any dietary allergens or restrictions, you should meet with the Chef to discuss your personal situation.* They will identify your restriction and keep track of student allergies. The College will make a strong effort to accommodate dietary restrictions (if confirmed by a medical professional), but may not be able to meet every need. In cases of significant dietary restrictions, meal plan reductions have been granted; please contact the [female RD](#) or [male RD](#) for more information. Please note that the College is unable to accommodate lifestyle dietary choices and no meal plan exemption will be given for this.

Dining Hall dishes, cutlery, and other kitchen supplies may not be taken out of the Dining Hall or the Clearwood Room. Please ask for a plate to go if you need to take your food elsewhere.

## FIRE SAFETY

Candles and other open flame items, including incense, are not to be used in the residences due to the fire hazard. Hot plates and certain appliances are also prohibited for the same reason. All appliances are subject to the approval of the Residence Director and must be requested via email.

## FURNITURE

Each room in residence is provided with a desk, chair, bed, and dresser or wardrobe.

## KEYS

Each resident will be issued room and mailbox keys at Orientation. If students are locked out of their room, they should contact their Resident Leader (RL) for re-entry. If students lose their keys, they should contact the RD immediately. Failure to return your keys at the end of the year (or when withdrawing) will result in forfeiting part or all of your damage deposit. Costs are as follows: \$50 for room key and \$25 for mailbox key. Unauthorized possession or duplication of keys will result in a minimum fine of \$100 and other possible disciplinary action.

## LAUNDRY

Laundry is available for residence students only. Laundry facilities are located in the Redekop basement and on the second floor of Columbia Hall. In order to use the laundry machines, students must load money onto the general fund of their ID card. Students will also need to download the LaundryCat App and sync their device to the laundry room in their building. This allows students to check their available balance, look for available machines, and be notified when their load is finished.

## MAILBOXES

At the beginning of each year, resident students are assigned a mailbox, and given a mailbox key. Any mail sent to the school for the student will be placed in the student's mailbox. The mailboxes are located on the lower level of the Teaching Centre.

Students who have a mailbox must return these keys upon leaving in order to receive their full deposit refund.

Students who wish to receive mail at the College must register for a mailbox, and provide the following address:

Student Name

c/o Columbia Bible College  
2940 Clearbrook Road,  
Abbotsford, BC  
V2T 2Z8

If a package is sent and is too large to fit in the mailbox, an email or a MS Teams message will be sent to the student telling them that they have a package at reception.

## MAINTENANCE REQUESTS

Our Maintenance team at CBC does an excellent job keeping things on campus running smoothly. Sometimes however, things may be overlooked, or come up suddenly. The way to get these things repaired is by logging on to [MYCBC](#) and completing a maintenance request. Students must include their full name, room number and request.

## NOISE CURFEW

In an effort to be good neighbors, please note the following noise curfews that are in effect:

### *10:00pm Neighborhood Noise Curfew*

As per city of Abbotsford bylaws, this noise curfew will be upheld on campus grounds with extra sensitivity given towards our neighbouring condominiums or apartments. Disregard for this will be taken very seriously by the College in its desire to be a positive witness within the community.

### *11:00pm - 7:00am In-Residence Quiet Times*

Students wishing to continue socializing should take advantage of the Student Rec Room, located on the lower level of the Student Centre, or one of the Student Lounges on the second floor of the Student Centre. Please ensure that when you enter the residences that you do so quietly.

The residences are primarily places for spiritual, academic and social development. In light of this, please be especially sensitive to the noise levels in the lounges and hallways. Excessive noise, especially when technically amplified, will not be tolerated at any time of the day.

The RDs and RLs together with the Security Office will monitor noise levels. Serious and/or repeat offenders will be noted and become subject to fines or discipline.

## OPEN DORMS

Open Dorms is a time to invite those who are not living communally with you into residence as guests. During Open Dorms, residences are open to the opposite gender by invitation. Open Dorms hours differ based on Junior, Sophomore, or Senior Housing. See the below information for more specifics.

### *Junior Housing Hours*

Saturday-Sunday (12pm-10pm).

### *Sophomore Housing Hours*

Thursday-Sunday (12pm-10pm).

### *Senior Housing Hours*

Tuesday-Sunday (12pm-10pm)

NOTE: In Senior Housing, dorms are open to fellow Senior Housing students of the opposite gender, by invitation, Tuesday-Sunday 10am-12am.

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Junior	Closed	Closed	Closed	Closed	Closed	12pm-10pm	12pm-10pm
Sophomore	Closed	Closed	Closed	12pm-10pm	12pm-10pm	12pm-10pm	12pm-10pm
Senior	Closed	12pm-10pm	12pm-10pm	12pm-10pm	12pm-10pm	12pm-10pm	12pm-10pm
Sr. to Sr.	Closed	10am-12am	10am-12am	10am-12am	10am-12am	10am-12am	10am-12am

### Open Dorm Guidelines

- ◆ Doors need to be fully open
- ◆ No public displays of affection during open dorms.
- ◆ Be respectful of others' property, remember this is their home away from home.

Resident Leaders have the right and the responsibility to shut down any inappropriate activity. Talk to an RD if you have any questions about these guidelines.

Please Note: Permission for a man or woman to come into the opposite gender's residence outside of these times can only be granted by the RD.

## PETS

Students are not allowed to have pets in residence. The only exception is a registered service animal (contact Student Development for registration) or for small fish kept in proper aquariums or fish bowls (maximum size: 5 liters).

## ROMANTIC RELATIONSHIPS

All romantic relationships are subject to the same guidelines set forth in the Open Dorms Policy when in Residence together.

### Romantic Relationship Guidelines

- ◆ Doors need to be fully open.
- ◆ No public displays of affection.
- ◆ Visiting after 10pm must be done in common areas, not in bedrooms.
- ◆ Opposite-gendered guests are only allowed in residence during Open Dorms hours.

Resident Leaders have the right and the responsibility to shut down any inappropriate activity. Talk to an RD if you have any questions about these guidelines.



## RESIDENCE DIRECTORS

One male and one female RD each reside in the College residences and are responsible for supervision of those communities and in particular, the Residence Leaders. They are supervised by the Dean of Students. They will connect with individuals and groups of students to build relationships, disciple, answer questions, and address concerns. RDs both represent the College to the students, and advocate for students to the College.

## RESIDENCE LEADERS

Residence Leaders (RLs) are returning students who have been selected as leaders to oversee smaller groups of students within the residences. They work closely with the Residence Directors. They are your most accessible leaders in the residences and help cultivate an environment for discipleship and spiritual formation through facilitating weekly Unit meetings, guiding quality of life (including housekeeping, noise control, and atmosphere), and encouragement of living according to the College's standards and procedures.

## RESIDENCE REQUIREMENT

Single students under the age of 20 (by September 1<sup>st</sup>) are required to reside in Columbia's residence for one year (two semesters). You may choose to live off campus in your first year, provided any one of the following conditions applies:

- ♦ You are age 20 as of September 1<sup>st</sup>
- ♦ You are married
- ♦ You have 60 or more credits complete and recognized by Columbia

NOTE: Exemption from residence may be granted provided a student will be living with his/her parent(s) and/or an immediate family member who is at least 20 years of age as of September 1<sup>st</sup> and/or his/her legal guardian or if a student has extenuating medical circumstances that preclude him or her from living in residence. Applications for exemption can be filled out and should be submitted prior to August 1<sup>st</sup> for the fall semester.

## ROOM ASSIGNMENTS

Based on information provided in student applications, as well as a lot of prayer, students are placed together by the Residence Directors. If students have specific requests (i.e. room number, room location, roommate), a Special Housing Request form (found on your myCBC account) must be submitted prior to August 1<sup>st</sup>. Decisions will be subject to availability and the discernment of the Housing Advisory Committee. If students are requesting a roommate, both potential roommates must submit the form; if only one person requests the roommate, the request will not be honoured.

## ROOM DÉCOR & FURNISHINGS

Resident students are welcome and encouraged to make their room their home by decorating and adding little touches of their own. Bulletin boards and shelving have been provided for students to put decorations and pictures on. However, students are not permitted to put decorations on the walls or ceiling outside of the allotted areas using pins or sticky-tack as it can rip off the paint and ruin the walls.

Costs for resulting damages from affixing decorations outside these designated areas will be the Resident's responsibility. The Resident is not permitted to place posters, etc., on ceilings or put anything up on common area walls except if given permission from the Residence Director(s). This is in order to best preserve our facility for future users. Secured furnishings are not to be moved, and no furniture is to be removed from the room. Additional furniture (i.e. microwave, mini-fridges, etc.) can be brought in only upon explicit permission of your RD and must be removed at the end of the school year. Failure to remove additional furniture at year-end will result in a \$50 disposal fee per item left in your room from your damage deposit.

## ROOM INSPECTIONS

Keeping your room clean often reduces conflict. Resident Directors and/or Resident Leaders will do room inspections regularly in an effort to keep students on top of having a living space that each roommate can be comfortable living in throughout the school year. Common areas such as the bathroom (shower, toilet & sinks) and the floor space will be the focus of these inspections. These room inspections aim to share in the responsibility of keeping the room clean and to prevent from having to do one major cleaning session at the end of a semester. It also prevents the buildup of mildew, grime and soap scum in the bathrooms. The frequency of room inspections are left up to the discretion of each Resident Director; however, a room inspection will take place near the end of each semester to check for damage and areas that need to be cleaned before a student can leave for Christmas or Summer break.

## ROOM STANDARDS

Students are expected to conform to reasonable standards of neatness and order for their benefit and for the longevity of the residence buildings. When students live in a clean and orderly home, they are able to study more effectively, and will often experience more harmony with roommates. Students are encouraged to ensure:

- ♦ the bed is made
- ♦ clothes are in their proper place
- ♦ the floor is clean and free of litter
- ♦ pictures and posters reflect positive values
- ♦ bathrooms are kept clean

- ♦ lounges (especially fridges) are kept clean and expired items disposed of

## SENIOR HOUSING

Senior Housing is intended for upperclassmen and mature students who seek more independence while continuing to engage in campus community.

To be considered for Senior Housing a student needs to meet the following criteria:

- ♦ The student must make a formal request via Student Development to live in Sr. Housing (Forms are available on [myCBC](#)).
- ♦ The student must be 20 years of age or older as of September 1st.
- ♦ The student needs to have made a room deposit.

Senior Housing placements are designated based off a number of considerations:

- Seniority (3<sup>rd</sup> & 4<sup>th</sup> year)
- Age (23+)
- Community Engagement
- Communal Living Skills (conflict management, cleanliness etc.)

All placements are subject to the approval of the Housing Advisory Committee. Placement will be granted on a case by case basis and students will be required to re-apply each academic year, even if currently living in Senior Housing. Students currently residing in Senior Housing are not guaranteed a placement for the following year.

Note: Room Deposit – In some situations, the date that the student's room deposit is made will also determine priority if the need arises.

## SINGLE ROOMS (REDEKOP HALL)

Women's Junior Housing in Redekop Hall is made up of Units. Each Unit has four Pods which consists of two large rooms housing two or three students and one single room. The single rooms are equipped with a single bed, closet and desk. There is no outside window, however there is a fogged window between the single room and one of the double rooms that allows some extra light. There is also an air intake switch which allows fresh air to move into the room. If you are the type of student who needs their own study space and desire your own room, you can fill out a Housing Request Form that is found on your [myCBC](#) account.

## SLEEPOVERS

We encourage community among fellow residents and understand that they may want to spend the occasional night in each other's rooms. Because of the impact that continuous

sleepovers can have on roommate relationships, as well as the larger residence community, we ask students to limit the number of nights they sleep in another resident's room to no more than one per week. Resident lounge and hallways are a common space for all resident students to enjoy. To ensure all students are able to use the lounge equally, residents are not allowed to sleep overnight in the lounges unless given special permission by the RD.

## SOPHOMORE HOUSING

Sophomore Housing is designed as the transition point between Junior and Senior Housing.

To be considered for Sophomore Housing a student needs to meet the following criteria:

- ♦ The student must make a formal request via Student Development to live in Soph. Housing (Forms are available on [myCBC](#)).
- ♦ The student needs to have made a room deposit.

Sophomore Housing placements are designated based off a number of considerations:

- Seniority (3<sup>rd</sup> years, then 2<sup>nd</sup> years)
- Age (21+)
- Community Engagement
- Communal Living Skills (conflict management, cleanliness etc.)

All placements are subject to the approval of the Housing Advisory Committee. Placement will be granted on a case by case basis and students will be required to re-apply each academic year, even if currently living in Sophomore Housing. Students currently residing in Sophomore Housing are not guaranteed a placement for the following year.

Note: Room Deposit – In some situations, the date that the student's room deposit is made will also determine priority if the need arises.

## STORAGE

There is a storage room reserved for all senior housing students and female junior housing students in the basement of Redekop Hall. There is also a storage room for male junior housing students in the basement of Columbia Hall. During the school year these rooms will remain locked; however, access is available upon request. Students who are returning to Residence in the Fall will have the option of renting bin(s) to be placed in the storage room during the summer.

Bicycle storage for both male and female students is available in Columbia Hall. Please contact the [Male RD](#) if you need to store your bicycle.



## SUMMER HOUSING

Summer housing is available between May and August in a select number of rooms on campus. Application forms and further information can be found on our [website](#). All inquiries regarding availability, price, etc. can be made through [Jodi Enns](#) who manages Summer Rentals.

## VISITORS

We welcome visitors to Columbia and desire that they will leave with a positive experience. We expect each visitor to abide by our standards and to exercise the sensitivity of a welcome guest. The hosting student is responsible to acquaint his/her guest with the expectations and rules of the College. Discipline may occur for unauthorized overnight guests. Guests may stay free of charge for two nights. A fee of \$10 per night will be charged to the guest or student whom they are visiting for any additional nights up to a maximum of five nights per semester. Meals are not included but may be purchased in the Dining Hall. Overnight visitors of the opposite gender are not permitted.

## WITHDRAWALS

On occasion students withdraw from residence either mid-semester or at the end of the Fall semester to switch to commuter status or to withdraw from Columbia entirely.

If a student chooses to withdraw from residence mid-semester (for non-disciplinary reasons) they may be eligible to receive a prorated refund for their room expense and the remaining balance on their meal plan. The Residence Director(s) should be notified as soon as the student decides to withdraw.

Students withdrawing from residence will have room and board fees refunded, based on their official withdrawal date, according to the following schedule:

- ♦ *Within two weeks of registration* – Students may request a fully prorated refund on residence fees and the unused portion of their meal plan less applicable GST charges. The residence damage deposit would be forfeited.
- ♦ *After two weeks from registration* – One-half of the residence fees are refundable at a prorated calculation for the unused portion in residence. A partial week shall be considered a full week in residence for purpose of calculating this refund. The unused portion of the meal plan is fully refundable less applicable GST charges. The residence damage deposit would be forfeited.
- ♦ *Within three weeks or less of the end of semester* – There will be no room or board refunds. The residence damage deposit would be forfeited. NOTE: An administration fee of 15% of the refunded amount or \$100 (whichever is less) will be applied to any room or board refunds.

If you do not plan on returning to Columbia Bible College as a resident student for the winter semester you must give written notification to the Residence Director(s) prior to **November 15th** in order to receive any of your \$300.00 Room Reservation Fee/Damage Deposit back.

# APPENDIX

## *Policy & Procedures for Residence Maintenance & Custodial Services*

The primary purpose of this policy is to ensure that the College's facilities are maintained at a high standard of condition and repair. Our Facilities Team does its utmost to ensure that all of our residences are clean and well maintained. We expect occupants of the residences to respect and maintain a clean living space. Before occupancy, all dorm rooms are completely cleaned and repaired where necessary.

*Dorm Damage:* Damage repair costs will be the responsibility of the person or persons who caused the damage. To avoid being charged for pre-existing damage it is important that you accurately complete your "Residence Check-In Form" within 48 hours of occupancy. Your Resident Leaders can assist you in ensuring that this form is accurately completed. Damage is defined as damage to a facility that exceeds a physical condition that would be expected from normal wear and tear.

*What happens if we do not know who caused the damage?* The costs of repairs and additional cleaning required in a dorm room will be equally divided between the residents of the room. The costs of repairs and additional cleaning required in common areas will be charged out to all residents of the building on a shared basis.

*Moving Into Dorms.* All students will be asked to fill out a "Residence Check-In Form". It is the responsibility of the new resident to record any pre-existing damage or custodial/cleanliness items or issues that need addressing. As well, occupants must record their bed, desk and chair numbers, as identified by number marked on each item. Damage and custodial/cleanliness work will be assigned to the appropriate Facilities staff (Custodial or Maintenance) to perform necessary work. Only with the consent of the resident will an item be removed from the report.

*Semester End Inspections.* At the end of each semester, staff will perform room inspections according to the minimum requirements outlined in this policy (see below). If the room fails to meet minimum cleaning requirements the staff will complete a report along with cost of cleaning and repairs. All damages will be recorded, repaired and charged to the Resident's account.

### *Minimum Requirements Expected at Semester End*

Carpets must be thoroughly vacuumed and stains must be removed with a proper carpet stain remover.

Bathrooms need to be completely and thoroughly cleaned:

Toilets cleaned inside and out

Bathtubs and showers completely cleaned - no black grime or mildew to be left

All cabinets to be cleaned inside and out.

Desks to be wiped down including the inside of the drawers

Bed to be wiped down including under the mattress and the storage compartment under the bed

All linoleum floors to be washed.

All stains on walls to be removed

All garbage removed from unit and placed in the appropriate dumpster

**Damage deposit.** All residents will be charged a \$300.00 damage deposit at the beginning of each semester. The balance of this deposit will be returned after all dorm and building inspections and repairs are completed. For the Winter semester, deposits will be returned by May 30.

<i>Student Dorm Facilities Charge out Price list</i>	
Item	Price
Cleaning Charge	\$75.00/Hour
Carpet Cleaning	\$35.00/Hour
Key replacement	\$50.00
Chair missing or broken	\$25.00
Bed missing	\$150.00
Dresser missing	\$100.00
Lamp missing or broken	\$30.00
CFL Bulb missing	\$3.00 each
Garbage can	\$10.00
Bed needs repair due to miss-use ( <i>example – drawers or doors missing</i> )	\$75.00
Mattress missing	\$150.00
Mattress Cover damaged or missing	\$65.00
Desk needs repair ( <i>example countertop damage, drawers missing or broken</i> )	\$75.00
Carpet stains	\$50.00
Carpet damage	cost of repair
Linoleum floor damage	cost of repair
Stains on curtains	\$25.00
Holes in walls	
Small 6"X6" repair area	\$50.00
Medium 12"X12" repair area	\$75.00
Large	\$100.00
Holes in doors (door must be replaced)	\$75.00
Closet doors broken	\$75.00
Closet doors missing	\$75.00
Kitchen or bathroom cabinet damage	cost of repair
Window screen missing or damaged	\$35.00
Smoke detector missing or damaged	\$100.00
Drapes damaged or missing	\$75.00
Blinds damaged or missing	\$50.00