

Title of Policy	Student Housing Occupancy
Policy Number	2.4.12
Category	2 – Student Affairs
Approval Body	College Policy Committee
Policy Sponsor	Vice President Academic and Applied Research
Operational Lead	Manager, Student Life
Approval/Effective Date	January 2024
Proposed Date of Review	January 2029

## **CONTEXT AND PURPOSE**

The College maintains student housing to provide a housing option for students. The purpose of this policy is to govern who may reside in the College’s student housing buildings and to specify user groups who shall have priority in being provided with space in the buildings.

## **SCOPE**

This policy applies to the determination of occupancy in student housing buildings operated by the College. This policy does not govern the behaviours and actions of the occupants of student housing as this is covered in related College policies, and in detailed procedures, rules, and regulations that will be contained in a handbook for students, which will be maintained by the Manager, Student Life, or designate.

## **DEFINITIONS**

**Full-time Student:** A student with a minimum 60% course load in any full-time program (40% for students with documented disabilities).

**Student:** A person enrolled in a program, course, or courses at College of the Rockies or enrolled in a program, course, or courses with one of the College’s educational partners which features educational delivery by or at the College.

**Youth in Care:** As defined by the Child, Family and Community Service Act.

## **POLICY STATEMENTS**

### **A. Student Occupancy**

A. 1 The College will prioritize full-time students enrolled in a full year program when considering requests for rooms in student housing, followed by other students on a first-come, first-served basis.

A. 1. 1 The College will designate a percentage of rooms (to be determined annually and in consultation with Student Housing, Indigenous Education, and Financial Aid) to Indigenous and Current/Formal Youth in Care students. If not filled by a specific date the rooms will be released and filled based on A.1.

- A. 2 Subject to availability a student may be accommodated in student housing for up to two months prior to the start of their program and may be permitted to remain for up to four months following the completion of their program.
- A. 3 An individual who withdraws from studies at the College or otherwise ceases to be a student (for reasons other than having completed a program) may be permitted to stay up to 30 days after the date when they cease to be a student.

**B. Occupancy by Individuals Other than Students**

- B. 1 During the period between the beginning of September and the end of April, if all students who have requested a room in student housing as per the application process have been provided with one and there are still vacancies in the buildings, the College may on a case-by-case basis and subject to availability accommodate individuals other than students (e.g., students from other post-secondary institutions, new or short-term employees, etc.) for a period that is generally no longer than eight months.
- B. 2 During periods of low occupancy, typically from the beginning of May to the middle of August, the College will maximize opportunities presented by low student occupancy in its student housing by seeking alternative uses, including short term accommodations (hostel) and supporting College initiatives such as employee exchanges and summer schools.

## **RELATED POLICIES AND SUPPORTING DOCUMENTS**

[2.4.4 Student Conduct](#) (and procedures)

[4.8.8 Sexualized Violence Prevention and Response](#) (and procedures)

[4.8.9 Alcohol, Tobacco and Cannabis Use](#)

[5.2.1 Facilities Usage](#) (and procedures)

[5.2.9 Animals](#)

Student Housing Contract and Handbook

[British Columbia Guide Dog and Service Dog Act](#)

[Child, Family and Community Services Act](#)

[Provincial Tuition Waiver Program](#)