

Canterbury College

Student Residence Handbook

2023-2024



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Welcome!

Welcome to Canterbury College Student Residence! You have chosen a place to live while you study that strives to provide an environment for mature students to grow and learn in Mind, Body, and Spirit. Canterbury College is affiliated with the Anglican Church of Canada, but students of all faiths are welcome and pastoral care is available for all. At Canterbury we believe that your time on campus should be a time for academic success and a time to meet new people and build friendships and social supports. We will provide social and spiritual opportunities for you to come together with other students in fellowship.

The pages of this handbook will provide you with important information including, who the leadership team is, their role and how to contact them. Information about the staff and emergency contacts, the rules, and your responsibilities during your stay with us.

We look forward to getting to know you better during your time with us and wish you all the best for success in your studies while at UWindsor.

The Staff at Canterbury College

Our Mission

Canterbury College is an independent academic and residential institution. The College was founded in 1957 and is affiliated with the University of Windsor and the Anglican Church of Canada. We are a not-for-profit charitable organization with a focus on educating mind body and spirit.

Our philosophy is to create and provide a community to facilitate academic excellence and social development for our residents.

Our relationship among ourselves is to be characterized by respect for all people, in a community that exhibits a spirit of mutual support and achievement.

Our aim is to develop the complete person: mind, body, and spirit. With these goals in mind, we provide the following guidelines for the welfare of all.

Where You Can Find Canterbury Staff & Leadership Team

2500 University Avenue West,
Windsor, Ontario, Canada, N9B 3Y2
519-971-3646
canter@uwindsor.ca
www.uwindsor.ca/canterbury



Canterbury College Office Hours

Staff will be in the office Monday thru Thursday 9:00am – 4:00pm

Principal , Bruce Tucker (Interim)	519-253-3000 x5041
Chaplain , Cynthia Connell	519-253-3000 x4950
Executive Director , Shelley Bolger	519-253-3000 x4949
Residence Coordinator , Brenda Smith	519-253-3000 x4948
Bookkeeping , Lee Ann Mitchell	519-253-3000 x4945
Maintenance EMERGENCIES Dave Morand/ Nizar Romeah	519-999-0648
Head Of College – Nimai Trivedi trived23@uwindsor.ca	519-819-7641
Deputy Head of College – Babak Hajimohammad hajimoh@uwindsor.ca	226-347-1631
Housekeeping Lee Ann Terry/Karly Wickens	

Chaplaincy

Canterbury College is affiliated with the Anglican Church of Canada. Our Chaplain provides spiritual and emotional support to residents of Canterbury College and to the broader campus community at the University of Windsor.

Cynthia Connell is our Chaplain here at Canterbury College, as well as a member of the University of Windsor's Chaplaincy Network. Chaplaincy can include a supportive presence, listening space, casual conversation, spiritual discussion, prayer, individual counselling, assistance with conflict resolution, support with family matters or emergencies and help with engagement in the community on and off campus.

You will see Cynthia at Chaplaincy-sponsored student events, house meetings and various spiritual services and events at Canterbury and on Campus.

Cynthia is available during office hours or for emergencies 24/7. Please stop by the Chaplain's office in the administration office anytime to say hello or send Cynthia a text or an email at 519-981-9603 or cynthia.connell@uwindsor.ca!

Student Leadership Team

The Canterbury College Leadership Team includes the Head of College, Deputy Head of College, and all House Leaders of Houses/Apartments

Head of College- Nimai Trivedi: 519-819-7641

Deputy Head of College-Babak Hajimohammadi: 226-347-1631

House Leaders are students who provide a leadership role in their house. They help to enforce the Canterbury rules and standards so that you can sleep, study, and socialize comfortably. House Leaders, along with the Head of College, also organize meetings and social events which will give you the opportunity to meet new people, relieve your stress, inform you on residence procedures and rules, and maximize your enjoyment of Canterbury life. They are not available 24/7 as they are students themselves. They are available to assist with house conflict after housemates have attempted to resolve issues on their own. If the student leadership team is not able to help resolve a conflict the matter will be turned over to the Chaplain or Principal to resolve.

During your first few days in residence, the House Leader will be holding a mandatory meeting for all students residing in your house. The purpose of this meeting is to inform residents of the basic rules and regulations, meet your fellow house mates and discuss acceptable behaviours and consequences of actions.

A Few Key Points to Consider

It is very important to remember that house mates do not have to be best friends. You will need to respect cultural differences and practices as well as communicate your needs to your house mates. There will be times when you and your house mates will disagree on issues within your living environment. Experience has shown that the following items should be addressed in advance, at the first house meeting, to prevent misunderstanding.

Quiet Hours

You share relatively close quarters with many people in a residence building or house. You will need to learn to tolerate regular daily living noises and events. Excessive noise infringes upon the rights of other residents to study and sleep. Therefore, a reasonable level of quiet is expected. During quiet hours, all residents have the right to request that unreasonable noise be terminated, whether the noise is originating from a room, hallway, common room, washroom, stairway, from outside the building, or from anywhere else on Canterbury grounds. During your first house meeting quiet hours will be decided by the House Leader in agreement with all house mates. **During exam periods extended quiet hours (24 hours a day) is mandatory and will be enforced.**

Insurance and Damage of Belongings

Note: It is the student's responsibility to provide insurance for his or her personal property/contents within individual rooms or apartments and the residence if they so wish. Canterbury will not be responsible for replacing items damaged in any way while on the property.

Additional Fees

Please be advised that there will be a \$25.00 Administration Fee for any of the following items:

- Confirmation of Residence Letters
- Letters of Reference
- Confirmation of Residence Fees Paid
- Copies of past invoices

Basic House Responsibilities

- Respect your housemates. Clean up after yourself in the kitchen, common areas and shared bathrooms. This is a shared space.
- Keep exterior doors locked at all times.
- Do not use other people's consumables or eat others; food unless it is offered, or you have asked permission.
- Keep noise contained and respect quiet hours between 11:00pm and 7:00am.
- If you notice a serious issue within your house or with other housemates report it to the office/Head or Deputy head of College immediately.
- **NO SMOKING ANYWHERE ON CANTERBURY PROPERTY**, this is a city by law and includes inside buildings of any kind, the parking lot, yard, and porches. The only permissible place to smoke is on the city sidewalk.
- Please empty your house garbage and recycling routinely and in the proper bins. Set up a schedule for housemate to take turns.
- Please avoid common areas when housekeeping staff is in the house to ensure they can get to all areas. They will do a light cleaning in common areas if dishes, clothing, or other items are not in the way.
- If you are having a guest in the house, you must give your housemates advance notice and make sure they are okay with it.
- **BASIC** internet is provided. For the courtesy of your housemates do not have multiple devices running at once and disconnect devices not in use.

Guest Policy

- Any student living in a shared accommodation needs to seek the consent of all other housemates if guests will be sharing common areas.
- Overnight guests should also be limited, agreed upon by all other housemates, confirmed with the House Leader and are not to exceed three nights per month.
- Residents are prohibited from permanently cohabiting with any other person in their room. Cohabitation is described as occupying the room for extended periods of time, in excess of three days or on a regular/repetitive basis. **Residents found to be cohabiting in their room will be subject to discipline and/or eviction.**
- Resident hosts are responsible for any infractions committed by their guest(s), the conduct of the guest(s), and ensuring their guest(s) abide by all residence understandings and agreements. Residents' guests may be requested to identify themselves at any time or may be requested to vacate the residence if their conduct is deemed unacceptable by the House Leader, Head of College, or Administration.

During the first house meeting of the semester, housemates should also discuss Canterbury's Guest Policy, so that everyone is clear on guidelines. This policy should be revisited frequently and as needed throughout the semester.

Keys and Locks

- Students are issued one set of keys.
- Building entrance keys cannot be duplicated.
- Lost keys will be replaced for a fee of \$50 per Medeco key and \$25 for all non- medeco keys.
- Outside doors to all houses must be kept locked at all times
- Choosing not to lock your bedroom door is at your own risk.
- Fire exit doors do not allow access from the outside and should not be used for regular exit/entry or propped open and left unattended.

Lock-Outs

Please keep your keys on the lanyard around your neck at all times to avoid lock-outs.

If you are locked out, follow these steps:

1. If during regular business hours, please come to the *Canterbury College* office.
2. If after hours, please contact your House Leader. If they are not available, you can try the Head of College or the Deputy Head.
3. As a last resort campus police may be able to assist between 11pm and 8am, contact the *University of Windsor Campus Police Office* at (519) 253-3000 ext. #1234

After September 15th there will be a \$25.00 fee charged to your account if you are locked out and the Head of College/Deputy Head of College or Campus Police is called after-hours to gain access to your room. Fees could also be charged by your House Leader for habitual lockouts.

Maintenance Issues

- Online Work Order Requests **MUST** be completed and submitted for general maintenance requests. Emails and phone calls will not be responded to.
- EMERGENCIES such as flood, water leaking, electrical concerns or fire hazards can call the emergency number.

Garbage Removal

- Residents of each house and apartment are responsible for removing their garbage to the proper location. Please follow the schedule set-up by your House Leader.
- There is recycling in place, and you need to follow the posted instructions and ensure recycling is taken out with the garbage or when it is full.

Posters, Decorations, Advertising, Political Signs

- Decorative posters that are not offensive may be hung on cork strips or using removeable tape. All tape must be removed at the end of term. Residents will be charged for any damage to the room or furnishings caused by their decorations. For reasons of fire safety, live Christmas trees may not be used for holiday decoration. The College **does not permit** the posting of any political signs, flags, or advertising on college property.

Laundry

- Every House has a washer and dryer which is operated by a card swipe system (the exception being Canterbury Commons). Loadable laundry cards will be issued to each student upon arrival. Money can be added to your card using your debit or credit card. The cards must be returned at the end of your stay or there will be a \$10.00 fine. The College is not able to refund any unused portion of student laundry

cards. A debit/credit card terminal is located in the Canterbury Office and can be accessed during our office hours.

- If you are staying in a shared House or POD the College supplies an iron, ironing board and cover, mop, pail, and a vacuum cleaner. Students are responsible for the cleanliness of their own room and shall maintain their rooms in a sanitary and acceptable manner.

Pets

- For health reasons, pets are not allowed in Canterbury College residences, with the exception of certified service/emotional support animals in our apartment only which needs to be verified by the office and registered through disability services at the University of Windsor.

Internet

- All Canterbury Houses and Apartments are equipped with **BASIC** high-speed wireless internet. If the internet supplied by Canterbury is insufficient for your needs, you will need to supply your own additional internet at your own expense. Students agree to comply with the computer policies of the University of Windsor.

Air Conditioning

- Central air conditioning is available in Augustine, Becket, Cranmer, Laud, Parker, Wake, Whitgift, and Canterbury Commons.
- Tenants of GFH may rent a window air conditioner from Canterbury between May through September. Any rental units will be installed and uninstalled by Canterbury staff. Students are also welcomed to bring their own window units if they have one. An Energy Surcharge of \$25 per month will be charged for any AC unit use, whether the unit belongs to the tenant or Canterbury.

Bedrooms

The following items are prohibited from bedrooms in any property. Cooking is not allowed in any bedrooms for Health and Safety reasons.

- Candles or other open flame items and objects
- Small appliances of any type
- Cooking surfaces of any type
- Microwaves
- Electric Heaters that are not provided by Canterbury.

Open flames of any type are prohibited in all rooms in all buildings on Canterbury Property

Please note electronic devices should not be left plugged in and unattended on beds or other material surfaces as they may overheat and start a fire.

There is an additional charge of \$25 per semester for a fridge in your room. Please note not all houses can handle the additional capacity of a fridge in a bedroom.

What can I leave in my room during vacations?

During Thanksgiving, winter holidays, and Reading Weeks, you may leave personal property in your room, unless Canterbury indicates in advance a need to have the room vacated. Because the College cannot guarantee the security of personal belongings left in rooms during vacation periods, you should always take valuable items – jewelry, laptop computers, portable electronics etc., with you when you leave.

Mail and Deliveries

- **Packages and Boxes** should be addressed to the office as couriers do not have access to buildings on the property. 2500 University Ave West, Windsor ON N9B 3Y1. You will be notified by email if a package or box arrives for you. **The office will not pay if any money/fees are due at the time of delivery.**
- **Mail** should be addressed to the student as follows:
Student Name
House Name
Room/Apartment Number — Address (from list below)

Geoffrey Fisher Hall- 270 Patricia Road, Windsor ON, N9B 3B9
Canterbury Commons- 210 Patricia Road, Windsor ON, N9B 3B9
Augustine House- 172 Patricia Road, Windsor ON, N9B 3B9
Becket House- 2585 Riverside Drive West, N9B 3B9
Cranmer House- 2541 Riverside Drive West, N9B 3B9
Anselm House- 2559 Riverside Drive West, N9B 3B9
Parker House- 105 Sunset Avenue, Windsor ON, N9B 3A6
Whitgift House- 125 Sunset Avenue, Windsor ON, N9B 3A6
Wake House- 145 Sunset Avenue, Windsor ON, N9B 3A6
Laud House- 165 Sunset Avenue, Windsor ON, N9B 3A6
Admin- 2500 University Avenue West, Windsor ON, N9B 3Y1

All resident letter mail, except for GFH, is delivered to locked mailboxes in the lobby of the Administration Building. Letter mail for GFH is sent directly to GFH. Mail can be picked-up at the administration office anytime during office hours.

Safety Precautions

How can I ensure the safety of my living area?

The safety and security of all residents is of paramount concern to Canterbury College. We have created the following policies for your protection. Failure to comply with these policies may result in disciplinary action up to and including the termination of your Residence Agreement.

Smoke Detectors – There is a legal requirement to have working smoke detectors. **For no reason can they be touched or tampered with.** If there is a faulty detector contact the office or Head of College.

Carbon Monoxide Detectors - There is a legal requirement to have working carbon monoxide detectors. **For no reason can they be touched or tampered with.** If there is a faulty detector contact the office or Head of College.

Candles and Open Flames of any kind are strictly prohibited in houses, rooms, or apartments and on College property.

Bidet all types of Bidets are strictly prohibited and will be removed if you install one. In addition, you will be financially responsible for any damage caused by a Bidet.

Obstructions on Stairways - All stairways, hallways and exits are to be kept clear of obstructions and extraneous items. No bicycles are allowed inside including entrances, stairs and halls.

Outdoor Lighting is to be Maintained - The House Leader and/or students are asked to advise the office when security lighting outside their building is not functioning.

Horseplay and Well-Intentioned Violence is strictly forbidden on College property.

Poisons for Rodents, etc. - Students are not to purchase, keep or use poisons or insecticides on College Property. Infestations are to be reported to the College.

Non-Resident Access - Students must be responsible about whom they invite into their houses. **Under no circumstances should keys be loaned to non-residents.**

Firearms, Ammunition, and Knives Exceeding Four Inches or any other potential weapons such as martial arts weapons are strictly forbidden and are not permitted on College property.

Furnace Rooms – Personal items **may not** be placed for storage in furnace rooms of our houses. This is for the safety of all residents by avoiding fire hazards. No activity shall take place within the furnace rooms that may react with natural gas/or related equipment. Furnace rooms in Parker, Whitgift, Laud and Wake must be kept locked. In GFH, to have the temperature in your apartment adjusted, please contact the Office.

Temperature – Based off Ontario Tenancy Act recommendations, the room temperature should be kept at a comfortable setting of 70°F/ 21°C. **Temperatures will not be continually adjusted to meet the needs of a few students. Please dress accordingly.**

Respect for the Residence and Its Students & Staff

Fellow Residents

All residents are expected to respect their fellow residents at all times. Acts of violence, hazing, sexual assault, harassment, discrimination or inconsiderate behaviour are not acceptable, and will result in disciplinary action, up to and including termination of your Residence Agreement (see page 29 for harassment policy).

Respect for your Residence Staff

Similarly, members of the Canterbury Staff, as well as Heads of House and Head of College are to be treated with courtesy at all

times. Failure to live up to this standard of behaviour, through the use of abusive language or non-compliance with staff requests for example, may bring about disciplinary action up to and including termination of Residence Contract.

Maintenance Staff

Each resident is reminded that the Maintenance Staff is responsible for cleaning communal facilities only. Periodic inspections of each house will be conducted, and if necessary, fines will be imposed for noncompliance.

Damages and Liabilities

Residents should have respect for residence furnishings, buildings, grounds and for the Canterbury College property. Responsibility for loss or damage to furnishings, buildings, grounds or Canterbury property will, whenever possible, be assessed as follows:

- The individuals responsible for the damage, will assume complete responsibility and be fined.
- Each resident is responsible for damage or loss occurring in their own room and be fined.
- When damage occurs in a designated area and the person(s) responsible cannot be found the residents of the floor or house or building will be fined.

Note: Malicious damage will also bring about disciplinary sanctions against those involved.

What if something in my room was damaged before I moved in?

In advance of your arrival at Canterbury, we prepare a Room Inventory form indicating the number and condition of your residence room furnishings and the condition of the premises. You will sign off on this list with your House Leader when you move in. The Room Inventory form is completed again before you vacate the room. Please take the time to read over this Room Inventory form carefully before signing it. If you feel that there are more damages to your room than are presently recorded on the inventory, see your House Leader. You are financially responsible for any damages that occur during your occupancy.

What if my room or furniture is damaged after I move in?

Report any damage to your room or its furnishings to your House Leader or the Canterbury office immediately. When your report of damage is received, a work order is completed, and an assessment of damages and repair costs is made. Residents responsible for damaging College property are billed for appropriate charges (or have damage deposit revoked/not refunded) and may be subject to disciplinary action.

Parking

Parking permits may be purchased at the Administration Office. Our residents may purchase a permit for their own vehicle only. **Vehicles parked on Canterbury property without a current parking pass will be towed at the owner's expense. Students can not park in the driveway beside Anselm House,** Driving across the lawns is prohibited. The parking fee is \$35 (no HST) per month for residents and \$60 per month (plus HST) for non-residents. The first parking row adjacent to University Avenue is a reserved area for the Administration Office, staff and College business (day or night). Parking spots in front of the Maintenance Garage are reserved for Maintenance staff. Visitors' passes are available for purchase at \$5 per day at the Administration Office for occasional special guests or family members. If the vehicle information assigned to your permit changes, notify the office immediately. There will be a \$25.00 penalty to refund any unused months of a parking permit.

Residence Rent Policy and Fees

Residence fees are due no later than August 15th for the Fall semester and December 15th for the Winter semester. One half of the total annual fee may be paid in August and the other half in December, or the entire fee may be paid by August 15th to take advantage of a \$100.00 discount. Interest and late fees will be added to outstanding residence fees after these dates. The Student Council/ ancillary fee (\$90.00 for single students or \$145 for couples living in apartments) is collected at the beginning of the semester from each resident. Students waiting for OSAP payments should advise the Administration and provide documentation if payment becomes delayed.

For apartments, rent is due during the first three business days of each month. A late fee of \$30 will be incurred after the 3rd business day.

For All Residents:

A refundable key deposit of \$25.00 per key is mandatory.

A refundable damage deposit of \$100 is mandatory.

Student Council fees of \$90.00 per student or \$145 per couple are mandatory.

Parking is optional, costing \$35 per month for residents.

Failure to comply will result in a financial penalty or eviction.

Resident's Rights and Responsibilities

Canterbury College's residence Houses are made up of people, living and learning as a family unit where each person possesses certain rights and responsibilities that must be acknowledged and protected. The following statements outline minimum expectations of rights and responsibilities of residents that are a necessary part of group living.

Rights of a Resident

1. The right to read and study free from undue interference in one's own room.
2. The right to sleep without undue disturbance from noise or housemates.
3. The right to expect that housemates will respect one's personal belongings.
4. The right to a clean and smoke-free environment in which to live.
5. The right to free access to one's room and facilities without pressure from housemates.
6. The right to privacy.
8. The right for redress for grievances and the expectation that the House Leader and Head of College will be available for assistance in settling conflict.
9. The right to be free from fear of intimidation, physical, verbal, and/or emotional harm.
10. The right to expect reasonable co-operation in the use of shared items such as refrigerators, stoves, etc.

Responsibilities of a Resident

1. To treat other residents with respect and consideration and to guarantee them their individual rights.
2. To understand all policies and regulations for the residence community and to adhere to those rules found in this handbook. To be responsive and cooperative in all dealings with the House Leader and/or Head of College.

3. To accept responsibility for personal, house and community safety i.e., to refrain from misusing safety equipment, damaging property, losing keys, etc.
4. To contribute positively to the community through participation in programs.
6. To avoid breaching sanctions that have been prescribed to enhance the quality of residence life.
7. Keep exterior house and apartment doors locked at all times.

Understandings and Agreements

Institutional regulations are established to provide an environment conducive to human growth, to reflect the values to which the University and the College subscribe, to recognize the proximity in which students live with one another, and to recognize the developing capabilities of students as they progress through university. Canterbury residents are expected to maintain an acceptable standard of conduct as responsible citizens. Behaviour in residences, other than that assigned, requires the identical observances of House Rules as one's own. Rules and regulations in all residences have been designed by the students through their Student Council and by the Administration jointly. You are requested to behave accordingly.

Respect for the Rights of Fellow Residents

1. Residents will respect the Understandings and Agreements at all times while in residence at Canterbury College and/or the surrounding area, grounds, or parking areas.
2. Residents shall maintain an atmosphere conducive to study and sleep by adhering to noise guidelines and posted study/quiet hours as determined by these guidelines and the members of the House.
 - a. Stereo, radio, television and other audio equipment must be used at a reasonable volume in the resident's room and not projected towards the exterior of the room/building. It is recommended that headphones be used, especially during quiet hours or during exam time. Remember also that a given noise level seems much louder at night than during the day because the background city noise is typically reduced by a factor of ten.

- b. Courtesy hours are in effect twenty-four hours a day, seven days a week. Residents are always to be mindful of the disturbing effect of their noise on others and cease to make such noise when requested.
 - c. Quiet hours shall be in effect from 11:00 p.m. to 7:00 a.m. from Sunday evening until Friday morning. During these periods residents shall refrain from making noise in their rooms or in the commonly shared areas that may disturb the study or sleep of another resident.
 - d. During University exam periods there will be a 24-hour quiet policy implemented.
3. Residents shall respect the privacy and property of fellow residents and shall not enter another resident's room without the occupant's permission.
4. No resident may infringe upon the right of others to freedom from threats of, or bodily harm, verbal abuse, and damage to personal property.

Respect for the Houses and Buildings and Their Atmosphere

1. Residents shall have individual and collective concern for the security, maintenance, and preservation of the residence and its grounds. Costs of repairs, replacements, or extraordinary cleaning shall be assessed as follows:
- a) If the individual(s) involved can be identified, they will be solely liable for the costs; if it is a guest of a resident, the resident shall be held liable.
 - b) If damage occurs in common areas that cannot be attributed to specific individuals, the residents of the House shall be held jointly responsible and damage deposits will not be refunded.
 - c) The resident(s) of the room shall be responsible for any restitution necessitated by repairs, replacement, or extraordinary cleaning of the room.
2. **Each resident is responsible for the cleanliness of their room and shall maintain their room in a manner that is sanitary and acceptable. Housekeeping staff clean the commonly used areas of the Houses; it is not their job to move or wash dirty dishes, pick up garbage, or move personal items in order to clean properly. Residents must cooperate with the housekeeping staff. Each resident is responsible for picking up after themselves on a daily basis or the Principal can impose fines**

3. Residents shall not remove furnishings from the common rooms, nor from any other areas of the College. Residents must not bring items of furniture into their rooms. The College provides beds. No other beds, futons, or waterbeds are permitted in residence.
4. Residents shall observe all procedures and instructions in case of an emergency as follows:
 - a. Residents will immediately evacuate the buildings when the fire alarm is sounded (Parker, Whitgift, Laud, and Wake) or if a fire is detected (in all other residences) and shall not re-enter the building even if the alarm stops, until permitted to do so by the Fire Department, Campus Police, the Head of College, or College Administration.
 - b. Become acquainted with exits, fire extinguisher locations and other related instructions posted on bulletin boards and in common hallways. Residents shall **do all cooking in designated kitchen areas** for reasons of safety and sanitation and shall be responsible for the cleanliness of the appliances and the area in general.
5. Residents may use personal electric equipment such as hair dryers, shavers and stereos that do not require excessive power. Residents who overload circuits and disrupt electrical service will be subject to a bond and the cost of resetting the breaker.
6. Residents shall be responsible for ensuring that the screen remains on their windows, free of holes/tears and shall not remove any screen for any reason.
7. Residents shall not throw, drop, or suspend anything (including laundry), from their windows, stairwells, balconies, or roofs under any circumstances.
8. Residents shall not have a pet in residence
9. Thermostats or hot water heaters are not to be adjusted by residents. Maintenance should be advised if at any time an adjustment is necessary.

Responsibilities for Residents or Guests Visiting Residences

1. Residents are allowed to have occasional overnight guests within policy mandates and with the advance permission of their housemates. No resident is permitted to have guests more than three nights per month. The topic should be clearly discussed at House meetings to establish a policy within the House.

2. Residents shall abide by the laws of Canada, Ontario, and the City of Windsor, and the regulations of the Canterbury College Residence Handbook. Decisions of the Principal are binding on all residents.
3. Residents may not permanently co-habit with any other person in their room. Cohabitation is described as occupying the room for extended periods of time, in excess of three days or on a regular/repetitive basis. There will be a \$75 per night charge for overnight guests occupying a private room if available.
4. Resident host is responsible for any infractions committed by their guest(s), the conduct of the guest(s) and ensuring their guest(s) abide by all residence understandings and agreements.
5. Residents' guests may be requested to identify themselves at any time or may be requested to vacate the residence if their conduct is deemed unacceptable by the House Leader, Head of College, or Administration.
6. Residents shall not consume or transport open alcoholic beverages in public areas or on College grounds. Residents 19 years of age or older may consume alcoholic beverages within their houses or in areas designated for consumption of alcohol by the Administration.
7. Residents and their guests shall not traffic or possess drugs, either in usable or natural form, anywhere on Canterbury College or University. Violations of this ruling will lead to eviction and/or other penalties.
8. Residents may not possess any type of weapon or firearm in residence or on Canterbury College property. Violation of this ruling will lead to eviction and/or other penalties.
9. Residents will treat all housekeepers with respect and shall follow the directions of the Head of College, the House Leader, and the Administration staff.
10. Residents shall not have gatherings of more than twice the occupancy of their house without advance permission from the administration office.

All infractions of the Residence Understandings and Agreements are designated Major or Minor.

Major and Minor Infractions

Major Infractions —

Major infractions shall be directed to the Head of College who will bring the matter directly to the Principal. **Monetary fines and other disciplinary actions will be levied by the Principal. Repeated offenses can result in expulsion.**

Minor Infractions —

Minor Infractions shall be dealt with by the House Leaders. If a resident fails to comply with the rules of the House or the request to comply by the House Leader, the infraction should be directed to the Head of College for disciplinary action and the Principal advised. **Three minor repeats may be deemed a Major Infraction.**

Major Infractions

1. Forgery, alteration, misuse, or mutilation of College documents, records, identifications, access codes or property.
2. Conduct which threatens or endangers the physical or psychological health, safety, or welfare of an individual or a group of individuals, including, but not limited to, room crawls, drinking games, possession or use of kegs or large volume containers, funnelling, mud games, rappelling, throwing objects out of windows or off balconies, fights, practical jokes, horseplay, or other dangerous behaviour.
3. Interference with the rights of any resident and in particular the right of privacy.
4. Failure to treat all Canterbury College personnel, including Heads of Houses and Head of College, with respect.
5. Inappropriate and offensive conduct directed to any member of the College or University community, including but not limited to conduct which is inappropriate and offensive on the basis of race, sexual orientation, age, gender, religion, or disability.
6. Failure to comply with the verbal or written directions of any Canterbury College Officers including House Leaders, and Head of College, acting within the scope of their authority, as stated herein.

7. Possession of stolen goods.
8. Theft, vandalism, and wilful or negligent damage of another person's, Canterbury's, or the University's property or the unauthorized entry, use or occupation of facilities, property, or vehicles.
9. Use or possession of firearms, ammunition, knives, simulated weapons, fireworks, other incendiary devices, or any instrument to cause harm.
10. Tampering with fire equipment, including fire hoses, fire extinguishers, sprinklers, emergency pull stations, emergency exits/signs or any other emergency equipment. **Creating a fire hazard or sounding a false alarm.** Interruption to latching fire doors.
11. Violation of published regulations of the University of Windsor or Canterbury College including the Residence License, and the Residence Student Handbook.
12. Failure to comply with the Drugs/Narcotic/Criminal Acts Policy as stated herein.
13. Aiding, abetting, conspiring or inciting others to commit any major infraction.
14. Failure to comply with the Smoke Free Ontario Act.

Minor Infractions

Any conduct or act that is deemed to be inappropriate and unbecoming by their peers or is otherwise unacceptable to College authorities is considered a minor infraction, including but not limited to failure to comply with the:

Guest Policy

Noise Policy

Damages Policy

Keys Policy

Building Policy

Advertising/Poster Policy

Use of Evidence

If during the entrance or inspection of a residence room or suite, evidence of a violation of the Residence Agreement is found, the College may refer the resident(s) for disciplinary action. The College may use evidence obtained during the entrance and/or inspection for residence disciplinary proceedings. In addition, if otherwise permitted by law, evidence so obtained may be used in criminal proceedings.

Disciplinary Procedure

Violation of Understandings and Agreements

The spirit of the residence at Canterbury College is one of co-operation, with every resident having the responsibility to comply with these Understandings and Agreements and the duty and right to abide by them. The Administration Office is the official body responsible for dealing with infractions and determining penalties. The Principal of the College shall have the final say. The Heads of House, under the direction of the Head of College, have the authority to enforce the Understandings and Agreements and may make recommendations to the Administration Office regarding penalties.

Penalties for Infractions Include:

Fines: At the discretion of the College Principal. For example, the fine for not cleaning kitchen after use is **\$50 per occurrence**.

Bonds: Money paid as a security against further infractions. If no infractions occur within the bond period, (three to eight months), the money is refunded.

Restitution for Damages: For any infraction necessitating repairs, replacements, or extra ordinary cleaning, the costs will be charged to the individual.

Recommendations to the Principal for Further Action

Disciplinary probation: A probation period during which further infractions will lead to expulsion.

Expulsion: Eviction from residence upon notification.

Notification of Police: For offences which contravene the Criminal Code. Ex: firearms, theft, drug use, common assault, possession of stolen property, etc. The resident will be asked to leave the College.

Discipline: Student misconduct which adversely affects the College community's pursuit of educational objectives is the subject of Canterbury College Discipline. It is dealt with through the Office of the Principal and relates to misconduct of a serious nature which demonstrates a lack of integrity or a disregard of the high standards which must be maintained within the University and College communities.

For the purpose of consistency between the two communities, the College has adopted the form and substance of the University of Windsor Senate Bylaw 54 as a guideline for its use. The Bylaw sets out examples which include dishonesty, cheating on examinations, forgery and alteration of records and documents, obstruction of teaching and administrative activities, abusive conduct, failure to comply with university regulations, improper conduct relating to records and computer software, and other serious matters. The Office of the Principal of Canterbury College investigates any complaint regarding misconduct at the College and may dispose of that complaint either informally or by laying formal charges against the offending student. Student misconduct at the University is under the jurisdiction of the University's Office of the Administrative Dean of Students and Academic Services. If it is determined to uphold a complaint, sanctions will be imposed following the same standards as set out in University of Windsor Bylaw 54. They include admonitions, disciplinary probation, restitution, suspension from classes and other privileges for a definite period of time, and expulsion or termination of student status for an indefinite period.

Harassment Policy

Policy Statement

The Community of Canterbury College is committed to affirming the dignity and worth of all persons from all cultures and economic backgrounds.

All members of the Canterbury College community including

academics, support staff, volunteers, visitors, and residents have a responsibility to create an affirming environment for each other and the Canterbury Community.

Definitions

Discrimination: Discrimination is defined as distinction whether intentional or not, based on grounds relating to personal characteristics of an individual or a group which has the effect of imposing burdens, obligations or disadvantages on such individuals or group not imposed upon others, or which withholds or limits access to, opportunities, benefits, and advantages available to other members of society.

Harassment: Harassment means any improper behaviour by an individual directed at, and which is offensive to, any individual and which that person knew or ought to reasonably have known would be unwelcome. It comprises objectionable conduct, comment, or display made either on a one-time basis or continuous basis that demeans, belittles, or causes personal humiliation or embarrassment to an individual.

It includes harassment within the meaning of the Canadian Human Rights Act (i.e., harassment based on race, national or ethnic origin, colour, religion, age, sex, sexual orientation, marital status, family status, disability, or a pardon).

Sexual Harassment: Sexual Harassment means any conduct, comment, gesture, or contact of a sexual nature whether on a one-time basis or in a continuous series of incidents. It includes:

- Any unwanted sexual attention or behaviour by a person who knows or ought reasonably to have known that such conduct is unwanted; or
- Any implied or expressed promise for complying with a sexually orientated request; or
- Any implied or expressed threat of reprisal, in the form either of actual reprisal or the denial of an opportunity for the refusal to comply with a sexually orientated request; or
- Any inappropriate verbal or physical conduct that has focus on sexuality or sexual identity in what reasonably may be perceived as a hostile, intimidating working, living, or educational environment.

The Principal's decision will be final. All allegations must be in writing and signed by the complainant.

Purpose and Scope of the Policy

1. Canterbury College is committed to providing a working and learning environment that is free of discrimination and supportive of the academic achievement and dignity, self-esteem and fair treatment of all members of the College. The College seeks to create a climate that reinforces opportunity and allows for each person to contribute fully to the development and well-being of the community.
2. The College recognizes its responsibility, in accordance with The Ontario Human Rights Code, to ensure that every person in its community is protected from unlawful discrimination and harassment. Canterbury College is committed to deal quickly, fairly, and effectively with harassment and discrimination, should it take place.
3. A substantiated act of discrimination or harassment may be cause for disciplinary action by the College up to and including the possibility of discharge in the case of an employee or expulsion in the case of a student.
4. Complaints which are trivial, vexatious, or made in bad faith shall result in a penalty against the complainant. The severity of the penalty will be determined based on the seriousness and impact of the complaint.
5. In order to protect individuals who make use of this policy from reprisals, the College prohibits reprisals or threat of reprisal against these individuals.

Confidentiality

Canterbury College understands that it is difficult to come forward with a complaint of harassment or discrimination. The College recognizes both the complainant's and respondent's interest in keeping the matter confidential. To protect the interests of all parties, the parties involved in handling the complaint will maintain confidentiality throughout the complaint process to the extent possible under the circumstances and except as required by law. Confidentiality does not mean anonymity. In the instance of a formal complaint, a fundamental principle is that the respondent must be informed of who has made the allegation at the earliest possible point in the process. (Documents must be signed and witnessed before submission).

Process for Resolution of Complaints

It is understood that complaints which go beyond the informal stage of resolution must be submitted in writing. The College will not act on the basis of hearsay or anonymous complaints.

Informal Resolution: Complainants are encouraged to avail themselves of informal methods of resolving complaints, including consultation with the House Leader, Head of College, and the Chaplain.

Any conflict that cannot be resolved with the assistance of the House Leader, Deputy or Head of College, and the Chaplain.

With the assistance of the Chaplain and additional staff, as required Canterbury will work to resolve the issue as efficiently and effectively as possible.

The University of Windsor has comprehensive guidelines, expectations, and policies for several residence matters. As an affiliate, Canterbury College will follow the lead of the University of Windsor for residence matters as applicable and appropriate.

Student Awards

Each year Canterbury College awards a number of scholarships to Canterbury residents from our General Scholarship Fund in memory of the group of donors listed below:

Charles H. Ramin Memorial Prize

CP Prize

E. Nora & Helen Golden Residence Bursary

Ellen Mary Prize

F. C. McRitchie Prize

George E. Marshall Bursary

Guild Prize #1

Guild Prize #2

Percy C. Graham Book Prize

Brotherhood of Anglican Churchmen Prize R. Jackson East Prize

Heather Swift Memorial Prize

Leslie F. Ounsworth Prize

Anglican Church Women Clergy Bursary

Other Bursaries

Clifford T. Terry Residence Scholarship

Cyril B. Hallam Residence Scholarship (2)

Edward Ernest Carey Bursary

Fred and Catherine Musson Memorial Bursary

Rev. Dr. F. Temple Kingston Scholarship

William M. and Alice Holmes Memorial Prize

More information about the scholarships and bursaries can be obtained from our website

www.uwindsor.ca/canterbury/scholarships-and-awards or from the administration office.

