

Welcome to the VGC Residence, we hope you have a great time staying with us. Below is some extra information to help make your stay as enjoyable as possible. Please remember that this is a student residence so you and your housemates are expected to keep the rooms and common areas in good condition by yourselves.

## IN YOUR APARTMENT

- **Single room:** Single bed, desk, chair, wardrobe and door with a lock.
- **Shared room:** Two single beds (side by side or a bunk bed), 2 desks, 2 chairs, wardrobe and door with a lock.
- Common areas (living room, kitchen and bathroom) are shared with male and female VGC students.
- Bed linens and one roll of toilet paper provided upon arrival.
- Kitchen includes: Oven, cooking utensils, pots and pans, microwave, coffee maker, kettle, toaster, plates, cups and cutlery.
- Washer and dryer
- 1 Hairdryer per bathroom
- Water, heating, electricity and Wi-Fi included
- Fitness centre open to all residents
- Weekly cleaning of common areas

## YOUR RESPONSIBILITIES

- Follow the policies and regulations below

## WHAT TO BRING OR BUY

- Hand soap and laundry detergent
- Toiletries and toiletry bag
- Headphones for making calls/watching movies /listening to music after 11 PM
- Flip-flops for the shower
- Extra toilet paper
- Towels

## VGC POLICIES

### 1. Registration:

#### To secure a bed:

- Submit your accommodation request form
- Pay residence registration fee
- Pay two (2) weeks rent

#### One month before your start date, pay the remaining fees including:

- Rent
- Cleaning fee
- Deposit

### 2. Cancellation and Postponement Policy:

- Cancellation and postponements made MORE THAN one (1) month prior to arrival, VGC will refund all residence fees.
- Cancellation and postponements made WITHIN one (1) month of arrival, VGC will charge the residence registration fee and two (2) weeks rent.
- If a student's visa is refused, VGC will refund all residence fees except for the residence registration fee.
  - Please submit refusal document to VGC.

### 3. Cancellation after arrival:

- Cancellations must be made one (1) month in advance of their newly-requested end date in order to receive a refund
- Late cancellations will be charged appropriately.

### 4. Extensions:

- Extensions are not guaranteed, so please submit extension requests as soon as possible.

### 5. Evictions:

- Students must follow the rules and regulations of the residence. Non-compliance and depending on the severity of the violation, may result to student being evicted from the residence without a refund.

## VGC REGULATIONS

Choosing to live in a VGC Residence means you fully agree and adhere to all of the Rules and Regulations. These policies should be strictly followed, and if rules are broken, they can lead to possible eviction and fines.

### 1. Personal Conduct:

- Residents and guests must conduct themselves in a respectable manner at all times.
- Residents must be considerate of their suite-mates and neighbours.

### 2. Drugs/Alcohol/Violence:

- **Drugs:** Using, distribution or offering drugs or illegal substances within the building is NOT ALLOWED. This will lead to a personal and property search. Your property may be seized as evidence and given to the authorities. If this happens, management will ensure the proper personnel is there to witness the search. This will lead to eviction without refund.

- **Alcohol:** Minors are not permitted to consume or possess alcohol in the building or unit. If violated, you will automatically subject yourself to a personal and property search. The same policy in the drugs section will apply.
- **Weapons:** No firearms or instruments which could cause bodily harm are allowed. Residents found in possession will be evicted with no refund.
- **Violence/Physical Aggression/Sexual Assault:** Anyone engaging in violent behavior, threats, sexual harassment, or sexual assault will be evicted and referred to the police.

### 3. Smoking:

- Smoking is not allowed within in the building or within six (6) meters of the building. This includes all types of smoking devices including vapes. Violation is subject to a minimum cleaning fee of \$250 plus a damage claim if necessary. Repeated warnings may result in eviction without refund.
- Cannabis is legal in British Columbia for adults, but not allowed in any VGC Residence. Violation may lead to eviction.

### 4. Noise and Quiet Hours:

- No noise after 11:00 PM and before 9:00 AM. Please use earphones to play audio during these times and throughout the day if necessary.
- No loud playing of music, TV or musical instruments.
- No parties allowed.
- You must expect some reasonable living noise, absolute silence is not possible.

### 5. Visitors & Guests:

- Only invited guests or visitors are permitted, after receiving approval from the people who share your suite.
- You are responsible for informing your guests of the building rules and make sure they do not break them. They are your responsibility and their actions will affect your stay in the residence.
- You must be with your guest at all times, they cannot stay past 11 PM. Overnight stays are not permitted.
- Violation of these policies may result in your eviction without refund.

### 6. Unit Inspection and Repairs:

- All unit inspections will be carried out by the Landlord's staff on a regular basis to ensure the units are in good condition.
- The Landlord will provide at least 24 hours' notice of an inspection or if they need access for a repair. They may inspect or access on short notice if deemed necessary.
- If there is an emergency, the Landlord will enter without notice.
- Repairs and alterations will be done by the Landlord. Do not attempt any repairs yourself or else you will be responsible for any damages.
- You are responsible for the cost of any repair or damage to the unit or building caused by your actions or neglect of yourself, or your guest.

### 7. Security and Unit Keys:

- You must lock your unit at all times and store your valuables in a locked compartment. VGC and the Landlord are not legally liable for loss, theft, or damage of your personal property.
- You are responsible to safeguard your accommodation by locking your doors and windows. Do not prop open entrance doors, or allow unknown people into the building.
- You are not allowed to share keys, or access codes with anyone.
- You must pay a replacement fee if you lose your key or access card. You must return it when you check out or else it will be removed from your security deposit.

### 8. Furnishings and appliances:

- All furnishings, equipment, supplies, and appliances cannot be removed from the Unit. You are liable for lost, missing, or damaged furnishings and appliance jointly with the other occupant(s) of the unit.

### 9. Cooking and kitchen cleaning:

- You are responsible for cleaning after yourself, this includes all cooking/eating utensils, tools, equipment, electrical appliances, kitchen regularly during your stay and when you check out.
- You must be present at all times while cooking and preparing food. Only use cooking appliances in the kitchen.
- You are responsible for strong odors and smells from your unit.

### 10. Cleaning:

- Weekly cleaning is provided through the Landlord, but only in the common areas of the unit. You are responsible for tidying up all areas of your unit as well as cleaning your bedroom, dishes, counters, and bedding.
- You agree that weekly cleaning will be done without specific notice and without you being present.
- If you are not maintaining your suite and room, it is possible to receive a cleaning charge.

### 11. Garbage and Food Disposal:

- You must dispose garbage and recycling properly. This is not done by the cleaning team.
- Garbage disposal instructions will be provided to you upon arrival.

### 12. Pets:

- No pets allowed.
- Garbage disposal instructions will be provided to you upon arrival.

### 13. Consequences if rules are broken:

You will be provided with a first warning and possible fine depending on which rule was broken. If a second warning is required, you will be evicted with financial repercussions.