



## **Student Housing Policies**

The Canadian Baptist Theological Seminary and College (CBT) provide a limited number of subsidized campus housing units for eligible students. This policy supports CBT's mission, responsible stewardship, and a safe, respectful campus community.

### **Eligibility and Occupancy**

- Tenants must be registered CBT students.
- Occupants are limited to the tenant, their spouse, and minor children.
- All overnight guests require prior written consent from the Facilities Coordinator.
- Unmarried tenants (except in one-bedroom units) must share with another unmarried student of the same gender.
- Occupancy limits:
  - 1-bedroom: 1 single or 1 couple
  - 2-bedroom: 2 singles or 1 couple with up to 2 children
  - 3-bedroom: 3 singles or 1 couple with 2–4 children
- Tenants may be required to move to a more appropriately sized unit if space becomes available.

### **Academic Requirements**

- Tenants must be enrolled in a degree program and take at least 9 credit hours per semester.
- Housing duration is limited to degree length:
  - Bachelor's/Master's: 2–5 years
  - Diploma/Certificates: 1–3 years
- Housing is generally limited to one degree; extensions must be requested in advance.

To remain eligible, tenants must:

- Maintain full-time enrollment and good academic standing
- Comply with tenancy and housing policies
- Keep student accounts current

### **Use of Premises**

- Short-term absences (e.g., Christmas or Easter break, Reading Week) are not considered a move-out. The student remains responsible for rent payment and for retaining the unit during this period.

- No commercial activities, childcare, solicitation, or individual garage sales.
- No signage or satellite dishes without approval.
- Smoking or vaping of any kind, including tobacco or cannabis is not allowed. Alcohol is also not permitted.  
\*Please refer to the Student Handbook for more information and details. \*
- The consumption of illegal substances is strictly prohibited.

### **Conduct and Consideration**

- Tenants are responsible for ensuring guests do not disturb others.
- Co-ed visitation is limited to kitchens and living rooms, ending at midnight.
- Pets are not permitted, except fish (maximum 10 liters).
- Disputes should first be addressed directly with neighbours or roommates. If unresolved, the matter must be brought to the Facilities coordinator.

### **Care and Maintenance**

- Maintenance issues must be reported promptly using the maintenance request form on Populi or contacting the housing department. For maintenance emergencies, contact the Director of Operations.
- No alterations, redecorating, or lock changes without written approval.
- Only small picture hooks or removable adhesive strips (e.g., Command™ strips) may be used for hanging items within the unit.
- Tenants are responsible for:
  - Replacing light bulbs and furnace filters (every two months)
  - Preventing drain and sewer damage  
To prevent sewer and plumbing damage, tenants must not flush or rinse improper items down drains. **Diapers, liners, feminine hygiene products, plastics, rubber materials, grease, coffee grounds, and similar items** must be disposed of in garbage bins. When in doubt, tenants must dispose of the item in the garbage. Tenants may be held responsible for damages caused by improper disposal.

### **Grounds and Safety**

- Tenants must keep their unit exterior, sidewalks, and common areas clean.
- Snow and ice removal from steps and sidewalks is the tenant's responsibility.
- No swing sets, gymnastic sets and swimming pools of any kind are permitted.
- Children must be always supervised.
- Storage in furnace rooms is prohibited.

- Fire inspections occur annually with notice.
- Fire hydrants must always remain unobstructed and accessible.
- If the unit is unoccupied for an extended period, the tenant must arrange inspection **at least every three (3) days** to ensure the furnace is working and no water line breaks.
- Tenants and their guests assume full risk for all use of CBT roadways and parking areas.
- Recycling services are provided by the Town of Cochrane at the Cochrane Eco Centre.

### **Vehicles and Parking**

- Unlicensed vehicles are not permitted in CBT housing parking areas.
- Vehicle repairs or servicing are not permitted on CBT property.
- Parking is provided at the tenant's own risk. CBT is not responsible for damage to, or theft from, vehicles belonging to tenants or their guests.
- One parking space is assigned per unit or per unmarried student sharing a unit.
- Additional parking may be available in authorized areas only.
- Vehicle plug-in outlets are identified by unit number, and electricity costs will be charged to the corresponding unit.
- Tenants must not park in designated guest parking areas.
- Motor homes and campers are not permitted in tenant parking areas unless prior approval is granted by the Director of Operations.

### **Termination of Tenancy**

- Upon graduation, tenants must vacate at the end of the current lease term unless a new lease is approved.
- A minimum of 30 days' written notice is required prior to vacating the premises.
- Students vacating their unit for the summer break must provide at least thirty (30) days' written notice and reapply for housing for the fall semester if they wish to be considered for fall housing.
- In cases of student suspension or expulsion, CBT may terminate the tenancy with 16 days' written notice.
- The security deposit, plus interest, will be returned within 30 days of tenancy termination, less any applicable charges, in accordance with the Residential Tenancy Agreement.
- Upon receipt of notice, the Housing Office will provide the tenant with a required cleaning schedule.

## **Policy Changes**

CBT may revise housing policies from time to time, with reasonable notice, and such revisions will apply to all current tenants. Student housing eligibility requires enrollment in a CBT degree program with at least 9 credit hours per semester. During periods of excess vacancy, CBT may grant housing exceptions on a case-by-case basis, including to non-full-time students, at the discretion of the Housing Committee. Tenants granted exceptions are approved on a semester-by-semester basis and are not guaranteed continued housing. When housing availability is limited, priority will be given to full-time students, and housing may no longer be available to tenants who do not meet full-time enrollment requirements. Exceptions are not guaranteed and must be requested in writing.