

The College of The Bahamas



Established 1974

POLICY NUMBER:	2011-07-POL
TITLE OF THE POLICY:	POLICY ON STUDENT HOUSING AT NEW PROVIDENCE (revised)
DATE OF ADOPTION:	November 9 th , 2011
COUNCIL RESOLUTION NUMBER:	2011-07-POL
SUPERSEDES:	<ol style="list-style-type: none">1. 2008 POLICY ON STUDENT HOUSING AT THE NEW PROVIDENCE CAMPUS2. STUDENT RESIDENCES AND STUDENT HOUSING RULES AND REGULATIONS
DATE OF IMPLEMENTATION:	November 9 th , 2011
PROJECTED DATE OF REVISION:	July 2013
PURPOSE OF THE POLICY:	The policy is intended to establish who is eligible for student housing at the New Providence campus and how space will be allocated to eligible students. The policy is supported also by the Code of Student Conduct in Residence.
REVISION NUMBER:	1st
ACCOUNTABILITY:	This policy is under the responsibility of the Vice-President, Student Affairs, who is accountable for its implementation.
ASSOCIATED PROCEDURES:	These will be developed by the Vice-President, Student Affairs, who shall be responsible for communicating such to students.
HISTORY:	1 st Revision

1. Authority

The College of The Bahamas Act assigns the power to the Council to “provide for the welfare of the students of the College; to control and superintend the property and policies of the College and to fix fees and charges for courses of study, facilities and other services provided by the College and to reduce, waive or refund fees and charges so fixed, generally or in any particular case or class of case”.¹

2. Eligibility for Student Housing

- 2.1. A student is eligible if he/she is enrolled in at least four courses in the College Preparatory programme, or in 12 credits in an Associate or Baccalaureate degree programme. The College does not offer facilities for married students, graduate students or persons under the age of 16.
- 2.2. To reserve space for the following year a student must maintain at least a 2.00 cumulative GPA or a “C” average and be in good financial standing.

3. Selection Criteria

- 3.1. Student residence space is allocated to Family Island students on a *first come, first served* basis.
- 3.2. Students from New Providence will not normally be offered space in residence; however, if space is available after late registration, students from New Providence will be accommodated on a case-by-case basis.
- 3.3. International Students may be accommodated in residence on a case-by-case basis.

4. Residence Application and Allocation

- 4.1. Students are required to submit an application and indicate their residence preference. (See Fee Schedule)
- 4.2. Students may indicate preferences in their choice of roommates and/or with respect to their particular interests and needs. Final room allocations are made by the Director of Residence Life who reserves the right to modify room allocation for reasons such as the maintenance of good order, health, discipline, or the best use of space.

5. Regulations

- 5.1. New residents pay a security deposit fee which is refunded upon the student’s departure providing all other fees and any loss or damage bills have been acquitted and all keys returned.
- 5.2. Rent and other fees are payable in full at the beginning of each semester. Students who have been offered a residence space must pay 25% of rent at least 30 days before the start of the semester to reserve the room. Failure to make this payment will result in cancellation of the student’s reservation and annul the offer made by The College. While this payment is not refundable, it is applied against the rent.
- 5.3. No later than the last day of class during the fall or spring semester, returning students must indicate in writing to the Director of Residence Life their wish to retain a room. Failure to do so will result in forfeiture of the room. Those who indicate their wish to return and fail to do so will forfeit their security deposit. Rent and other fees are payable in full at the beginning of each semester.

1 (Article 8. of The College of The Bahamas Act, 1995)

- 5.4. Students must abide by the **Code of Student Conduct in Residence** (see Appendix). Failure to do so may lead to expulsion from Residence. In the case of expulsion, no reimbursement of the fees will be made.
- 5.5. Charges for loss or damages not able to be assessed to a particular individual will be charged against all members of the residence unit where the loss or damage occurred.
- 5.6. Student Residence rent fees will be refunded at 75% of rent if student withdraws before the end of the first month. No rent refunds will be made after this time.

6. Storage

- 6.1. Limited space is available at The College's residence units for storage of items during the academic year. Students must be able to transport all their possessions on their own. Students returning to the residence halls for the next academic year can store some of their belongings in the residences storage areas. Summer storage is offered only to students who are still living in the residences and who have reserved a space for the subsequent academic year. Space is limited therefore storage will be offered on a *first come, first served* basis as well as students' room reservation confirmations.
- 6.2. The following rules apply for all storage areas:

- Items for storage must be contained in sturdy cardboard boxes or plastic bins with lids and measuring a maximum of 18x18x18 and weighing no more than 75lbs.
- Bags, odd containers or loose items will not be accepted.
- Each student is limited to three boxes.
- Boxes must be clearly labeled with student's name, unit/apartment number, telephone contact and e-mail information, and the date items are being put in storage.
- No furniture (including lamps), computers, or bicycles will be allowed in storage areas.
- Storage can be used for summer or the academic year **ONLY**.
- Students who are not registered may NOT leave items in storage during their absence.
- Students may gain access to storage by contacting the building Resident Assistant or contacting the Director of Residence Life.
- Special hours will be posted at the end of spring term for summer storage and at the beginning of fall term for the removal of items from storage.
- Housing staff reserve the right to refuse storage items that do not meet these criteria.
- Students must remove items from storage upon their graduation or withdrawal from The College. Items left beyond the student's departure date will be discarded at the discretion of residence staff or physical plant.
- Current students must empty the storage rooms by the end of the 1st week of the Fall Semester for the purpose of cleaning, painting and necessary repairs.
- Any items left at the end of the academic year, including furniture, will be discarded by physical plant staff and students will be billed for any/all additional cleaning charges.

7. Liability

- 7.1 The College **DOES NOT** assume responsibility or liability for any personal belongings that are left in the room or placed in storage. Students use storage spaces at the risk of theft, water or fire damage, or any other type of loss.

7.2 **Personal Insurance:**

Although every security effort will be made, The College will not be responsible for articles lost, stolen, or damaged while in storage. Students are advised to carry their own insurance on the items they store. Some may already have coverage through an insurance policy. Items of special value to students should not be stored with The College during the summer.

7.3 **Waiver of Liability Form**

Prior to receiving keys for their rental units, all housing residents must sign a *waiver of liability* form indicating their acceptance of the terms and conditions as outlined in the ***Policy on Student Housing*** and the ***Code of Student Conduct In Residence*** and releasing The College from liability in the event of damage and/or loss of personal belongings.