Table of Contents

Welcome to Master’s

I. Frequently Asked Questions

II. Philosophy of Residence Life

III. Residence Application Process

IV. Residence Leadership

V. Residence Programing

VI. Residence Facilities

VII. Policies and Regulations

VIII. Residence Maintenance

IX. Health Services and Medical Emergencies

X. Safety and Security

XI. Personal Contents Insurance

Appendix One

Master’s reserves the right to modify at any time, the standards and procedures in this Handbook. It also reserves the right to follow its discretion in the interpretation and enforcement of all standards and expectations relative to college life and pursuits, however communicated in keeping with the ministry goals of the college.

By virtue of their decision to live in residence, students agree to abide by the policies and regulations contained in this Residence Life Handbook. They also understand that any violation of these policies may result in them being required to leave the residence. This handbook applies to all students who live in residence at any point during the year.

The College retains the legal right to enter any student’s room with or without the permission of the student, whenever deemed necessary or on official business.
Welcome to Master’s.

We are so pleased with your decision to come to Master’s. We believe that we have developed an exceptional program that will not only expand and enhance your spiritual and academic horizons but one that will pay huge dividends as you live in community with other students. You will definitely be challenged to reach your potential, whether you are interacting with administration, faculty, staff or fellow students. Along with all of the studying and academic preparation, there will be plenty of opportunities for ministry and developing close friendships. Regardless of the program you have chosen to do, whether it is the Christian Ministry Certificate, the Ministerial Diploma, or one of our Bachelor degree programs, you will have incredible opportunities to experience significant growth. Though much of that growth will occur from your academic pursuits, the lifelong friendships that you will develop will also play a significant role.

Developing these lifelong friends we believe will be enhanced by your residence life experience. This Residence Life Handbook will provide you with an overview of the facilities and services we provide as well as our expectations as you live in community.

Our Student Development Team is here to serve you. Feel free to approach us or any of the other administrators, faculty or staff if we can be of assistance.

Merv Anthony
Director of Student Services and Registrar

Sue James
Director of Student Development

Donna Haug
Assistant to Director of Student Services and Registrar

Head Male RA
Male RA
Male RA
Male RA
Male RA

Jesse Price
John-Mark Giancola
Jordan Cochrane
Sean Brophrey
Reinaldo Halim

Head Female RA
Female RA
Female RA
Female RA
Female RA

Allysin Wiedemann
Kristen Running
Sonaz Soleimani
Kara Harness

2.
I. Frequently Asked Questions

Q. What are in standard residence rooms? What should I bring for my residence room?
A. Each residence room has two desks, two dressers, two wardrobes, two chairs and two beds. What you will want to bring is bedding, pillows, towels/face cloths and personal items to make your room “homey”. Some students bring a small fridge, a microwave and TV/DVD. Each floor of the residence is equipped with a large flat screen TV in the common area but it cannot be used for gaming.

Q. What am I NOT allowed to have in my room?
A. You are NOT allowed to have any open element appliance such as a coffee maker, kettle, toaster/toaster oven or hot plate in your room. The common area (kitchenette) will have a kettle, coffeemaker and microwave you can use.

Q. Are laundry facilities provided?
A. Laundry facilities are provided on each floor for on-campus students only. Laundry cards are available from the Director of Student Development. Students can add money to these cards by using the machine located on the main level of the atrium by the west entrance.

Q. Do I have to purchase a meal plan?
A. Yes, all full-time students who live in residence must purchase a meal plan. Students must show their Student ID Cards, which will indicate if they have purchased a meal plan, in order for them to obtain their meals in the cafeteria. Part-time and commuter students can purchase meals directly from TVOA and will be given a meal card.

Q. How do I apply for student residence?
A. Download the application form from our website at http://www.mcs.edu/StudentLife/housingInfo.html and submit it to the college. First year students are required to live in residence, unless they are married or living at home. Upper-class students will be accepted into residence on a first come/first served basis.

Q. Is there a curfew in residence?
A. Yes. All first-year campus students in the Certificate, Diploma and Bachelor of Theology programs are required to be on their residence floor by 12:00 am from Sunday – Wednesday and by 1:00 am from Thursday – Saturday.
II. Philosophy of Residence Life

Recognizing the positive impact residence life can have on the development of students, all first year students attending the Peterborough campus live in residence, unless they are married or live at home. Increasing levels of self-awareness and understanding of others, learning personal accountability, cultivating lifelong friendships, developing their maturity within a close knit community, as well as interacting more with faculty and staff are but a few of the benefits of residence living. Any student wanting an exception to this policy must make written application to the Director of Student Services.

To assist students to live together in harmony some guidelines have been established. Students are asked to show consideration to one another and are expected to maintain standards of Christian conduct in residence. Our expectations are established in order that we may have community built on mutual respect and consideration. Let’s live these words:

“So, chosen by God for this new life of love, dress in the wardrobe God picked out for you: compassion, kindness, humility, quiet strength, discipline. Be even-tempered, content with second place, quick to forgive an offense. Forgive as quickly and completely as the Master forgave you. And regardless of what else you put on, wear love. It’s your basic, all-purpose garment. Never be without it.”

Col 3:12-14 (The Message).

Determine now to do whatever you can to make this the best year ever. It is our prayer that living in residence will be a growing and rewarding experience for you.

III. Residence Application Process

APPLICATION DEADLINE
Students are encouraged to submit their Residence Application Form, which is available in the “Housing Info” section of the “Student Life” section of our website: www.mcs.edu, along with their Regular Application Form or as soon as possible after they have been accepted. Returning students are encouraged to submit their Residence Application Form prior to leaving the campus at the end of the Winter semester.

PRIORITY OF APPLICATION ACCEPTANCE
Residence Application Forms are processed in the following order of priority:

1. Full-time students in first year
2. Full-time students currently living in residence
3. All other full-time students
4. Part-time students

RESIDENCE DEPOSIT
Students must submit a $200.00 Room Reservation and Security Deposit with their Residence Application Form prior to it being processed. $100.00 of this deposit will be applied to the residence fee; the remaining $100.00 will be a security deposit, refundable upon submission of an approved Room Clearance Form. If preferred, the $100.00 security deposit can be applied towards the student’s residence room for the following year.
RESIDENCE FEE PAYMENT
Residence fees are due prior to students moving into residence, unless the student is using the Deferred Payment Plan. Please see current Fee Schedule for additional information on the Deferred Payment Plan.

IV. RESIDENCE LEADERSHIP

RESIDENT ASSISTANTS
The Student Development Team consists of the Director of Student Development, and nine Resident Assistants (RAs). The RAs are senior students who have been chosen based on their spiritual maturity, leadership potential, academic achievement and their commitment to serve. They work closely with the Director of Student Development to ensure that students living in residence have an enjoyable and rewarding experience, that opportunities are provided for spiritual interactions, either in small groups or one-on-one, and that residence’s policies and regulations are followed.

To assist the RAs in fulfilling their role, they meet regularly with Student Life personnel for supervision, training, planning and encouragement. During their meetings the Student Development Team plans events that are aimed at promoting community and the development of healthy relationships among students in residence. Though RAs are primarily responsible for the group of students that has been assigned to them, they also discuss any common issues and concerns that affect the larger community. When residence students have any questions or concerns, need someone to pray or talk with, have an event idea that they want to share, they are encouraged to contact their RA. The Student Development Team is committed to ensuring that students have the best residence experience possible.

Each week a schedule of the two RAs (one male and one female) who are on duty will be posted on the bulletin board on each residence floor. If you need to connect with a RA and your respective RA is not at the campus, you are encouraged to contact the RA who is on duty. When students want to contact the Director of Student Development during non-office hours, they should contact the RA who is on duty, who will determine if the Director will be contacted immediately or if the student will need to make an appointment during regular office hours.

V. RESIDENCE PROGRAMING

ALL-RESIDENCE MEETINGS
The Director of Student Development, along with the RAs, plan “All-Residence” meetings each semester to discuss issues that arise from time to time as the result of living in residence. During these meetings, students are provided with an opportunity to discuss their concerns. Unless otherwise indicated, separate meetings will be held for the males and females. **Attendance at these meetings is compulsory for all residence students.**

ALL-FLOOR OR “WING” MEETINGS
In addition to the all-residence meetings, RAs also plan separate all-floor or, as they are more commonly referred to, “wing meetings”, which are designed to create a sense of community among the residents on a floor. Though not compulsory, students are encouraged to attend the “wing meetings/events” to participate in activities such as sports, socials, Bible study or prayer.
VI. Residence Facilities

RESIDENCE LAYOUT
The residence at Master’s can provide accommodation for approximately 151 students, with 103 students in the east wing residence and 48 students in the west wing, where rooms are leased as needed from The Village on Argyle, the owner of the buildings. Each room is designed for double occupancy, with the exception of one single room on each floor.

ROOM FURNISHINGS
Most rooms, which are designed for double occupancy, are furnished with two twin-size beds, dressers, wardrobes, desks, chairs, curtains and mirrors. A mattress cover is provided and must be used at all times. Since some rooms do not have lamps, students are encouraged to bring their own (NOTE: Halogen lamps are NOT permitted to be used in the rooms.). Students should also bring their own bedding, pillows, towels and alarm clock.

KITCHENETTE/LOUNGE AREA
There is a kitchenette with a sink on each residence floor. A microwave and TV are available for use. Students must wash their own dishes and store all containers, dishes and utensils immediately after use. The TVs in the Lounge Area are for community use and are NOT to be used for gaming. Any movie, music or computer game that depicts explicit sex, foul language, horror scenes, and/or satanic/occult activity is strictly prohibited. Movies shown in public spaces (e.g. lounges) should be rated PG-13 or less. Please consult with the Director of Student Development if you think something is questionable.

After Quiet time begins at 11 p.m., noise in the Kitchenette/Lounge area must be kept to a minimum. Violators will be told to leave the area. Cleanliness of the Kitchenette/Lounge is the responsibility of the students on the floor under the direction of the RAs.

LAUNDRY ROOMS AND LAUNDRY CARDS
Laundry facilities are provided on each floor for on-campus students only. All items left in the laundry rooms are the responsibility of each student. If items remain there longer than three days, RAs may dispose of them. Any mechanical difficulty should be reported on the Maintenance Request Form, which is available from the Student Development Office. Laundry cards are available from the Student Development Office. Students can add money to these cards by using the machine located on the main level of the atrium by the west entrance. Failure to return a laundry card will result in a $10.00 fine.

STUDY ROOMS
A study room is located on each floor of the residence and is reserved for studying only at all times. Students must take their personal belongings with them when they leave the room. Room F and the cafeteria are also available for group study. Study hours will be posted.

STORAGE ROOM
Storage rooms are available where students may keep containers and suitcases during the year and over the summer. All items must be clearly identified. Students must complete the Request for Storage Room Form and submit it to the Director of Student Development for approval. If a student does not return to college after the summer and has items left in storage, there will be up to a $100 charge, plus the cost of shipping, to have items sent to their home. The College is not responsible for lost or damaged items that are kept in any storage rooms.
**Bicycles**

No indoor storage is available for bicycles brought to the campus. However, bike racks are available outside the residences and students are encouraged to always lock their bikes when they are not using them.

**Garbage and Recycling Bins**

Students must dispose of their own garbage. Recycling bins are provided on each floor. Garbage bags from residence rooms should be placed in the garbage bin that is located outside of the residences. Cardboard and papers should be placed in the cardboard bin provided.

**Student Lounge**

The Student Lounge is located on the lower level of the administrative building across from the Student Development Office. It has a large screen TV, tables, chairs and a foosball table. No gaming is permitted on the TV. The vending machine located just outside of the Student Lounge is operated by Student Life. The other vending machines located throughout the campus are operated by TVOA.

**Cafeteria**

Cafeteria hours are posted at the entrance to the cafeteria. All full-time residence students must purchase a meal plan. Students must show their Student ID Cards, which will indicate if they have purchased a meal plan, in order for them to obtain their meals in the cafeteria. Part-time and commuter students can purchase meals directly from TVOA and will be given a meal card. Special effort is made to provide special dietary needs when confirmed in writing by a physician outlining specific requirements. Advanced notice of these requirements with the Student Development Department is mandatory. The Director of Student Development and the Food Service Manager will make the final decision. No items such as dishes or cutlery are to be removed from the cafeteria, but students may take out their meal in a Styrofoam container due to a meeting or ministry requirement. Special requests for a bag meal may be made to the Student Development Office 48 hours in advance for meals that will be missed due to work, sports or ministry involvement. Guests, commuter students and faculty/staff may purchase meals in the cafeteria. Any food comments or complaints should be directed through the Director of Student Development to the Food Services Committee.

**Tuck Shop**

The Tuck Shop, which operates in the cafeteria, is a great place to get a late night snack while hanging out with friends. Hours of operation will be posted in the cafeteria.

**Mailboxes**

Mailboxes are located on the basement floor of the cafeteria building, which also houses the Fitness Centre. Students will be assigned a mailbox and issued a key at the beginning of the semester. Check with Student Development Director to arrange for a replacement key if needed. There will be a $10.00 charge for a replacement key or if a key is not returned at the end of the year. Students are encouraged to check their mailbox on a regular basis so that they can receive their assignments, grade reports, statement of accounts as well as mail received from family and friends.

**Gymnasium and Fitness Centre**

The use of the gymnasium is shared by Master’s and other students who live in The Village on Argyle (TVOA) residence. If the gym is not in use, students can use it when they choose. A schedule will be posted on the bulletin board located across from the office of the Director of Recruiting and Communication to indicate if the gym is booked for a group event. Contact the following to arrange booking the gym for a group event:
1. Athletic Use: Athletics Coordinator
2. All-College Social Event: Social Convenor
3. All Other Events: Director of Student Development

These individuals will then contact the Assistant to the Director of Student Services and Registrar prior to confirming your booking.

Participation and competitions may be arranged in floor hockey, basketball, football, badminton, and low-impact aerobics. If students are interested in a particular sport, they are encouraged to discuss their interest with the Athletics Coordinator.

Students are encouraged to make use of the fully equipped fitness centre, which is located on the basement floor of the cafeteria building.

VII. Policies & Regulations

RESIDENCE CODE OF CONDUCT

Students are to refrain from distasteful pranks and practical jokes involving other people’s possessions and college property; initiations and other practices that are demeaning; and water/snow fights within any building. Students are not permitted to be on the roof of any building on campus. With the exception of an emergency, students are also not allowed to use windows to enter or leave any building. Sports equipment such as balls or Frisbees can only be used outdoors or in the gymnasium. Roller blades and skateboards must only be used outdoors.

CURFEW

All first-year campus students in the Certificate, Diploma and Bachelor of Theology programs are required to be on their residence floor by 12:00 am from Sunday – Wednesday and by 1:00 am from Thursday – Saturday. If first-year campus students are planning to be away from the college overnight, including holidays and weekends, they must sign the Residence Sign-Out Form, located outside their RA’s door. Students who leave the college without signing this form will be in violation of their curfew. (Please see the Curfew Policy in Appendix One for additional information).

Quito who are between the ages of 22-24 prior to the start of their second semester can request an exemption from the Curfew Policy. Students who are 25 or older are not bound by the Curfew Policy.

QUIET TIME

All students are required to observe QUIET TIME between the hours of 11:00 pm and 9:00 am (During the final exam period, which will be posted throughout the campus, a 24-hour Quiet Time is in effect.). The lights will be dimmed in the residence and students should whisper in lounges and hallways during this time. Talking loudly, shouting, running, loud music, or musical instruments must not be heard outside of rooms or in public areas. It is the responsibility of each student to be considerate of others. Audio equipment must also be kept at room level. Headphones must be used if a higher volume is desired. Equipment should be turned off when no one is in the room.

Responsibility for addressing problems with noise lies first with each member of the residence community. Should the problem continue, RAs will warn individuals that there will be consequences, and if necessary, the violators will be reported to the Director of Student Development (See the Student Accountability Policy in the Student Handbook for possible consequences.).
MALE/FEMALE VISITATION IN RESIDENCE
Separate residence floor accommodations are provided for males and females. No students or guests of
students are permitted on the residence floor of the opposite gender.

ROOM FURNISHINGS
Students are not permitted to exchange any items in their room with items from another room. They are also
not permitted to remove any items from their room. All items that were in their room when they moved in must
remain in their room in the original position, unless they have the permission of the Director of Student Develop-
ment to remove or exchange items.

ELECTRICAL APPLIANCES IN RESIDENCE ROOMS
Small fridges and microwaves are permitted in residence rooms. Students are also permitted to have a TV and
DVD players, provided they are used with discretion and do not disturb others. Students are not permitted to
have any open-element appliance (e.g. coffee pot, kettle, toaster or toaster oven) in their room. A coffee maker,
kettle and microwave are available in the common area on each residence floor.

FOOD SERVICES COMMITTEE
The Food Services Committee is a new committee formed in the 2013-2014 year. The committee is comprised of
the Director of Student Development, two on campus MCS students and one off campus student along with the
Food Services Manager. The purpose of the monthly meetings is to communicate between the school and the
Food Services Committee to discuss food related issues, concerns and suggestions.

ROOM DECORATIONS
To make their room feel more like a ‘home away from home’, students are encouraged to bring their own area
rugs, plants, posters and pictures. However, any decorations that would leave marks or holes must not be used.
Sticky tack is the only material that can be used to hold posters or pictures. Wallpaper, paint or adhesive hooks
may not be used. Students are not permitted to have posters that are distasteful or offensive. No decorations
are permitted in the hallways or on the outside of the doors with the exception of those arranged by the RAs.
Students are not permitted to paint their rooms or to alter any electrical fixtures.

NO PETS ARE ALLOWED IN THE RESIDENCES

ROOM/ROOMMATE ASSIGNMENTS AND CHANGES
Room assignments, along with the selection of roommates, are done by the Director of Student Development
and the RAs. Though room preferences, as well as the selection of roommates, are considered, no guarantees
can be provided.

Although roommates are encouraged to resolve conflicts, rather than avoid them, some extenuating
circumstances may necessitate a room or roommate change. Students who desire to change rooms or
roommates during the semester should initially speak with their RA, who will consult with the Director of Student
Development. If the change is approved by the Director of Student Development, the RA will help facilitate the
move. All approved room changes must occur prior to leaving for the Christmas Break. Unapproved changes are
prohibited.

ROOM KEYS AND SWIPE CARDS
Each student will be issued a residence room key and an swipe card upon arrival that must be used to enter the
administrative building and residences since these buildings will generally be locked. No deposit is required for
the swipe card or room key. Replacement of a lost key or swipe card must be arranged through the TVOA Property Manager for a fee of $25.00-$50.00 for a room key or $10.00 for a swipe card. If the swipe card and room key are not returned when students sign out of their rooms, the replacement cost for the swipe card and dorm key will be deducted from the Residence Room security deposit or charged to the student’s account. Students will also need to use their swipe cards to record their chapel attendance. Students who lose their swipe card and are unable to use it to sign into chapel will be considered absent from chapel unless they have notified the Director of Student Development and are waiting for a replacement Swipe Card.

ROOM/KEY TRACKING FORMS
Prior to a student moving into their residence room, Student Life staff will have inspected the room carefully, and its condition will be noted on the Room/Key Tracking Form. Students will be required to review this form, and then sign it in recognition of the state of the room. Once completed, these forms must be returned to the Director of Student Development. At the end of the Winter semester, each room must be cleaned and inspected in order for a proper check-out. The Room/Key Tracking Form is also to be used for this purpose and must be signed by the RA and the student. Any damages deemed the student’s responsibility will be assessed and the costs will be applied to the student’s account.

CHECKING OUT OF RESIDENCE
Prior to leaving residence all students must clean their room and remove all of their personal belongings. If they have to store any items they must complete the Request for Storage Room Form and receive permission to put their items in storage. After their room has been inspected by their RA, a Room/Key Tracking Form will be signed. Costs for any missing items, additional cleaning that is needed or damaged items will be charged to the student’s account. If the security deposit is not sufficient to pay for those charges, any extra charges will be added to the student’s account. Students who do not submit a Room/Key Tracking Form prior to leaving the residence may forfeit their security deposit.

CLEANLINESS AND ROOM INSPECTION
RAs may conduct inspections of rooms, kitchenette, study rooms and washrooms. Rooms should be kept clean, neat and tidy. Cleaning supplies and a vacuum are kept in the laundry room on each floor for student use. Please ensure that they are returned to the laundry room after use.

Students are asked to assist the housekeeping staff by keeping washrooms, kitchenettes, study rooms and laundry areas neat and tidy. Students are expected to remove all belongings, papers, books, wrappers, food, bottles/cans from public and shared spaces. If personal items are left in these areas for longer than two days, RAs may dispose of them. All damages and repairs should be reported to the RA using the Maintenance Request Form, which are available outside the office of the Director of Student Development.

GUESTS/ VISITORS POLICY
Visitors, which include Master’s off-campus students, are not permitted in the residences unless accompanied by a residence student. All visitors must agree to abide by the regulations of Master’s. Visitors must leave the campus by midnight, unless they have made arrangements to stay overnight (see below for additional information). It is expected that overnight guests will stay for a maximum of two nights per occurrence and no more than four nights in total per semester. Any additional nights must be approved by the Director of Student Development. No one is allowed to sleep overnight in any lounges, either in the residences, lobby or the student lounge.

Each overnight guest must complete the Overnight Guest Form before staying and pay a fee of $10.00 per night. Commuter students who want to stay overnight must submit the Application for Residence Form and select the part-time option. Students who permit a guest to stay overnight without completing the Overnight Guest Form will
be levied a fine of $100.00. The same penalty will be applied to a commuter student who stays overnight without submitting the Application for Residence Form.

OFF-SEASON RESIDENCE POLICY

Any student who wants to stay in a residence room during the summer must submit an Off-Season Residence Form to the Director of Student Development. If provided with permission to stay in residence, students must pay the current residence fee in advance. Cafeteria services are generally not available during off-season periods. Residence Life Handbook and Student Handbook policies are in effect for any student staying in residence during

PRIVACY OF RESIDENTS

Master’s is committed to protecting the privacy of all students, including those who live in residence. No student is permitted to enter another student’s room without their permission. Personnel from Master’s will not give access to a student’s room other than to the student(s) or to someone who has permission of the student to enter the room. However Master’s reserves the legal right to enter a student’s room if maintenance is required or to ensure that students are not engaging in any activities that would put the safety and well-being of other students at risk. If Master’s or TVOA employees have to enter a student’s room for maintenance, prior notification will be given to the student. If an emergency necessitates entry into a student’s room, prior notification is not needed but it will be given when possible. When a student is found in serious violation by, for example, having appliances (e.g. toasters, cooking equipment) or illegal substances in their room, Master’s reserves the right to require that the student move out of residence. Further disciplinary action may result if this occurs.

VIII. RESIDENCE MAINTENANCE

COLLEGE PROPERTY

Furniture cannot be moved from one area to another. A Maintenance Request Form should be completed and given to a RA or the Director of Student Development to inform them of any needed repairs to college property.

DAMAGE TO COLLEGE PROPERTY

If any property is damaged purposely or as a result of negligence, the student(s) known to cause the damage are responsible to completely pay for its repair or replacement. In cases where the damage is considered to have been done intentionally, the matter may be referred to the Student Accountability Committee.

IX. HEALTH SERVICES & MEDICAL EMERGENCIES

Master’s does not provide health care services on campus and therefore students must have their own health insurance coverage, whether provincial or private, prior to starting their studies. All students should have their Health Care Card for presentation at the hospital and walk-in clinics. Students who need medical attention while at Master’s can arrange an appointment with Dr. de Luna, who has agreed to see college students. Dr. de Luna’s office is located at the Peterborough Clinic, 26 Hospital Drive, Peterborough. His office phone number is 705-740-6874. In the case of emergencies, students can go to the emergency department of the Peterborough Hospital, 1 Hospital Drive, Peterborough.

The Student Development Office should be notified of any student that has a serious illness or disease when coming in to the college or when a student is sick in the residence. If a student is sick and unable to go to the cafeteria, their roommate or a friend can arrange to pick up a meal tray from the cafeteria.
A list of staff and students who are trained in First Aid and CPR will be posted throughout the campus. First-Aid kits are available throughout the campus (i.e. Student Council Office, kitchenette on 1st and 2nd floor in residence and Sports Office in the gym) for use if injuries occur. Ice for First-Aid purposes is located in the freezer in the Student Council Office.

**X. Safety & Security**

All concerns regarding safety and security should be promptly reported to the Director of Student Development or the RAs. All exterior doors that are left open should be closed properly. The use of candles, incense, open burners, electric heaters, and hot plates are NOT permitted in the residences. Students are also not permitted to have water fights, fire crackers, fireworks or firearms on the campus. Personal items (e.g. boots, mats, boxes) cannot be left in the hallway or stairwells.

Students are encouraged to keep their dorm rooms locked when they are not occupied. If a student is locked out of their room, they must contact the RA, who has a Residence Master Key. Students are strongly advised to carry their room key and swipe card with them at all times. Students are not allowed to enter other students’ room without their permission.

**NIGHT SECURITY**

A night security officer, who is employed by TVOA, oversees the safety of the campus from 10:00 pm – 4:00 am. All exterior doors are locked at 11 pm and students will need to use their swipe card to gain entry to the building after that time. The on-duty security officer can be reached by phoning (705) 755-0204.

**FIRE SAFETY**

Fire drills will be held throughout the year to ensure that everyone will be able to evacuate the buildings quickly. Anyone in the building at the time of an alarm is required to participate in the drill and leave the building immediately. As soon as you are aware of a fire, you should pull the alarm and exit the building at the closest exit as quickly as possible in an orderly fashion. If time permits, close, but do not lock, the door and windows. Provide assistance to disabled persons as needed. You should phone 911 to report the fire after you have exited the building. RAs will check their residence area to ensure everyone has evacuated. As soon as you are far away from the building to ensure that you do not interfere with any fire fighting personnel. Do not re-enter the building until instructed to do so by the appropriate authorities.

Any tampering with fire alarms systems or fire protection equipment is considered a serious offence and will result in disciplinary action and if necessary, referred to legal authorities.

**XI. Personal Contents Insurance**

Master’s is not responsible for the loss of money or valuables of any person from within their room or anywhere within the building, or the loss of, or damage to, anyone’s property by fire, water, theft or other situations out of Master’s control. Residents are advised to consider obtaining their own insurance if they are not covered by their parents’ policy. Residents are responsible for any theft or damages that may occur during their occupancy, whether caused by them or others. Students are strongly encouraged to ensure that their rooms are always locked when they are not occupied.
Appendix One

CURFEW POLICY
(2013 – 2014)
Master’s is committed to ensuring that students receive the best ministry training possible. For those students living in residences at the Peterborough campus, this includes experiences outside, as well as inside, the classroom. Developing lifelong friendships is but one of the many advantages of living within a residence setting. Along with the advantages of residence living, there is also a need to have a common standard and a level of accountability. For this reason, Master’s has developed a curfew policy for the first-year students at the Peterborough campus. This policy is designed to create an environment in which students can:

- Flourish in their Academics;
- Develop Self-Discipline and Accountability;
- Grow in their Awareness of the High Calling of Leadership

First-year students in the Bachelor of Religious Education program, as well upper-class students, are exempt from the curfew policy. However they are expected to closely adhere to the Quiet Time that is in effect after curfew or they will face appropriate sanctions.

CURFEW REQUIREMENTS

- All first-year campus students in the Certificate, Diploma and Bachelor of Theology programs are required to be on their residence floor by 12:00 am from Sunday – Wednesday and by 1:00 am from Thursday – Saturday. Students who are between the ages of 22 – 24 prior to the start of their second semester can request an exemption from the Curfew Policy. Students who are 25 or older are not bound by the Curfew Policy.
- Residence Sign-Out Form
  If students are planning to be away from the college overnight, including holidays and weekends, they must sign the Residence Sign-Out Form, located outside their RA’s door. Students who leave the college without signing this form will be in violation of their curfew.

Curfew Extensions

- Students who want an extension to curfew, including extensions needed for college-related activities (e.g. ministry or travel teams), must submit a Curfew Extension Request Form to the Director of Student Development by 3:00 pm on the day when they want the curfew extension. Requests for curfew extensions for social reasons will generally not be considered a valid reason.

CONSEQUENCES FOR BREAKING CURFEW:

1. Written Notification
   The first time students are late for curfew (i.e. up to one hour late) they will receive a written notification from their Resident Advisor. The RA will submit an Incident Report to the Director of Student Development.

2. Administrative Warning
   When students are more than one hour late for curfew or they miss curfew more than once, they will meet with the Director of Student Development who will issue them an administrative warning. The administrative warning will provide the student with a clear understanding of what is expected of their future behaviour. Appropriate sanctions may also be included in the administrative warning. Students should understand that future violations could result in increased sanctions. A copy of the administrative warning will be kept on file by the Director of Student Development.

3. Curfew Probation
   Students who miss curfew three times per semester will meet with the Director of Student Development who will place them on “Curfew Probation”. While on “Curfew Probation” students will be restricted to their residence floor for specified periods as determined by the Director of Student Development. Additional sanctions may also
be imposed. Students will be provided a letter which explains expectations for future compliance with the Curfew Policy.

4. Referral to Student Accountability Committee
Students who miss curfew more than three times during the semester will be referred to the Student Accountability Committee, who may impose sanctions such as the following. The student may:

• no longer qualify for student leadership positions
• no longer qualify for travel, weekend assignments and worship teams
• no longer qualify for Master’s-based scholarships or bursaries
• no longer qualify for participation in various activities
  (e.g. involvement in sports, social activities)
• no longer be eligible for employment with Master’s
• be required to complete some type of community service
• be confined to one’s residence floor for specified periods
• be placed on non-academic suspension: Students who are on Curfew Probation for two semesters will face possible non-academic suspension from Master’s as determined by the Student Accountability Committee.