

To: All Accepted and Conditionally Accepted Truro Campus Applicants
From: Patrick Colley, Co-ordinator, Residence Life and Services
Subject: **Information about Residence Application,
Room and Board Fees, & Withdrawal**

RESIDENCE MEMORANDUM

Enclosed is an information brochure *Some Facts about Living in Residence at Davis Hall*, a residence application form, and a statement of Regulations, Practices, & Disciplinary Procedures for Students in residence. Please read these items carefully and do not hesitate to call if you have questions. These items, and the information which follows are intended to give you as much of an idea as possible as to how the residence operates and what to expect if you choose to become a member of the Davis Hall community.

You need to know, up front, that Davis Hall is a multiple-user building. In addition to the students who use the residence as home base for their time here as learners, a variety of short-term visitors and guests pass through the building regularly. For a number of reasons to do with location and the facilities available, the Truro Campus is the preferred site for many of the College-wide meetings of staff groupings, and is the designated venue for professional faculty and staff development initiatives. We endeavor to designate separate areas for students and for our short-term guests, but it is not always possible or reasonable to do so. Please be assured that we are keenly attentive to the safety and security of all those using the building and that user of the building are governed by the same guidelines and disciplinary procedures.

If you are interested in living in residence while attending NSCC - Truro Campus, please complete the application form and return it to us at your earliest convenience with a cheque or money-order for \$25.00 payable to "NSCC - Truro Campus": to cover the application fee. Applications are processed on a first-come, first-served basis, so it is in your best interests to return the form as soon as you make up your mind. The application fee is non-refundable.

There are a number of items which I wish to bring to your attention:

- Residence fee for the period September 1, 2008 - April 23, 2009 have been set as follows:

Room and Board: Double Room \$5,200 - Single Room \$5,600 - Super Single Room \$5,900

The above amounts include a refundable key deposit (\$30.00), but not the application fee. After the \$500.00 deposit (see brochure) has been paid (mid-August), the remainder of the Residence Fees is payable in two equal installments: the first installment to be paid on or before Friday, August 15, 2008, and the second installment to be paid on or before Friday, January 09, 2009. See the breakdown below.

	Total Fees (Including Key deposit)	Deposit	1st Installment	2nd Installment
Double	\$ 5,200.	\$ 500.	\$ 2,350.	\$ 2,350.
Single	\$ 5,600.	\$ 500.	\$ 2,550.	\$ 2,550.
Super Single	\$ 5,900.	\$ 500.	\$ 2,700.	\$ 2,700.

- Late Payment Fees apply for Residence charges. If payment is delayed beyond August 15, 2008 for the Fall Semester a charge of \$25.00 is levied. If payment is delayed beyond January 09, 2009 for the Winter Semester, a charge of \$25.00 is levied.
- All residents will be required to sign a Residence Agreement which sets out clearly the terms and conditions of occupancy, the opening and closing dates of residence and the first and last meals in each semester.
- A student who withdraws from residence after the start of the session, regardless of the reason, will be held financially responsible for residence room and board fees as follows: he/she will be required to pay \$100.00 administrative services fee on withdrawal, and he/she will be required to pay fees to the actual date of withdrawal, plus an additional four weeks of room fees from the actual date of withdrawal, unless a replacement can be found within that four-week period. Students who withdraw from residence after February 27, 2009 will be responsible for payment of the entire room and board fees as quoted for the full academic session. More details are available upon request.
- All applicants should note: there are no refunds for room and board during work-term periods.
- At this point, we have not determined the exact configuration of the building for the 2008 - 2009 Fall and Winter sessions. We plan to continue with a mature student "quiet" wing and will try to offer some space which is female only, in addition to our co-ed areas.
- Because so many of our rooms are double occupancy, your responses to the application questions are really important: we use the information you provide to carefully match roommates. We take very seriously the business of making assignments which hold the promise of being compatible. All applicants are to complete all questions in the Living/Learning Style Information section of the application form.
- There is a possibility that we will have several openings for Residence Assistants. RA's are mentor/educators who are responsible for assisting and advising residence students, for maintaining reasonable levels of conduct, safety, and security, and for encouraging residence activities, and presenting educational programs in the residence. RA's receive a week of intense training at the end of August and work closely with the Coordinator of Residence Life and Services through the year. In return for their services they receive a stipend, the amount of which is roughly equivalent to half the cost of a double room and board. Students who have previous residence living experience, and particularly those who may have previous residence government or residence supervisory experience, are invited to request a separate information/application packet on the RA position.

Yes, you should consider the convenience, the proximity to all the campus facilities and services and the freedom from grocery shopping, cooking, and cleaning dishes. You should also give some thought to the positive part residence life plays in the personal growth of students.

Over the years, Davis Hall has regularly developed into a happy, trusting community characterized by laughter, energy, and a sense of sharing a common experience through good times and bad. It has been a place where life-long friendships formed, and important chapters in people's lives and learning unfolded. We are about to write the next page and look forward to having you join us in making your mark. If you have any questions do not hesitate to contact the Coordinator, Residence Life and Services at (902) 893-5378.

Thank you for your attention above.