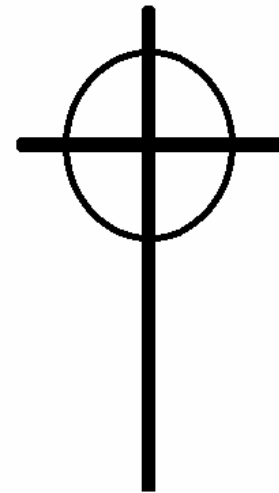


St. Andrew's Hall Residents' Handbook



In conjunction with The University of British Columbia,
St. Andrew's Hall provides a multi-disciplinary residential community.

Updated in November 2007

Important Phone Numbers

- Ambulance911
- Fire911
- Royal Canadian Mounted Police (Emergencies) .911
- Royal Canadian Mounted Police.224-1322

- Front Desk/Housing Office.....822-9720
- Fax822-9718
- Helen Anderson822-9723
- Stephen Farris822-9721
- Assistant to Dean822-1207
- Campus Security.....822-2222
- Counselling Services.....822-3811
- Dental Clinic (UBC)822-2112
- Disability Resource Centre822-5844
- Equity Office.....822-6353
- Family Practise Campus Unit822-5431
- First Nations House of Learning.....822-8940
- International Students Services.....822-8999
- Law Students Legal Advice Program822-5791
- Registrar’s Office/Enrolment (UBC)822-9836
- AMS Student Services822-2901
- Sexual Assault Information Line822-9090
- Speakeasy Peer Counselling – Crisis Line.....822-3700
- Student Health Services822-7011
- University Hospital (urgent care department).....822-7662
- Women Students Office.....822-2415

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Welcome

Welcome! Whether you're coming here for the first time or are returning, we're glad you have chosen St. Andrew's Hall as your home. We trust you will find life here comfortable, a good place to study, and a fun place to live.

When you arrive, take the opportunity to get to know your neighbours and make some friends. St. Andrew's Hall is committed to developing a community of people who care about each other rather than simply providing an apartment building for a collection of individuals to live in.

St. Andrew's has a dedicated staff committed to serving our community. By working together, we can keep St. Andrew's the wonderful community it is.

Please read this residence handbook; it will answer many questions you may have. Any ideas you may have to make St. Andrew's even better are very much encouraged.

Again, welcome to St. Andrew's. We are looking forward to getting to know each of you over the course of the year as you study and continue on your personal journey.

In Christ,

Dr. Stephen Farris, Dean
Helen Anderson, Director of Operations and Housing
Mihye Park, Housing Supervisor

St. Andrew's Hall Mission Statement

Vision

Changing lives
to bless creation
as the body of Christ

Mission

St. Andrew's Hall
is called by God to be influential in
theological education,
student accommodation,
and pastoral ministry.

Goals

As a college of The Presbyterian Church in Canada we will:

- create a unique and significant contribution to theological education for church leadership;
 - provide the standard for quality student accommodation; and
 - offer compassionate pastoral ministry and hospitality.
- **Objectives**
 - Ensure that the degree-granting charter of St. Andrew's Hall is exercised effectively for the benefit of The Presbyterian Church in Canada
 - Promote the programs and resources of Vancouver School of Theology throughout The Presbyterian Church in Canada
 - Support Presbyterian students at VST
 - Create an institute to provide faithful and effective education for Canadian Presbyterian elders
 - Develop awareness of educational opportunities and services that will meet the needs of the laity of The Presbyterian Church in Canada
 - Maintain and enhance the physical facilities of St. Andrew's Hall
 - Support and nurture a unique sense of community among the residents
 - Nurture Christian virtues and hospitality within the residential community and on the campus
 - Run a policy-based style of governance

WELCOME TO ST. ANDREW'S HALL

St. Andrew's Hall

Community Covenant

Rejoice in hope, contribute to the needs of your neighbours, and extend hospitality to strangers. (*Adapted from Romans 12:12-13*)

St. Andrew's Hall is a multi-disciplinary residential community committed to enhancing the education and quality of life of its residents and other students at U.B.C. and its affiliated colleges.

To further that purpose, we ask members of the St. Andrew's Hall community to assume the following responsibilities:

1. Be constantly aware of safety issues;
2. Contribute to the purpose of the community according to gifts and participate in community events;
3. Show respect for others and be hospitable to all who come in contact with St. Andrew's Hall;
4. Show respect for property, meet financial obligations, and uphold residence standards as outlined in the Residents' Handbook.

I have read this covenant and reviewed the Residents' Handbook carefully and agree to conduct myself accordingly.

Residential Agreement

If there is any disagreement between terms outlined in the Residential Agreement and this handbook, the Residential Agreement shall take precedence.

Arrivals

- Post-dated cheques will be submitted to the office before suite keys are given.
- The resident and Community Coordinator will complete a move-in condition report. If existing defects are not recorded and reported to the office, they become the responsibility of the resident occupying the suite.

Security Deposits

- Security deposits of one-half of the amount of the first month's fees are usually to be paid within 30 days of the date of the letter approving residence.
- Security deposits will be refunded with interest when appropriate. If repairs or cleaning is required, deductions will be made from the deposit. Security deposits will be forfeited if the Residential Agreement is broken.
- Residents will be asked to sign a Community Covenant which constitutes your agreement to live at St. Andrew's Hall.

Telephone

- Residents requiring a phone service may contact UBC's Restel (822-0990 or www.it.ubc.ca/phones/studentphones.html) to arrange for phone service. Residents are to provide their own phone.
- A pay phone is located in the entry foyer for your convenience.

Mail

Residents' mail boxes can be found in the entry foyer. Outgoing Canada Post and Campus mail can be left at the office.

A Canada Post office is located in the basement of the Student Union Building.

Canada Post will not forward “institutional mail.” Arrangements can be made with the office prior to moving out to forward mail. Otherwise it will be returned to sender.

Extra Furniture

Students may place extra personal furnishings in their rooms, but removal of any assigned furniture is not possible since St. Andrew’s Hall does not have any storage.

Chairs or any other property belongings to St. Andrew’s Hall removed from any common area for use in resident’s suites/rooms will be treated as theft.

Building Alterations

- Residents shall not alter their units by painting, wallpapering, putting up mirrors etc. Residents shall not use nails or screws in the exterior or interior of their units.
- St. Andrew’s owned appliances may not be removed to accommodate privately owned items.

Departing

Please refer to the Residential Agreement.

- Suites must be left in a clean and undamaged condition, with furniture replaced in standard locations. Arrangements should be made with the Community Coordinator at least one week in advance for a move-out inspection to be done.
- The Director of Operations and Housing will review the move in condition report. Damages, cleaning, and/or missing contents will be deducted from the security deposit. Residents are responsible for damages or loss that exceeds the security deposit.
- Suite must be cleaned and all personal property must be removed by 12:00 noon on the day set for leaving residence.
- It is the responsibility of the resident to return keys to the office.

RESIDENCE POLICIES

Housing Policy

Eligibility: Only full time students (24 credits) at UBC or its affiliated colleges are eligible.

Fees: Fees are quoted on a 12 month basis. Payments may be made in equal monthly installments, due in advance by post-dated cheque on the 1st day of each month.

Apartments:

- Priority will be given to twelve month leases for all suite types.
- Priority will be given to all existing residents of St. Andrew’s Hall who apply before February 15th.
- Only families (full-time students) with children will normally be considered for townhouses.

Co-ed Quad Accommodations:

- There is no guarantee of single gender occupancy.
- All Quad applicants will be considered individually and waitlisted by the date received. St. Andrew’s Hall will attempt to honour requests for room-mates, which will be best facilitated by all completed applications being received together.

Contract Periods and Guarantees:

- The lease periods must end April 30, August 31, or December 31.
- Guarantees of accommodation can not be given for the next academic year to those who give up their suite for the summer.
- No month to month lease arrangements can be made following a specified time.

Shared Accommodations:

- Residence in the quads does not create the relationship of tenant and landlord. A licensee-licensor relationship exists. St. Andrew's Hall reserves the right to request a student to withdraw from quad residence on twenty-four hours' notice where circumstances appear to the Dean to warrant such action.

Smoking

St. Andrew's Hall is a smoke free residence. There is no smoking allowed in or near any St. Andrew's buildings.

Pets

Only fishes in aquarium of 10 gallons or less are permitted. No other pets will be allowed.

COMMUNITY STAFF AND SERVICES

Role of Community Coordinators

The basic role of the Community Coordinator is to support students and to foster an environment which is safe, enjoyable and conducive to learning.

They will support the Community Covenant by being responsible for the following:

- Security
- Setting the tone
- Offering hospitality
- Attendance at weekly staff meetings
- Pastoral advice/referral

They have the following duties and authority:

- Interpret policies and give advice to residents on procedures.
- Promote, regulate and enforce residence standards.
- Hold a master key in the event a resident locks him/herself out of their suite.
- Assist in the event of emergency.
- Hear and settle disputes among residents.
- Conduct move in and move out inspections.
- Provide confidential counsel, be understanding, and make referrals to professional support.

Years of experience at most universities have shown that the help provided by Community Coordinators/Floor Advisers, while not always measurable, or even noticed, has been a great asset to their communities.

Their primary responsibilities are designated according to living accommodation type: One and Two Bedrooms and Studios; Quad Suites; Townhouses.

If you are unable to contact your assigned Community Coordinator, you may contact another for assistance.

Lost Keys

Community Coordinators have master keys and can let residents into their suites.

Lost keys should be reported to the office as soon as possible. There is a \$20 charge for each replacement key.

Residence Newsletter: “The Sixty-Forty”

The community’s newsletter is a valuable source of information as well as being humorous. Residents will find out about community events and policy updates through this publication. Submissions to the editor are welcomed.

Maintenance Requests

Our Handiman is available to assist with problems that occur in your suite or room. Written maintenance requests should be made to the office. An example of a written request is at the end of this booklet.

In case of a plugged toilet, plungers have been supplied. If you are unable to unplug your toilet, the Handiman can be contacted through the office. Remember, toilets are designed to eliminate only human waste and toilet paper. Placing feminine protection, ear swabs (Q-tips), paper towels, kitchen grease, etc. will likely plug your toilet. Charges for Handiman’s or plumber’s time will be made for improper use.

St. Andrew’s Hall staff may request your co-operation in allowing access for the purpose of maintenance inspections.

In case of extreme emergency (flood, powerline down, ruptured gas, or sewer line etc.) contact ANY COMMUNITY STAFF members, or if they are not available call UBC Trouble Calls (822-2173).

COMMUNITY AND SAFETY CONCERNS

Being Good Neighbours

At St. Andrew’s Hall, it is hoped that residents will make a greater effort to be good neighbours to each other. Sometimes we all need to be reminded of some of the way we can live in harmony with each other. Here are some guidelines:

- **If something your neighbour is doing is bothering you a lot, let them know about it BEFORE you get so upset that you can’t be calm or reasonable. Try to solve the problem by going to your neighbour first.** Often, they are simply not aware that you’re being disturbed. The prospect of approaching them may initially be a little uncomfortable, but, as you would be, they’ll be glad that you came to them first with your concern.
- **Be direct and to the point.** Focus on the specific behaviour or situation that bothers you, without making assumptions or evaluations. (Don’t make judgments about why your neighbour does their best impressions of Pavarotti at 6:00 a.m. in the shower; just let them know it bothers you.)
- **Decide on a friendly agreement that will solve the problem, and takes the needs of both parties into account.** Be specific about the steps to be taken to stop the conflict. (i.e. Maybe your neighbour can arrange to practice their voice lesson while you are at your morning workout.)
- **Find out if there is anything you do that bothers your neighbours.** Be willing to modify your habits and show cooperation to improve relations with neighbours.
- **If you have attempted to solve a problem directly with your neighbour and there is no improvement,** or if a neighbour is blatantly disregarding our Community Covenant, contact your Community Coordinator to assist you.
- **If you think domestic violence is occurring, call RCMP at 224-1322.**

- In a community of this size and with the variety of values, beliefs, and cultural/ethnic backgrounds, there are many different child-rearing practices. However, if you believe that a child is being neglected or abused, and you feel unable to offer assistance, you can (are obligated by law to) contact the Children's Help Line at 604-660-1546 (anonymously if you wish) and advise them of your observations and concerns.
- Keep an eye and an ear open for others, and their property. An alert neighbour hearing a smoke alarm, reporting a break-in or bicycle theft is a great blessing.

Noise

Residents are expected to show consideration for their neighbours at all times by not engaging in any noisy or disruptive activity that would be unreasonably disturbing. Quiet hours vary, but generally are 11:00 pm – 7:00 am.

Complaints about noise should initially be directed to the residents in question. If noise problems persist, contact your Community Coordinator to respond to the situation.

Here are some specific suggestions that are helpful in keeping harmony:

- While noise separation is fairly good horizontally, it is poor vertically. Stereo speakers should be placed off the floor on a table to lessen the noise for those living below.
- Remember that children go to sleep early in the evening, and that yelling outside the buildings will wake them. Note also that noise in the court and breezeways echoes and reverberates.
- Remember that some students study late into the evening and sleep late. Children yelling outside the building will wake them.
- Running in the hallways, especially at night, is very disturbing to other residents.

Keeping St. Andrew's Hall a Safe Place to Live

In order that St. Andrew's Hall stays a safe community, the following restrictions will be followed:

- Sexual harassment will not be tolerated.
- Do not prop open doors for any reason.
- Letting strangers into the building is dangerous. If people are visiting in the building they can use the entry phone.
- Confirm entry phone calls before buzzing open the doors.
- Do not lend your keys (to building or suite) out.
- Possession of **ANY** weapon, firearms or ammunition is prohibited.
- Fireworks or firecrackers are not allowed anywhere on St. Andrew's Hall property.
- Residents should keep their rooms locked at all times to avoid sexual assault or theft of property.
- People are not allowed on rooftops, on covered walkways, or in mechanical rooms. Also, climbing on the walls outside of any building is strictly prohibited.

Looking out for One Another

By being aware we can help prevent personal injury and/or loss:

- Look out for one another. If you see someone suspicious on your floor, ask who they are looking for, or contact Community staff member.
- Set up a buddy system with others in the building if you have to go out at night, or make use of UBC's Safewalk program.
- Never leave your roommate alone with a date if you know they are too intoxicated to have control over their own actions.

- Never ignore strange noises, such as screams or calls for help coming from someone's room. Inform the Community staff immediately.
- If you are doing laundry in the evening, let a friend know where you are or have a friend come with you.

Safety and Children

- Children are a gift of God, let us be mindful of their presence in our community:
- Parking lots and children are a dangerous mix. Drive slowly and watch for children. Teach children parking lot safety.
- Keep an eye out for each other's children.
- If you see someone suspicious around the courtyard, ask whom they are looking for, or contact the Community staff.

Illegal Activity

- Respect the law and other residents' sensibilities to alcohol. Keep consumption within suites (for those of legal age).
- Illegal activity of any kind will not be tolerated – e.g. use or possession of drugs, unauthorized entry into **ANY** other resident's room, Caretaker's room, mechanical room, etc.
- Tampering with or mishandling fire alarms, fire extinguishers or other safety equipment is a crime and is grounds for eviction.

Guests

Residents are responsible for the behaviour and action of guests, including financial responsibility of damages. In serious cases, residents can be evicted for the actions of their guest.

If you wish to have an occasional overnight guest, please advise your Community Coordinator. Out of respect for room-mates, overnight guests are not welcome longer than a few nights in quads.

No visitor parking spaces are available: See Parking on page 17.

FIRE, POLICE AND AMBULANCE

IN THE CASE OF A FIRE ALARM, exit the building.

Do not assume an alarm is false. Always leave the building. The Pre-designated meeting place is the courtyard, away from the buildings. Do not stay close to a building, especially windows. If an alarm is not false, your delay leaving the building could cost you your life.

Fire fighting equipment is provided in accordance with regulations. It is to be used in case of emergency only.

All suites have sprinklers. All suites have smoke/heat alarms. Some residents will be tempted to disconnect their smoke/heat alarms since occasionally cooking will set them off. Use of the overhead oven fan will lessen the likelihood of the alarm going off while cooking. **Do not disconnect your smoke/heat alarm.**

Please familiarize yourself with the most convenient emergency exits in all areas of the building. Your life may depend on this knowledge.

Any tampering with or mishandling of fire fighting equipment, including notices and signs, is a crime and is grounds for **EVICTION**.

For minor injuries there is a **FIRST AID KIT** on the bookcase in the Centre.

Strangers

If you see someone in the residence, who does not belong, or who is acting suspicious, or is of concern to you, contact a Community staff member. If you feel this person is a danger or intends to steal, contact the police (911).

Pest Control

Residents are expected to take proper steps to avoid infestations of pest or insects. Please keep your unit clean. Placing food in sealed containers and proper disposal of garbage denies pests the opportunities to feed.

WORSHIP & SPIRITUALITY

Life at university can be very stressful. Connecting with a faith community and finding time to worship God can be spiritually, socially, physically, and intellectually nourishing.

There are many opportunities for worship in and near the UBC campus:

Sunday Worship:

- **St. Anselm's Anglican Church (604-224-1410)**
5210 University Boulevard; Times: 8:30 & 10:30 am
- **University Hill United Church Congregation (604-822-0638)**
Epiphany Chapel: 6050 Chancellor Boulevard; Time: 10:30 am
- **West Point Grey Presbyterian Church (604-224-7744)**
4397 West 12th; Time: 10:15 am
- **St. Mark's College (Roman Catholic) (822-4463)**
5935 Iona Drive; Weekdays: 12:05, 4:35 pm, Sunday: 9:30 & 11:00 am year round and 8:00 pm during school term
- **Lutheran Campus Centre (224-1614)**
5885 University Boulevard, Sunday: 7:30 pm

Mid-Week Worship (September – April only):

- **St. Andrew's Presbyterian Worship**
St. Andrew's Hall, The Centre, Tuesdays 11:45 am
- **VST United Church Worship**
Epiphany Chapel: 6050 Chancellor Boulevard;
Tuesdays 11:45 am – 12:15 pm
- **VST Anglican & Lutheran Worship**
Epiphany Chapel: 6050 Chancellor Boulevard;
Wednesdays 5 pm & weekdays 7:30 am & 5 pm
- **VST Community Worship**
Epiphany Chapel: 6050 Chancellor Boulevard;
Thursdays 11:00 am

FACILITIES

Bicycle Storage

Two heated bicycle rooms are located on the ground floor facing the inner courtyard. All bikes shall be placed on the storage racks provided. Placing bikes against the walls blocks access to the bike racks. Lock your bikes when they are inside the storage rooms. Building keys will unlock the doors to the bicycle storage rooms and the bicycle shed in the courtyard.

Bicycles shall be kept out of the buildings of St. Andrew's Hall due to the damage they can cause to walls and carpets.

Disabled Accessibility

St. Andrew's Hall has 2 two-bedroom suites and 3 Quad suites that are designed for wheelchair accessibility. A number of suites are also equipped for the visually and hearing impaired.

Entry Phones

St. Andrew's entry phone system located at the main entrance. By pressing the apartment code, guests contact residents via the phone. To let guests into the building, press "9."

If you are using the phone, a quiet "beep beep" tone indicates that someone calling you from the entry phone. Pressing the receiver down quickly once will put your first caller on hold while you find out who has called you on the entry phone. When you have finished with the visitor from the entry phone, press the receiver down quickly once, and resume your original conversation.

Do not open the doors unless you are certain who you are letting in. Irresponsible use of the entry phone can endanger you or other residents.

Laundry

There are coin-operated laundry rooms on the 1st & 3rd floors of Walker House. Respect those who live near the laundry by using it only after 7:00 a.m. and before 10:00 p.m.

Building keys will unlock laundry doors.

Parking

Fees are \$30 per month, with a limit of one vehicle, which is registered in a resident's name or his/her parent's name, per rental contract. Parking is reserved 7 days per week – 24 hours per day. Parking passes must be attached to the rear view mirror and clearly visible at all times. Parking privileges are not transferable to non St. Andrew's residents. Refer to the Traffic and Parking Regulations booklet for further information.

~ Visitor Parking

There is no visitor parking at St. Andrew's Hall. If there are unassigned stalls, residents can buy daily permits for their visitors from the office. If there is no space in our parking lot, pay parking is available in the UBC north parking garage south of St. Andrew's Hall.

~ Illegal Parking

Notify the parking attendant (see information posted on glass doors at reception area) or the office if you find someone parking illegally in your assigned spot.

Illegally parked cars will be towed at owners' expense. Refer to regulations for full information.

Pianos

A piano is available in the Centre. Practice of music is allowed outside of office hours in the Centre unless it is booked. Regular use of the Centre should be approved by the office. Building keys unlock the doors.

Study Room

There is a study room on the 3rd floor. Respect the need for other residents to have a clean and quiet place to study. The room includes white boards, and can be used for study groups if other residents are not using them for individual study.

Building keys open the study room.

TV Lounge

The TV lounge is located on the second floor of the McLean Block. The space is meant for casual get-togethers. Remember that noise is fine until it begins to disturb others. If you are the last one to leave, please close the windows and turn off the T.V. and lights. Building keys will unlock the TV lounge door.

Vending Machines

Vending machines for drinks and snacks are located in the main reception area.

VCR Rental

A VCR can be rented from the office for a small pre-paid fee.

Waste Management (Garbage & Recycling)

Garbage & recycling bins are located in the middle of the courtyard. We do not provide disposal for large items.

Place un-recyclable garbage in the dark blue trash compactor. If the compactor unexpectedly becomes full, contact the office or a Community Coordinator. Garbage left on the ground outside the compactor will be spread about by birds or rodents and is a health hazard. Residents only get the code to operate the compactor when they move in.

Recycling bins are provided for the following:

- Mixed paper (note paper, cereal boxes, newspaper, etc.) Do **not include** plastics, coated papers, or documents with metal or glue bindings.
- Corrugated cardboard can go in the bright green bin.
- Containers (metal, plastic, and glass). **Clean** all containers before recycling and remove paper from cans.

Suggestion for Improvements

St. Andrew's Hall welcomes suggestions on how we can enhance the community life of residents. Pass on any suggestions to the office or to any of the Community staff members.

GENERAL INFORMATION

Child Care

Child care can be arranged through a number of daycares near to the UBC campus. On their own, some parents make private arrangements within the St. Andrew's residence.

Schools

The elementary school (K-7) serving the UBC area is University Hill Elementary School at 5395 Chancellor Boulevard, phone 713-5350. The school is about 1.5 km from St. Andrew's Hall.

The secondary school (8-12) serving the UBC area is University Hill Secondary School, 2896 Acadia Road, phone 713-8258.

Special arrangements can also be made with other Vancouver area schools. Different classroom settings are available, e.g. open area and independent study. Residents should visit the schools at their earliest convenience to enroll their children in the appropriate setting.

Vancouver School Board does not guarantee enrolment at your neighbourhood school if registrations are made after June 20th. Visit the website, www.vsb.bc.ca or call 604-713-5000 for more information on registration.

Insurance

St. Andrew's Hall assumes no responsibility for residents' personal property that is lost, damaged or stolen. In case of fire, flood, earthquake or any other peril, residents' belongings will not be covered by St. Andrew's insurance. We recommend that private tenant's insurance be arranged. Any damages caused to St. Andrew's Hall property must be paid for by the person responsible.

Medical Health Insurance

All students should have medical and hospital insurance.

Students from British Columbia can be covered on their parent's plan until their 25th birthday as long as confirmation of University registration is made to the Medical Services Plan of BC every September. Otherwise they will be deleted from the coverage on their 19th birthday.

Students from outside Canada should obtain medical/hospital insurance from a private company upon arrival to cover them for the first 3 months in Canada and should immediately apply for the Medical Services Plan of BC.

If you plan to live in British Columbia for more than six months, you must enroll in the provincial government's Medical Services Plan (MSP). The plan covers the cost of basic medical care, including most physician and hospital services. It doesn't cover general dental care, eyeglasses, or prescription medications. MSP currently costs \$54 (CDN) per month.

If you are coming to UBC from another Canadian province, your best bet is to maintain provincial health care coverage in your home province.

If you are new to Canada, there is a waiting period of three months (the balance of the month you arrived in plus two months) before MSP coverage begins. If you are an international student, you will be assessed a fee for short-term coverage until you become eligible for MSP.

~Extended Coverage

All undergraduate students are automatically members of the AMS/GSS Health & Dental Plan and have been assessed the annual premium as part of their fees. The Health & Dental Plan provides for many important services not covered by your basic health plan, such as prescription drugs, dental care, vision care, travel health insurance, counselling and more.

Notification Agreement

(Please print or type)

To: **St. Andrew's Hall**

I hereby give you notice that I am giving up possession of the premises at:

Suite # _____ 6040 Iona Drive, Vancouver, BC V6T 2E8

on the ____ day of _____, _____

Dated this ____ day of _____, _____

Name of Resident _____

Signature _____

Telephone No. ____ (____) _____

My new address will be _____

Please note: The resident hereby certifies that this notification complies with section 8 of the St. Andrew's Hall Residential Agreement.

Receipt of this notice by the Office allows prospective residents to view your unit.

This does not become effective until signed by the office.

_____	_____
Date Received by Office	Signature

Request for Maintenance

Date: _____

Resident's Name: _____

Unit #: _____ Phone #: _____

Maintenance needed:

Sign: (permission granted to enter suite)

Earliest convenient time in the morning: _____

For office use only:
Date Completed: _____
Work done by: _____
Notes: _____

