



# PACIFIC LIFE

## BIBLE COLLEGE

2023-2024

STUDENT HANDBOOK

## **PACIFIC LIFE BIBLE COLLEGE**

Pacific Life Bible College – City Campus  
#400 – 9639 137A Street  
Surrey, British Columbia CANADA V3V 0C6

Pacific Life Bible College – South Campus  
15030 – 66A Avenue  
Surrey, British Columbia CANADA V3S 2A5

Phone: 604-597-9082  
[plbc@pacificlife.edu](mailto:plbc@pacificlife.edu)  
[www.pacificlife.edu](http://www.pacificlife.edu)

PLBC is accredited with the Association for Biblical Higher Education, an institutional accrediting body recognized by the Council for Higher Education Accreditation. For more information:

Phone: 407-207-0808  
[info@abhe.org](mailto:info@abhe.org)  
[www.ABHE.org](http://www.ABHE.org)

This Student Handbook presents the standards, protocol, and requirements in effect at the time of publication. Pacific Life Bible College reserves the right to withdraw or modify this publication at any time.

Student Handbook 2023-2024.  
Revised September 1, 2023.

# PURPOSE

This Student Handbook presents the standards, protocol, and requirements in effect at the time of publication of Pacific Life Bible College's practices and policies. The well-being of the college's community rests on the balance of the community's ability to meet the needs of the individual and vice-versa. This is achieved when everyone is aware of the rights and accompanying responsibilities to themselves, others, and the College.

By enrolling in courses at Pacific Life Bible College, you agree to comply with the expectations, policies,

and procedures outlined in this handbook, as amended from time to time. The College reserves the right to make changes of any nature to the expectations, policies, procedures, and other information in this handbook at its sole discretion, with or without prior notice. Furthermore, the handbook provisions are subject to interpretation by the College.

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# WELCOME TO PLBC

We are so glad that you are an important part of Pacific Life Bible College. From first year students to those further in their journey, we desire to help equip you for Spirit-empowered ministry. As a college we work hard to help prepare men and women for healthy and sustainable ministry in a variety of spheres and callings. And not just ministry, we aspire to help shape leaders with holistic education to live full and whole lives in Christ. As you begin this new season, know that we are here to support you as you grow in your capacity to support Christ's Church and advance His Kingdom.

For decades now, PLBC has had the privilege and responsibility of training leaders to influence in a variety of fields. We are delighted you another leader in our nearly 100-year history. May you utilize the many resources and staff available to you in your journey of growth. Our hope is that this Handbook will highlight important details to set you up for success in your academic career and the community life at Pacific Life Bible College.

Blessings,



Ryan DelBlanc, Rev.  
Dean of Students

*\*pictured with his wife Astrid*



## MISSION STATEMENT

Our mission as a college of biblical higher education is to support the church by equipping men and women for Spirit-empowered ministry.

## FAITH STATEMENT

The Faith Statement of Pacific Life Bible College can be read here: <http://pacificlife.edu/about/our-beliefs/>.

## VALUES

Pacific Life Bible College values...

### THE CENTRALITY OF SCRIPTURE

We embrace the Scripture as our authority for faith and practice and therefore the integral centre of our curriculum.

### THE LOCAL CHURCH

We support the local church in fulfilling the Great Commission by guiding men and women to respond to God's call and preparing them for Spirit-empowered service to God as volunteer, bi-vocational, and full-time leaders.

### SPIRIT-EMPOWERED MINISTRY

We affirm the need for the growing disciple of Christ to be continuously filled with the Holy Spirit and to do the works of God in the power of the Spirit.

### INTERDENOMINATIONAL INCLUSIVENESS

We are a Foursquare College, and we value interdenominational inclusiveness.

### HOLISTIC EDUCATION

We foster an environment that integrates worship, character transformation, academic excellence, and a focus on ministry.

### COMMUNITY

We seek to embody the person of Christ by cultivating a relational, grace-based culture of joyful obedience to the revealed will and Word of God whereby faculty, staff, and students do all things to the glory of God.

### EXCELLENCE

We commit ourselves to excellence through best practices, efficient administration, quality technology, flexible delivery systems, and exceptional faculty.

## CORE LEARNING GOALS

### GOAL 1: BIBLICAL FORMATION

Increase knowledge of the Bible and theology integrated with life and ministry.

Relative to this goal, graduates will...

- A. Demonstrate knowledge of the background, content, purposes, and themes of the Old and New Testaments.
- B. Demonstrate exegetical skills for interpreting and applying Scripture that foster and support life-long biblical learning.
- C. Demonstrate the ability to form theological positions on specific issues and appraise differing theological views.
- D. Demonstrate formulation of a Christian worldview.

### GOAL 2: ACADEMIC FORMATION

Develop research, critical thinking and communication skills.

Relative to this goal, graduates will...

- A. Demonstrate research and information literacy skills conducive to life-long learning.
- B. Demonstrate ability to critique diverse thought systems in light of a Christian worldview.
- C. Demonstrate oral, writing, and electronic communication skills.

### GOAL 3: CHARACTER FORMATION

Grow spiritually and in Christ-like character.

Relative to this goal, graduates will...

- A. Demonstrate awareness of being loved by God the Father, redeemed by God the Son, and empowered by God the Holy Spirit.
- B. Demonstrate growth in spiritual disciplines that foster and support a lifelong and maturing relationship with Christ.
- C. Demonstrate commitment to discern and pursue God's direction and calling for their life according to biblical principles and leading by the Holy Spirit in conjunction with the Church.
- D. Demonstrate Christ-like attitudes and values.

#### **GOAL 4: MINISTRY FORMATION**

Develop ministry values and skills.

Relative to this goal, graduates will...

- A. Demonstrate commitment to Christ's church in its local and universal expressions.
- B. Demonstrate development of natural and spiritual gifts, ministry, and relational skills appropriate to their calling.
- C. Demonstrate embrace of God's mission and priorities.
- D. Demonstrate ability to articulate and share the gospel with scriptural support.
- E. Demonstrate love for all people evidenced by acts of service.

### **STUDENT DEVELOPMENT DEPARTMENT PURPOSE**

The purpose of the Student Development Department is to provide services contributing to the holistic development and care of students consistent with biblical higher education.

### **STUDENT DEVELOPMENT DEPARTMENT MISSION**

The Mission of the Student Development Department is to foster Spiritual Formation, Healthy Community, and Leadership Development in all areas of life.

### **STUDENT DEVELOPMENT DEPARTMENT OBJECTIVES**

#### **GOAL 1: SPIRITUAL FORMATION**

To foster in students the development of holistic Christian living.

#### **GOAL 2: COMMUNITY**

To provide activities that develop and foster community within the student body that nurture healthy relationships.

#### **GOAL 3: ACADEMIC SUCCESS**

To facilitate an environment that supports students toward academic improvement and post-graduate success.

#### **GOAL 4: PASTORAL CARE**

To provide students with resources of pastoral care, counseling, spiritual direction, and informal mentoring.

#### **GOAL 5: RESIDENT LIFE**

To provide a healthy community experience for each resident in PLBC's Student Housing.

#### **GOAL 6: ACCOUNTABILITY AND DISCIPLINE**

To provide oversight in student integrity and accountability through guidance, and direction from the student handbook.

#### **GOAL 7: LEADERSHIP DEVELOPMENT**

To provide opportunities and training for leadership skill development.

### **STUDENT DEVELOPMENT DEPARTMENT VISION**

Our desire is for every student to leave Pacific Life having experienced holistic life development: intellectual, interpersonal, emotional, and spiritual development. It is our intention that every Pacific Life alum would be recognizable by their display of the following qualities:

- Spiritually Grounded (Goals 1 & 4)
- Relationally Equipped (Goals 2 & 5)
- Vocationally Prepared (Goals 3 & 7)
- Personally Flourishing (Goals 1-7)
- Culturally Respectful (Goals 5 & 6)

#### **1. Spiritually Grounded**

We intentionally provide every student opportunity for clarification of biblical values and cultivation of the student's spiritual life.

#### **2. Relationally Equipped**

We intentionally encourage opportunities for relational connectedness and compassionate development to reflect our belief and value in who God is in triune relationality and love.

#### **3. Vocationally Prepared**

We intentionally urge students toward a healthy work ethic through various service opportunities, emphasizing the value of vocation, and linking students with job opportunities.

#### **4. Personally Flourishing**

We intentionally nurture students toward conscious awareness of oneself, along with training in basic life skills so as to excel in being the person God has created them to be.

#### **5. Culturally Respectful**

We intentionally expose students to cultural realities outside of their common experiences with the invitation to foster respectful perspectives and practices toward differing views.

# WE'RE HERE TO HELP YOU!

## OFFICE HOURS

We are here to help you, Monday through Friday (excluding holidays) from 8:30 am to 4:30 pm at City Campus.

### INFORMATION

info@pacificlifecollege.edu

### RECEPTIONIST

Chloë Johnson is the Receptionist at Pacific Life Bible College. Contact Chloë at [cjohnson@pacificlifecollege.edu](mailto:cjohnson@pacificlifecollege.edu) or call **604-597-9082**.

## PRESIDENT

Matthew DelBlanc is the Pacific Life Bible College President. Contact Matthew at [mdelblanc@pacificlifecollege.edu](mailto:mdelblanc@pacificlifecollege.edu).

## STUDENT DEVELOPMENT

The department's goals of promoting student learning, building character, and assisting in the preparation of promising students for positions of leadership and service are designed to expand the College's goals and the department's values of respect, dignity, decency, and integrity.

### VP, STUDENT DEVELOPMENT

Ryan DelBlanc serves as the Dean of Students. He directs the personal and community aspects of being a part of Pacific Life Bible College. He is here to help you grow and connect in your studies through programs like Chapels, student events, and lots more! Contact Ryan at [rdelblanc@pacificlifecollege.edu](mailto:rdelblanc@pacificlifecollege.edu).

### RESIDENCE MANAGER

Aiden and Caitlyn Radford are the Residence Managers. Aiden and Caitlyn organize and administrate student housing and its relevant needs. The Resident Assistants (RAs) assist the Residence Managers and the College's residents. Contact Aiden and/or Caitlyn at [dorms@pacificlifecollege.edu](mailto:dorms@pacificlifecollege.edu).

### ACADEMIC SUPPORT COORDINATOR

Andrew Rempel is the Academic Support Coordinator who focuses on ensuring services and programs are in place to help students succeed academically.

If a student is in need of accommodations due to a disability, they are encouraged to contact Sherah Bodie ([sbodie@pacificlifecollege.edu](mailto:sbodie@pacificlifecollege.edu)) or to contact Andrew to assist with the application process of possible government funding, as well as setting up academic accommodations.

Students who do not have a documented disability but who would benefit from support services can book an appointment with Andrew for strategy coaching and/or receive individualized tutoring with PLBC-approved tutors at the rate published on the fees page of the college website. Contact Andrew at [arempel@pacificlifecollege.edu](mailto:arempel@pacificlifecollege.edu).

## ACADEMICS

### VP, ACADEMICS

Dr. Kyung Baek is the VP of Academics. He administers the academic aspects of Pacific Life Bible College. He is here to help you coordinate your academic career and see that you succeed. Contact Kyung at [kbaek@pacificlifecollege.edu](mailto:kbaek@pacificlifecollege.edu).

### REGISTRAR

Kerry Pretty is the Registrar. The registrar is the official who maintains the personal and academic records of students, issues reports of grades, mails out official publications, etc. Contact Kerry at [kpretty@pacificlifecollege.edu](mailto:kpretty@pacificlifecollege.edu).

### PROGRAM ADVISORS

Program Advisors help each student decide which courses they need to enroll in and in what order. Program Advisors are very familiar with each program and can answer questions about courses, course selections, costs, schedules, books, etc.

BA in Biblical and Theological Studies

Biblical Studies Diploma

Certificate of Biblical Studies

*Kyung Baek* | [kbaek@pacificlifecollege.edu](mailto:kbaek@pacificlifecollege.edu)

BA in Christian Studies

Bachelor of Theology upgrade

Foursquare Ministerial Diploma

*Brandon Diggins* | [bdiggins@pacificlifecollege.edu](mailto:bdiggins@pacificlifecollege.edu)

BA in Biblical Studies and Pastoral Leadership

*Jennifer Wright* | [jwright@pacificlifecollege.edu](mailto:jwright@pacificlifecollege.edu)

BA in Biblical Studies and Youth Ministry

Youth Ministry Diploma

*Daniel Eliason* | [deliason@pacificlifecollege.edu](mailto:deliason@pacificlifecollege.edu)

BA in Biblical Studies and Music Ministry  
Music Ministry Diploma  
*Lincoln Tatem* | [ltatem@pacificlifecollege.ca](mailto:ltatem@pacificlifecollege.ca)

BA in Biblical Studies and Counselling  
*Angela Lee* | [alee@pacificlifecollege.edu](mailto:alee@pacificlifecollege.edu)

BA in Biblical Studies and Children and Family  
Ministry  
*Dwight Stephen* | [dstephen@pacificlifecollege.edu](mailto:dstephen@pacificlifecollege.edu)

BA in Biblical Studies and Intercultural Ministry  
*Sherman Lau* | [slau@pacificlifecollege.edu](mailto:slau@pacificlifecollege.edu)

Christian Life Launch Certificate  
*Greg Nelson* | [gnelson@pacificlifecollege.edu](mailto:gnelson@pacificlifecollege.edu)

English Language Immersion  
*Sherah Bodie* | [sbodie@pacificlifecollege.edu](mailto:sbodie@pacificlifecollege.edu)

**DISTRIBUTED LEARNING COORDINATOR**  
Contact Brandon Diggins at  
[bdiggins@pacificlifecollege.edu](mailto:bdiggins@pacificlifecollege.edu).

**LIBRARY SERVICES**  
Mark Tubbs is the PLBC librarian. He can help any student find the resources needed for academic success. Contact Mark at [mtubbs@pacificlifecollege.edu](mailto:mtubbs@pacificlifecollege.edu).

## ADMISSIONS

**ADMISSIONS COORDINATOR**  
Rochelle Soza is our Admissions Coordinator. She coordinates our Admissions process, aiding students in connecting with the school. She strives to advance the College and its mission in all areas. Contact Rochelle at [rsoza@pacificlifecollege.edu](mailto:rsoza@pacificlifecollege.edu).

**ADVANCEMENT COORDINATOR**  
Amy Bakker is our Advancement Coordinator. She coordinates our Outreach, Alumni, and Donor endeavours. Contact Amy at [abakker@pacificlifecollege.edu](mailto:abakker@pacificlifecollege.edu).

## OPERATIONS

**PROPERTY MANAGER**  
*Ron Berghuis* | [rberghuis@regent.bc.ca](mailto:rberghuis@regent.bc.ca)

**FOOD SERVICES MANAGER**  
*Marina Peckinpaugh* |  
[mpeckinpaugh@pacificlifecollege.edu](mailto:mpeckinpaugh@pacificlifecollege.edu)

## FINANCE

**ACCOUNTS PAYABLE**  
*Katy Eliason* | [keliason@pacificlifecollege.edu](mailto:keliason@pacificlifecollege.edu)

**STUDENT ACCOUNTS, FINANCIAL AID**  
*Britt Erickson* | [berickson@pacificlifecollege.edu](mailto:berickson@pacificlifecollege.edu)

## MAINTENANCE

**HOUSING SOCIETY PROPERTY MANAGER**  
*Ron Berghuis* | [rberghuis@regent.bc.ca](mailto:rberghuis@regent.bc.ca)

**MAINTENANCE**  
*Barry Witmer* | [witmerventures@gmail.com](mailto:witmerventures@gmail.com)

# FACILITIES

## SOUTH CAMPUS MAIN BUILDING

### OFFICES

Some PLBC staff and faculty have offices in the Dorms-Office building.

### RESIDENCE MANAGER OFFICE

You can often find Aiden or Caitlyn, our Residence Managers, around South Campus, always ready to assist you with any Dorm-related questions you may have.

### A-FRAME

This is the place residents and commuters hang out to relax, play games, watch tv, and form community.

### REC ROOM

This lower floor room is the place residents and commuters hang out to play ping pong, play video games, watch movies, and make food.

### MUSIC INSTRUCTIONAL SPACE

All music classes and practice spaces can be found in the west, lower level of the building and portable 13.

### FITNESS

PLBC's Fitness Room is on the lower floor of the A-Frame and is open to all students. It is accessible all hours. Students must use a common access key. To obtain this key, you must pay a deposit and sign out the key from the reception desk at the main office.

### LAUNDROMAT

The app-operated laundromat is onsite for the convenience of our residents.

## RESIDENCES

The remainder of the A-Frame building is reserved for the dormitories.

## SOUTH CAMPUS RCA BUILDING

The ground floor of the main building is the location of the cafeteria, gym, and chapel. We occasionally use these rooms.

## CITY CAMPUS

### INSTRUCTIONAL SPACE

You will find various classrooms and study spaces all around the 4<sup>th</sup> floor of the City Campus building.

### DEAN OF STUDENTS OFFICE

You can find the Dean of Students main office at City Campus. Ryan is willing to help students with their problems when available.

### LIBRARY

The library also resides at City Campus and is home to Mark Tubbs and many great resources for student and staff interest.

## VEHICLES & PARKING

**All vehicles used by PLBC students must be registered at the office before parking a vehicle on campus.** Violators may be fined, towed or lose their parking privileges. Parking is prohibited in grass areas, fire lanes, and in areas blocking building entrances.

### SOUTH CAMPUS A-FRAME - upper lot

This lot is designated for visitors and staff only.

### SOUTH CAMPUS A-FRAME - lower lot

This lot is numbered with spots for residents only.

### SOUTH CAMPUS WEST LOT

This lot is for commuter students and overflow resident parking.

### CITY CAMPUS PARKING

Pay parking is available in the underground P1 and P2 floors of the City Campus 2 building. Also, additional free parking spots are available at Grace Community Church (south-east corner of King George BLVD & Fraser Hwy).

# PROGRAMS & SERVICES

## O-DAYS

“O” stands for orientation. O-Days introduce new students to college life at PLBC. Students are introduced to college procedures, to the staff and faculty, and to each other. O-Days culminate in our College Opener, the event that launches us all into the tasks and relationships that lie ahead.

## CHAPEL

Chapels are our main time of corporate worship and are a highlight of student life. God ministers as students open their hearts to Him in worship. Chapels also provide opportunities for practical ministry experience and to hear speakers from a variety of Christian ministries.

## MENTORING

Students are encouraged to find an upward mentor. The task of the mentor is to work with the student in clarifying goals in the areas of academics, character development, and ministry involvement. Many faculty and staff are willing to serve as mentors, but of course are limited with availability. We encourage you not to delay in seeking out a mentor.

## PRACTICUMS

Practicums are supervised ministry assignments designed to give the student hands-on experience in a variety of ministries in and through the local church. Progress is monitored through reports by the student and cooperating church leaders and evaluated by assigned faculty. This ministry experience can be earned each semester. If you are interested in doing a practicum, we encourage you to speak to your program director or the Practicum Administrator, Andrew Rempel.

## FALL RETREAT

Every September the students and staff gather at a retreat destination for a special getaway. This event is an important time for plugging into the community and starting the year well. All full-time students are required to attend. Check the PLBC Calendar to see when the dates of this event are and make arrangements with your work, family, and ministry engagements.

## SPIRITUAL FORMATION CONFERENCE

Every January, we cancel classes for two days to calibrate our hearts in light of God and His purpose for our lives. At this conference extended times of worship, ministry, and teaching from God's Word are experienced through messages and workshops, as well as engagement in spiritual formation practices. All full-time students are required to attend. Check the PLBC Calendar to see when the dates of this event are and make arrangements with your work, family, and ministry engagements.

## STUDENT LEADERSHIP TEAM

The Student Leadership Team (SLT) is comprised of the Resident Assistants, Social Life Committee, and the Academic Discipleship Team.

Returning students can apply to serve in one or more of these areas. Students are appointed to these areas of service by the Student Development Office.

### RESIDENT ASSISTANTS

Resident Assistants (RAs) serve the student body by administrating the residence program.

### SOCIAL LIFE COMMITTEE

The Social Life Committee (SLC) serves the student body by planning and implementing events that build the PLBC community.

### ACADEMIC DISCIPLESHIP TEAM

The Academic Discipleship Team (ADT) assists the Student Support Coordinator in supporting students in their studies at PLBC.

## STUDENT HEALTH & SAFETY

Students are advised to have a balanced week maintaining a healthy stewardship of one's own body, soul, and spirit.

### INTRAMURALS

Intramurals are weekly, casual sporting events that encourage physical activity, community fellowship, and fun. Intramurals are for all students.

### COUNSELING

In times of need, you may seek out care from the Dean of Students. If you need professional counseling care, the Dean can arrange care for subsidized counseling with a PLBC designated counselor. The college may allow up to three one-hour counseling visits that is accompanied by a minimal copay by the student, after which students may pay for additional visits at the rate agreed upon with the counselor.

### HEALTH CARE

All students must properly obtain medical insurance; it is your responsibility. Pacific Life Bible College is not liable for any personal medical bills.

- **BC residents:** enroll in the Medical Services Plan (MSP) of BC.
- **Out of province students:** inform your own province's medical services plan that you are a student in BC to assure that you are covered. You may choose to compare plans and determine whether you want to be covered by the Medical Services Plan (MSP) of BC.
- **U.S. and international students:** Health Insurance BC offers a specific plan for international students studying in British Columbia; however, it does not begin until you have been in the province for three months. Therefore, for the first three months, it is essential for you to have interim coverage through a private insurance company.

Most insurance coverage follows a "cash up front followed by reimbursement later" model. Therefore, it is important for you to have cash on hand or a pre-approved credit card for any medical expenses that you might incur.

Health Insurance BC does not include travel insurance, so if you leave the province, you must obtain extra insurance for a nominal fee. Visit [www.hlth.gov.bc.ca](http://www.hlth.gov.bc.ca).

Hospital, Nurse Hotline, and other emergency numbers are on pages 11–13.

# COMMUNICATIONS

## YOUR RESPONSIBILITY

Pacific Life Bible College strives to communicate effectively through a variety of media. Students are expected to frequently check their pacificlifeca email and/or any other primary email addresses on their Populi account.

## MAIL & EMAIL

### DORM STUDENT MAIL

Dorm students can have mail delivered to the South Campus.

### DORM STUDENT MAILING ADDRESS IS

PLBC, c/o Student Name  
15030-66A Avenue  
Surrey, BC V3S 2A5  
CANADA

### EMAIL

The College assigns an official PLBC e-mail address, ex. “jsmith23@pacificlifeca,” to each student. This mailbox will be terminated if the student withdraws from the College. However, upon graduation, an alumnus is allowed to keep the pacificlifeca account for life.

### OTHER FORMS OF COMMUNICATION

PLBC uses other forms of communication as well. We recommend you follow PLBC on our social media sites for event information and look for posters all over campus.

Instagram: @plbc, @plbcsociallife

Facebook: PLBC page, PLBC Social Life page

## WIFI

WIFI access is available to all students in the campus buildings free of charge. This includes access (with a password) to all public on-campus computers and a free PLBC email account.

## ACCEPTABLE WIFI/INTERNET USAGE

PLBC offers computing resources and related technologies for use by the College community to pursue its mission. These resources are in place to provide a positive learning environment and aid the College community in their activities. If excessive bandwidth usage is noted, access may be curtailed. Students that use the network or Internet for malicious or self-harming ways may lose their internet privileges and/or face further discipline.

Every student should beware of copyright infringement when file sharing or downloading. Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner. These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement. Due to intellectual property laws and biblical ethics, students are not allowed to download content that is copyrighted.

## POPULI PASSWORD

Your Populi password is the key to your personal information. It is important for students to keep their passwords secure at all times. Students are required to set up passwords with at least 10 characters in length containing at least one uppercase, one lowercase, and one number.

In the case of a forgotten password, contact the front office by phone, email, or in person. After the college official has confirmed the identity of the student, an email is sent to the student’s “preferred” email address, or, in the case where the “preferred” email address is a pacificlifeca address, the email is sent to the student’s email address on file. The email contains a time-limited link that allows the student to set up a new password.

## PERSONAL CONTACT INFORMATION

To help us keep student information secure, students are required to keep their contact information in Populi up to date. Please advise the office for any changes to your personal information.

# COMMUNITY LIFE

At Pacific Life Bible College, we believe in high academic standards and rigorous spiritual development; that both are mutually vital and complementary. We are committed to the principle of personal freedom, balanced with community responsibility.

## CHURCHES

Your life as a Christian and student at PLBC is incomplete without a connection and commitment to the local church. Students are expected to attend, commit, and participate in the life of a local church. Because of the God-designed value that church membership plays in the life of a Christ-follower, students are encouraged to select a local church where they can participate in community each week.

## COMMUNITY RESPONSIBILITIES

Ministry can only flow out of a life that is truly submitted to God in all areas; therefore, it is necessary that there be standards in actions and attitudes, attained and maintained, on and off campus, in the lives of our staff, faculty and students. The Board of Governors have set these standards, which are consistent with the objectives of PLBC, not in a spirit of legalism, but as a means by which humility, obedience, and personal discipline may be learned. Although the Bible is not explicit on every lifestyle issue, directives are given that, if applied, create a healthy community where respect and love can grow. The biblical injunction to “love your neighbour as yourself” is the foundation for the following values:

- Value is given to self-control over self-indulgence
- Value is given for respect for one’s body
- Value is given for respect for one another and their property
- Value is given to community interests over self-interest
- Value is given when personal freedom is set aside: for the sake of a brother or sister’s spiritual growth; when its exercise might be

misunderstood to give the appearance of wrong; and when an action endangers another in any way

Respect within relationships is characterized by showing compassion, demonstrating selflessness, and being patient with others. A community of believers is to be characterized by love for one another. “Do nothing out of selfish ambition or vain conceit. Rather, in humility value others above yourselves...have the same mindset as Christ Jesus” (Philippians 2:3,5 NIV).

You may not agree with or fully understand all of PLBC’s lifestyle guidelines, but by enrolling as a student, you are choosing, freely and willingly, to abide by the Code of Conduct. We regard any violation of these standards to be a breach of integrity, since each member has voluntarily chosen to associate with the community and to accept, uphold, and live by the Code of Conduct. Those in violation will experience biblical restorative direction that is redemptive in nature, seeking to reconcile the person to God and to his or her neighbour.

# CODE OF CONDUCT

Membership in the PLBC College community is obtained through application and invitation. Those who accept an invitation to join the community agree to uphold its Code of Conduct. In return, they gain the privilege of enjoying the benefits of community membership and undertake to work for the best interests of the whole community. The “Code of Conduct” applies to all students of Pacific Life Bible College both on and off campus.

## COMPLIANCE

Compliance with the code of conduct is simply one aspect of a larger commitment by students, faculty, staff, and administration to live together as responsible citizens, to pursue biblical holiness, to follow an ethic of mutual support, to demonstrate Christian love in relationships, and to serve the best interests of each other and the entire community.

Individuals who are invited to become members of this community but cannot with integrity pledge to uphold the application of these standards are advised

not to accept the invitation and to seek instead an educational or employment situation more acceptable to them.

This code of conduct does not cover every eventuality but provides concrete examples of commitment to the mission of the College and a commitment to fellow members of the PLBC community. Certain expectations flow from relevant biblical principles that are considered normative and are to be followed in order to preserve the distinctly Christian character and adhere to the distinctly Christian theology of the PLBC community. All members are expected to maintain the integrity of a commitment to this code of conduct.

To be sure, lifestyle issues are complicated. Christians have a duty to live a life of devotion to the Lord, a life of service to the body of Christ, and a life of witness to the world. How this can be accomplished is controversial at best. Many behavioural matters are open to misunderstanding and misuse, therefore we follow the biblical principle of self-respect, self-control, and the pursuit of community interests above of self-interest. Personal liberty is to be set aside when its exercise could hinder one's own or another's spiritual development or physical safety or when its exercise could be misunderstood in such a way as to hinder one's own witness or that of the College.

## **CODE OF CONDUCT**

Members of the PLBC Community (heretofore referred to as Members) agree to:

### **Obey municipal, provincial, and federal law.**

Therefore, members agree to conduct themselves as just and socially responsible citizens who seek to contribute to the welfare of the greater community of which the College is a part (Romans 13:1-7).

### **Show respect, love, and consideration for others.**

We believe without exception that every human being is a valuable person created by God in His image and thus possess inherent dignity at all stages of life (Genesis 1:26-27; Colossians 3:10; James 3:9). We believe that we are called to love and treat every person with genuine respect according to Jesus' command to love (John 13:34-35) and Paul's admonition to love (1 Corinthians 13).

Therefore, members of the community are expected to act with compassion, kindness, patience, respect and well-being of all people (Colossians 3:12; 1 Thessalonians 5:11). Differences of opinion on any issue are permissible, expected, and encouraged as part of the educational process. However, dialogue about differences is to be conducted with reason, without harassment of others, and in recognition of the College as a unique, faith-affirming community called to serve within the diverse society in which we live (Acts 10:34-35; 1 Peter 2:17, 3:15).

### **Refrain from practices that are contrary to biblical teaching.**

PLBC recognizes that Scripture does not include specific teaching for every social practice or situation, but it does provide guidelines for community life in controversial matters (cf. Romans 14).

### **Always utilize careful judgment in the exercise of personal freedom.**

Members are to use careful judgment, particularly when associated with the College and/or relating to other members, either publicly or privately (Romans 12:1-4, 13:8-10; 1 Corinthians 8:9-13; Galatians 5:16-6:10; Colossians 3:1-6).

### **Adhere to PLBC's position on substance use.**

***Alcohol.*** In recognition of the diverse opinions concerning alcohol, all college property and any off-campus events will be alcohol-free. With the exception of married members, mature members (twenty-five and older) living off campus, and communion services, we require all members to refrain from consuming alcohol from the first semester's orientation event until after the last event of the last semester of the school year. Members enrolled in the summer semester or serving on a college ministry team (i.e.: Life Launch, Tour Team) must refrain from consumption of alcohol during their studies and ministry.

***Smoking.*** For the sake of individual and community health, the College does not condone the use of tobacco or smoking substances (such as marijuana) or tobacco related products, such as vaping. Therefore, all College property and any off-campus events will be smoke-free.

***Drugs and Prescription Medicine.*** Our community embraces health in mind, body, and spirit. Drug usage can be detrimental to one's physical, educational, psychological, and spiritual well-being. Therefore, all

College property and any off-campus events will be drug-free. Participating in the use of marijuana and its associated substances, consuming illegal drugs, or abusing prescription medications is strictly prohibited.

If a student feels concern on any of these matters and/or would like personal assistance in dealing with substance use, they are urged to speak to the Dean of Students. PLBC holds the above positions believing these are best practices for healthy living. (Luke 21:34; Romans 13:13; Galatians 5:21-23; 1 Timothy 3:3; Titus 1:7; 1 Peter 4:3).

# CAMPUS EXPECTATIONS

## BICYCLES

Bicycle theft is a common problem throughout BC's Lower Mainland. Good quality locks or chains are recommended for all bicycles. Use the designated bike storage areas. Bicycles must not be stored in dorm rooms, hallways, stairways, lounges, or areas that impede exit from buildings.

## BUILDING SECURITY

The PLBC South Campus is shared with Horizon Foursquare Church and Regent Christian Academy. The PLBC City Campus is in a building with multiple floors, therefore, traffic flow throughout our campus is controlled (visitors must report to an RM or RA). Take note of the times in which certain doors are locked or unlocked. Please help us maintain the integrity of building security. Notify the main office if you notice a stranger that seems out of place on the campus. You may politely offer to help them and inform them that our campus is a "closed campus." Please report suspicious behaviour to the police (non-emergency line is 604-502-6233).

## CLASSROOM REGULATIONS

While classes are in session, it is expected that students conduct themselves in an orderly and respectful manner. Instructors are asked to maintain the atmosphere of the classroom to a professional

level and encourage respect for others in a healthy learning environment. Students are expected to pay attention in class. Private conversations (print or electronic), sleeping, browsing the internet, playing computer games, or catching up on homework will not be allowed while classes are in session.

Although discussion is often encouraged at various times in class, this is to be monitored by the individual instructor and their particular guidelines are to be honoured by each student. Out of respect for the faculty and other students, do not dominate a discussion time. On points requiring further clarification or dealing with other subjects, arrange a time after the class to talk personally with the instructor. Please keep the area clean when consuming food and drink.

## COLLEGE PROPERTY

PLBC property, including but not limited to, musical instruments, sound systems, computers, printers, white boards, furniture, and appliances belong to the College and are not to be used or moved without permission.

## EMPLOYMENT

There are many restaurants and retail stores near the College that hire students for part-time or seasonal work. Ministry employment opportunities are frequently posted on the PLBC website at [www.pacificlife.edu/employment-and-ministry-opportunities](http://www.pacificlife.edu/employment-and-ministry-opportunities)

## ENTERTAINMENT

Some forms of entertainment and amusement, while not inherently harmful, can hinder a person's life in Christ if they become an obsession, or if they are engaged in at inappropriate times, places, or contexts. We therefore expect that members of our college community exercise discretion and accountability when making entertainment choices concerning, but not limited to, TV, movies (theatre, DVD), music, the Internet, reading materials, or computer games.

Since your time at PLBC is dedicated to godly pursuits, discernment in all areas of media is critical; regular exposure to the gratuitous violence, explicit sexuality, excessive vulgarity, and supernatural evil

that are so pervasive in much popular cinema can adversely affect the viewer's spirituality. We ask that students employ wisdom and discernment in their choices of appropriateness, with an emphasis on consideration for others. Please allow RMs or RAs to advise, and please respect their decisions.

## FINANCIAL POLICIES

See the current PLBC Academic Catalogue for financial policies and schedule of fees.

## FIRES, EQUIPMENT, ALARMS, & EXITS

**Fires:** Due to city regulations, fires and open flames (i.e.: candles) are not permitted on campus or in student housing.

**Equipment:** We depend on fire equipment and signage to assist us in an emergency. Therefore, tampering, disassembling, or disengaging exit signs, fire extinguishers, or alarms are prohibited.

**Exits:** Certain exits and doors are to be maintained as clear paths for fire exits. We ask that you do not violate the integrity of the fire safety of the building by blocking paths with chairs or other hazards. Unless it is an emergency, please do not enter or exit the building through any window or through doors marked "Fire Exit Only."

**Fire Alarms:** Please note that in British Columbia it is a criminal offense to pull a fire alarm as a prank. If you hear a fire alarm, everyone must exit the building immediately and gather at our marshal area on the south field, behind the A-Frame. Under no circumstances should you re-enter the building until the fire department or a staff member grants permission to do so.

For City Campus, our gathering area is outside the front entrance.

**Fire Drills:** Fire drills will be conducted at random during the academic term. Please follow instructions given at that time.

**Smoke Alarms:** Smoke alarms can be easily triggered and should never be tampered with.

## HEALTH CARE

### INSURANCE

BC Medical Services Plan, [www.hibc.gov.bc.ca](http://www.hibc.gov.bc.ca)

### HOSPITALS

Surrey Memorial Hospital, 13750 96 Ave, Surrey, BC 604-581-2211

Peace Arch Hospital, 15521 Russell Ave, White Rock, BC

604-531-5512

### MEDICAL CLINICS

Panorama Village Medical Clinic, 15157 Hwy. 10, Surrey, BC

604-574-0481

### NURSE LINE

Available 24 hours a day: 604-215-4700 \*811

### DOCTOR DIRECTORY

[www.bcdoctordirectory.ca/surrey](http://www.bcdoctordirectory.ca/surrey)

## NOTICE BOARDS

Please pass flyers or other advertising material by the Student Development Administrator for review and permission before affixing to notice boards in the buildings. Under no circumstances may flyers or posters be taped or pinned to walls, doors, or windows.

## PRIVATE PROPERTY

Some students bring personal music equipment or computers to the College. Please do not use anyone's personal property unless permission from the owner has been given.

PLBC is not responsible for insuring any personal items belonging to staff or students, nor liable for the loss of personal property of anyone on campus. Items such as musical instruments and vehicles not belonging to PLBC are the total responsibility of the owner. Students moving into the residence should consider contents insurance to cover their personal belongings.

## PROTECTION OF PRIVACY POLICY

The College collects information for the purpose of admissions, registration, and grade record management, for student assessment and other activities associated with the College. All information

gathered from applicants and students will be used in compliance with the British Columbia Privacy Act. The Registrar of the College serves as the privacy officer for student-related matters.

## SOLICITING FUNDS

We request that students refrain from soliciting funds from other students to help them attend conferences, fulfill practicum requirements, or go on mission trips unless approved by the Dean of Students.

## UNAUTHORIZED RECORDING

Students are required to ask permission before recording an instructor during a class period.

# IN CASE OF EMERGENCIES

## IN THE CASE OF FIRE

Activate an alarm (local pull station) if necessary.

If smoke is present in your location, stay close to the floor and move to the door. If the door is hot, do not open it. Seal the cracks with an available cloth and call 911. If the phone is not working, open the window and hang a sheet or other material out of the window to attract attention.

If you hear an alarm, call 911, and if the door of the room is not hot (test with your hand), close the windows, open the blinds, turn the lights on, leave the room and close the door leaving it unlocked. Proceed to the nearest exit (do not use an elevator), check to see if the rooms next to you are empty. Proceed to the nearest evacuation location. Do not re-enter the building.

**SOUTH CAMPUS:** Gather in the South field near the commuter parking lot.

**CITY CAMPUS:** Gather in front of the main entrance doors.

Vandalism resulting in damage to smoke detectors, fire safety equipment, or false fire alarms can create a

potentially life-threatening situation. Doing so will result in disciplinary action.

## IN THE CASE OF MEDICAL EMERGENCY

Notify 911 if situation is critical.

Notify staff immediately: at the office during the day and directly to the RAs after hours (see posted numbers).

PLBC is not responsible for providing emergency medical transport: call the ambulance. In less critical situations, students may opt to be transported by friends or family in a private car.

## IN THE CASE OF EARTHQUAKE

We do live in an earthquake zone. It is rare, but possible that they may occur at any time without warning. They can vary from a slight movement or a wave-like rolling to a severe shaking. There may be aftershocks as well. Be familiar with what to do and be prepared to act quickly.

**IF YOU ARE INSIDE:** Drop, cover, and hold! Get under a sturdy piece of furniture (bed, desk) or brace yourself in a doorway.

- Stay away from windows.
- Never leave a building in an earthquake.
- Most injuries are a result of falling objects, so do not place heavy objects on high shelves or above your bed.
- Provide for yourself a personal earthquake kit (battery-powered flashlight and radio, batteries, bottled water, non-perishable food items, supply of first aid items).
- Do not light a match or turn on light switches.

**IF YOU ARE OUTSIDE:** Move to an open area away from overhead hazards (power lines, falling brick, glass, or trees).

- Stay far enough away from buildings to avoid falling objects.

- Do not attempt to go inside a building.

**AFTER AN EARTHQUAKE:** As soon as possible, gather in designated gathering area.

- Remain calm and help others.
- Check for fires and notify staff and emergency services.
- Limit telephone calls to emergency only.
- Do not drink water other than bottled water until the utilities are determined to be safe.
- Do not turn on lights, light a match or use an elevator.
- Wear shoes at all times to avoid injury.
- Listen to the radio for general information.

RAs are to ensure that all students are accounted for and contact College officials. Please make an attempt to find your RA.

## **IN THE CASE OF POWER OUTAGE**

- Remain calm. Residents **MUST NOT** flush the toilets during a power outage, as the water supply depends on electricity.
- Comply with all instructions provided by authorized college personnel, including the RAs.
- Turn off any equipment in order to avoid power surges.
- **DO NOT USE ANY OPEN FLAME DEVICE** for lighting.

## **IN THE CASE OF AN ACTIVE SHOOTER**

In general, how you respond to an active shooter will be dictated by the specific circumstances of the encounter. When in an active shooter situation, keep in mind there could be more than one shooter. Try to remain calm and use these guidelines to help plan a strategy for survival.

### **IF THE SHOOTER IS OUTSIDE OF THE BUILDING:**

- Turn off all lights and close and lock all windows and doors.
- Close all window blinds and curtains.
- If you are able to do so safely, contact police by phoning 911.
- If you are able to do so safely, get all individuals on the floor out of the line of fire.
- If you are able to do so safely, move to a safe place in the building and remain there until an “all clear” instruction is given by police or authorized personnel.

### **IF THE SHOOTER IS INSIDE THE BUILDING:**

- If it is possible to flee the area safely and avoid danger, do so.
- If you are able to do so safely, contact police by dialing 911 from a phone.
- If possible, lock all doors and secure yourself in your space.
- Close all window blinds and curtains.
- Get bystanders on the floor and out of the line of fire.
- Wait until the “all clear” instruction is given by police or authorized personnel.

# **LIBRARY**

City Campus branch is curated with selected resources catering to topics of study in your current courses. Circulating, reserve, and reference materials are available. The library is still under development as a quiet study space, and at some point, will feature seating and computer terminals. Opening hours will be posted on the library website at [opac.pacificlife.edu](http://opac.pacificlife.edu) but the hours generally coordinate with morning and afternoon class times, as well as selected evenings contingent on student activities and availability of campus service workers.

South Campus branch is not open for study due to space limitations and the proximity of the bookstore, but students may request to pick up materials on hold from either branch. South Campus branch contains

materials that may be older and in less demand but still useful for many research topics. Consult the library catalogue at [opac.pacificlif.edu](http://opac.pacificlif.edu) to locate and put on hold materials at either branch

## LIBRARIAN

Mark Tubbs is the librarian. You can contact him by email at [mtubbs@pacificlif.edu](mailto:mtubbs@pacificlif.edu) or contact library workers on duty at [library@pacificlif.edu](mailto:library@pacificlif.edu).

## LIBRARY USAGE GUIDELINES

We are happy to assist you in any way we can. You can help us keep the library atmosphere conducive to study by respecting those studying and keeping talking to a minimum and at a very low volume (i.e.: whispering). During the last few weeks of a semester, keeping the library quiet is a very high priority.

### FOOD & BEVERAGES

No food is to be eaten in the library and only liquid in covered containers is permitted.

### RE SHELVING

Please leave materials you have used on a table or desk or place it on the shelving cart. A book shelved improperly is temporarily lost.

### BORROWING BOOKS

All books must be checked out at the library circulation desk before they are removed from the library. If a library attendant is not available, please return another time to check out the books.

### RETURNING

Put books on the Book Return shelf, not on the shelving cart! Placing returned books on the Book Return shelf will ensure that they are properly checked back into the library and ensure that the borrower does not incur fines.

## BOOK BORROWING GUIDELINES

### REFERENCE BOOKS

Books labeled with REFERENCE, BIBLE, ENCY, DICT, as well as REFERENCE journals are for use in the Library only and must always remain in the library. The only exception is for instructors who may check out these books for use during their classes.

### RESERVE BOOKS

Books used for current courses are labeled as Reserve Books. These books can be found on the Reserve Books shelf facing the circulation desk. Loan Period = 1 week.

### SHORT RESERVE BOOKS

These are library materials designated by instructors as being required for the completion of specific course assignments and needed by all students in a course. Loan Period = 2 days.

### REGULAR CIRCULATION

All other books in the library without specific designation. Loan Period = 2 weeks.

### RENEWING BORROWED MATERIAL

All borrowed library materials can be renewed several times if no one has put the material on hold.

Renewal Requests should be made through a patron's library account, but in case of an OPAC outage, can be submitted by stopping by the library circulation desk, calling the library (604-597-9082 ext. 430), or emailing a library worker.

Materials cannot be renewed if the patron has an outstanding fine of more than \$10 or if fines have not been paid for more than 21 days. Excessive fines may be applied to a student's Populi account and impose financial lock.

Renewal requests can be submitted by stopping by the library circulation desk, calling the library (604-597-9082 ext. 430), or emailing the librarian.

## LIBRARY FINES

Overdue library materials are subject to the following fines:

- Short Reserve Books = \$2 per day.
- Reserve Books = \$0.50 per day.
- Regular Circulation Books = \$0.25 per day.

### DAMAGE

Fines are also assigned for irresponsible damage to library materials. The amount of damage is assessed by the librarian. Patrons are not charged for damage related to normal wear and tear. "Wear and tear" is interpreted at the librarian's discretion.

For minor damage, a fine of \$2 to \$10 per book can be assessed. Examples of such damage include minor

water damage, repairable page tearing, and removable sticky material or minor marking on or inside the book.

For major damage (damage which makes continued use of the material untenable) the student is charged for the book plus a \$10 processing fee for soft covers and a \$15 processing fee for jacketed hardcovers. Examples of major damage include major liquid damage, removed pages, and irremovable sticky material or extensive irremovable marking on or inside the book.

For lost books, the student is charged for the book plus a \$10 processing fee for soft-covers and a \$15 processing fee for jacketed hardcovers.

All fines are payable at the library in cash, but students can request that their fines be posted to their Populi account for debit or credit card payment.

At the end of the Spring semester, all outstanding fines for the school year are transferred to student's Populi account. The student will receive an email before this transfer is performed so that they can address any concerns regarding their library account.

A patron's borrowing privileges are suspended when they have an outstanding fine of more than \$10 or when fines are unpaid for more than 21 days.

#### **MATERIAL OVERDUE MORE THAN 30 DAYS**

Patrons charged for the book plus a \$10 processing fee but will be informed by email before these charges are applied to their Populi account so that they can address any concerns with the librarian.

## **PRINTING & PHOTOCOPYING GUIDELINES**

For both printed pages and photocopies:

- \$0.05 for each single-sided
- \$0.10 for each double-sided (i.e.: 2 copies)

Photocopying privileges using the library photocopier must be mediated through the library worker on duty.

Anything photocopied or printed, whether course-related or personal, needs to be paid for.

# **DISPUTE RESOLUTION POLICY**

It is our desire to see all disputes between student and student, or student and staff or faculty, resolved as quickly as possible and in a way that honours our Lord.

According to Ken Sande, author of *The Peacemaker*, conflict is not necessarily bad or destructive. Even when conflict is caused by sin and causes a great deal of stress, God can use it for good (see Romans 8:28–29). As the Apostle Paul wrote in 1 Corinthians 10:31–11:1, conflict actually provides three significant opportunities. By God's grace, you can use conflict to:

- “Glorify God (by trusting, obeying, and imitating him).”
- “Serve other people (by helping to bear their burdens or by confronting them in love).”
- “Grow to be like Christ (by confessing sin and turning from attitudes that promote conflict).”<sup>1</sup>

These concepts are overlooked in most conflicts because people naturally focus on escaping from the situation or overcoming their opponent. Therefore, it is wise to periodically step back from a conflict and ask yourself whether you are doing all that you can to take advantage of these special opportunities.

Ken Sande recommends following *4 G's for Restoration*:

### **GLORIFY GOD**

Ask yourself, “How can I please and honour the Lord in this situation?”

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<sup>1</sup> Ken Sande, *Peacemaker*, Grand Rapids: Baker, 1991.

## **GET THE LOG OUT OF YOUR OWN EYE**

First, ask yourself whether you have had a critical, negative, or overly sensitive attitude that has led to unnecessary conflict. Second, reflect on whether you have contributed to the conflict with sinful words and actions. Because we are often blind to our own sins, we may need an honest friend or advisor who will help us to take an objective look at ourselves and face up to our contributions to a conflict. When we identify ways that we have wronged another person, it is important to admit our wrongs honestly and thoroughly.

## **GENTLY RESTORE**

In this situation, we usually go to Matthew 18:15: “If your brother or sister sins, go and point out their fault, just between the two of you” (NIV). However, if this verse is read in isolation, it seems to teach that we must always use direct confrontation to force others to admit they have sinned. If read in context, we see that Jesus was thinking of something much more flexible and beneficial. The context includes Jesus’ wonderful metaphor of a loving shepherd who goes to look for a wandering sheep and then rejoices when it is found (Matthew 18:12–14). Thus, Matthew 18:15 is introduced with a theme of restoration, not condemnation. Jesus repeats this theme just after telling us to “go and show him his fault” by adding, “If he listens to you, you have won your brother over.” Then the restoration theme is emphasized a third time in verses 21–35, where he uses the parable of the unmerciful servant to remind us to be as merciful and forgiving to others as God is to us (Matthew 18:21–35). In addition, Galatians 6:1 addresses what our attitude and purpose ought to be when we go to our brother. “Brothers, if someone is caught in a sin, you who are spiritual should restore him gently.” Our attitude should be gentle not angry, and our purpose should be to restore rather than condemn. Finally, Proverbs 19:11 reminds us that if it is appropriate, overlook minor offenses.

## **GO AND BE RECONCILED**

To be biblical is to be in pursuit of genuine forgiveness and reconciliation. Even though Christians have experienced the greatest forgiveness in the world, we often fail to show that forgiveness to others. To cover up our disobedience we often use the shallow statement, “I forgive her—I just don’t want to have

anything to do with her again.” However, how would you feel if God said to you, “I forgive you; I just don’t want to have anything to do with you again”?

We also suggest that you get help when needed. None of us can make complete and lasting peace with others in our own strength; we must have God’s help. But also, it is appropriate to turn to a spiritually mature person within our community who can give you advice on how you might be able to apply these principles more effectively. Please refrain from complaining to others before seeking advice from leadership; your, RAs, and other members of the faculty are here to help you with these matters.

# **GRIEVANCE POLICY**

## **GRIEVANCES AND COMPLAINTS**

PLBC is committed to providing mechanisms whereby grievances and complaints will be dealt with prompt, due care. It is the College’s desire to see any instance of possible grievance or complaint resolved quickly and in a Christian manner. While students may need to explore their grievance or complaint with others, all parties should avoid gossip and maligning. The Dean of Students is available for consultation and advice throughout the process.

## **DEFINITIONS**

A grievance is a circumstance where a PLBC student perceives that an injustice, duress, or affront has occurred involving a member of PLBC and this circumstance is reported to the appropriate persons.

A complaint differs from a grievance in that a complaint may be brought forward by a third party not affected by the grievance. Complaints may be in reference to a variety of issues including behavioural impropriety, failure to fulfill contractual obligations, or failure to fulfill the expectations of the role of staff or faculty. Complaints may be made either by someone inside or outside the campus community.

## INFORMAL RESOLUTION

Students are encouraged, but not required, to discuss their concerns directly with the person or persons involved, either in person or in writing. If a student is uncomfortable directly discussing her/his concern with the involved individual(s), or, after discussing it, believes that the concern is not adequately resolved, the student should utilize the formal process described below.

## FORMAL RESOLUTION

A student may file a formal grievance regarding a complaint about a student, faculty, or staff member according to the procedure outlined. The grievance should be submitted in writing within thirty days after the action warranting the grievance. If the action warranting the grievance relates to conduct by a student, the grievance should be submitted to the Dean of Students. If the action warranting the grievance relates to conduct by a faculty or staff member, the grievance should be submitted to the President. If the President is the subject of the grievance, then the written document should be submitted to the Vice President of Academics.

Students must submit in writing the following information:

- Name and phone number of the person filing the grievance and the name(s) of the individual(s) or office against which the grievance is being alleged
- A detailed description of the action warranting the grievance; include how the student has been harmed or treated unfairly, the date or period of time that the action occurred, a list of any other people who were either involved or witnessed the action, and what the student believes would be a fair and equitable resolution

Within seven (7) business days of receipt of a written complaint, the appropriate reviewing authority (outlined above) will initiate an investigation of the complaint. The investigation will be completed in a timely fashion and within a reasonable time frame based on the nature of the complaint. Following the investigation, the appropriate reviewing authority (outlined above) will make a determination and inform the parties involved. The determination shall include remedial actions necessary, if any, to resolve

the grievance. The determination of the reviewing authority shall be the final decision on the matter.

Every effort will be made to ensure confidentiality for all parties throughout the grievance process.

## RIGHT OF APPEAL

Both the student and the staff member have the right to appeal the decision and may do so by submitting a written request to the President. If the President is the subject of the grievance, then the written appeal should be submitted to the Vice President of Academics.

# HARASSMENT POLICY

PLBC takes its heritage, background, and theological standing very seriously. Therefore, it will not tolerate any action that demeans the value of another person. As a result, the College condemns any type of behavior that constitutes harassment, or related retaliation, of or by any employee or student. PLBC will take any complaint regarding this type of conduct very seriously. Efforts will be made to resolve all situations in a timely fashion. Members of the college community should be aware that anyone found responsible for sexual harassment will be subject to the strictest sanctions, including possible dismissal or termination of employment.

Harassment or intimidation includes, but is not limited to, threats or actual violence against the person or his or her property, ridicule, taunting, bullying, or ostracism.

Behaviors that violate this policy include, but are not limited to:

- Verbal or physical conduct that has the purpose or effect of unreasonably interfering with an individual's work or academic performance.
- Behaviour that creates an intimidating, hostile, offensive educational or working environment.

## TYPES OF HARASSMENT

### HOSTILE ENVIRONMENT

A hostile environment includes any situation in which there is harassing conduct that is sufficiently severe, pervasive/persistent, and patently offensive so that it alters the conditions of education or employment, from both a subjective (the alleged victim's) and an objective (reasonable person's) viewpoint. The determination of whether an environment is "hostile" must be evaluated on these circumstances:

- The frequency of the conduct
- The nature of the conduct
- Whether the conduct was physically threatening
- Whether the conduct was humiliating
- The effect of the conduct on the alleged victim's mental or emotional state
- Whether the conduct was directed at more than one person
- Whether the conduct arose in the context of other discriminatory conduct
- Whether the conduct unreasonably interfered with the alleged victim's educational or work performance
- Whether the statement is a mere utterance of an epithet which engenders offense in an employee or student, or by mere discourtesy or rudeness
- Whether the speech or conduct is protected expression under the policy

Any single incident of sexual assault is considered to immediately create a hostile environment and should therefore be viewed as sexual harassment under this policy.

### QUID PRO QUO SEXUAL HARASSMENT

Quid pro quo sexual harassment exists when there are:

- Unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature
- Submission to or rejection of such conduct results in adverse educational or employment action

- For further information please see PLBC's Sexual Harassment Policy

### RETALIATION

For purposes of this policy, "retaliation" means:

- The student was engaged in protected activity (i.e.: serving as a witness or complainant in a sexual harassment complaint); and
- A faculty member or other person with authority over the student was aware of the activity; and
- The student suffered an adverse educational action; and there was a causal connection between the student's protected activity, the faculty member's awareness of the protected activity, and the adverse educational action. An adverse educational action is any educational action that significantly interfered with the student's access to educational programs or activities.

Technically, a co-worker or fellow student cannot retaliate because neither has authority over the person who suffered an adverse employment or educational action. However, the College may sanction a faculty, student, or staff member who harasses or intimidates a person because of the person's participation in a protected activity, as described above.

## DEFINITION OF TERMS

**Resident Assistants.** These individuals are students who assist the Student Development department in the administration of the community and guidelines as outlined in the Student Handbook. They serve as liaison between the student body and the Student Development department and provide student leadership at designated College functions.

**Dean of Students.** These individuals are the primary personnel in the administration of student life and accountability related to community and student housing guidelines. They are also responsible for the pastoral care of students as required. They are not substitutes for church pastors, but they are available for spiritual direction and counsel related to personal, relational, or spiritual concerns. They are not professional clinical counselors but can make referrals for professional care when necessary.

**Restricted Behaviour.** Behaviour prohibited by God's moral law, civil law, or any publication of the College, including but not limited to the Student Handbook, the Academic Catalogue, memorandum, signs, notices, and the website.

**Student Accountability Committee.** The committee shall consist of 1) the Dean of Students, 2) the Vice President of Academics, 3) up to at least one other member of the faculty or staff, and 4) the President (a non-voting member). The President may appoint any member as chair. When hearing an appeal, the committee member whose sanction is being appealed may not chair the meeting.

## PROCEDURE

If any student believes that they have been the object of sexual harassment, they may file a grievance according to the procedures outlined in the Student Grievance Policy.

If any staff or faculty believes that they have been the object of sexual harassment, they may file a grievance according to the procedures outlined in the Employee Grievance Policy.

## ACCOUNTABILITY

While the ideal at PLBC is to encourage students to reach the highest level of self-discipline, sometimes peer accountability may be necessary. It is important that as members of a community, concerned for the growth of others, to show concern and, when necessary, to lovingly confront each other. Student community accountability may entail confrontation from a RA, RM, or Dean of Students. In most cases, accountability will begin at the level closest to the dispute.

## DISCIPLINE

**Confession.** Students will sometimes voluntarily confess sinful behaviour or participation in restricted behaviour. When this occurs, our approach is to work for restoration. We want to see students experience Christ's forgiveness, be re-established in their spiritual life, and move forward with their life. Voluntary confession does not automatically mean that there will be no sanctions or consequences, but the sincerity and timing of a confession is factored

into decisions. Students should be aware that there are certain actions and activities that carry with them the responsibility to pass relevant information on to the proper authorities.

**Cooperation.** Students who refuse to meet with the Dean of Students or with the Student Accountability Committee might be subject to more serious sanctions, which can be imposed with or without their cooperation in the accountability process.

**Reporting Misconduct.** Anyone may report a suspected violation of the Student Handbook or Academic Catalogue by contacting a Resident Manager, Resident Assistant, or the Dean of Students. The person reporting the violation may be asked to submit a written report. The report should be brief and submitted as soon as possible after the event takes place; however, the College reserves the right to take action against an individual for violating the Student Handbook or Academic Catalogue regardless of how much time has passed since the incident. Students who knowingly make a false report of misconduct are in violation of College policy.

**Investigation.** At the outset of an incident or report of an incident, the Dean of Student (or appointee) will notify the student(s) involved in the allegation that an allegation has been made and that it is now being investigated.

The investigation may include but is not limited to:

- Interviewing the student, staff, faculty, or other person(s) making the allegation
- Interviewing the student(s) named in the allegation, along with or separate from other parties affected by or involved in the allegation. Written confirmation of the date and time of the interview will be emailed to the student's primary email address prior to the scheduled appointment. Reasonable care will be taken to give appropriate notice and to facilitate a time that does not cause undue hardship. Students are responsible for all communication that is sent to their primary email address.
- Interviewing relevant witnesses or other parties affected by or involved in the allegation.

## SANCTIONS

Violation of College policies may result in the imposition of one or more of the sanctions listed below. A sanction is a disciplinary action that requires the student to meet certain expectations and/or complete specific requirements within a stated time frame. Sanctions that may be imposed are not limited to those listed. In certain limited situations, College officials may impose a sanction but suspend or postpone its actual implementation. Sanctions affecting the conduct of students are based on general principles of fair treatment. Sanctions will take into account the intent of the accused, the effect of the conduct on the victim and/or College community, the student's disciplinary history, whether sanctions such as education and community service are likely to change the student's conduct, and the student's needs and prospects for improvement.

While attempting to be consistent in its disciplinary decisions, the College also seeks to be fair and sensitive to the facts and circumstances of each individual case. Some sanctions may need to be more punitive due to the seriousness of the offense. Therefore, the Dean of Students seeks to combine a Biblical and developmental approach to the student accountability process. It is important that we see ourselves as fellow sinners in need of God's grace and to encourage the whole campus community to remember Christ's example of offering hope rather than condemnation.

**Clarification of Expectations.** The student will be reminded of the general or specific expectations related to college life. No record is kept. This shall be administered by a Resident Manager, Resident Assistant, or the Dean of Students, or other members of the faculty or staff.

**Fines.** Fines may be charged for violation of campus regulations. Fines are applied directly to the student's school account. You may find a list of possible fines throughout this handbook. This shall be administered by the Resident Managers or the Dean of Students.

**Written Reprimand.** This sanction is appropriate when there is a failure to meet general expectations or a minor violation of restricted behaviour. A restatement of the Code of Conduct and Student Handbook via *Memo of Understanding* is made to the student, together with an official warning concerning future behaviour. A record of this incident is placed within the student's file. This shall be administered by the Resident Managers or the Dean of Students.

**Loss of or Restriction from Certain Activities.** A student may be asked to refrain from certain activities or privileges. A record is kept in the Dean's Office. This shall be administered by the Resident Managers or the Dean of Students.

**Disciplinary Probation.** This sanction is appropriate when there is evidence of a serious pattern of negative attitude, negative behaviour, or serious violations of restricted behaviour. The purpose of disciplinary probation is to give the student a specific period of time to give evidence of repentance, compliance, and a good attitude after being made aware that his or her current behaviour is unacceptable. The time of probation is usually until the end of a semester but may be longer. Disciplinary probation usually includes stipulations, which may include, but are not limited to counseling, restitution, limited privileges, being asked to refrain from leadership, and community service. Failure to respond well to the stipulations of probation may result in further sanctions, including but not limited to suspension, requirement to discontinue, or dismissal. A record of this incident is placed within the student's file. This shall be administered by the Resident Managers or the Dean of Students.

**Restitution.** This sanction involves a payment of financial compensation for loss, damage, or injury and may be part of a Disciplinary Probation. A record of this incident is placed within the student's file. This shall be administered by the Student Accountability Committee.

**Suspension.** This sanction is appropriate when there is evidence of a serious pattern of negative attitude, negative behaviour, or serious violations of restricted behaviour. The student is required to abstain from campus activities (which may include, but are not limited to, classes, chapels, and special events) for a specified number of school days. The student will be counted absent for classes and chapels that they miss and are accountable for whatever academic consequences may derive from such absences. Suspended students in student housing may also be required to move out of student housing for the duration of the suspension. Upon return to college life, the student shall be on disciplinary probation until the end of the semester or longer. Suspended students are forbidden to visit the campus or student housing (if that is stipulated) for any cause during the suspension unless permitted by the Student Accountability Committee. A record of this incident is placed within the student's file. This shall be

administered by the Student Accountability Committee.

**Requirement to Discontinue.** This sanction is appropriate when there is severe, repeated, flagrant, or deliberate failure to follow expectations, including but not limited to minor and/or serious violations of restricted behaviour. The student is placed on disciplinary probation and is allowed to finish the semester but will not be allowed to continue as a student of the College after that time. After an absence of at least one semester, the student may apply for re-admittance. A record of this incident is placed within the student's file. This shall be administered by the Student Accountability Committee.

**Exclusion from Commencement.** This sanction is appropriate when there is severe, repeated, flagrant, or deliberate failure to follow expectations, including but not limited to minor and/or serious violations of restricted behaviour. If it is the student's final semester, they may be issued their certificate, diploma, or degree, but will be restricted from participating in the Commencement ceremonies. A record of this incident is placed within the student's file. This shall be administered by the Student Accountability Committee.

**Dismissal.** This sanction is appropriate when there is severe, repeated, flagrant, or deliberate failure to follow expectations, including but not limited to minor and/or serious violations of restricted behaviour. The student is removed as a member of the College community and required to leave the campus and residence within a specified time frame. Return to PLBC must be formally requested. A record of this incident is placed within the student's file. This shall be administered by the Student Accountability Committee.

## APPEALS PROCESS

**When to Appeal:** Students may appeal a sanction when they believe 1) they have new evidence that points to their innocence, 2) the sanctions are too harsh, or 3) the process has been unfair.

**Who to Appeal to:** Students may appeal accountability actions (sanctions) to the:

- **Student Accountability Committee** - if the sanction was brought by the Dean of Students

- **President** - if the sanction was brought by the Student Accountability Committee

## PROCESS OF APPEAL

Students wishing to make an appeal should do so in writing to the appropriate person or body as outlined above within 48 hours of receiving notification of a sanction.

The Student Accountability Committee will hear the appeal in a timely manner. The student(s) may have an advisor of their choosing from within the College community present in front of the committee. Only Student Accountability Committee members will be present during the committee's discussion and decision.

Students wishing to appeal the decision of the Student Accountability Committee should do so to the President.

**Decisions:** When a student files an appeal to the Student Accountability Committee, decisions shall be delivered orally (usually by the Dean of Students) after a decision has been made and in writing within 24 hours.

In an appeal to the President, the decision of the President is final, and shall be delivered orally to the student after a decision is made and in writing to the student and members of the Student Accountability Committee within 24 hours.

**Violations in the Last Month of the School Year:** Since not enough time is left for a comprehensive accountability process, these will be dealt with by summary process rather than by due process.

## VICTIM SUPPORTS

PLBC strives to create a supportive and accommodating environment to victims of harassment and sexual violence. As such there are a variety of supports and protections that the institution will provide for the students ongoing safety and success:

- 'No contact' undertakings.
- On- or off-campus safety planning.
- Class scheduling and other academic accommodations like extensions of assignments, deferrals of exams or withdrawing from a course without penalty.

- Workplace accommodations.
- If issues involve students on dorms, alternative housing arrangements may be made if it is deemed necessary until the matter has been formally reviewed and finalized.
- Restrictions to facilities is an option if it is determined to be a safety risk, including removal from classes or residence.
- If either involved in the harassment complaint is an employee, reassignment or administrative leaves of absences may be taken during an investigation.

- Except is a situation of a serious safety risk to others and/or PLBC has a legal obligation to act, the individual will be the one to determine what, if any, police reporting actions will be pursued.
- If the individual decides to make a criminal report, the PLBC official(s) can accompany the victim/survivor to the police station or have police attend on campus. If criminal charges are laid, the PLBC official can act as a liaison with police, with consent from the victim/survivor and inform them of any process in the criminal case unless restrictions apply.

## REPORTING OPTIONS

There are several options for reporting that are available to individuals who disclose sexual misconduct. These options are disclosure only, Police reporting and third-party reporting to police via Victim Service Agency.

### NON-CRIMINAL PROCESSES:

Though PLBC is not mandated to conduct criminal investigations, the college will do everything to ensure that there is a safe environment for students, staff, and faculty. If an individual wants to make a non-criminal report, a designated institution official will overview the process. Depending on those involved, relevant investigative and/or disciplinary processes are set out in the relevant handbooks and policies.

In any non-criminal process in relation to a sexual misconduct reported, principles of fundamental justice will be followed and all parties treated with dignity and respect. The processes will comply with Human Rights legislation, by-laws, and the Charter.

### CRIMINAL PROCESSES:

If an individual wishes to explore criminal reporting options, there are a variety of processes to assist with filing a report, the investigative process, and criminal charges:

- A designated PLBC official can arrange to have a police officer meet with the individual on campus about the possibility of making a criminal report.
- A designated PLBC official can also liaise with and accompany the individual to the local sexual assault centre, police, or other justice system partners as appropriate.

# RESIDENCE

## PURPOSE OF RESIDENCE

PLBC Residence seeks to provide a living and learning environment that encourages educational excellence, personal growth, and community vibrancy that is founded on Christian faith and values in facilities that are safe and welcoming.

## RESIDENCE LEADERSHIP

### DEAN OF STUDENTS

The Dean of Students provides oversight to benefit the overall living experience in Student Housing.

### RESIDENCE MANAGERS (RMs)

The Residence Managers manage the business of the residence, with the help of the Resident Assistants.

### RESIDENT ASSISTANTS (RAs)

The RAs are assigned to sections of student housing, and they are the first people residents call when help is needed. RAs assist the Residence Manager in facilitating the purpose of student housing, including completing weekly room inspections and enforcing residence requirements.

## DESCRIPTION

PLBC residence features:

- All rooms are double occupancy. Every two rooms share a toilet and shower; every room has its own sink and mirror.

- Residence rooms are furnished with twin-size bunk beds, dressers, desks, and chairs. The resident brings personal bed linens to fit a twin-size bed, towels and toiletries, and high efficiency (*He*) laundry soap.
- Free WIFI access.

#### COMMON AREAS:

- A small self-serve kitchenette
- A fully equipped shared kitchen
- An app-operated laundromat
- A-Frame
- Rec room
- Fitness room
- An outdoor volleyball court

## ELIGIBILITY

The resident must be a student enrolled at PLBC (preference is given to full-time students) and must be 17 years or older; exceptions are made for non-students in agreement with the Residence Manager and Dean of Students. Residents under the age of 18 must have a parent or legal guardian sign the *Residency Contract* on their behalf. All first-year single students who are 21 and under are required to live in residence during their first year of studies at Pacific Life Bible College, unless living with immediate family or legal guardians. PLBC reserves the right to require a resident to vacate the residence on a temporary or permanent basis for a legitimate reason including, but not limited to failure to meet financial obligations of the College, exhibiting behaviour not conducive to the living-learning environment of our residences, or failure to remain in good standing (academic or otherwise) with the College.

## BECOMING A RESIDENT

### HOUSING APPLICATION

Space is limited; new and returning students must complete the “Application for Student Housing.” We recommend that applications be made before July 15 for an upcoming fall semester, and before November 15 for an upcoming spring semester.

- <http://pacificlife.edu/campus-housing>

### CAMPUS RESIDENT CONTRACT

On Move-In day, residents will sign the Campus Residence Contract.

## FEES

### HOUSING RESERVATION DEPOSIT

This non-refundable deposit secures one’s place in the next PLBC semester. Once you arrive, this deposit is applied to your semester housing fee.

### HOUSING DAMAGE DEPOSIT

On Move-In day, a “Housing - Damage Deposit” of \$200 is due. This deposit is held in your account until Move-Out day and returned to you within 7-10 business days if your room is left clean, undamaged, key is returned, and your account has been paid in full.

### REFUND

There is no refund of any housing fees or deposits for residents who leave before the end of the current semester or when there is a functional withdrawal.

## MOVE-IN & MOVE-OUT DATES

These specific dates are published in the Academic Calendar.

### MOVE-IN DATE

The Move-In date is the initial date that residents may occupy assigned rooms.

### MOVE-OUT DATE

Move-Out date is the final date that residents may occupy assigned rooms unless otherwise agreed in writing by the resident and an authorized representative of PLBC. Charges will continue until assigned keys are returned and the resident attends the check-out appointment with a college representative.

Residence is open from September to April. However, application can be made to live in dorms for the summer at a reduced cost based on availability. Contact the Residence Managers for more information.

## HOUSING ASSIGNMENT AND BATHROOM-MATE SELECTION

Housing assignments are received upon arrival. Bathroom-mate selection is designated by the college.

PLBC reserves the right to make assignment of space, to authorize or deny room and bathroom-mate changes, and to consolidate vacancies by requiring a resident to move from one room to another. PLBC does not allow anyone to live in any residence except for the members assigned to it. Subletting or unauthorized use of rooms is not permitted.

## CHECK-IN & CHECK-OUT PROCEDURES

### CHECK-IN

On Move-In day, residents must attend a check-in appointment with a college representative. Residents must arrange payment before keys are distributed.

### CHECK-OUT

Towards the end of every semester, residents will receive check-out instructions and check-out appointment times. Residents should plan the check-out in advance and communicate with roommates and sign up for a check-out appointment.

Checking out requires the following:

- A check-out inspection with a college representative.
- All personal belongings and garbage removed from the room.
- Entire room and bathroom cleaned according to the check-out instructions; residents are not allowed to leave tasks to a roommate or bathroom-mate; each time someone moves out, the room must be completely clean.
- The room key is surrendered at the end of the inspection.
- Residents are not allowed to leave anything in a hallway, on a sidewalk or in a common room.
- Residents are not allowed to leave anything anywhere with a “free” sign on it.
- The lost key fee is \$25.

Residents may choose from the two check-out options below:

#### 1. SCHEDULED CHECK-OUT OPTION

Residents attend the check-out inspection appointment on the Move-Out date that is printed on

the Academic Calendar with the appointed college representative and is 100% ready to vacate.

- The college representative will inspect the residence, collect the keys and note any damages, failure to clean or failure to vacate.
- If the resident fails to attend the check-out inspection appointment, the resident is not allowed to appeal any charges.

#### 2. EXPRESS CHECK-OUT OPTION

If a resident cannot attend a check-out appointment during scheduled appointment times, the resident must notify the Residence Managers in writing of the expected time of departure before the departure. Failure to do this will result in the loss of the entire damage deposit.

- Place your key and the check-out form in the designated envelope, put your name on the outside of the envelope (place the envelope on the dresser); and lock the door.
- The college representative will inspect the residence, collect the keys, and note any damages, failure to clean, or failure to fully vacate.
- This option does not allow the resident to appeal any charges.

### SUMMER STORAGE

PLBC has limited storage availability for summer months. Follow these procedures:

- **Condition.** Everything is taped closed (Except for mini fridges); limit to the number of boxes/containers will be announced.
- **Labeling.** All boxes/containers are labeled with full name and numbered in this manner: If there are 4 boxes, then every box has: “1 of 4,” “2 of 4,” “3 of 4,” and “4 of 4” written clearly.
- **Liabilities.** By storing items, the resident recognizes that (1) PLBC is not liable for any damage or loss of these items, and (2) the resident promises to retrieve the belongings in due time.
- **Length of stay.** The belongings may be stored for the summer months. We expect retrieval to occur before the end of September. Any stay beyond the start date of the following fall semester will have to be

arranged with the Residence Manager. If there is no arrangement made, the items will become the property of the college to do as we must (i.e.: donate or discard).

- **Retrieval.** Residents will only be allowed to retrieve stored property during business hours: Mon–Friday, 8:30 am-4:30 pm, excluding holidays.

## CAFETERIA

Our cafeteria serves a portion controlled, wholesome and nutritious quantity and quality of food that falls within the range of fees you pay.

- Meals are not provided on weekends. Students are recommended to use the kitchen provided to make their meals during these times.
- On holiday weekends and reading breaks, mealtimes may change, and residents may be required to sign-up in advance for meals. Changes to meal schedules will be communicated to you via email, text message, or Facebook message.

### Monday through Friday

Breakfast	7:00 – 8:00 am
Lunch	12:30 – 1:15 pm
Dinner	5:15 – 6:00 pm

### Holidays

Brunch	10:30 – 11:30 am
Dinner	5:15 – 6:00 pm

**The Dorm Meal program is a mandatory, non-refundable fee that provides students meals during the semester, either through the campus cafeteria or the Canteen at City Campus. This covers the operational costs of the cafeteria and helps to provide our community with affordable and nutritional meals.**

## CAMPUS SERVICE PROGRAM

PLBC's Residence Fees are lower than most because of our Campus Service Program. Every week from Move-In day until Move-Out day, the resident participates in four hours of Campus Service which subsidizes the cost of housing. Campus Service work assignments are distributed as needed by PLBC in the library, common spaces, and other areas. Campus Service work assignments apply during holidays and

reading breaks. The value of the Campus Service program is \$900 per semester. Residents who do not complete their work assignments successfully will be fined and may be suspended from studies. A student may opt out of the Campus Service Program by paying the \$900 difference per semester.

At the beginning of each semester, you will be assigned to a work assignment position. You will be given a job description, and a job schedule. Just like any job, you must report for your position on time, and be prepared to do the work that is required. Failure to be punctual or diligent in your assignment will result in a fine per incident. Missing a shift will result in a \$30 fine the first time, \$40 the second time, and \$50 the third time. If a fourth missing shift occurs in a single semester, a resident will be placed on a disciplinary probation and will face additional charges.

Work assignments include cleaning common areas, library, and laundry. If you cannot make a scheduled shift, you are required to find a trained replacement and switch shifts with them. This must be done in advance by communicating with the RAs. It is the student's responsibility to find someone with whom to switch. Please be diligent and considerate when looking for replacements.

Workers must have their supervisor check their work and sign off on their time sheet. It is very difficult to prove your attendance if you do not sign the timesheet.

Exceptions to work assignments can be made in special circumstances, where the student cannot physically or practically complete assignments. They will be charged an additional \$900 per semester. Permission must be given in advance from the Residence Manager. Payment for the \$900 is due up front at the time of registration.

## COMMON AREAS

### COMMON AREAS AND ACCESS

Residents should commit to keeping an open, inviting, and respectful environment in all Common Areas. It is each resident's responsibility to clean up after themselves, especially when using common areas. Planning to come back later to clean up is not acceptable and failure to comply can result in a fine.

### SECURITY

Main doors of common areas such as the A-Frame lounge, rec room, fitness room, and laundromat should always remain closed and locked. The gate to the South Campus parking lot is locked each night at a time that is deemed necessary by the Residence Manager. If the resident passes through the gate after it is locked, the resident must re-lock the gate.

Residents are responsible for ensuring that when a room is left unoccupied, it is locked and armed if an alarm system is in place. Resident's room keys give access to common areas, the laundromat, and the parking lot gate.

## **DORM KITCHENS**

Residents may use the designated community kitchens to prepare and store marked and dated personal food. Each kitchen includes a refrigerator, cooking surface, and microwave. Do not eat food that does not belong to you. Abandoned or unmarked food may be thrown out with no compensation to you.

Kitchens must be attended at all times while cooking.

**Barbecuing.** Barbecuing is only permitted on the grill provided on the south side of the A-Frame. If barbecuing, the grill must be attended at all times.

## **FINES**

Whenever an infraction of code of conduct, policies, and guidelines occurs, a community violation fine and/or other consequence will be issued. For minor infractions the penalty is generally \$20. Residents who incur three minor infractions/fines per semester may be placed on probation. Major infractions of school standards and guidelines will result in the appropriate disciplinary action as outlined in this Student Handbook.

Examples of minor infractions would be an absent or late Campus Service work assignment shift, messy room/bathroom at time of inspection or extremely dirty at any other time, disrespectful use of common areas, boundary violations, etc. In addition to fines, extra work assignments may also be required. Fines may increase for multiple infractions of the same type. Fines will be applied only as needed based upon consultation between the RAs and Residence Manager.

### **RESIDENTS MAY INCUR FINES FOR:**

- Missing a Campus Service work shift: \$40 or more
- Failure of room/bathroom inspection: \$20
- Leaving a mess in a common area: \$20
- Leaving a mess in a dorm kitchen: \$20
- Presence of unauthorized furniture: \$50 and an obligation to remove the furniture
- Noise or Courtesy Hour violation: \$20
- Security violation (i.e.: leaving a window open, door open, or propping a security door open): \$50
- Community Violation: varies from \$20 and up

## **GUESTS**

### **OPPOSITE GENDER**

Residents are to ensure that members of the opposite gender do not enter their room.

### **RESPONSIBILITIES AND LIABILITIES**

When entertaining guests, the resident is responsible for the guest's conduct and adherence to the community standards and guidelines of living in residence. Daytime-Guests are welcome to stay until midnight.

### **OVERNIGHT GUESTS**

Overnight guests are allowed to stay with advanced permission from an RA. The resident coordinates with the RA and notifies the Residence Managers of the details of the guest's stay.

PLBC Students that stay overnight pay \$20 per night, non-students pay \$40. This fee is charged to the host's account.

A resident may only invite an overnight guest for a maximum of 5 consecutive nights, may only have one overnight guest at a time, and may only have 10 nights per semester in which an overnight guest stays in the room. Overnight guests are not permitted during O-week or Final Exam week.

Guests may purchase meals from the cafeteria.

## **KEYS AND SECURITY**

Under no circumstances are PLBC keys to be duplicated or given to another individual. The fee is \$25 to replace a lost key. Notify the college office immediately of lost or stolen keys. Our campus

security, including the security of all the children in the K-12 school, depends on this!

Residents are required to keep the dorm room's doors and windows locked when unoccupied. Main doors and common areas must be locked when left unoccupied. Any theft, damage, or suspicious activity must be reported to the RAs, the Residence Managers, and if necessary, the local police.

Residents are responsible for taking reasonable precautions to ensure that one's own accommodation and the entire building is protected from a breach of security.

This includes, but is not limited to, locking your doors, windows (even on upper floors), not propping open building entrance doors, not permitting unknown persons into residence buildings, and immediately notifying of strangers or security concerns.

## **LAUNDROMAT**

Washers and dryers use an app system to operate. The instructions are posted on the wall in the laundry room. If a machine breaks, please let an RA or the Residence Managers know via email or phone. Residents are also required to supply their own high efficiency (*He*) detergent, bleach, fabric softeners, etc. Residents who wish to store laundry products in the laundry room should label the products clearly. Do not use what is not yours. Ensure that after each dryer load you empty the lint trap. Please be courteous and empty or transfer your load immediately following the wash and dry cycles.

## **LIABILITY**

PLBC assumes no responsibility or liability for the personal property of residents, including but not limited to fire, water damage, theft, earthquake, etc. We recommend "Content's" or "Renter's" insurance, a type of insurance that covers personal belongings. Residents desiring protection must make their own arrangements for insurance.

## **MAINTENANCE REQUESTS**

If you notice something that needs repair, whether it is in a room/bathroom, common area, or a piece of equipment (i.e.: laundry machine, TV, vacuum, etc.), contact an RA or send an email to the Residence

Manager. Concerns expressed to leaders or staff by word of mouth are not guaranteed to be addressed.

Ron Berghuis and Barry Witmer make frequent maintenance repairs on the dorm building. They are often around campus and may need to respond quickly to a maintenance request without your presence or notification. The Residence Manager will do their best to update you on maintenance issues.

## **DORM MEETINGS**

The RMs and RAs will host four Dorm Meetings per semester to communicate important information, to problem solve, and to build community. Residents are expected to attend and invest in dorm life. Permission for an absence must be secured from the Residence Managers in advance of the meeting time.

## **PEST TREATMENT**

Residents shall not allow conditions to exist that in the opinion of the Residence Manager may encourage the infestation or propagation of insects and rodents. Residents are required to promptly report the presence or suspected presence of pests. Authorized personnel may enter your accommodation, without notice and without your presence, to inspect for pests. Should any treatment be required, the resident will be required to comply with the prescribed treatment methods and protocol which may include preparing your accommodation for scheduled treatment. This may include relocating, cleaning, and/or removal and disposal of furnishings or personal possessions. In such an event, the resident shall not be reimbursed by the College for any laundry, disruption, relocation, loss, or loss of use of personal possessions or furnishings. Should the resident fail to follow the protocol, the resident may be held responsible for the cost of rescheduled or additional treatments of your accommodations or other portions of the residence property.

## **PROHIBITED BEHAVIOURS TO DORM ROOMS**

- Alterations of any kind: door locks, removing light fixtures or blinds, or placing items that partition rooms or block hallways.

- Moving furniture from one room to another room. Furniture is assigned to specific dorm rooms.

## PROHIBITED ITEMS IN DORM ROOMS

- Air conditioner / Space heater
- Anything that burns with a flame: candles, candle warmers, oil lamps, lanterns, incense, lighters, etc.
- Broiler / toaster oven / toaster
- Commercial operations
- Contact paper, stickers, use of nails or screws, or adhesives that can cause damage to painted surfaces on furniture, walls, or doors (reusable adhesive putty is acceptable)
- Electric pan / Any type of indoor grill cooker
- Fireworks, weapons, and explosive materials
- Hot plate / induction plate
- Hot sandwich maker
- Light fixtures/strings must have a safety UL or CSA sticker
- Microwaves
- Offensive (as deemed by the SD Department) decorations, signs, or posters
- Oil popcorn popper
- Personal wireless routers
- Pets: not even for a short visit (maximum 1-gallon fish aquarium is permitted)
- Rice cooker (use in the dorm kitchen only)
- Television/computer monitors - over 42"

## RESIDENT CONSIDERATIONS

### COURTESY HOURS (Noise & Lights)

Courtesy hours are from 10:30 pm to 7:00 am.

**Sound:** (“sound curfew”) Music, TV, conversations, and other sound-producing activities such as cleaning, vacuuming, and cooking, are to be kept at a level that does not interfere with other residents’ ability to study or sleep.

**Dorm Hallways:** Let us be courteous of our neighbours and refrain from loudly visiting in the hallways or open doorways. Second floor residents are asked not to run or stomp loudly in the hallways.

## NOISE

Residents are free to have sound-producing equipment in their rooms; however, the noise level should be controlled and kept at room volume so that neighbours both inside and outside the building are not disturbed. Speakers must not face out or be placed in windows without special permission. Failure to maintain an appropriate volume level may result in the removal of equipment from the room.

Loud instruments (i.e.: pianos, guitars, and drums) are not to be played in residence unless all sound is directed through headphones.

## SAFETY

Safety is important to us. When residents plan or are unexpectedly out past midnight or gone overnight, please inform the RAs of your location, nature of activity, contact information, and expected time of return. If an RA cannot be reached in a reasonable time frame, please inform an RA or your roommate or neighbour. When late nights appear to be a contributing factor to a resident’s deteriorating health or commitment as a student, mentoring and/or discipline is to be expected. In the case of overnight absences, before leaving campus, please keep in mind your responsibilities such as Campus Service work assignments, required student/resident events (dorm meetings), and studies.

## ENTERTAINMENT

Music and movies are to be played at listening level and are not to disrupt another resident’s study or sleep.

Please be respectful and servant hearted. Residents are expected to practice a wise habit of choosing healthy, Christ-centred entertainment.

## RIGHT OF PRIVACY

### CONCERNING CO-RESIDENTS

Respect other residents’ privacy by not entering their rooms unless permission has been given. This respect is important for the privacy of every resident and the security of their belongings. Respect each other’s needs during quiet time for devotions, study, and sleep.

### CONCERNING COLLEGE REPRESENTATIVES

Residents can expect reasonable privacy of their rooms, but under these specific guidelines, rooms may be entered and inspected by staff without permission:

- Emergencies
- Need for repairs

- Health/safety/cleaning inspections
- Probable cause (i.e.: reason to believe violations have occurred)

Staff members are to knock, state their reason for entrance, give 30 seconds for a response, and then use their key to enter.

## ROOM CARE & RESIDENT RESPONSIBILITIES

### ROOMS

Residents are expected to keep their rooms clean and tidy at all times. Residents are expected to respect and care for college property.

### CLEANING SUPPLIES

**Vacuum cleaners.** PLBC supplies vacuums; however, it is the resident's responsibility to treat vacuums well, empty the canisters, and return them to their proper storage location. Failure to comply can result in a fine.

**Cleaning supplies.** PLBC supplies all-purpose cleaner, window cleaner, toilet paper, and garbage bags.

### CONSERVATION

Each resident is asked to be conservative in their use of water and electricity.

### INSPECTIONS

Weekly room inspections are conducted once a week by an RA. Each resident is responsible for cleaning the entire room and bathroom. Please learn the cleaning routine and develop a cleaning rotation with room and bathroom mates. Residents do not need to be present during room checks; the RA will enter your room at the scheduled time.

Discrepancies found during this inspection must be corrected before a follow-up inspection 24 hours later. Failure to comply may result in a fine, payable at the office and within one week, or further discipline. Ongoing issues are subject to further fines.

## SAFETY ISSUES

- Residents are not allowed to remove or tamper with fire and safety equipment, such as smoke detectors. Doing so may result in significant fines.

- All hallways and sidewalks are to remain empty and clear of any obstacles (i.e.: books, garbage, boxes, shoes, etc.).
- Residents are to keep their mats, windows, and doors clean and presentable.
- Extension cords must be grounded (3-prong plug) and have a built-in circuit breaker (surge protector) if it has more than one outlet.
- When walking in the neighbourhood after dark, please walk with another person and carry a mobile phone.
- Do not, under any circumstances, invite strangers to the residences. Invitations to strangers should be limited to our public services.

## TRASH

The City of Surrey requires strict recycling of our trash. We must divide our trash recycling and garbage. Please follow the instructions provided on the posters on the bulletin boards.

### REGULAR REMOVAL

Trash must be placed in bags and removed from your room on a regular basis to the garbage dumpster.

### RECYCLE

Paper and cardboard are to be recycled in the large recycle dumpster.

# INTERNATIONAL STUDENT INFORMATION

## CURRENCY/EXCHANGE RATES

The Canadian dollar is the currency of Canada. The Canadian dollar differs from the American dollar (USD) and can be distinguished by the code “CAD.” There are paper bills for denominations \$5 or more and anything less than \$5 comes in coin form. It is Canadian slang to refer to a one-dollar coin as a Loonie and a two-dollar coin as a Toonie. Since exchange rates are ever-changing, it is most beneficial to ask your bank or check exchange rates on the internet: [www.travlang.com/money](http://www.travlang.com/money).

## CROSSING THE CANADA/US BORDER

In order to cross the land border between the US and Canada, both countries require Canadian citizens and Permanent Residents to produce a single document that complies with the Western Hemisphere Travel Initiative: <http://www.cbp.gov/travel/us-citizens/western-hemisphere-travel-initiative>. This requirement is normally met by producing proof of citizenship such as a valid passport, as well as photo identification.

Depending on your country of origin, both U.S. and Canadian border agencies may require both a valid passport and an entry visa. If you are traveling in a rental vehicle, you must have planned with the rental company beforehand and be traveling with the rental documentation on your person.

For further information about restricted items and maximum quantities of goods crossing borders in both directions, see the following websites:

- Canadian Border Services Agency:  
<http://cbsa-asfc.gc.ca/>
- US Customs & Border Protection:  
<http://www.cbp.gov>

## STUDY AND WORK PERMITS

It is your responsibility to understand the regulations of Citizenship and Immigration Canada (CIC).

Please check with Canada Immigration for the latest details of the Government of Canada’s regulations concerning study and work permits:  
[www.cic.gc.ca/english/study/work.asp](http://www.cic.gc.ca/english/study/work.asp)

## RECEIVING MONEY FROM ANOTHER COUNTRY

If you have a local, personal bank account, personal cheques can be deposited and exchanged into Canadian currency. Many banks will allow you to keep money in a foreign denomination, so be sure to check with the bank you are affiliated with. This will make transferring money easier in your time of need or as the exchange rate varies.

If your international credit card is not being accepted on Populi, please contact Chloë Johnson (CJohnson@pacificlife.edu) for assistance.

## HEALTH INSURANCE

The government of BC and the College require that all residents have health insurance (including temporary residents). See “Health Care” on page 18.

## IMMIGRATION

You can call Immigration Canada 24 hours/day, 7 days/week at 1-800-242-2100. They will be able to give you information concerning immigration and citizenship programs and services, applications and information kits, and aid with calculations. Take note that they do not make any immigration decisions.

## USEFUL RESOURCES

There are many useful resources online for international students wanting to study in Canada. Here are a few:

- <https://www.canada.ca/en/immigration-refugees-citizenship/services/study-canada.html>
- <https://www.canadim.com/study/>
- <https://www.educanada.ca>
- [https://www.internationalstudent.com/study\\_canada/](https://www.internationalstudent.com/study_canada/)