

# ***Eston College***

## 2024-2025 Student Handbook



[www.estoncollege.ca](http://www.estoncollege.ca) / [info@estoncollege.ca](mailto:info@estoncollege.ca)

# Contents

Introduction .....	3
Mission Statement .....	3
Student Learning Outcomes .....	3
Personal Life.....	4
Abiding: Cultivating a Christ-oriented Life .....	4
Personal Behaviour .....	4
Discipline .....	4
Student Intervention Committee .....	5
Department.....	5
Academic Advising .....	5
Counselling.....	5
Health Services.....	6
Reporting Illness .....	6
Student Accident Insurance .....	6
Closed Weekends .....	6
Employment.....	6
Corporate Life .....	7
Eston College Cafeteria .....	7
Student Representative Council.....	7
Relationships & Relational Guidelines .....	7
Friendships .....	7
Dating .....	7
Engagement and Marriage.....	8
Christian Lifestyle Statement Regarding Sexuality.....	8
Discrimination and Harassment Policy .....	8
Campus Service .....	9
Required Community Gatherings.....	9
Church Attendance .....	9
Clothing .....	10
Cleanliness.....	10
Context .....	10
On-Campus Media Policy .....	10
Photo and Video Opt-Out .....	11

Student Organizations.....	11
Athletics and Fitness .....	11
College Property and Equipment .....	11
Preventing Damage to Property.....	11
Unlawful Entry to College Property.....	11
Borrowing College Equipment.....	12
College Vehicles.....	12
Fire Safety.....	12
Designated Emergency Meeting Areas .....	12
Eston College Dorm Life .....	13
Luther Student Village.....	13
Men’s and Women’s Wings.....	13
Luther Student Village Guidelines .....	13
Eston College Dorm Leadership at The Student Village.....	13
Student Life Directors.....	13
Resident Supervisors .....	14
Resident Assistants.....	14
Room Checks & Damage Deposits .....	14
In Dorm Time and Quiet Time.....	14
Off-Campus Leaves.....	14
Daytime Leaves .....	14
Overnight Leaves.....	14
Off-Campus Students .....	14
Administrative Information .....	15
Student Complaints.....	15
Airport .....	15
Mail .....	15
College Emails .....	15
Photocopying and Printing.....	15
Income Tax .....	16

## Introduction

Welcome to the Eston College family!

This handbook contains guidelines to direct students to succeed as both a student and a disciple of Jesus. It will inform you concerning general student life, but for all other questions, please speak with a staff member from the Student Services Department.

You will find in these pages a blend of standards and recommendations. The overall aim of both the standards and recommendations is to empower students to succeed as Spirit-filled children of God. This means developing holistically in every area of life. With all rules, there is a “spirit of the law” and a “letter of the law.” None of the rules are meant to exhaust, patronize, or oppress students – they are meant to craft a culture of honour, hope, faith, and love.

To create this culture, every individual within it must have a clear idea of the vision we are aiming for as well as the pitfalls we are hoping to avoid. Both the vision and the pitfalls are understood as biblical directives, so if any of the Eston College guidelines seem to contradict Scripture, please discuss it with the President or Dean of Students.

All communities have rules that they adopt to make the culture civil and productive. These rules are geared to regulate specific contexts. For example, school zones have lower speed limits. The speed limit reflects the context of a certain stretch of road; a school zone is entirely different from a freeway. In the same manner, the dorm life of a college community that mentors and encourages Christ-like living will be very different from an apartment building that values personal freedom and anonymous living.

Each standard and recommendation is put in place with the desire to form both individual disciples of Christ and an intimate community of Jesus' followers.

## Mission Statement

Equipping students to know the Scriptures and the Power of God to further the Great Commission.

## Student Learning Outcomes

Develop a Christian worldview that is founded on Scripture through college-level education that values cultivating self-agency, public proof of learning, and experiential teaching.

Grow in the Fruit and Gifts of the Spirit by nurturing devotional rhythms within a pentecostal community.

Acquire practical skills for ministry in the home, marketplace, local church, and mission field.

Gain motivation to reach the least-reached, serve the marginalized, value the global Church, and care for creation.

Know and experience the daily outworking of salvation by overcoming sin's entanglements to live a joy-filled, abundant life.



## Personal Life

### Abiding: Cultivating a Christ-oriented Life

Practicing the spiritual gifts will help to cultivate a corporate atmosphere rich with the presence of God, but each student also needs to hear the voice of Christ for themselves. A dependence on assignments or communal events will not be enough to cultivate a Christ-oriented life. As a student at Eston College, look for ways to deepen your relationship with Christ. We recommend regularly practicing the following spiritual privileges:

- Prayer
- Worship
- Bible Reading
- Fasting
- Confession
- Service
- Generosity
- Witness
- Journalling
- Meditating on Scripture

### Personal Behaviour

The fruit of the Spirit and a disciplined spiritual life are standards we hope to embody as a college community. At the beginning of a student's time at Eston College, and the beginning of each new College year, Students must sign that they will follow the Student Handbook and Eston College Code of Conduct.

Students of Eston College choose to live according to the following standards:

- Obey the Law
- Treat all people equitably
- Speak and act honestly
- Always strive to honour others with your speech, as well as your physical and sexual conduct.
- Honour God and one another by reserving sex for marriage (as defined by the College's Statement of Faith)<sup>1</sup>
- Practice temperance and grow in self-control by abstaining from alcohol, gambling, pornography, and drug use (Including vaping, tobacco,<sup>2</sup> marijuana, and non-prescription drugs)
- Enjoy media forms and video games that develop mental and spiritual health, enhance community, and promote thoughtful discussion in a Christ-honouring way

### Discipline

Our heart as a college is to provide a nourishing environment for growing in Christ's likeness. For this reason, the College will do its best to help students grow in areas with which they struggle. If a student persists in disregarding the standards listed above, a formal disciplinary procedure will begin to help the

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<sup>1</sup> See Statement of Faith found in the Eston College Catalogue

<sup>2</sup> Eston College understands that smoking tobacco can be difficult for students to quit. Students are required to discuss their use of nicotine with the Dean of Students in order to bring accountability to a process of quitting. Smoking is not permitted on the RAC Campus and will result in a \$75.00 fine.

student attain victory in their life. Situations are dealt with on a case-by-case basis and every attempt is made to guide students toward the goal of restoration and growth. A student who chooses not to submit to the college standards during a semester may face expulsion or be denied admittance into the following semester.

### *Student Intervention Committee*

If a student consistently fails to live within the guidelines and expectations of Eston College, a member of Student Services will discuss this with the student.

If the Dean of Students judges the offence to be a major infraction of college guidelines or biblical standards, the Dean may refer the student to the Student Intervention Committee (SIC). The SIC will meet with students who are experiencing difficulty of a broader or repetitive nature, or when counselling has failed to remedy a situation. The SIC consists of four people: a representative from academics (usually the student's academic advisor), a member of the student leadership (if the student wishes), Student Services, and the administrator (a member of the Administrative Cabinet, but not the President).

The SIC Procedure can be requested from the Dean of Students.

## Department

Department refers to "how one conducts oneself including behaviour before and towards others."

Twice each semester, a student's department will be evaluated by the Student Services Department.

Input may be received from peers and staff. The student will be informed as to areas of personal strength and areas that need development. A passing mark in Department is required for every student to graduate from Eston College.

If any major problems are noted through this evaluation process then the Student Services department will conduct a more thorough evaluation and provide the student with a written explanation of the areas that are suffering. Next, they will arrange a personal meeting with the student to determine what steps the student should take to redeem their behaviour. If a student believes that they have failed department unfairly they may appeal to the Administrative Cabinet at this time.

## Academic Advising

The Academic Dean and the Registrar are available for Academic Advising. These people are available to give counsel on academic work, course selection, and internship oversight. Students are encouraged to seek the help of faculty members (including the Academic Dean and Registrar) throughout the year.

They can be particularly helpful when facing an academic crisis, such as a drop in motivation or a heavy assignment load. Remember that each faculty member has also been a student, and they have learned tricks and tools to make it easier. Planned study halls and coaching are also available during each modular class.

## Counselling

Informal group and one-on-one pastoral counselling are provided through the Student Services Department. If a student requires further counselling, the Student Services Department can assist them in finding a trained counsellor appropriate for the student's needs.

In giving attention to the needs of students, it is the policy for staff and student leadership to preserve confidential and personal information. However, in cases where a student discloses information that threatens the physical well-being of themselves or others, such confidentiality is no longer considered

morally productive. Awareness of this type of information is to be expressed to the Dean of Students within 24 hours.

## Health Services

Regina has two hospitals as well as many doctor's offices and other medical facilities which students can utilize. All Saskatchewan residents holding a valid health insurance card have full benefits of the provincial health insurance plan. Out-of-province students may be required to pay for their medical services and collect these costs from their province. (Direct billing is available if an appropriate health card is presented.) Out-of-country students may apply for Saskatchewan health insurance.

### *Reporting Illness*

If a student is diagnosed with a communicable disease, they must report it to the Student Services Department for the protection of the larger community.

Any student with an illness or injury which prevents them from attending a college function should also report the illness to a member of Student Services before the function is missed.

### *Student Accident Insurance*

An accident insurance policy is carried out on each student while registered at Eston College. Please ensure that if an accident or a medical emergency happens while you are a student you ask the doctor for a note and keep all receipts for costs incurred. Further information will be included in your welcome packet.

## Closed Weekends

Since there are a variety of events that are an important part of the spiritual and academic life of the college, students will not be given overnight leave during these times, except for special circumstances.

The following are times when students are required to stay on campus (please see the Eston College Calendar for dates):

- Orientation Week
- Opening Services
- Outing to the Hills
- Encounter Preparation days
- Encounter Weekends
- Mod travel weekends
- Behold
- Graduation
- WAT prep (for those involved)

## Employment

All students desiring full-time or continuous part-time employment must obtain permission to do so from both the Dean of Students and the Registrar. For information regarding international student employment please contact the Office of Immigration and Refugees Citizenship Canada at:

<https://www.canada.ca/en/immigration-refugees-citizenship/services/study-canada.html>

## Corporate Life

### Eston College Cafeteria

The RAC Campus Cafeteria provides meals for students on our meal plan from Monday – Friday (excluding Wednesday Supper, which is a community group meal, and when students are gone on trips or during Christmas break).

Most students will choose to have all their weekday meals provided this way. But for students who have other arrangements meals can be purchased individually, or meal cards can be purchased from the main office.

If you are taking a meal because of a staff-approved meeting or responsibility, there is no charge for the student.

Family Pricing: The spouse and kids of Eston College Students, can pay the student meal pricing for special events such as the Christmas and Grad Banquets, conferences, and grad weekend.

Students who eat all their meals at the cafeteria must sign out if they plan to miss a meal at least one meal in advance.

Students who do not eat all their meals at the cafeteria must sign in if they plan to come to a meal at least one meal in advance.

Students who come for an individual mod can pay at the office for the meals they will be present.

### Student Representative Council

Eston College students are represented by the SRC, a body that is elected annually to act as a liaison between the students and the College administrative cabinet. They strive to better the spiritual, academic, and social life of the student body and are governed by the student council constitution.

### Relationships & Relational Guidelines

All people are created in the image of God and must therefore be treated as such. At Eston College, we seek to interact with people based on their God-given identity instead of their behaviour. All people are to be respected as equals and are to be valued as image bearers of God. Regardless of the relationship, respect and civility must be extended to the other members of the community respecting their privacy and property.

#### *Friendships*

Friendship is concerned with the moral, social, and intellectual well-being of others. In friendship, we build one another up, celebrating each other in our triumphs, and encouraging each other through our struggles. Friendships are marked by mutual respect. Healthy friendships have a habit of respecting people who are outside that relationship. Excluding other people implies disrespect. Though closer friendships are to be treasured, they should not devalue others outside of that relationship. Friendships are not to be marked by exploitation of any kind.

#### *Dating*

At the outset of a formal romantic relationship, we ask that the couple visit the Student Services Department to further discuss the ways to succeed as a dating couple at Eston College.

The purpose of these guidelines is to enhance and promote a healthy relationship. It is ideal to have relationships that are socially responsible, sexually moral, and productively intimate. It has been found



that respect is best fostered in relationships that are established within the second semester. Since Eston College is committed to fostering respect among its students, new relationships beyond friendship are not permitted during any student's first semester of attendance. At the onset of a dating relationship, the couple must meet with the Dean of Students to discuss expectations and receive guidance on dating within the Eston College community. Because Eston College is a unique context, relationships can accelerate beyond what is reasonable.

Practically and philosophically, no relationship at Eston College will be considered entirely private. At all times, public accountability is an element of the relationship.

This means that undue displays of public affection are not appropriate. Eston College will always favour and promote a reasonable yet conservative expression of public affection. In respect for the community, an appropriate sign of physical affection is holding hands. Inappropriate signs of physical affection include holding hands in the other person's lap, stroking the other person, back massages, sitting or lying on the other person's lap, lying down beside one another, or sharing a blanket. If you have further questions about this please speak to the Dean of Students. Please note that the same rules apply to all relationships (including those who are engaged).

### ***Engagement and Marriage***

Since engagement and marriage during the college term are very disruptive to a student's learning, they are strongly discouraged. Those wishing to get engaged or married during the school term should strongly consider how it will affect their time at Eston College and be willing to commit to pre-marital counselling.

### ***Christian Lifestyle Statement Regarding Sexuality***

In our statement of faith and conduct we affirm the sanctity of marriage, first described in Genesis, as the lifelong exclusive commitment between one man and one woman. Along with this positive affirmation of marriage as a male-female union, there are clear prohibitions against same-gender sexual relations in the Scriptures. The Eston College community is expected to refrain from any sexual intercourse – heterosexual or homosexual; premarital or extramarital – outside of the marriage covenant.

There is currently much debate among believing Christians about the nature and causes of homosexuality, and about a faithful Christian response to same-sex attractions. We acknowledge that we are all sinners in need of grace, and are all called to redeemed humanity in Christ. We recognize that students at Eston College who struggle with their sexual orientation have felt marginalized and alone, and recognize the pressing need for a safe campus environment for all students.

## **Discrimination and Harassment Policy**

Eston College does not tolerate discrimination or harassment. People of all races, genders and ages are respected. Harassment is any behaviour intended to disturb or upset. To respond to harassment:

1. Say No – express that you find the behaviour in question offensive and demand that it stop.
2. Keep Records – if the behaviour continues, make a record of dates, times, and details of the specific incidents and of your attempts to indicate the behaviour is unwanted.
3. Report the Incident to one of the Harassment Committee members.

Eston College has a Harassment committee that consists of the Harassment Officer (appointed yearly), and three of the people listed: Dean of Students, Academic Dean, Administrator, and an external counsellor. If you have been a victim of harassment, you can report the situation to the Harassment Officer, or any of the members of the Harassment Committee. Understand that when you tell someone

in leadership at the college you have been harassed, they are legally obligated to respond to the situation, according to the College's Harassment Policy.

For further information on all harassment issues, please consult the complete Discrimination and Harassment Policy, which is available through the main office or the Student Services Department.

## Campus Service

There are three main objectives for campus service:

1. To keep the cost of education as reasonable as possible.
2. To give students the opportunity to learn and develop job-related skills.
3. To develop a conscious appreciation for the privilege of service to the Lord.

With every student doing an average of five hours of work per week, costs at Eston College are kept substantially lower.

Students are expected to do a quality job and be prompt, willing, and responsible. If students are unable to do their campus service, they are required to find a substitute.

If a student is late for campus service or absent without a sub, they will receive a written warning for the first offence. After this, a \$5 per ½ hour fine will be enforced for all subsequent incidents.

Students may request transfers to another area of work by requesting a change to the Campus Service Administrator. Changes may be approved if there are valid reasons for the request and the availability to transfer. Students who do not demonstrate self-motivation and responsibility may be transferred to positions with more hands-on supervision.

The attitude and work ethic of all students regarding Campus Service will impact their Department evaluation.

## Required Community Gatherings

A vibrant spiritual life cannot be legislated or forced, but Eston College desires to encourage a growing and maturing spiritual life through community and accountability. For this reason, the following things are mandatory for full-time students, and for part-time students during mods they attend since they help create an atmosphere for growing in Christ-likeness. If students wish to be excused from any of the following elements of community life, they should speak with the Dean of Students.

- Chapel
- Abide
- Floor Meetings (Luther Student Village Students)
- Wednesday Supper Groups
- Once a Mod SRC Events
- Conferences & Special Services

## Church Attendance

By the end of Module 2, students must have chosen a church to be their home church while attending Eston College. If students are already connected to a local church they are encouraged to remain with that congregation. If a student decides they would like to change churches after Mod 2, they should consult with the Dean of Students first.

## Clothing

We are image bearers of God and our bodies are good. How we present ourselves physically communicates a message about our values and what we think of ourselves and others. Following Christ means that every aspect of our life (including our clothing) needs to be considered. We dress for who we want to be, and how we want to be seen. North American culture promotes hyper-sexualization and contextual inappropriateness in clothing choices. Instead of accepting these norms, students' clothing should consider two main principles: Cleanliness and Context.

### *Cleanliness*

Cleanliness is straightforward. Students should engage in a regular hygiene routine and wear clothing which is clean and neat. This is part of self-care.

### *Context*

Different clothing is appropriate for different situations. When you choose your outfit, consider the context you are dressing for and what you communicate with your clothes.

Regina Apostolic Church Campus: This is a professional space and we ask that students dress appropriately. As a baseline, jeans or nice shorts, and T-shirts are appropriate. However, a professional space is not the right space for loungewear or athletic wear (unless students are utilizing the gym), such as sweatpants, yoga pants, or tank tops. Eston College is an academic institution, and we desire to prepare students for different ministry contexts.

Dorms: The Dorm represents your home and offers a place to relax. While your room is a private space, there are also public spaces where students should consider the comfort of those they will be interacting with.

Formal Events: Some dress clothes will be necessary for events such as the Christmas Banquet and Graduation Ceremonies.

Ministry Opportunities: Students will have many opportunities to practice ministry, and again context is everything. Participating on a worship team or preaching at a very conservative church will likely require dress clothes, while shovelling snow door to door, or working at a shelter will require much more casual choices.

## On-Campus Media Policy

A student's time at Eston College is short, yet it provides students with the opportunity to grow Spiritually by building lifelong habits and friendships. One of the greatest threats to growth is social and entertainment media. The average young person spends more than 40 hours a week on entertainment and social media. We desire that your time at Eston College would cause you to reconsider your relationship with media. We, therefore, have several recommendations to help you on this journey.

1. Consider what the media you consume is doing to you. How is it contributing to, or taking away from your spiritual and mental health? Does your relationship with, and consumption of media honour Christ?
2. Limit media and video games to the weekends. Use your weekday daytime hours for class and study, and your evenings for being with the community. Consuming excessive media in your dorm room or home will rob you of valuable community and education.
3. If you are consuming media in public (music or video), be courteous to those around you. Wear headphones, or agree together on what the group is watching or listening to. Different

people have different standards of what they are comfortable consuming. Don't choose media that others in the group are not comfortable with.

If a student's media usage is unhealthy or addictive and is causing the student to struggle academically, spiritually, or with their mental health, Student Services may change these recommendations to requirements as well as provide counselling and support for that specific student.

## Photo and Video Opt-Out

By enrolling in Eston College you are agreeing to allow Eston College to photograph and record you. These photographs and recordings can be used by Eston College in both online and print publications, advertisements, and all other forms of current and future media.

If you do not wish to be photographed or recorded and have your likeness used in these ways, you may write to Eston College and opt-out. If you opt-out, you agree to avoid all group photos and videos for the College year. Also, should you opt-out, Eston College will not be able to include your image in the yearbook.

I understand and agree that I have read and understood the policies contained in this document, and that by choosing not to opt out in writing, I am permitting Eston College to use my image as appropriate for college publications and promotions.

## Student Organizations

Students are given wide latitude in organizing and operating student organizations. Any student wishing to establish a "society" should go to the Dean of Students with a proposal. The Dean will determine if the proposed organization would operate according to the policies and directives of Eston College. The Dean of Students reserves the right to approve or make recommendations to the proposal.

## Athletics and Fitness

Our physical health is important to our overall well-being.

The RAC Campus has a gymnasium that can be booked for team practices, intramurals, or casual athletics.

Throughout the academic year, Eston College facilitates recreational leagues in which students are encouraged to be involved, regardless of athletic ability.

Depending on the student body and interest, College teams can also be developed to participate in tournaments or play in local leagues.

Students can also obtain discounted rates for the fitness facilities at the University of Regina.

## College Property and Equipment

### *Preventing Damage to Property*

Any damage that is done to Eston College or RAC property deliberately or through intentional carelessness will be subject to a minimum \$50 fine based on the extent of the damages. Damage done to Eston College property which is not reported or cannot be traced may be charged equally to all students at the discretion of the Student Services Department.

### *Unlawful Entry to College Property*

Unauthorized entry into a room, locked or unlocked, is an indictable offence and will result in a \$50 fine, reimbursement for damage or loss, and/or temporary suspension from College.

### ***Borrowing College Equipment***

Students must receive permission first before taking or borrowing college-owned items. This includes all equipment, furniture, tools, vehicles etc.

### ***College Vehicles***

All drivers must be on the approved list with our insurance agency to drive a college vehicle. The vehicle must be reserved by a staff member in advance at the main office. College vehicles are not to be used for personal use.

## **Fire Safety**

For those living in Luther Dorm, see their fire safety regulations.

When the alarm goes off, everyone will evacuate the building and there will be a roll call to determine if anyone is missing.

In the case of real fires or drills, everyone will evacuate and meet in the designated meeting areas (see below). If someone is missing during the roll call, everyone should wait outside and inform the fire department when they arrive. In the case of an accidental alarm trip, the standard procedure is to treat it like the real thing and evacuate. Whoever accidentally tripped the alarm needs to inform an RA or staff member during the roll call. The RA or staff member will then deal with the pull station when they are certain that it is not possibly a real fire. Legally, no one is admitted back into the building until the "All Clear" is given.

### ***Designated Emergency Meeting Areas***

In the event of a fire or other emergency, everyone must be accounted for as soon as possible. If there is a fire in the residence, all occupants of that residence are required to go to the meeting area in Lot 13.

If there is a fire in the RAC Campus, all students, faculty, and staff on campus are required to go to the meeting area in the main parking lot.

If a fire occurs:

- Pull the fire alarm lever then call the fire department.
- Close windows and doors as you leave.
- A designated staff member or student leader will check rooms and washrooms for any persons remaining in the building.
- Walk quickly to the nearest designated exit. The first one to the door should hold it open and stand out of the way. Do not bother to take anything, JUST GET OUT!
- Stay clear of the building until instructed to re-enter.
- Do not run or panic. Panic produces false actions and fear.
- There will be fire drills throughout the year of the complex.

If there is a fire in the residence:

- Fall to the floor
  - Crawl (staying close to the floor) to the bedroom door
  - Get up on your knees and feel the door with the back of your hand (it is more sensitive than your palm) and check for heat.
  - If the door is not hot, open the door with caution. If hot, use an alternate route, e.g., window.
  - Remember to stay low. If you stand and breathe in smoke, you will pass out within seconds. •
- If you can open your door, go to the nearest exit.
- If a passage is blocked by smoke or fire, choose an alternative exit.

## Eston College Dorm Life

### Luther Student Village

Eston College has partnered with Luther College to provide rooms for our students in the Luther Student Village. Students wishing to live in Luther Dorms must indicate this on their Eston College application. Eston College Students DO NOT apply directly to Luther. All payments and applications come to Eston College.

#### *Men's and Women's Wings*

Eston College has arranged to have a men's wing and a women's wing at the Luther Student Village. These wings are only to be entered by the designated genders assigned to them.

#### *Luther Student Village Guidelines*

Guidelines Specific to living in Luther Dorms can be found at:

<https://www.luthercollege.edu/university/residence-food-services/current-residents/the-student-village-handbook-online>

Students planning to live in Luther Dorms must read and familiarize themselves with these policies. Information can be found regarding the following:

- Luther College Staff
- Student Village Building
- Keys
- Insurance
- Parking and Bus Service
- Maintenance and Housekeeping
- Security and Guests
- Residence Mail
- Community Living Standards
- Room Entry
- Harassment
- Noise Policy
- Fire Safety
- College Breaks
- And much more

At times, Eston College and Luther Student Village will have different standards with Luther being more lenient in some areas. An example of this is our alcohol policies. In cases where our standards are different, Students of Eston College must follow the Eston College Student Handbook.

### Eston College Dorm Leadership at The Student Village

#### *Student Life Directors*

Student Life Directors (SLD) oversee student life for students both in the dorm and off campus. They act as an extension of the Dean of Students and Associate Dean. They may or may not live in the Student Village. At times they represent the administration to the students and at other times the students to the administration. While they give guidance to the RSs and RAs, they are also available to all students for encouragement, prayer, accountability, guidance and care.



### ***Resident Supervisors***

Resident Supervisors (RS) live in student housing and bring spiritual leadership to the dorm. They are available to provide guidance and mentoring to the students in the dorm.

### ***Resident Assistants***

Resident Assistants (RA) support Student Services by providing administrative and spiritual direction to the dorm. They facilitate a healthy atmosphere in the residential community and provide accountability for the community's guidelines.

## Room Checks & Damage Deposits

Rooms must be taken care of and remain tidy. Eston College staff reserve the right to enter rooms for health and safety reasons.

At the beginning of each year, a damage deposit is charged to each student. Fees will be extracted from this amount for any necessary cleaning, moving, or packing that the student does not do before leaving the school at term-end. Charges will also be made for structural damages caused by the student to their room, residence, or the campus.

## In Dorm Time and Quiet Time

Students are encouraged to be in their dorm by 10:30 p.m. from Sunday night to Thursday Night and by 1:00 a.m. on Friday and Saturday nights. As a courtesy to the dorm leadership, and for fire safety, any student that is not in the dorm by these times must contact their RA to let them know when they will be in.

If a student is consistently arriving at the dorm past the recommended time, and it is interfering with their academics or holistic health, Student Services may change these recommendations to requirements for that specific student.

Quiet time at The Student Village is 11:00 p.m. – 7:00 a.m.

## Off-Campus Leaves

### ***Daytime Leaves***

Permission is not needed to go off campus. However, Eston College's standard of courtesy is to inform one's RA when absent for extended periods. If a student is going to miss a meal provided at the Regina Apostolic Church Campus, they must sign out for that meal.

### ***Overnight Leaves***

If a student living in Luther Student Village intends to leave the campus overnight, they must sign out with a member of Student Services. All leaves must be authorized by a Student Services representative. The proper procedure is for a student to ask their RA (and then an SLD if their RA is away) to sign off on their leave details to confirm that all details have been arranged properly [e.g., campus service sub, etc.]. When a student wishes to take a student(s) of the opposite sex to his/her home, they must meet with the Dean or Associate Dean of Students to discuss appropriate arrangements.

## Off-Campus Students

Full-time students living off-campus are expected to participate in all college activities and functions the same as resident students (excluding residence activities) unless there has been an agreement between

the student and the Student Services Department. Off-campus students will be kept informed about any events through the Student Life Director, Populi announcements, and group chats.

Part-time students living off-campus are expected to participate in all college activities and functions during the modular classes that they are taking unless there has been an agreement between the student and Student Services.

All non-student spouses of married Full-time students are welcome to take one tuition-free class each semester for audit or credit.

## Administrative Information

### Student Complaints

Students with formal complaints can communicate their concerns to a variety of sources. These sources include (but are not limited to) the SRC, the Academic Dean, or any representative of the Student Services Dept. These representatives may deal with students' complaints as an ombudsman (an intermediary) or may direct students to those directly responsible for that area. A written response to the complaint will be given to the student. A record of the complaint and a written response is kept on file. Students not satisfied with the handling of their complaints can communicate their dissatisfaction to the accrediting agency of Eston College:

The Association of Biblical Higher Education

5850 T.G. Lee Blvd., Ste. 130 Orlando, FL  
32822

Voice: 407.207.0808 FAX: 407.207.0840

### Airport

At the beginning and end of the semester, students can receive transportation to or from the airport for a \$30 fee.

### Mail

Students living in the Luther Student Village can have their mail sent to:

YOUR NAME  
c/o Luther College LC110  
3737 Wascana Parkway  
Regina, SK  
S4S 0A2

### College Emails

Each staff and student will receive a college-based email address that will be used for formal and informal communications. Typically, it is your first initial, last name, and the date you started @estoncollege.ca

For Example Jane Smith starting this year would be jsmith23@estoncollege.ca

### Photocopying and Printing

Photocopying and printing are available at the RAC Campus for a fee.

## Income Tax

A T2202A income tax form will be sent out to each student by the end of February for the previous year's fees. The amount of tuition paid can be used as a deduction when you file your income tax. You may choose to sign it over to your parents if you are unable to use it for yourself.