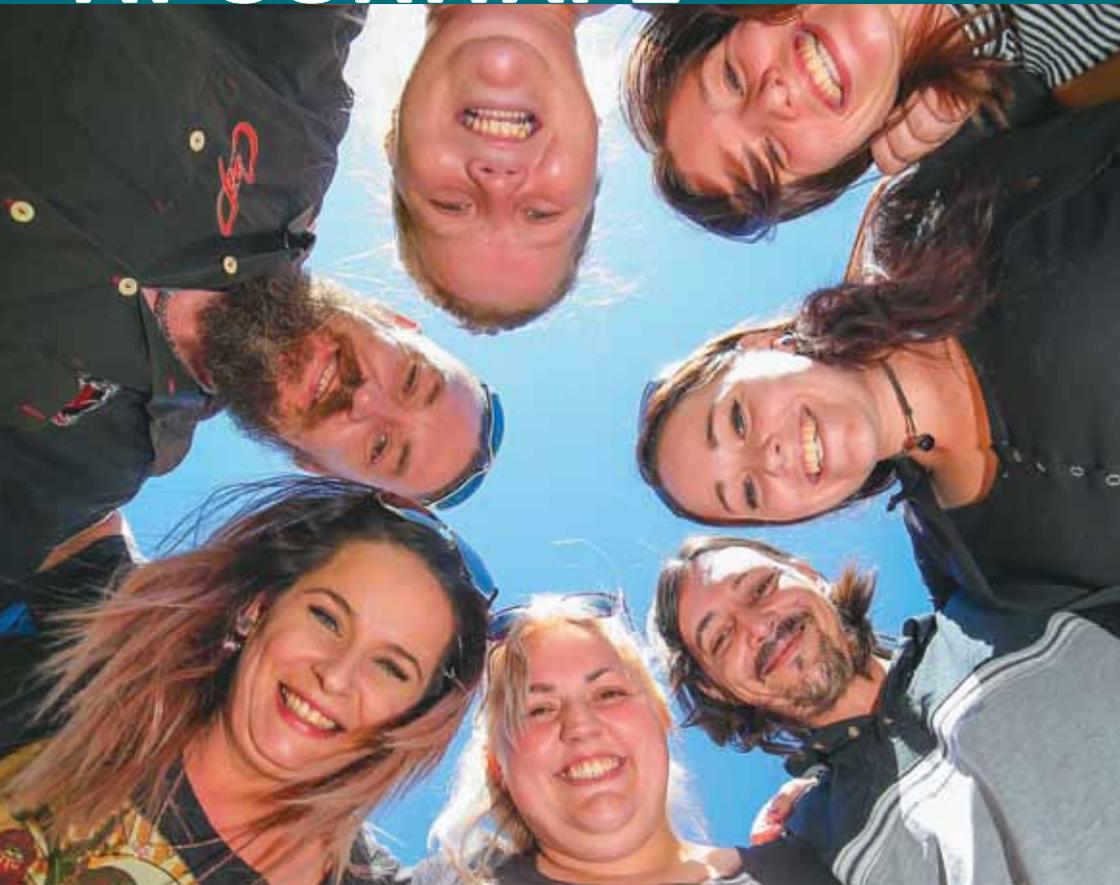


LIVING ON RESIDENCE AT SUNITAFE



sunitafe.edu.au



CONTENTS

Introduction	3
Prospective Students and Residence Inspection	4
Application Procedures	5
Residence Rates Schedule	6
Rental Fee Payment Options	8
Residences Handbook	11
Privacy Notice – Student Residences	12

DISCLAIMER: Please note that the information given is intended as a guide for current and prospective students or interested persons. The information in this document was correct at the time of printing (Oct 2018). However, changes may have occurred since printing. Please contact the contact the Customer Service Centre if you have any concerns.

CRICOS Provider Code: 01985A | RTO Code: 4693

INTRODUCTION



SuniTAFE Student Residences is not just a place to eat, sleep and study. Living on residence will provide you with the opportunity to join a community of students from all walks of life.

SuniTAFE Student Residences is an informal environment; however there are some rules all residents have to abide by. In particular, we insist that everybody behave in such a way as to guarantee the following rights for all residents:

- To study without interruption or interference.
- To have the safety of all residents and their personal property respected.
- To be free of intimidation or harassment.

Please note that SuniTAFE Student Residences is not a supported accommodation service, and caters for students with independent living skills.

Students who may have additional support needs must ensure that appropriate arrangements are in place before applying for Student Residences accommodation.

For more information, please see the Residences Selection Policy on our website.

PROSPECTIVE STUDENTS AND RESIDENCE INSPECTION



Prospective students are welcome to visit SuniTAFE and tour our student residence facility. To make an appointment for a guided tour please contact the residence officer 5022 3721.

APPLICATION PROCEDURES

An Application for Residences Accommodation is to be completed and handed to the residence officer or via residence email together with the Registration Fee (non-refundable).

A parent or guardian must contact the Customer Service Centre directly if their young person or the person they are legal guardian of is applying for residency. Due to duty of care all students applying for residence must be over the age of 18.

Priority is given to students living away from home, first year students, full-time students and also 2nd year (or more) students willing to be Unit Leaders.

Applicants may be required to attend an interview with the Residence Interview panel and will be informed as to the outcome of their application by email.

Students will be asked to pay the relevant bond amount and a key deposit upon their acceptance into SuniTAFE Student Residences.

RESIDENCE RATES SCHEDULE

These rates apply to occupiers of all Units.

Registration Fee

A registration fee of \$40.00 must accompany an application for residence.

Bond

Full time Residents	\$400.00
Apprentices	\$200.00
Key Deposit	\$50.00

Accommodation Costs

Successful applicants will be allocated rooms based on availability. Accommodation may be single or shared occupancy. Each occupant is provided with a single bed and mattress, study desk and bookshelf, wardrobe and bedside drawers. Access is also provided to share kitchen, bathroom, recreational facilities and a study room with free access to computers and internet.

On arrival, the Residence Bond and 2 weeks rent in advance are required to be paid. Residences are also required

to arrange rental payments through direct debit or Centrepay prior to occupancy. Rent must be paid no less than fortnightly thereafter, remaining in advance at all times. There is a discount of 10% available to students if they choose to pay the full academic year in advance (approximately 46 weeks).

Large Single Room	\$165.00
Single Room	\$150.00
Shared Room [per person]	\$100.00

Apprentices And Trainees

Fee per night [with linen]	\$30.00
----------------------------	---------

Weekly Rates

NOTE: If more than two Apprentices share a room, study desks and wardrobes may also be shared.

Please be advised that the Institute reserves the right to change Residential accommodation costs. Residents will be given 30 day's notice prior to this occurring.



RENTAL FEE PAYMENT OPTIONS

The rental fees are a set amount that must be paid in advance at all times (with the exception of Apprentices who pay 1 week prior to the commencement of each Block Release stay).

There are three payment options only available for the payment of rental fees. All residents must pay by using one of these options set out below.

Option 1 – Advance Payment

Rental fees can be paid in advance to obtain the following discounts. Full Year in advance – 10% discount. Payments must be made by cash, cheque, credit or EFTPOS. Contact the Residence Office for more information.

Option 2 – Debit Success

SuniTAFE uses an external provider (Debit Success) to manage instalment payments. Rental fees will be automatically debited each fortnight from your nominated bank account or credit card. Students who accept the

direct debit option will be charged a \$10.00 administration fee. You must ensure that adequate funds are available in your bank account for this to occur. Should there be insufficient funds available, your bank will charge a dishonor fee and you will receive correspondence from the Institute and are liable for any dishonor fees charged by your bank to the Institute. Contact the Customer Service Centre for a copy of the Residential Payment by Instalment form.

Option 3 – Centrepay Deduction System

Centrepay is a free direct bill paying service offered to customers receiving payments from Centrelink. Residents may choose to use Centrepay to have their regular rental amount deducted from their Centrelink payments and paid to the Sunraysia Institute of TAFE on their behalf.

Set fee dates for all payments of Direct Debit and Centrepay must fall in line with these dates.

Room Rental During Term Breaks

There may be some occasions where outside organisations are running functions and need accommodation. Your rooms may be used for these visitors in the term break. All belongings

will be securely stored and notice will be given to all residents regarding these functions. Students whose rooms are being occupied by guests will not be charged rent over this period.





RESIDENCES HANDBOOK

The SuniTAFE Student Residences Handbook contains essential information for students living on Residences. This information includes:

This information includes:

- Residence disciplinary fines schedule
- Rules of residence
- General guidelines of residences
- Policies relating to residences

All residents must comply with all policies, procedures and guidelines detailed in the handbook for the duration of their tenancy.

PRIVACY NOTICE – STUDENT RESIDENCES

We are required to gather records and store personal information as part of the application process for a placement in this facility. Any information provided is given voluntarily, however applications may not be successful if we are not provided the required information to complete your application.

The information you provide to us on the Residents Application Form is used to ensure you have the support and resources you may need during your stay with us.

Confidentiality of information is maintained at all times, except under the following circumstances:

- If you disclose that you intend to harm yourself or harm any other person or property;
- If you disclose that you have committed an unlawful act or intend to commit an unlawful act;
- If you are a minor and/or have a legal guardian, staff have a duty of care to ensure that parents/guardians are

informed of issues or concerns in relation to your personal safety, wellbeing and study related matters; and

- If the information is harmful to the Institute, staff have a duty of care under the Public Service Code of Conduct to report this information to the Senior Leadership Team.

Any student under the age of 18 years, and/or under a guardianship order must complete a consent form prior to occupancy so that their legal guardian can be contacted in an emergency, and when there are concerns about risks to their residential status or safety.

This consent form for minors also gives parents and guardians permission to contact staff directly if they have any concerns. Your personal information cannot be disclosed to any other person without your written or verbal consent, this includes parents, guardians, other family members, or partners.





OCT 2018

MILDURA CAMPUS

Benetook Avenue, Mildura VIC 3500

E: mildura@sunitafe.edu.au

T: 03 5022 3666

www.sunitafe.edu.au

