

1 Purpose

This procedure sets out the specific actions required to ensure that termination of tenancy from SuniTAFE Student Residences is actioned and recorded in the correct manner, and that the SuniTAFE Student Residences is a safe and secure environment for all residents.

2 Scope

This procedure is to be used by the Residence Officer or approved delegate, and applies to all residents of the SuniTAFE Student Residences.

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4 Definitions

ACRONYM / Term	Definition
Rent arrears	Monies which should have been paid to SuniTAFE by the resident for use of a room, but have not been paid.
Natural expiration	The natural end of the tenancy agreement/ contract period.

5 Actions

5.1 Termination by student due to natural expiration of agreement

5.1.1 Where the tenancy reaches its natural expiration date the resident, having made no additional arrangements to continue residing on SuniTAFE Student Residences, must complete and submit to the Residence Officer the following:

- 5.1.1.1 Vacating Residence Notification and Refund Request form
- 5.1.1.2 Room Inventory/Condition report form
- 5.1.1.3 Residence Evaluation form (completion of this form is voluntary)

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- 5.1.2 The Resident must also return the room key to the Residence Officer.
- 5.1.3 The Residence Officer, as per the Bond, Rent and Key Deposit Procedure, will process the termination and any applicable refund.

5.2 Termination by student with notice prior to natural expiration of agreement

- 5.2.1 Where a resident requests to terminate the tenancy prior to the natural expiration, the resident is required to provide two (2) weeks notice to the Residence Officer. The two week notice period will be calculated from the date the Residence Officer receives written confirmation of the residents intent to terminate the agreement *(the completion of a Vacating Residence Notification and Refund Request form as per 5.2.2 will serve as written notice.)*
- 5.2.2 The resident must complete and submit to the Residence Officer the following:
 - 5.2.2.1 Vacating Residence Notification and Refund Request form
 - 5.2.2.2 Room Inventory/Condition report form
 - 5.2.2.3 Residence Evaluation Form (completion of this form is voluntary)
- 5.2.3 The Resident must also return the room key to the Residence Officer.
- 5.2.4 The Residence Officer, as per the Bond, Rent and Key Deposit Procedure, will process the termination and any applicable refund.
- 5.2.5 Where the resident leaves the Student Residences facility before the end of the two week notice period, the resident will forfeit the two weeks rent paid for that period.

5.3 Termination by SuniTAFE

- 5.3.1 SuniTAFE may terminate a resident's tenancy in the event that:
 - 5.3.1.1 The Resident Officer is notified by the classroom teacher that a resident is not actively engaged in the class on a monthly basis.
 - 5.3.1.2 The Residence Officer is notified by a classroom teacher that a resident has been withdrawn from their course by Sunraysia Institute or an approved education institution.
 - 5.3.1.3 The Residence Officer is notified by Finance that a fine issued to a resident under the Residence Breach of Guidelines Procedure remain unpaid.
 - 5.3.1.4 The Residence Officer is notified by Finance that a resident's rent remains in arrears.

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- 5.3.2 Residents will be notified in writing and given two weeks notice to rectify the situation. In some circumstances, as determined by Senior Executive, the two weeks notice may not apply.
- 5.3.3 In the event the situation is not rectified and Senior Executive decide to terminate the Resident's residential agreement, the resident will be provided with two weeks notice to vacate student residences in writing by the Residence Officer.
- 5.3.4 The resident must complete and submit to the Residence Officer;
 - 5.3.4.1 Refund Request form
 - 5.3.4.2 Room Inventory/Condition report form
 - 5.3.4.3 Residence Evaluation Form (completion of this form is voluntary)
- 5.3.5 The resident must also return the room key to the Residence Officer.
- 5.3.6 The Residence Officer, as per the Bond, Rent and Key Deposit Procedure, will process the termination and any applicable refund.

5.4 Immediate termination by SuniTAFE

- 5.4.1 Residents in breach of the Residential Behavioural Policy, who have been convicted of one or another of the following criminal offences, will have their residency immediately terminated not to return to the premises of SuniTAFE.
 - 5.4.1.1 Supplying alcohol to a minor
 - 5.4.1.2 Possession/use of Drugs/Illegal weapons
 - 5.4.1.3 Theft or assault
- 5.4.2 Security and/or Police are notified by a resident, Residence Officer, Facilities Manager or Director of Operations when a criminal offence is committed.
- 5.4.3 Security must call the Police if an offence is committed and they wait with the resident until the Police arrive.
- 5.4.4 The resident must immediately surrender their room key to the Residence Officer, Security or Police.
- 5.4.5 The resident must find alternative accommodation.
- 5.4.6 A Residence Incident Report Form and/or Critical Incident Report Form is completed by either the resident reporting the incident, Residence Officer, Manager, Corporate Administration or Director of Operations.

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- 5.4.7 Security are requested to send through a report that is included in the Residence Incident Report Form and/or Critical Incident Report Form.
- 5.4.8 The incident report/s are forwarded to the Manager, Corporate Administration or Director of Operations who sign off the resident's residency termination.
- 5.4.9 The resident whose residency is terminated must contact the Residence Office to arrange collection of their property that has been secured in their room.
- 5.4.10 The resident may return to collect their property with security present or dependant on the severity of the offence, the Residence Officer may pack their belongings and alternative arrangements for collection will be made.
- 5.4.11 The resident will be required to complete a Vacating Residence Notification and Refund Request Form at the time of collecting their belongings. Any monies owing to the resident, less fines, rent arrears, and the costs of damages will be refunded to the Resident.

6 Associated Documents

- Vacating Residence Notification and Refund Request form
- Room Inventory/Condition Report form
- Bond, Rent and Key Deposit Procedure
- Residential Behavioural Policy
- Breach of the Residential Guidelines
- Residence Incident Report Form
- Critical Incident Report Form

7 References

- Nil

8 Forms / Record Keeping

All records generated by this procedure should be listed and must state title, location, responsible officer and minimum retention period.			
Title	Location	Responsible Officer	Minimum Retention Period
Vacating Residence Notification and Refund Request Form	Residence Office	Residence Officer	7 years
Room Inventory/Condition Report Form	Residence Office	Residence Officer	7 years
Residence Incident Report Form	Residence Office	Residence Officer	15 years
Critical Incident Form	Residence Office	Residence Officer	15 years

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