

1 Purpose

This policy aims to ensure that students selected to live in Residences have the necessary independent living skills, resources and ability to share communal living facilities and that student selection is based on the principles of equity and fairness.

The Institute is committed to providing a residential environment where all students have the opportunity to pursue their studies in a safe and supportive environment.

2 Scope

This policy applies to students applying for residential living and staff assessing student applications to live on residence.

3 Policy

3.1 The Institute will have open, fair and equitable procedures for making decisions about students applying to live at Residences. Each application will be assessed on a case by case basis and the strength of the overall application. Referee checks will be conducted prior to acceptance.

3.1.1 Applications: Potential students seeking to live at Residences, regardless of their background or circumstance will be assessed for residential living through the same published application requirements and through the same process.

3.1.2 Room availability: Submitting an application does not mean a student will be offered a room. There are a finite number of rooms available and demand for accommodation may exceed room availability.

3.1.3 Eligibility for full-time residency: To be eligible to live at Residences the student must:

3.1.3.1 be currently enrolled in at least a 0.5 basis of a nominated course at SuniTAFE or at an education provider with whom the Institute has a partnership arrangement to provide residential accommodation, and

3.1.3.2 undertake a national criminal records check.

3.1.4 Short-term accommodation: Residences also provides short-term accommodation for SuniTAFE apprentices who are attending their block release training and to work placement students from other providers (subject to room availability).

3.1.5 Shared accommodation: Student residence applicants may request to share accommodation with another student applicant. Rooms will be allocated subject to availability. Should the shared arrangement cease, the Institute cannot guarantee availability of single rooms.

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- 3.1.6 **Partnered accommodation:** Residences may provide partnered accommodation to married or recognised de-facto couples. To be eligible to live at Residences one of the couple must be currently enrolled in at least a 0.5 basis of a nominated course at SuniTAFE or at an education provider with whom the Institute has a partnership arrangement to provide residential accommodation.
- 3.1.6.1 In the event of relationship breakdown, the non-student member of the couple will be required to vacate the SuniTAFE Residences. The remaining resident will be liable for rent on the shared room, or may request a transfer to a single room with payment of applicable fees.
- 3.1.6.2 If the relationship breakdown involves family and/or domestic violence, the matter will be referred to the Victoria Police.
- 3.1.7 **Priority of applications:** Priority will be given to students from outside of the Mildura region living away from home, students studying full-time, and returning 2nd and 3rd year students willing to undertake a Unit Leader role.
- 3.1.8 **Independent living skills:** Applicants will require skills to perform everyday living tasks. A student's ability to look after themselves on a daily basis including cooking, cleaning, budgeting, laundering, shopping, maintaining good hygiene and self-care habits, and their ability to use public services e.g. public transport when required will be considered in the assessment process.
- 3.1.9 **Socialisation and communication skills:** Applicants will require an understanding of social etiquette, appropriate behaviours in interacting and communicating with others and in sharing facilities in a communal living environment. This includes evidence of their willingness to participate in residence life. They will also require an awareness of both their rights and responsibilities of living at Residences.
- 3.1.10 **Financial resources:** Applicants must demonstrate that they have the financial resources to afford to live on residence as per the Residences Bond, Rent and Key Procedure.
- 3.1.11 **Academic commitment and other involvement:** Applicants will need to demonstrate a commitment to study as per the Residence Referee Checklist. Previous academic success and/or community/leadership involvement will be viewed favourably.
- 3.1.12 **Young people:** All students living on residence will be treated as an adult. Residences will not accept applications for students under the age of 18 years.
- 3.1.13 **Identified barriers to living on residence:** If barriers to residential living are identified by staff assessing an application, SuniTAFE will consider if there are sufficient external supports in place or if SuniTAFE has the capacity to support the student, prior to making a decision to accept the application. SuniTAFE may also place conditions on individual student's residency where there is an identified risk.
- 3.1.14 **Referees:** All first year applicants will be required to provide two referees. References may not be provided by SuniTAFE staff, a family member or a person that works with the student in a welfare/wellbeing type capacity (counsellor, psychologist, case manager, youth worker, social worker, etc.)

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3.1.15 **Returning students:** All students planning on returning to Residences the following academic year will be required to reapply for residency. Their application will be assessed based on the above criteria and their adherence to Residence’s rules, policies and procedures.

4 Definitions

Acronym/Term	Definition
Capacity to support	The practical ability to take on the applicant, considering current resources, programs available, support roles and additional services that may need to be put in place, consideration of other residents; staff workloads, risk management and the identified barriers and needs of the applicant.
Referee	For the purpose of this policy, a referee is a person known to the applicant in a professional/learning capacity who is able to provide a statement to support the application for residential living with respect to the applicant’s capacity to manage independent living in accordance with the terms and conditions of SuniTAFE student residences. Referees may include (but are not limited to) teachers, employers, case workers and previous landlords.
Residences	SuniTAFE Student Residences
SuniTAFE	Sunraysia Institute of TAFE

5 Legislative Context

- Equal Opportunity Act 2010
- Disability Discrimination Act 1992
- Privacy and Data Protection Act 2014 (Vic)
- Occupational Health & Safety Act 2004
- Sex Discrimination Act 1984
- Racial Discrimination Act 1975

6 Associated documents

6.1.1 Associated Policies

- Access and Equity Policy
- Equal Opportunity Policy
- Privacy Policy
- Occupational Health and Safety Policy
- Residence Behaviour Policy.

6.1.2 Associated Procedures

- Residence Application Procedure
- Residences Bond, Rent and Key Procedure.

6.1.3 Associated Forms

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- Residence Referee Checklist.

6.1.4 Other associated documents

- Residence Application Pack.

7 Responsibility

The General Manager, Corporate Services is responsible for ensuring compliance with this policy, and its associated procedures and systems.

8 Review Frequency

This policy is to be reviewed three (3) years, and remains in force as amended from time to time, until rescinded.

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