2017 Information Pack
Residential Living on SuniTAFE Student Residences
Mildura Campus

sunitafe.edu.au
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DISCLAIMER: Please note that the information given is intended as a guide for current and prospective students or interested persons. However, changes may have occurred since the completion of the 2017 Information document. Please check with the Residences Office if you have any queries.
Introduction

SuniTAFE Student Residences is not just a place to study, eat and sleep. It is a community in which people from all walks of life live together.

Here you will have an opportunity to share common interests and make new friends. We hope you will take full advantage of everything the Residences and the Institute has to offer, academically, socially and culturally.

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.

Any student aged 16 years and above may apply for residency, and applications from minors aged 16 – 17 years will be considered on an individual basis, including direct liaison with parents/guardians and referees.

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.
Privacy Notice – Student Residences

Staff at the SuniTAFE Student Residences are required to gather records and store personal information as part of the application process for a placement in this facility. Any information you provide is given voluntarily, however your application may not be successful if you do not provide the required information on the application form.

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.

The information is stored in a secure filing system, the only personnel who have access to this information are:

- Manager of Residences
- Facilities Manager

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 Executive Team.

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.

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.

Please contact the Residences Office on 5022 3721 if you wish to update or correct your information. If you would like to access your personal records, contact the Institute’s Freedom of Information Officer on 5022 3705.

Prospective Students and Residence Inspection

Prospective students and their parents are welcome to visit Sunraysia Institute of TAFE during which time the Residence staff will be pleased to provide a short tour of our residential facility and answer any queries. Appointments can be made by contacting the Residences Office on 5022 3721. SuniTAFE Student Residences is also open for inspection on Institute Open Days.
Application Procedures

An Application for Residences Accommodation is to be completed and forwarded to the Residences Office together with the Registration Fee (non-refundable).

A parent or guardian must contact the Residences Office directly if their young person or the person they are legal guardian of is applying for residency. Due to duty of care issues, no young person under the age of 16 years is able to reside on residences without parent/guardian supervision. Students aged 16 – 17 years will be considered on an individual basis in terms of their maturity and independent living skills. A parent or guardian must make initial contact with the Residences Office if their 16-17 year old is applying for residency.

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 mail.

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.

<table>
<thead>
<tr>
<th>Bond</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Full time Residents</td>
<td>$400.00</td>
</tr>
<tr>
<td>Apprentices</td>
<td>$150.00</td>
</tr>
<tr>
<td>Key Deposit</td>
<td>$50.00</td>
</tr>
</tbody>
</table>

Accommodation Costs (Units 2, 3 & 5)
Successful applicants will be allocated rooms based on availability. Accommodation may be single or shared occupancy. Each occupant is provided with a single bed & mattress, study desk & 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).

Weekly rates

<table>
<thead>
<tr>
<th>Weekly rates</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Larger Single Room</td>
<td>$165.00</td>
</tr>
<tr>
<td>Single Room</td>
<td>$150.00</td>
</tr>
<tr>
<td>Shared Room (per person)</td>
<td>$100.00</td>
</tr>
</tbody>
</table>

Apprentices And Trainees

| Fee per night (with linen)             | $30.00 |

NOTE: If more than two Apprentices share a room, study desks & 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 – Direct Debit System**

The Direct Debit system provides you with the facility of having your rental fees automatically debited from your Bank Account or Credit Card. Each fortnight, Sunraysia Institute of TAFE will deduct your rental fees from your nominated bank account. Students who accept the Payment by Installment Option will be charged a $15.00 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 Residences Office for a copy of the Residential Payment by Instalment form.

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

**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.

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 applying to live on Residences. 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.