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All information is current at the time of publication. All information in this guide is regularly reviewed and updated. This edition: December 2011.

Welcome

Welcome to International House, University of Wollongong. "I-House UOW" in 2012 will be home for 220 residents at any one time, from 30 nations across the year. International House UOW is special because it is part of International Houses Worldwide, a network of 16 International Houses around the world, with a mission of

"providing students of different nationalities and diverse cultures with the opportunity to live and learn together in a community of mutual respect, understanding and international friendship"

The mission of International House UOW is to promote global wellbeing by enabling its residents to be intercultural leaders. Intercultural leaders understand cultural differences, and help others to understand their differences and build international friendships. In 2012 there are further improvements to both the facilities and the programs. Welcome to Country, Tuesday Topicals, iFeast, Global Visions and Projects for Peace are just some of the programs and events to get involved in. Check out <http://ihouse.uow.edu.au> daily to stay up to date with the International House issues.

International House UOW is supported by many friendly staff including the Student Leaders team, led by the RLC and RPC and made up by Mentors and Assistants – students working to help students. May you be as proud being a part of the community as we are! Living @ International House is a rich experience which you will remember – we wish you the very best for 2012 with your study, your friendships and what you learn from being part of and giving to this "five star community".

Alison Hemsley

Student Residence Manager

International House

A Message from Accommodation Services

On behalf of the University of Wollongong and Accommodation Services I extend a very warm welcome to you and congratulate you on your choice of living @ Campus East. You will be living in a unique community which is close-knit, supportive and diverse.

As the General Manager for Accommodation Services, I work closely with all of the Heads across a range of issues to develop culturally engaging and exciting student residences. Accommodation Services' priority is student well being and our mission is to provide supportive, secure and sustainable residential communities. All of the residences share the overarching values of diversity, personal growth and academic success.

Living @ Campus East means more than just accommodation. We have a vibrant calendar of social, sporting, cultural and academic programs and I encourage you to participate and make the most of what's on offer. Our community will offer you many opportunities, including a chance to mix with people from all walks of life from all over the world. New and lasting friendships are one of the many benefits of living @ UOW.

Our Heads are highly trained, committed and experienced individuals, supported by staff that share the priorities and mission of Accommodation Services. I encourage you to contact our staff if you have anything that you wish to discuss.

Please take the time to familiarise yourself with the information in this handbook. It is designed to be helpful and informative while also listing the various rules and regulations. You are responsible for familiarising yourself with this information.

Finally, I would like to wish you a happy, successful and productive year.

Nigel Pennington
General Manager
Accommodation Services

Accommodation Services is included in the scope of University of Wollongong Administration AS/NZS ISO 9001:2000 Quality Management System certification (NCSI certification number 14038).



Introduction

International House aims to provide an environment for students of the University of Wollongong to develop as a whole person, with particular emphasis on developing intercultural knowledge, skills and attitudes. This is reflected in the vision and mission of International House stated below. International House is run as a community of people, rather than a service where you just eat and sleep. The more you put into the community, the more you will benefit. Try it and see!

Residents are predominantly undergraduate students, with some postgraduate students also accommodated. International House provides catered, dormitory style accommodation. There are 220 beds, 15 shared rooms (30 beds) and 190 single rooms.

International House is fortunate to have numerous common areas including the Dining Room and The Courtyard, Red Room, Library, Computer Labs, Games Room, Outdoor Chess and BBQ area and the very popular Kitchenettes on most Decks. International House is superbly located between the University, Beach, CBD and immediately next to the North Wollongong Railway Station providing transport to central Sydney, an international city, in approximately 90 minutes.

International House was formerly a YMCA Hostel, established in 1966. It was enlarged between 1970 and 1975 and became a residential college of the then Wollongong University College. In 1980 the YMCA sold it to the University of Wollongong and it became the University's first hall of residence.

International House Mission

Promoting global wellbeing by enabling UOW students International House to be intercultural leaders.

International House Details

Address:

Corner of Porter St & Hindmarsh Avenue
North Wollongong

Phone: +61 2 4221 5250

Fax: +61 2 4227 6651

Email: accommihouse@uow.edu.au

URL: <http://accommodation.uow.edu.au>

Intranet: <http://ihouse.uow.edu.au>

Office Hours: 9am-5pm Monday to Friday

After hours Mentor: +61 2 4252 8244

The International House Movement

International Houses Worldwide is an affiliation of International Houses united by one mission:

To provide students of different nationalities and diverse cultures with the opportunity to live and learn together in a community of mutual respect, understanding and international friendship.

International House movement began in the early part of the last century with International House New York opening in 1924 and International House Berkeley in 1930. Currently there are 16 International Houses Worldwide members. University of Wollongong International House became a member in January 2006.

In describing their members, International Houses Worldwide, states:

"All Houses offer young people from every corner of the globe the opportunity to gather under one roof to live, eat and work together, to learn more about one another and the world in which they live, while pursuing their own personal goals. In a carefully nurtured environment, boundaries are crossed, cultural gaps are bridged, and people of vastly divergent beliefs learn to accept differences in thought and tradition. Future leaders of the global community begin the process of international understanding which they carry with them throughout their lives."

The following is a listing of International Houses worldwide. These houses are displayed on the poster in the main foyer. If you wish to arrange accommodation at one of these locations, please contact the Student Residence Managers as they are in contact with the other Directors around the world.

Asia

- International House, Taipei

Australia

- International House, University of Melbourne
- International House, University of Sydney
- International House, University of Wollongong
- International House, University of New South Wales (Sydney)
- International House, University of Queensland (Brisbane)
- North Flinders International House, Northern Territory University
- International House, James Cook University, Townsville

Europe

- International Students House, London
- International House, Paris

North America

- International House, New York
- International House, Berkeley
- International House, Philadelphia
- International House, Chicago
- International Student House, Washington DC
- International House, University of Alberta, Canada

Who's Who at International House?

Residents, Staff and Student Leaders

The residents' first name and photos are posted in the Foyer. Each year International House usually has approximately one third Australian residents, one third International residents and one-third Study Abroad residents who stay for six months, predominately from the USA.

The Student Residence Manager, **Ms Alison Heamsly** has the responsibility for all matters pertaining to International House, reporting to the General Manager of Accommodation Services, Mr Nigel Pennington. Ms Alison Heamsly lives in residence with her husband Dr Lindsay Oades and their sons Bodhi and Jai. This allows Alison to provide after hours support for the collage.

Alison can be contacted through her email on alisonh@uow.edu.au

Mr Fiore Costa is the Assistant Student Resident Manager, whom assists the Student Resident Manager in the leadership of the community. He resides at Kooloobong where he also provides leadership to the Kooloobong community (contact fiore on fiore@uow.edu.au).

Mrs Patricia Garde (JP) (patsy@uow.edu.au), **Ms Kim Morland** (kmorland@uow.edu.au) and **Mrs Marena Kampers** (marena@uow.edu.au) are the Administrative Assistants located in the front office of the Student Residence Management suite.

Mr Grahame Hynard is the helpful **Maintenance Supervisor** who is supported by **Mark Slater**.

Ms **Jeanette Lee** is our responsive **Chef Manager**, supported by the friendly kitchen staff including Sigrid Thorne (Supervisor), Linda Palmer, Stella Gaggero, Aida Martinez, Katie Silveri, Megan Virtue, Rhonda Williams, Raul Bertulfo (JR) & Dean Frier.

They provide a 19 meal a week service in an indoor/outdoor Tuscan/Piazza style dining setting from the Scolarest Catering Company.

Mrs Gail Davies is the **Cleaning Supervisor**, from Spotless. Gail is supported by the friendly cleaning team, Donna Wray, Toni Lacey, Petula McKinnon & Janine Pritzkow – say hello to them!

The International House UOW staff is supported by **Accommodation Services staff**, located in Student Central in Building 17 on the Main Campus.

International House promotes resident involvement in its management. This is underscored by the large multicultural Student Leader Team providing support to the community. The Student Leader Team is made up by two streams – the Assistants who provide a range of support services to residents, and the Mentors, who are on after hours duty, promote student wellbeing and assist the Student Residence Manager with discipline procedures and recognition of commendable behaviour within the community. The Student Residence Manager seeks applications for Student Leadership Team positions in October each year. Student bus drivers are also employed by Accommodation Services to drive International House-Weerona-Keiraview bus. Members of the Student Leader Team are remunerated for their contribution to International House.

The roles of Student Leader Team are as follows:

Resident Life Coordinator (RLC)

Role: To support the wellbeing of residents and promote good conduct, by coordinating and supporting Mentors, Assistants and liaise with staff, and daily contact with the RPC and daily reporting to Student Residence Managers regarding wellbeing and resident conduct.

Resident Program Coordinator (RPC)

Role: To coordinate programs run by and for International House in close liaison with the Administration Coordinator and with support from the Student Development Assistants. To promote community activities supported by the Community Activities Fund and administered by the Community Activities Committee.

Student Development Assistants (SDA)

Role: To promote and support student development activities within the residence (eg assisting residents to become intercultural leaders and academic performance).

Office Assistants

Role: To provide assistance to office staff including front counter service.

Mentors

Role: To promote and support resident wellbeing, discipline and recognition of commendable actions within the resident community.

In the event of a fire or similar emergency the Mentors will act as Building or Area Wardens. All Mentors hold current Level 2 First Aid Certificates.

The 2012 Student Leadership Team is as follows

Role	Name	Email
RLC	Mathew Holmes	matth@uow.edu.au
RPC	Tessa Lumsden	tlumsden@uow.edu.au
Mentor	Aiza Lam	hkal955@uowmail.edu.au
Mentor	Ali Ganiwalla	asg343@uowmail.edu.au
Mentor	Claire Fenwicke	cjf279@uowmail.edu.au
Mentor	Diana Layoun	dl883@uowmail.edu.au
Mentor	James Fisher	jf282@uowmail.edu.au
Mentor	James Walsh	jr450@uowmail.edu.au
Mentor	Patrick Rowse	pr672@uowmail.edu.au
Mentor	Sanita Khandharixay	sk689@uowmail.edu.au
Mentor @ the manor	Gunthoen Limchareon	gl926@uowmail.edu.au
SD/Office Assistant	Dylan Berkrey	djb498@uowmail.edu.au
SD/Office Assistant	Hannah McManus	ham635@uowmail.edu.au
SD/Office Assistant	Hui Yan Ip (Wallis)	hyi942@uowmail.edu.au
SD/Office Assistant	Martin Mureithi	mgm463@uowmail.edu.au

Who to see about what

There are numerous staff members to assist you at International House. This is a guide to ensure you get your needs met most promptly. The majority of issues can be resolved by consulting with a member of the Administration Staff or Student Leadership Team. The Student Residence Managers are keen to meet with you, but due to time restrictions, for issues requiring an extended face-to-face discussion, they are available by appointment only.

During Office Hours

Administration Staff:

- Appointment with Student Residence Manager
- Lost key cards and room access
- Payment of accounts
- Change
- Fax
- Incoming and outgoing mail
- Phone cards
- Tenancy references
- General inquiries
- Referral service for all matters and appointments with the Student Residence Manager
- Emergency cleaning requests
- Furniture & room problems
- Account inquiries
- Operation of facilities
- Cleaning & maintenance issues (will refer your issue to cleaning and online maintenance form)
- DSS accommodation statements
- Network problems
- Justice of the Peace service
- First Aid

Student Residence Managers:

- Academic issues
- Personal concerns and referrals
- Financial advice/payment plans

- Personal and character references
- International House development
- Grievances and conflict resolution

Chef Manager:

- Food comments & suggestions
- Late meals
- Special Dietary Requirements

After Hours

RLC/Mentors

- Room access
- Local noise & disturbance
- First Aid
- Fire Emergencies & Evacuation Procedure
- Personal concerns and referrals
- Information on public health eg safe drinking, Quit packs, vaccinations, sexual health
- How to walk Atlas

RPC

- Information on how to get money to run an event
- How can I help with an event?
- Scheduling of upcoming events
- First Aid

Student Development Assistants

- General resources on Study Skills
- Information on events related to student development
- International House Library resources
- Schedule for Tuesday Topicals
- Schedule for Global Visions
- Information on how to get subsidies for running study groups

Security

- Emergencies
- First Aid

General Information

International House Front Office hours

9.00am – 5.00pm Monday to Friday

The Office is closed on Public Holidays. Call Mentors on 8244 after hours.

Accommodation Services Office

The Accommodation Services Office is located in the Administration Building 36 on the Main Campus.

See Bldg 36 <http://www.uow.edu.au/about/campusmap/map5/index.html?>

Residents are able to pay accommodation fees and access a range of other services in Student Central. Visit Student Central while on Campus.

Payments may be made on-line via the Accommodation Services Website <http://accommodation.uow.edu.au>

Dining Room Access and Meal Times

The Chef Manager (Scolarest) is responsible for the food operations of the Dining Room. Your fee pays for 19 meals a week. A gift is given to residents in the form of a Tuesday evening Supper or a weekend BBQ depending on the session and is intended to foster casual community interaction. The meal times are as follows:

Monday to Friday

Breakfast 7:30am – 10:45am

Dinner 5:30pm – 7:30pm

Saturday, Sunday, Public Holidays

Courtyard Brunch 9:00am - 11:00am

Dinner 5.30pm – 7:00pm

These times are subject to variation during the year. Please see the Administration Notice Board and other communication media.

Weekly menu available online, access via IH website.

Late meals can be ordered Mon-Fri for late classes or work. Order via email janette@uow.edu.au before 3pm on that day.

Key Cards and Access

To ensure safety and security of residents and their belongings, all rooms, entry doors and common area doors are fitted with electronic door locks.

For the security of International House, access is limited to a number of entrances between 11PM and 8AM. The only 24hr access through external doors are the Front Gate, Main Entrance 1 (the door that leads to the Front Office), Main Entrance 2 (the door that leads between the Red Room and A Deck) and M Deck West (the Door that faces opposite the Main Entrance 1 leading into M Deck).

All exit doors will remain as exits at any time. Each resident will be issued with, and must sign for, a key card on arrival at International House. Any and all lost, stolen or misplaced key cards **MUST** be reported to the Office or the Duty Mentor immediately. Lost, stolen or misplaced key cards will be cancelled and a replacement key card will be issued **only to the occupant of the room**. Replacement key cards will be issued at a cost of **AUD\$50** to cover re-coding of the electronic lock and administration costs. There is a **AUD\$5** lockout charge for being locked out more than 3 times per year.

Communication from Administration Staff and Student Leadership Team

For communication purposes Residents are expected to frequently check the following media regularly (eg every second day). This is the responsibility of the Resident.

Foyer Information Screen

Foyer Administration Notice Board

Foyer Student Leadership Team Notice Board

University email

Notices placed under doors

International House website <http://ihouse.uow.edu.au>

Security Notice Board

Mail

Friends and relatives should address your mail as follows:

Resident's Name

International House

University of Wollongong

Wollongong NSW

Australia 2522

Mail will be distributed to initialled pigeonholes where appropriate. Parcels and large envelopes will be held at the office for students to collect.

Residents may post mail from the Office through the University's internal mailing system. All items must be stamped. For overseas postage, there are post offices located at Gwynneville and on Campus.

For information about shopping, restaurants, doctors, dentists, churches, transport, tourism, and events in

Wollongong, see the accommodation services website: <http://accommodation.uow.edu.au> and access the "e-guide"

Useful Phone Numbers

University Security Paging Service
4555

Police
4226 7899

Ambulance
131 233

Hospital
4229 8233

Medical Centre - Crown Street, Wollongong
4229 7973

Campus Health
4226 2199

Taxi
4229 9311

Emergency
000 (0000 when using a phone within university)

Campus Health

Campus Health is located on Level 1, UniCentre building (11) providing students and staff with a Doctor, Dentist and Optometrist.

To make an appointment or for further enquiry Phone 4226 2199,
Monday to Friday 9am-5pm.

General Practitioner/Physician/Doctor

Operating Hours:

Monday - Thursday 9am - 5pm

Dr Ben Lim : Monday & Wednesday

Dr Eng Lee : Tuesday & Thursday

Dr Lim is associated with UOW's Graduate School of Medicine as an honorary Lecturer and provides student experience at the Southern Poly Clinic.

Contact:

For appointments please Phone 4229 9298

General Practitioner Services and Charges:

The Campus Health Doctor offers competitive practice rates, including Bulk-billing for Medicare cardholders. The fee for a standard consultation for non-Medicare cardholders (International students) is \$50.

- Medicals – SCUBA, insurance, Work Cover
- Women's health and Prenatal care
- Sexual health
- Skin checks and minor surgeries.
- Comprehensive medical care
- Health check ups
- Pathology Collection
- Minor surgery – including freezing of small skin lesions
- Vaccinations – childhood, Travel, Gardasil
- Driving and Insurance Medical assessments

Optometrist

Operating Hours: Wednesday 9am - 5pm

Dr Susan Bilton BSc(Psych)Boptom(Hons)

Contact:

For appointments please phone 4229 3254

Optometry Services and Charges:

Their comprehensive eye examinations include an assessment of eye health and muscle testing to determine how well the eye muscles are functioning.

Bulk-billed under Medicare including:

- Eye Health Checks for cataract, glaucoma and other eye diseases
- Spectacle Prescriptions
- Contact Lens Prescriptions

Contact lens fittings, usually not covered by Medicare, so these are charged privately

Student Discount 10% OFF Spectacles and Contact Lenses

Dentist

Contact:

For appointments please Phone 4226 2199

Dr John Capp Tuesday 9.00am -1.00pm, Wednesday 9.00am-5.00pm, Thursday 9.00am-1.00pm,

Dental Services and Charges:

Full dental services are available on campus with an emphasis on cosmetic and preventative treatment. EFTPOS, Bankcard, MasterCard and Visa facilities are available as is HICAPs Systems to claim private health insurance on the spot.

Computers

There are computers available in the computer labs on A and C Deck and you may access it using your key card. All printing from C deck can be collected from the A deck computer lab.

There is NO SMOKING allowed in the Computer Room. No food and/or drinks are to be taken into the Computer Room.

Network connection facilities are also available for residents in their rooms. This allows connection to the University computer network and the Internet. Information on connecting your computer to the Internet is available from the office.

Music Room

International House has a drum kit, piano and keyboard adjacent to the Games Room. It is not to be used between 10pm and 8am.

Basketball Court

International House has a basketball court-exit via the Courtyard, adjacent to the DEF block and walk south – or just ask a Mentor.

Network

Information on accessing the Internet and Computer Network is available from the office or ask one of the student leaders.

Internet

Students are offered the option of a Private Internet Service Provider at competitive rates. The office, or student leaders can provide further information. Please note that the use of the service provider has implications for your University quota. You also need to familiarise yourself with the University Policy on Information Technology.

Maintenance

You should report any maintenance issues that you have in your unit (for example, a light that does not work, a tap that is dripping continuously) via the accommodation services web-site (on-line web portal) so that one of our Maintenance Officers can attend to them as soon as possible. Urgent repairs will be handled first whilst others may take longer depending on the availability of staff, contractors or parts. If reported in the morning on weekdays, most common maintenance issues can be fixed that same day.

You are not permitted to make repairs to or replace any University property nor are you permitted to contract external tradespersons or vendors to undertake any such repairs on your behalf. If you use equipment (drains, stoves, etc.) for purposes for which they were not specifically designed or intended, you will be held financially responsible for any damage resulting from such misuse. This includes disposing of sanitary napkins, tampons, condoms and paper hand towels in the toilets.

First Aid

A First Aid kit is located in the Front Office. Each Mentor is also trained in Senior First Aid, as are several of the Administration Staff. Mentors are also trained in Fire Safety procedures.

Laundry Facilities

International House residents have access to coin-operated washing and drying machines in the Laundry. Clothes lines are available in the drying yards. It is advisable to remove all clothing from the drying lines before nightfall. The use of the washing machine costs \$2 and to use the dryer costs an additional \$2.

Any malfunction of equipment provided by International House should be reported immediately to the front office or duty Mentor.

Addresses

Residents must ensure that the Office has their current home address and telephone number at all times and a forwarding address when they leave International House.

Illness, Accident or Absence

Residents who intend to be absent from the Residence for an extended period should inform the Office, Student Residence Manager or Mentor as to where they can be contacted in an emergency. Residents are responsible for their own health care and should ensure that they are fully aware of their current medical and health insurance status. Public hospital and medical services are available at Wollongong Hospital, and a general medical centre is located on Crown Street, west of the Crown Street entrance to the City Mall.

For medical emergencies, residents should contact the duty Mentor or Student Residence Manager. Residents entering the Residence with a special medical condition should inform International House office on arrival. This information is also requested on the Accommodation Application form, and will be kept strictly confidential by staff.

Any resident who is diagnosed with a communicable illness (for example; Glandular Fever, Meningococcal) may be required to vacate the residence in accordance with advice from the South Eastern Sydney Illawarra Area Health Service.

Common Rooms and Games Room BBQ Area

These facilities are available for the use of residents and invited guests ONLY. Residents are responsible for leaving the facilities in a clean and tidy state at all times, and for ensuring that the gas line is shut off after use. Staff may request any excessive mess be cleaned up by those responsible. The BBQ in the courtyard is not for use by residents.

Throughout the year various parts of International House may be made unavailable due to bookings for training courses, lunches, dinners, seminars and similar activities. Residents are asked to cooperate with International House staff directives and afford any guests polite assistance if required.

Storage

During vacation breaks a limited amount of personal effects may be stored in lockable storage rooms. This is entirely at the owner's risk and International House accepts no liability for damage or theft. If any personal effects, including bicycles, are not claimed within three months of the resident permanently leaving International House, they shall be removed and become the property of International House, unless arrangements are made with International House Administration.

Motor Vehicles, Motor Cycles and Bicycles

The parking of vehicles/motor cycles is permitted only in designated parking areas at the front of International House. This does not include the driveway area in front of the Student Residence Manager's Residence or the Staff car park near D Deck.

Parking in either staff carpark or Student Residence Managers carpark will result in the offending vehicle being wheel clamped by a UOW staff member and a \$100 fine imposed on the owner of the vehicle to remove the clamp.

Availability of parking space is not guaranteed. Parking spaces are available on the Eastern side of the Hindmarsh Gardens units near the railway line. International House does not accept any responsibility for loss or damage to residents' motor vehicles, motor cycles or bicycles.

Bicycles should only be placed in the bicycle shed and should be marked with the student's name, and secured by means of an appropriate chain or locking device within the shed. Bicycles may not be kept within the study bedrooms, hallways, corridors, kitchen areas, gardens, or any other area of International House.

Illness & Emergency

Medical emergencies must be reported to the Mentor on Duty or International House staff so that appropriate action may be taken. See the Security section of this guide for more information on emergencies.

Residents who become seriously ill requiring general or medical supervision may not remain in International House. This also applies to residents who sustain an incapacitating accident or contract a contagious disease (e.g.: glandular fever). International House is not equipped to deal with the needs of residents suffering from these conditions and they may be asked to withdraw until they are able to care for themselves. The special circumstances of Study Abroad and international residents will be taken into account, however, where possible.

All residents are required, before they enter International House, to inform the Student Residence Managers of any medical history, disability or special requirement of which s/he should be aware. This includes issues such as anxiety, depression, asthma, diabetes or similar. This is for the support of the resident – particularly during an emergency.

Insurance

Insurance coverage may change from year to year. It is extremely important that you refer to the complete Insurance Policy which is available on our internet site for an explanation of what you are and are not insured against. Web Site: <http://www.uow.edu.au/content/groups/public/@web/@accomm/documents/doc/uow033089.pdf>. As at the date of publication of this handbook the sum insured per student is \$5,000 (bicycle sum insured \$1,000 per student). All claims currently carry an excess of \$100 which is deducted from any successful claims paid to the student.

It is important that you complete an insurance declaration form on arrival and update it (if necessary) during your stay. In the event of a potential claim you should refer the matter to our office staff who will be more than happy to assist. It is also important to note what your obligations are under the policy, in the event of a claim. These may change from time to time but may include (among other things) responsibilities such as (1) taking all reasonable precautions to prevent further loss, damage or liability (2) notifying the police immediately (3) notifying the university office staff and the universities insurance broker as soon as possible.

Public Bus Service

A public bus service runs between the University and Wollongong city every day. Timetables are available from Bus Drivers on the services, or can be viewed at <http://accommodation.uow.edu.au/links/index.html>

Bus Services to other areas in the Illawarra may be taken from the Wollongong City Mall.

Trains

Trains run on the South Coast Line at regular intervals. Timetables are available from any railway station or can be viewed at <http://accommodation.uow.edu.au/links/index.html>

If you plan to travel by train on the weekend, it is advisable to check with CITYLINK for notification of any track work that may affect your travel plans. Phone CITYLINK on 131500.

Taxi

Local Taxi service is available by calling: 4229 9311. Please inform the operator if you require a Taxi for more than four people, and if you require change for a large bill (\$50 or above).

Air Travel

If you need to go to the airport, you may take the train or you may arrange transport through Leisure Coast Limousine Services by calling 4261 7393.

ATLAS the community dog

"Atlas" is a pedigree black Labrador who has been trained to respond to several commands. Do not touch Atlas's head at any time as this encourages him to bite. Please do not feed Atlas as Labradors are prone to obesity. Atlas lives behind the Student Residence Manager's residence and can be walked by residents during daylight hours. Ask a Mentor how. Please respect the privacy of the Student Residence Managers when doing so. Please walk Atlas.

Telephones

Each room contains a telephone. The extension number is displayed on the upper right of the phones display. If it is not, please check the information on your arrival package, or contact the office on extension 5250. Resident's phones can be called directly from outside International House by adding (02) 4252 xxxx in front of the four-digit extension number. International callers need to dial +61 2 4252 xxxx.

The main telephone number for general inquiries at International House is (02) 4221 5250. The office staff can answer any questions you may have, and during office hours can provide you with replacement keys or assist you with lockouts etc. Outside of office hours, the duty Mentor is the first contact point. Their details are shown on the office door, and on the Mentor Office window. The Mentor on Duty can be contacted by extension 8244 or directly on 042858244.

In emergencies after hours, International House Student Residence Manager can be contacted on (02) 4221 5258. Resident's may dial 5258 for a direct connection. This is for serious emergencies only. Please try to contact a Mentor first.

International House has fax facilities where residents may receive and send faxes. The number is (02) 42276651. International callers need to dial +61 2 4227 6651.

Each student has direct dial local, STD and IDD facilities available from the phone in their room. PIN numbers are available for dialling out upon check-in at International House. Resident's telephones operate on a "prepaid" system.

International House residents are provided with telephone dial out facilities at competitive rates.

International House also provides residents with the ability to connect their computer directly to the University network by connecting their computer to their phone PC socket connection..

Dial Out

Every resident is able to obtain a dial out code or PIN for making external calls. You can obtain your PIN from the office during normal office hours.

The telephone system operates as a "PrePaid" system. To activate your phone account, you must make an initial payment of AUD\$20. This will give you AUD\$20 credit on your account. Once you have used up all of your credit, you will not be able to make any further calls until you have "topped up" your telephone account. The minimum amount you can pay to increase your credit is AUD\$20. Please note: The phone will NOT cut out in the middle of a call should you exceed your available credit. In these cases, you will not be able to make any further calls until you have cleared your debt and have a credit on your telephone account.

A detailed account of your calls (includes the number called, the duration of the call and the cost of the call) is available from the Front Office during Office Hours. Any discrepancies should be discussed with the Office Staff.

More information regarding your phone can be found at the following link: <http://www.uow.edu.au/content/groups/public/@web/@accomm/documents/doc/uow061344.pdf>

Occupational Health and Safety

The University of Wollongong acknowledges that effective OHS is an integral part of achieving its vision of excellence in leadership; innovation; student learning and community engagement. The University and its senior management are therefore committed to ensuring the health, safety and welfare of its employees, students, contractors and visitors. All members of the University community have a collective and individual responsibility with regard to the prevention of workplace injuries and working safely.

Students should familiarise themselves with this policy, which can be found at: <http://staff.uow.edu.au/ohs/commitment/ohspolicy/UOW016894.html>

Fees Schedule 2012

*The following fees are compulsory and NON-REFUNDABLE

Accommodation		
Single Room Autumn (21 wk)	AUD \$6237	
Single Room Spring (20 wk)	AUD \$5940	
Shared Room Autumn (21 wk)	AUD \$5145	
Shared Room Spring (20 wk)	AUD \$4900	
Application Fee	AUD \$60(n)	Returning Residents: AUD\$40 (from 1 January 2012)
Enrolment Fee – First Year Residents:	AUD \$80	Returning Residents: AUD\$40 (from 1 January 2012)
Community Activities Fund	AUD \$85 (Annual fee)	
Insurance	AUD \$60	
Services and Infrastructure:	AUD \$155	
Linen Hire – Study Abroad/Exchange:	AUD \$145	
Parking Fee (Where Applicable)	AUD\$300	

Payment Options

Regardless of your date of arrival or departure from International House you will be responsible for payment of your fees from the commencement of your contract to the end.

You will be billed for the entire contract period upfront.

It is preferred that your account be paid in full by the **24th February 2012**. If this is not possible, the University will allow payments to be made via direct debit on a weekly or fortnightly basis – a copy of the direct debit paperwork has been forwarded with your offer. The direct debit payment amount incorporates not just the residential fees, but also ancillary fees (net of the rental pre-payment).

Direct debits continue through the mid session break (where applicable) until all fees, including second session, are paid in full. The amount paid via direct debit depends upon the contracted room rate and the date that payments commence.

Using the schedule rates, session one fees are paid in full by the **25th May, 2012** and session two fees, by the **12th October, 2012**. Scheduled payments have been structured at a level that will result in student fees being paid in full approximately four weeks in advance, as at the end of the contract. This is a more flexible approach, rather than requiring four weeks in advance up-front which is typical of private rental arrangements.

Alternate Payment Plans

In extenuating circumstances, where you cannot make your payments either by (a) lump sum upfront or (b) via direct debit, you must complete a Request for Alternate Payment Plan. If you are requesting an alternate payment plan to the above, it is important that this is received by the Student Residence Manager for consideration by no later than the <31st January, 2012>. Where the offer is dated after the 31st January, 2012, we require any Alternate Payment Plans within five working days of the date of the offer letter.

Parents/Family paying your account

If your parents, another family member or third party is responsible for the payment of your account, you remain responsible for forwarding a copy of the invoice or statement to them and advising them of the payment terms.

Difficulties paying your account

If you have difficulty making a payment you should contact International House in the first instance to discuss your situation and arrange an alternate payment plan for these fees. As your financial affairs are a private matter you may be assured that these discussions will be in confidence.

If your fees are not paid by the due date, the University may apply a \$200 Late Payment Fee. Additionally, but with due notice, the University may deny you access to your room (by changing the locks or changing your card access) if, after appropriate notices have been issued to you, you have accumulated an unacceptably high level of debt and either not responded to requests to discuss the situation or consistently failed to meet an alternate payment plan.

As the University may withhold your academic results until all debts to International House are cleared you are strongly advised to ensure that your account is in order prior to the release of grades at the end of each session. If fees continue to be unpaid the University may refer the debt to a credit agency for collection. You may not receive prior notice that this will occur. In order to minimise further exposure to debt the Head or Student Residence Manager may at their discretion not offer a resident who has a significant outstanding debt accommodation past the end of the current Accommodation Agreement.

Student Activities

What are the Student Activities at International House?

The student activities are an important part of the experience of International House. The activities are guided by the mission of enabling residents to be intercultural leaders – to promote global wellbeing, including intellectual, social, psychological, economic, environmental and physical wellbeing. There are two types of activities. Pre-planned activities are already planned and can be found in the Event Calendar. To support community involvement International House allows you to place the pre-planned events on your accommodation account (ie if you are short of \$40 that week, it can go on your account to be paid a little later, enabling you to attend the event). Be sure to get involved, and see if you can assist! The other types of activities are the sponsored events, events that you can plan and run – these are funded by the Community Activities Fund.

Some of the key events to look out for in 2012 include those listed below. Check out your Activities Calendar for dates. Also view notices in the foyer and check out <http://ihouse.uow.edu.au> regularly, or ask the RPC!

BYO Academic – A trivia night where residents invite an academic (Faculty) staff member. Full three course meal and the works! Ask your SDA. (Spring Session)

Tuesday Topicals – Eight Tuesday nights per session in the Red Room. Topics and formats vary greatly – but it will be interesting! Ask your SDA.

Global Visions – Intercultural leaders series. – Eight Thursday nights per session in the Red Room. Topics from prominent speakers, performers etc will highlight global issues.

Study Groups – if you are involved in a study group and inform the Student Development Assistant – free food and stationery is available

Stella Thai Cuisine – Free Thai Cooking classes with our very own Stella

Global Highway – International House leads the other residences onto campus for a celebration of global cultures.

Welcome to Country – Welcome to Australia from the traditional owners – a unique insight into Australian indigenous culture

iFeast – International Food Festival – Do not miss this one. Cook the food from your country, and share it with your friends at International House

Farewell Formals – At the end of each session, it is time to celebrate, recognize achievements and say farewell.

Volunteering – Are you interested in contributing to the local community? Ask the RPC how?

Cultural Ambassador – Are you an international student interested in teaching others about your country and culture – in local schools? Ask the RPC how?

Combined Residences Formal – Join your friends from International House and other residences for a fantastic evening.

Cross Community Sports – Represent International House in sports of your choice. Talk to your RPC!

Avant Gardeners – join the community gardeners to grow corn, herbs, carrots, spinach, strawberries.

Community Activities Fund

The Community Activities Fund is a fund generated from the compulsory Community Activities Fee paid by every resident in Accommodation Services each session. This fund is to assist community activities within each residence and some across residences. The aim of the fund is to provide equitable spending on social, sporting, cultural, community service activities and equipment directly for resident use. For a residence the size of International House UOW, the fund will be approximately \$8800 per session.

The Community Activities Fund is a full accounted and audited budget line of Accommodation Services, University of Wollongong.

International House also sponsors four children through World Vision. Information on this sponsorship is available in the foyer.

Community Activities Committee at International House UOW:

The Community Activities Committee at International House UOW functions as a committee of the University of Wollongong – that is, it is not a separate entity or society from the University. Like other matters at International House, the Student Residence Manager is responsible for its operations, reporting to the General Manager.

The Committee is reconstructed each session and consists of the following members:

- The Student Residence Manager (ex officio) represented by the Administration Coordinator
- The Resident Program Coordinator (Chair)
- Elected member who is an Australian resident and not a member of Student Leadership Team
- Elected member who is an International resident and not a member of Student Leadership Team
- Elected member who is a Study Abroad resident and not a member of Student Leadership Team

The role of the committee is to approve submissions for funding to run activities on dates specified in the International House UOW Activities Calendar. The activities will be social, sporting, cultural or community service oriented. A portion of the funds will also be allocated to cross community events for example, Concert in the Park, Global Highway, Combined Residences Formal, and Cross Community Sport.

The Resident Program Coordinator (RPC) is a senior appointed member of the Student Leadership Team whose role includes promotion of the Community Activities Fund and how residents can apply for funding and support to run activities. The RPC will provide public minutes from the fortnightly meetings of this committee. The RPC will also liaise with the office administration for the physical handling of funds.

A template/form of how to apply for funding is provided to residents. Applications that involve proposed alcohol subsidies will not be processed by the committee. For large events, applicants may be invited to attend the committee meeting to explain their proposed activity.

Funds generated from the International House UOW “coke machine” will also be allocated to Community Activities Fund.

Some examples of events that could be sponsored are below. These are examples only – innovation and events that promote intercultural leadership and understanding are sought after.

- Holi
- Dewali
- Charity events

- Sydney Harbour Cruise
- Nan Tien Temple Visit
- Sand Castle competitions at North Beach
- Tea Party
- International House Play
- International House Performance Night
- How to paint and sketch
- Lunchtime sports
- Netball
- LAN Party
- Chinese Moon Festival
- Bushwalking
- Sydney Opera
- Watching Rugby League
- Watching AFL
- Buying new equipment for International House eg Games Room
- Using the fund to subsidise the cost of larger events eg Farewell Formal

Recognising Achievement at International House

International House recognises the achievements of its residents in multiple ways. Firstly, at a day-to-day living level residents are encouraged to "commend" each other for community oriented behaviours – ie just doing something good for someone else. This should be done directly to the person, or via the online commendation system on <http://ihouse.uow.edu.au>. The online commendations go to the Student Residence Managers and RLC/ RPC and are also used for the more formal awards described below.

International House has four major awards that we will be awarded at the Farewell Formals in 2012.

Overall Best Academic Performance Award: This is awarded to the returning

student who obtains the highest weighted average mark at the University of Wollongong in the previous session (obtained whilst living at International House).

Concordia Award: This award, consistent with the original mission of the International House movement is awarded to the resident who best personifies intercultural harmony. It is the resident who most actively and visibly works towards helping people from different cultures better understand each other to build international friendship.

Community Engagement Award: This award recognises a resident(s) that have made significant contributions to the local community.

Character and Service Award: This award is for the resident of good character who works tirelessly to serve the other members of the International House community.

Lorraine Kalpakam Resident's Award for Community Service

Previous award recipients are as follows:

Character and Service, Concordia Award and Best Academic Performance	
1988	Daniel Bock, Pauline Moorhouse, Golin Goodger
1989	Melissa Herd, Suzette Smith, Daniel Bock, Brett Ludwig, Golin Goodger
1990	Martin McKenna, Caroline Chin, Martin Byron
1991	Joelle Lipsies, Andreas Ismanto, Haydn Kirrage
1992	Nicki Gregan, Michael Sayer, Clare Woods
1993	Bryan Cooley, Glen Ciscato, Sunil Chandra
1994	Phillip Traynor, Michael Taouk, Damion Millken, Gareth Thomas
1995	Debra Atkinson, Michael Taouk, Chris Chard, Stewart Craine
1996	Sally Traynor, Rajinie Singh, Stewart Craine
1997	Chang Ying Ki, Bancro, Christopher Mar, Warren Hough, Daniel May, Astrid Taylor
1998	Geoff Metcalf, Paul Jacob, Peter Harvey
1999	Ben Roxborough, Paul Jacob, Nick Harders
2000	Michael Cheng, Sunil Lopez, Stuart Reid, Eva Cheng
2001	Mark Bulin, Jason Tierney, Robert Pantano, Eva Cheng
2002	Damien Bond, Jessica Harris, Robert Pantano, Marcel Gordon
2003	Damien Bond, Haris Malik, Marcel Gordon
2004	Megan Coall, Christopher Sloan, Megan Coall
2005	Fioramante Costa, Jacques Laurent, Ng Lan Kong, Simone Chambers
2006	Greg Blundell, Sakdirat Kaewunruen, Simone Chambers
2007	Naomi Birchnoff, Nico Wamukoya, Elizabeth Edkins
2008	Arthur Kanza and Mathew Holmes, Graeme Wolgamot and Swati Dharmaraj, Kiri Yapp and Rachael Webb
2009	Shintaro Hayashi, Aliasger Ganiwalla, Mosheng Liang
2010	Rachel Webb, Hermann Hummel, Timothy Miller
2011	Bryn Stamford and Reegan Myers, Fermin Alvarez and Jericho Kim, Timothy Miller and Sabine Bellstedt

Becoming an Alumni of International House UOW

Your experience at International House is likely to be a key part of your overall University of Wollongong student experience. When graduating from the University of Wollongong be sure to register with the University of Wollongong Alumni. By doing so you should also register that you were a resident at International House, and you will receive information about being part of the International House family.

See <http://www.uow.edu.au/alumni/>

In addition to being a graduate of University of Wollongong, you may also consider visiting other International Houses around Australia and around the world – as they share the same overall mission.

International House Alumni Facebook

You can keep up to date with the ongoing planning of our celebrations on a new dedicated I-House Facebooksite: -<http://www.facebook.com/group.php?gid=119306044065>. This site will also prove as a useful means of keeping in touch with both I-House happenings and your I-House friends once you leave.

Global Well-Being Scholarships

Through the generosity of our Alumni, International House has been able to offer 5 x \$1,000 residential scholarships to our residents who have demonstrated intercultural leadership and embody our goal of fostering intercultural friendship and understanding.

If you wish to “leave your mark” at International House consider the following: Alumni who donate over \$200 will receive their own personalised postcard, placed on the wall near the International House Globe.

However donations can be for as little as \$10.00 and are fully tax deductible. More information on this can be found at:

<http://www.uow.edu.au/about/accommodation/alumni/ihouse/overview> or just drop in to the I-House office.



Deputy Vice-Chancellor Professor Rob Castle opens Postcards from the Globe with Student Residence Managers Alison Hemsley and Lindsay Oades.

The opening of Postcards from the Globe, a donor recognition wall, marked an important milestone in International House alumni engagement, bringing together recognition of all those who have lived at International House over 29 years, and those who have donated to give opportunities for new students to enjoy an international learning experience.x

What is Expected of You Living at I-House?

http://www.uow.edu.au/handbook/generalrules/campus_access_order.html

for definitions of disorderly conduct on University property.

Do's and Don'ts at International House UOW

While this handbook includes formal rules and regulations living for at International House UOW, the Accommodation Agreement and UOW policies, living at International House can be fairly easy. Follow these 10 Do's and Don'ts and you are very likely to have a hassle free stay. If in doubt, ask a Mentor.

Do

- Study
- Celebrate each other's culture
- Seek support from Student Leaders and Administration Staff
- Contribute to the community
- Make suggestions on improving the experience of living at International House

Do NOT

- Let strangers into the House
- Make noise that disturbs others
- Tamper with fire equipment
- Drink alcohol on site
- Violate the UOW policies (outlined on UOW website)

The Student Residence Manager is empowered by the University of Wollongong to discipline residents within the Rules for Student Conduct and Discipline. This discipline may include exclusion from residence. A resident needs to be aware of (a) The rules and regulations of International House UOW (b) the accommodation agreement with the University of Wollongong and (c) the UOW policies including the Rules for Student Conduct and Discipline.

Please refer to the Rules for Student Conduct and Discipline (University of Wollongong)

http://www.uow.edu.au/handbook/generalrules/student_discipline_rules.html

For University discipline procedures and to the Rules for Campus Access and Order

International House Rules and Regulations

These rules and regulations correspond to item 6.28 of the "Accommodation Agreement" – ie the Accommodation Agreement includes agreement to the specific rules and regulations of International House.

GENERAL BEHAVIOUR

1.1 Residents of International House are expected to maintain an attitude of courteous behaviour and consideration for the wellbeing of all who live in International House. Each resident is required to behave in such a way that no offence, inconvenience or disturbance is caused to any other resident, any person employed directly or indirectly by International House or the University of Wollongong, or any neighbour eg Hindmarsh Gardens. There should at all times be consideration and sensitivity shown to other people.

1.2 Guests are not permitted to be in International House or environs unless accompanied by a resident, who is to accept responsibility for that person's behaviour. Guests must pay for meals in the dining room (see fees schedule). There can be no free meals for guests without the prior consent of the Student Residence Manager.

1.3 Overnight guests may be accommodated, with full responsibility for security and behaviour to be taken by the individual host in all events. Any stay by a guest for is \$25 per night (see fees schedule). Guests must be registered at the office. Residents hosting guests who are not registered are subject to disciplinary action.

1.4 Any person who is not a resident of International House and has no valid reason for being in International House grounds, should be instructed to leave. This includes former residents who are not in the company of a current resident. The Mentor or Student Residence Manager should be called if such a person refuses to leave International House.

1.5 International House and the University are smoke free environments. Smoking is prohibited in resident's rooms, common rooms and any internal areas of International House, including the areas around entrance doors to the distance of 10 metres. International House has designated smoking areas with ash trays provided. The University of Wollongong Non-Smoking Policy may be found at <http://staff.uow.edu.au/admin/personnel/ohs/smoking.html>

1.6 Gambling at International House is strictly forbidden – excepting whole of community social events conducted on ANZAC day and Melbourne Cup Day.

1.7 Radios, stereo equipment, televisions and musical instruments should be played so as not to disturb others. Residents with such equipment are strongly advised to use headphones.

1.8 Offensive behaviour, obscene language and any form of harassment will not be tolerated.

1.9 The personal consumption of alcohol is strongly discouraged on the premises at International House and is subject to the following conditions:

- That the bedrooms and common areas are not used for parties, such that others may be affected, where alcohol is distributed;
- That there is no group drinking in the grounds without the prior written consent (eg email) of the Student Residence Manager or his/her delegate. A group is considered 3 or more persons. The grounds include all areas owned and controlled by International House – this includes the car park and turning circle area the front of International House, the basketball court and the road adjacent to the community vegetable garden outside the black perimeter fence;
- That alcohol may not be taken into the Indoor Dining Room or Outdoor Dining Facility "The Courtyard" unless special permission is obtained from the Student Residence Manager or his/her delegate. Alcohol will however be served in the Dining Room for special functions as approved by the Student Residence Manager;
- That it is an offence against the establishment to be drunk and disorderly, or in any way exhibit behaviour that is influenced by alcohol eg loud, aggressive, vomiting. This includes when returning to International House eg Wednesday night
- That Sculling of alcohol and drinking games (or similar behaviours as deemed by the Student Residence Manager) are prohibited at international house and will lead to disciplinary action.
- Sculling events may not be advertised within International House and groups sponsoring or taking part in such activities elsewhere may not be identifiable as International House groups.
- That Alcohol may not be consumed in the "Dry Zone" – which includes the Foyer, Red Room, Indoor Dining Room, Outdoor Dining area known as "The Courtyard" & Games Room.
- No drinking in corridors.
- Mentors, Resident Life Coordinators and the Student Residence Manager reserve the right to disperse groups of residents who are drinking on the premises. Residents who do not comply will receive written reprimands that can lead to exclusion from the residence.

1.10 The provision and distribution of alcohol at recognised International House functions will only occur with the permission to use the license of and supervision by employees of the Scolarest Catering Company.

1.11 The possession and use of illegal substances is not permitted within

International House and will result in immediate expulsion without hesitation, and the matter will be referred to the NSW Police.

1.12 Unauthorised interference with safety and security equipment

(eg fire extinguishers and/or hoses) will not be tolerated. Residents found breaking this rule will face disciplinary action, including payment of fines, and may, in addition, be reported to the authorities.

International House has sensitive smoke/fire detectors (as per Australian Standards) fitted in each bedroom and common area. This means you cannot burn candles or incense in your room. Smoking is not allowed inside any University building, including International House. Smoke from cigarettes, incense, candles and toasters will trigger the detectors, as will steam from boiling kettles. Cooking should only be carried out in the kitchen areas.

Any interference with smoke detectors (removal or covering the detector Student Residence Manager) will register on the fire alarm panel, and those responsible will be required to explain their actions to the Student Residence Manager and this is likely to lead to exclusion from residence.

The cost of repairing or replacing detectors will be passed on to the individual(s) responsible, or may be shared by all residents or residents from the infringing Deck if no one takes responsibility. In the event that an alarm is set off by a resident or residents, either in a bedroom or common area and the Fire Brigade attends, the resident(s) responsible will be charged for the Fire Brigade call out fee, which may amount to \$550. The Student Residence Manager may, if he/she deems appropriate, divide the call out fee to all members of an infringing deck if no one takes responsibility for setting off the alarm.

Tampering with fire safety equipment (alarms, detectors, extinguishers or hoses), or fire exit doors is an offence under S20 of the Occupational Health and Safety Act, the Local Government Act (Ordinance 70) and the Federal Building Codes.

PLEASE NOTE: Interference with or misuse of fire safety equipment may result in expulsion/exclusion from International House. Fire doors are not to be propped open for any reason, or have the closing mechanisms disconnected or disabled. This is against the law and may result in large fines being issued.

1.13 Ball games, including the throwing, bouncing, hand-balling or hitting of any balls are not permitted inside the building, or in the outdoor dining facility known as The Courtyard.

1.14 For safety reasons the use of glass bottles, tumblers, jars or similar to consume or contain beverages at International House is not permitted – except for official functions hosted by Scolarest or similar, as deemed by the Student Residence Manager. This includes bottles for non-alcoholic or alcoholic beverages. Hence, coke bottles, beer bottles or wine bottles are not permitted. International House reserves the right to confiscate these items. Plastic bottles, tumblers, white cups or cans are recommended.

1.15 The Student Residence Manager of International House has responsibility for resident discipline. Disciplinary procedures may be found in the Discipline section of this handbook and in the University's Rules for Student Conduct and Discipline http://www.uow.edu.au/handbook/generalrules/student_discipline_rules.html.

1.16 Residents of International House who are not a resident of the Manor do not have a right to be at the Manor. International House residents may be a guest of a Manor resident, but may be requested to leave the Manor by any officer of the University of Wollongong. Failure to follow such a request will be met with disciplinary action within International House.

ACCOMMODATION

2.1 Room allocation is at the discretion of the Student Residence Manager. Where possible your room preference will be taken into account. Residents who apply to return to International House may state a preference for their old room, or a maximum of three alternate room choices or broader choices (eg floor sections) and where possible these will be taken into account. No guarantees can be made that your preferences will be met.

2.2 The residential contract period spans the University of Wollongong's academic year. Between the end of the contract period in November and the beginning of Orientation Week in February International House is a conference and casual summer accommodation venue. As a result, persons residing at International House during this period may be required to change rooms at short notice, and may find accommodation options limited due to security, capital works and related issues. International House management will, at all times, try to reduce the inconvenience caused by such moves, but regret that at times it will be unavoidable.

2.3 All rooms are provided with a bed base, mattress and mattress protector, desk and chair, bookshelf, waste paper bin, curtains/blinds, telephone and wardrobe.

Any damage to the room caused by negligence of the occupant will be charged to the responsible resident. Residents must provide their own bed linen (including pillow), otherwise linen can be purchased for \$140 from the front office. Residents are encouraged to decorate and make their rooms as comfortable as they wish, however residents are not permitted to paint walls or fixtures, or to drive nails or screws into walls.

Please use Blu-Tac only when hanging pictures and/or posters.

Residents must contact the Office Staff if they intend to bring special furnishings, eg king sized single beds. Double beds will not be allowed in resident rooms. If a resident requires staff to remove and store University issued furniture, a storage fee of \$50 will be charged.

2.4 Candles and incense are not permitted in any rooms.

2.5 All rooms, entry doors and common area doors are fitted with electronic door locks. Each resident will be issued with, and must sign for, a key card on arrival at International House. Any and all lost, stolen or misplaced key cards **MUST** be reported to the Office or the Duty Mentor immediately. Lost, stolen or misplaced key cards will be cancelled and a replacement key card will be issued only to the occupant of the room. Replacement key cards will be issued at a cost of AUD\$50 to cover re-coding of the electronic lock and administration fee.

Residents who “lock themselves out” will be charged \$5 for re-entry after three occasions. This is added to the accommodation account due to the time and administration required.

Tampering with or inserting objects into key locks will result in disciplinary action.

Rooms are to be kept locked at all times, as are all external doors in the evenings. Key Cards are to be returned to International House office prior to leaving International House during vacation times if residents are travelling overseas or do not wish to take their key cards with them, and at the end of their stay before final check out. Failure to return key cards will result in the imposition of replacement costs, listed in the current fee schedule. Names and room numbers should not be attached to keycards.

2.6 International House furniture and equipment may not be moved from the resident's rooms or from any of the common areas of International House – including the removal of couches from inside the Games Room to the outside of the Games Room.

2.7 No nails, staples, drawing pins, sticky tape or screws may be driven into or attached to the walls, ceilings or woodwork. Writing on room doors is not permitted. Damage caused by the attachment of posters or the like will be repaired and costs charged to the resident.

2.8 Cooking is not permitted in the rooms eg no boiling of kettles or use of rice cookers. Spot inspections will be made and disciplinary action will be taken if needed. Kitchenettes are available in most decks of International House for this purpose. Residents are asked to keep these kitchens tidy, and are required to clean up the rooms after use.

2.9 Firearms, ammunition, dangerous weapons, any and all types of fireworks, flammable liquids etc are not permitted in any part of International House, including car parking areas, at any time.

2.10 Any resident who uses equipment (eg drains, stoves etc) for purposes for which they are not specifically intended, will be held responsible for the cost of repairs for any damage resulting from such misuse. This includes disposing of sanitary napkins, tampons, condoms and paper hand towels in the toilets.

2.11 No pets are allowed within International House under any circumstances, although goldfish may be considered.

2.12 Towels and items of clothing must not be hung out of the windows. Temporary clotheslines should not be installed in any of the rooms or attached to any of the room fittings. This includes portable drying racks in Common Rooms. Wetsuits should not be draped over doors in rooms, bathrooms, or Hallways, nor should fire extinguishers be used to hang clothing, towels or wetsuits over. Dryers and clotheslines are available for this purpose. Towels must not be dried on the bar oil heaters.

2.13 Rooms are cleaned once each fortnight. Cleaners will not empty your bin. You must put your rubbish out in the large bin behind the kitchen or at the bottom of each internal stairwell. You must also put your own recycling in the bins provided. It is expected that residents will keep their room and its facilities in a neat, tidy and cared for condition at all times. When cleaners arrive to clean the rooms, residents must allow the work to be carried out. Residents are expected to maintain the common areas of International House in a state of cleanliness and tidiness at all times. These areas will be cleaned regularly. Bathrooms will be cleaned daily. Mentor bathrooms will be cleaned fortnightly as part of general room cleaning.

2.14 If, whilst in residence at International House you desire/require a room change, please complete a Room Change Request Form, available at the Front Office. All requests will be listed chronologically and requests will be facilitated where possible during the mid year break. The decision of the Student Residence Manager is final in these matters and no discussion will be entered into. All room transfers attract a \$50 fee.

2.15 The use of double adapters for electrical access or “piggy back” plugs anywhere in International House is strictly prohibited.

2.16 To avoid over loading of power circuits it is mandatory to use a “preferred Power Inverter” that is purchased within Australia. Note: Australian Voltage = 240V; Frequency = 50Hz. International Electrical Pin Converters and Power Boards used in International House must meet Australian Standards, it is strongly recommended you buy these locally in Australia to ensure the standards are met.

CATERING ARRANGEMENTS AND DINING ROOM PROTOCOL

3.1 Meal times are advertised inside the Dining Room and on the Administration notice board. More formal meals and special dinners will occur from time to time and notification of these will be posted on notice boards and by memo or newsletters. These events provide opportunities for visitors and speakers to join with residents for a meal. All residents are asked to attend these dinners unless otherwise specified.

3.2 After all meals cutlery, crockery and glassware must be returned to the scullery window by the users. Tables are to be left in a clean and tidy state. Do not remove any cutlery or crockery from the dining room.

3.3 Catering staff may request that residents clean up any mess that they feel is excessive. ‘Food fights’ and other unacceptable behaviour will not be tolerated and will lead to disciplinary action.

3.4 Residents whose University class commitments require them to be absent from meals may arrange for a late meal. The normal evening meal concludes at 7.00pm. The Dining Room provides a late meal service based on a daily system of registration. It is advised that you meet with Jeanette Lee the Chef Manager in general to discuss your dining needs. Late meals can be ordered via the International House website on <http://ihouse.uow.edu.au> before 3pm.

3.5 Residents may purchase a guest voucher, in advance from the front office (between 9am and 5pm) to invite guests to dinner. Vouchers can be added to your account at \$7.70 or paid in cash at the office. During meal times, guests are not allowed in the dining room or the Courtyard without a voucher – even if they claim that they are not eating.

3.7 Residents may not enter the kitchen area unless invited/permitted by the catering staff.

3.8 Minimum dress regulations apply to International House dining room. Residents are required to wear footwear in the dining room at all times. Torn, soiled and inappropriate clothing (swimwear, transparent or flimsy night attire) are not permitted in the dining area.

3.9 Common kitchen areas are available for residents to cook snacks. Cooking utensils are not supplied. These kitchen areas must be kept clean at all times and residents will be held responsible for their cleanliness.

3.10 The consumption or carrying of alcohol is not permitted in the indoor dining room, or outdoor dining facility (ie The Courtyard) except on special occasions (eg functions) as deemed by the Student Residence Manager. In addition, members of the kitchen staff reserve the right to refuse service to residents who are intoxicated, rude or using offensive language, prior to entering the dining room or whilst in the dining room.

3.11 Due to hygiene requirements of the catering company, the barbecue in the outdoor dining area "The Courtyard" may not be used by residents without the supervision/permission of the relevant catering staff member.

3.12 No ball games of any sort are permitted in the outdoor dining area "The Courtyard".

FINANCES & FEES

4.1 The Student Residence Manager has the right to review and amend fees at any time in consultation with the General Manager of Accommodation Services.

4.2 Residents are accepted into International House for the academic year. Residents wishing to remain in International House over the Summer Session must apply via the Accommodation Services Website. Summer accommodation will be subject to full payment of the prior yearly session fees unless otherwise negotiated with the Student Residence Manager. Fees at this time will be dependent on the services provided. International House reserves the right to re-allocate rooms at this time and this could include movement to a different floor/block.

4.3 Accommodation fees are calculated for each resident based on their Accommodation Agreement for the academic year. Residents wishing to come in to International House prior to the commencement of their contract or leave after the specified conclusion date stated in their contract, will be charged accordingly.

4.4 A Community Activities Fee is charged at the beginning of each resident contract. The fee is compulsory for all residents of Accommodation Services, University of Wollongong. For further details see the Community Activities Fund section of this handbook.

4.5 Each resident is required to pay an annual Enrolment Fee. These monies are used to purchase new equipment for International House. This fee is compulsory for all residents of International House.

4.6 Except for the enrolment fee all compulsory incidental fees are non-refundable.

4.7 All accounts must be paid in accordance with the terms and conditions of the Accommodation Agreement unless specific arrangements have been made with the Student Residence Manager. Any residents with outstanding fees will have their academic results withheld in accordance with University policy. Withheld results will be released upon payment of all amounts owing. In some cases, outstanding debts will be referred to the University's debt collection service for action.

4.8 Cheques should be marked not negotiable and made payable to "University of Wollongong". International House also accepts, money orders, Bankcard, Mastercard and VISA payments. Please note: cash payments over \$50 are no longer accepted. Payments may be made on-line via the Accommodation Services Website <http://accommodation.uow.edu.au>

4.9 Residents wishing to leave prior to the date stated in Schedule B of the Accommodation Agreement will be required to pay the equivalent of 18 weeks rental – as per the Accommodation Agreement.

DEPARTURE AND RE-ENTRY TO INTERNATIONAL HOUSE

5.1 At the end of the year, residents who wish to return to International House for the following year must make an application for re-admission. Applications should be made on-line via the Accommodation Services Website <http://apply-accom.uow.edu.au>

Room preferences are limited and there are no guarantees made with regard to room allocations. Residents may be granted re-admission depending upon their academic progress, standard of behaviour/conduct and demand for residency by newly enrolling students of the University. It is unlikely that residents who have two written reprimands will be returned to residence in the following year. This is at the discretion of the Student Residence Manager.

5.2 You may apply to extend your accommodation at International House beyond the end of the Session 2, 2012 contract period. To do so you should lodge an "Intent to Vacate/Extend Stay" form at International House Office. You must lodge this form at least seven (7) days prior to the end of contract period. You will be charged at the applicable weekly fee pro rata. If you apply to extend your stay after the above deadline or remain in your room past the end of contract without requesting to do so, you will be charged a \$50 Administration Fee to cover the additional workload involved in extending your stay or making alternate accommodation arrangements for you.

Additionally, if you extend your stay via the "Intent to Vacate/Extend Stay" form but later wish to reduce or cancel your additional stay you must provide International House Administration with at least forty-eight (48) hours' notice. If you do not, you will be charged this period of notice in lieu. You will also be charged the period of notice if you just check out without providing notice.

5.3 When residents depart International House, rooms will be inspected by the Cleaning Supervisor, ensuring it has been left in a suitable condition. Costs for damages and cleaning deemed to be over and above that incurred by reasonable wear and tear will be charged to the appropriate room occupant.

SECURITY

6.1 Rules applying to the security of buildings must be observed by all residents and their guests. Procedures are listed in the security section of this guide. Any queries regarding security may be addressed to International House staff.

6.2 The University or International House will not be responsible for any damage or loss caused by or to anything located on the premises. Though some lockable storage space is available, valuables are placed therein entirely at the owner's risk.

6.3 All residents are responsible for International House security. Doors to individual rooms must be locked whenever the room is unoccupied, or if the occupant is sleeping. All external doors must be locked on entering or leaving the buildings, particularly during the evenings. Security problems must be reported to the Duty Mentor, Resident Life Coordinators and Student Residence Manager as soon as possible and will be dealt with in the appropriate manner by International House staff or University security. Security procedures will be changed if necessary, and residents will be notified in writing should any changes be made.

6.4 The Student Residence Manager, or a designated staff member shall have the right to enter any room or area of International House at all reasonable times for cleaning and/or maintenance and at other such times deemed necessary for inspection of International House property.

Student Conduct

The University has defined Rules, codes, policies and procedures governing acceptable and unacceptable conduct of students during their studies at the University, all of which are available via the University's online Policy Directory. In addition to this group of documents, the University also defines the general conduct it expects of the students who are members of its residential communities in their respective handbooks. Taken together these documents are regarded collectively as the residential community standards which are expected of all residents. Residents who are in apparent breach of these standards will be subject to investigation and, in the case of an adverse finding, appropriate disciplinary action. At the time of writing, the University is giving active consideration to a new Residences-specific policy on student conduct. Until such time as this new policy is finalised, residents can expect their behaviour to be managed via the **Student Conduct Rules** and Procedure for Managing Alleged General Misconduct by a Student, copies of which are available via the University's online Policy Directory.

Appendix A

Accommodation Agreement

WARNING: THIS IS AN IMPORTANT DOCUMENT. YOU SHOULD READ THE DOCUMENT IN FULL AND ENSURE THAT YOU UNDERSTAND ITS CONTENTS

This agreement is made between the University of Wollongong and the person named in Schedule A ("The Resident").

It is agreed that:

1.0 Definitions

<i>Common Facilities</i>	means those parts of the Residence designated by the University for common use by all Residents
<i>Date of Arrival</i>	means the date that the resident signs for and takes possession of keys/access card
<i>Date of Departure</i>	means the date a resident vacates, including completing all paperwork and returning all keys, access cards and meal cards (meal cards applicable to Campus East only) to the residence
<i>Family Member(s)</i>	means a person that the Resident has registered with the University as living with them in the Room/Unit at the Residence
<i>Graduating Student</i>	means a student who is in the action of receiving or conferring an academic degree or the ceremony that is sometimes associated, where students become Graduates
<i>Guest(s)</i>	means a person or persons invited to the residence by a Resident
<i>Handbook</i>	means the residential Handbook provided to all residents after arrival at the residence. It contains rules, regulations and general information required regarding the residence(s) and as amended from time to time
<i>Head</i>	means the senior officer appointed from time to time by the University to manage the Residence
<i>Late Payment Fee</i>	means of fee of \$200.00
<i>New Resident</i>	means a person who does not currently live in the residences of the University of Wollongong

<i>Other Person</i>	means another resident, Family Member, Visitor or Guest
<i>Rental Prepayment</i>	means a payment of \$500.00, paid when the offer/Accommodation Agreement is accepted online
<i>Residence</i>	means the Residence to which the Resident has been assigned
<i>Resident</i>	means a person living in the residences of the University of Wollongong
<i>Room/Unit</i>	means the study-bedroom to which the Resident has been assigned
<i>Shared Facilities</i>	means the living/dining area, kitchen, bathroom, lavatory, shower room, store room, balcony, patio and passageways in the Unit together with the University's property contained therein
<i>Unit</i>	means the group of Rooms (including shared facilities) to which the Resident has been assigned
<i>University</i>	means the University of Wollongong
<i>Visitor(s)</i>	means a person or persons who come to residence uninvited to see a Resident

2.0 Extent of Agreement

The University grants to the Resident a licence to use:

- 2.1 The Room/Unit to which the Resident is assigned;
- 2.2 The shared facilities in common with the Residents of other Rooms in the Unit;
- 2.3 The common facilities in common with other Residents of the Residence.

3.0 Term of Agreement

This agreement commences on the Commencement Date (listed in Schedule B) and ends on the End Date (listed in Schedule B) unless it is terminated earlier in the manner specified in this Agreement.

4.0 Assignment and Sub-Letting

The Resident will not during the continuance of the Agreement assign or transfer this Agreement or demise, sub-let, part with, share the possession of, or grant any licence affecting, or mortgage, charge or otherwise deal with, or dispose of the Room/Unit or any part thereof, or by any act or deed procure the Room/Unit or any part thereof to be assigned, transferred, demised, sub-let unto shared or put into possession of any person or persons.

5.0 Payment of Fees

- 5.1 The Resident agrees to pay any deposits and fees by the due dates or advise the Head promptly of any inability to pay a fee instalment by the due date.
- 5.2 If fees are not paid by the due date the University may take action to recover the outstanding debt including, but not limited to
 - 5.2.1 applying a Late Payment Fee of \$200 to the Resident's account;
 - 5.2.2 requiring all future payments of fees by the Resident to be made in advance of the period to which they apply;
 - 5.2.3 preventing the Resident's access to the Room/Unit;
 - 5.2.4 withholding the Resident's academic results; and
 - 5.2.5 referring any outstanding fees to a debt collection agency.

NON PAYMENT OF FEES MAY RESULT IN THE WITHHOLDING OF ACADEMIC RESULTS

6.0 Academic Results

The Resident authorises the Head to obtain the Resident's official academic results or confirm the Resident's enrolment status from the University of Wollongong, Wollongong University College or other educational institution at anytime.

7.0 Resident's Obligations

The Resident:

- 7.1 must only use the Room/Unit for residential purposes;
- 7.2 will be responsible for the behaviour of themselves, their Family Members, Guests or Visitors and will pay for any damage to or loss of University or other person's property caused by themselves, their Family Members, Guests or Visitors;
- 7.3 must compensate for or meet any claims in respect of:
 - 7.3.1 loss or damage to University property where loss or damage is caused by the Resident, Family Member, Guest or Visitor either by neglect or wilful act or omission;
 - 7.3.2 any person for loss or damage to personal property where loss or damage is caused by the Resident, Family Member, Guest or Visitor by either neglect, wilful act or omission;
 - 7.3.3 any injury to a person caused by act or omission of the Resident, Family Member, Guest or Visitor.
- 7.4 must not, through act or omission, place the lives of themselves or other persons at risk or commit an act of violence on themselves or any other person;
- 7.5 must not by act or omission create any disturbance, nuisance or annoyance to any other person;

- 7.6 must allow the University, its agents or employees access to the Room/Unit for the purpose of cleaning, the issues of notices or memos, Room inspections, maintenance and otherwise will not impede the University's possession and control of the Room/Unit;
- 7.11 must not interfere with or permit interference with the reasonable use by other Residents of the shared or common facilities;
- 7.12 must not break any policy, rule or regulation as outlined in the
 - (i) Residence's Handbook
 - (ii) Campus Access and Order Rules
 - (iii) Code of Practice – Students
 - (iv) IT Acceptable Use Policy
 - (v) Anti-Bullying Guidelines and Sexual Harassment Policy
 failing which the Resident will submit themselves to the associated procedures for managing breaches of these policies, rules, codes, or regulations including any disciplinary sanctions that may be applied and may include termination of this Agreement and exclusion from the Residence.

8.0 The University's Obligations

- 8.1 The University will comply with all fire safety requirements and its obligation to comply with the Environment Protection and Assessment Act (Smoke Alarms) Regulation 2006 and will maintain in an operable condition all fire safety equipment.
- 8.2 The Resident acknowledges that the University takes no responsibility whatsoever for damage or loss of any item of personal property brought into the Residence.
- 8.3 The Resident agrees that if the Room/Unit is for any reason either destroyed or so damaged as to be unfit for inhabitation, the University may terminate the Agreement.
- 8.4 The University is not to be liable for any damage or loss that the Resident may suffer by the act, neglect, default, or accident of any other person or by reason of the University neglecting to do something to the Residence.
- 8.5 The University reserves the right to relocate the Resident to another Room/Unit within the Residence for maintenance purposes, conference trade purposes, or any other purpose deemed reasonable or necessary by the Head. A minimum of seven (7) days notice will be given to the Resident.
- 8.6 The Resident agrees that the University, its agent, representative and or contractor may enter the Room or Unit, without notice, for the following purposes –

- 8.6.1 in emergency or extraordinary situations to protect the health and welfare of the residents, or to clean or to make repairs;
- 8.6.2 to ensure that health, safety and fire regulations are maintained;
- 8.6.3 if, in the reasonable opinion of the University, the Resident is engaged in any illegal activity whatsoever, or is causing a disturbance, or the Resident's behaviour is such that there is a likelihood that the safety of any other person at the Residence is at risk.
- 8.6.4 if, in the reasonable opinion of the University, the Resident is believed to have abandoned the Room/Unit, the Residence has been reported missing for more than 48 hours, or suspects that another person or a person other than the resident is residing in the Room/Unit.
- 8.7 The Resident agrees that the University may direct a Member of law enforcement agency who is seeking to establish the presence of the Resident to the Resident's Room/Unit.

9.0 Notices

- 9.1 Any notice to the Resident by the University may be given to the Resident either personally, by leaving at the Residence or Room/Unit, or by delivery by electronic mail.
- 9.2 Any notice to the University by the Resident may be given to the University by leaving the same at the Residence's Administration Office during normal business hours.

10.0 Default and Termination

READ THIS SECTION CAREFULLY YOU ARE REQUIRED TO GIVE NOTICE

10.1 Cessation of Enrolment

- 10.1.1 A Graduating student who wishes to remain in residence beyond the last day of session may do so until the Sunday of the last day of the week in which the Graduating Student shall graduate provided the Intent to Vacate Notice has been completed and provided to the University in accordance with clause 9.
- 10.1.2 The standard weekly rate shall continue to be applied for this period.
- 10.1.3 If the Intent to Vacate Notice has not been provided by the Graduating Student then the notice period referred to in Schedule C shall apply.
- 10.1.4 The University reserves the right to relocate a Graduating Student to an

alternate Room at the same rate being applied under this Agreement for this period of residence beyond the End Date.

- 10.1.5 Should the Resident cease to be an enrolled student for reasons other than graduating of the University of Wollongong, Wollongong University College or other educational institution approved by the Head, the Resident may terminate the Agreement by giving fourteen (14) days notice of their intended date of departure.

10.2 Termination of Accommodation Agreement by You before Occupancy

To terminate this agreement before occupancy you must notify the Head of Residence/Student Residence Manager in writing prior to the 9th January 2012 in which case the Rental Prepayment will be refunded. The Rental Prepayment is not refundable after the 9th January 2012.

Failure to occupy the Room allocated to you on the assigned date may result in termination of this agreement with forfeiture of the Rental Prepayment fee and the application of an Accommodation Agreement termination fee equivalent to four weeks rental.

10.3 Vacating Residence during the Term of the Agreement

If the Resident wishes to depart the Residence during the period of the Agreement the Resident must provide the University with the period of notice specified in Schedule C during which the Resident shall remain liable for any fees payable during this period of notice up to, but not past, the end date of the Agreement listed in Schedule B.

10.4 Events of Default and Termination

The Resident agrees that in any of the following events the University may terminate the Agreement by giving:

- 10.4.1 a minimum of twenty-four (24) hours notice if, in the reasonable opinion of the University, the Resident is engaged in any illegal activity whatsoever, or is causing a disturbance, or the Resident's behaviour is such that there is a likelihood that the safety of any other person at the Residence is at risk;
- 10.4.2 not less than seven (7) days notice in writing to that effect and specifying the breach complained of if:
- 10.4.2.1 fees remain unpaid for seven (7) days after becoming due and payable whether formally demanded or not;
- 10.4.2.2 there is a breach by the Resident of any condition of this Agreement;

- 10.4.3 Should it be necessary for the University to terminate the Agreement under clause 10.4.1 or 10.4.2, the Resident shall remain liable for the payment of fees for the maximum period specified in Schedule C, or as otherwise determined by the University of Wollongong. Such period shall not exceed the End Date as specified Schedule B.

11.0 Nonwaiver

- 11.1 The non-enforcement by the University of any term or condition of the Agreement shall not constitute a waiver of any subsequent breach of the same or any other term or condition of the Agreement.
- 11.2 Acceptance by the University of any payment of fees shall not be deemed a waiver of any breach of the Agreement other than the Resident's failure to make a timely payment of fees so accepted.

12.0 Agreement Renewal

The University is not required to renew the Agreement or to allow the Resident to continue to occupy the Room/Unit beyond the End Date.

The Manor

The Manor is a prestigious, well-appointed facility that maintains the same vision and mission of International House, and is located not far from International House main grounds. The facility is especially designed for International postgraduate research students at the University. Residents of the Manor are strongly encouraged to get involved with the main International House campus, with Community Activity Fund events, social activities, Tuesday Topicals and Thursday Global Visions, and other formal functions such as Farewell Formal, BYO Academic, Faculty Faceoff and Projects for Peace.

Manor residents will have access to a site mentor who can help with First Aid, orientation to the University, Fire Safety, registration of guests on site, catering available at IH main campus and other general functions.

1.1 Residents of the Manor, like in International House, are expected to maintain an attitude of courteous behaviour and consideration for the wellbeing of all who live there. Each resident is required to behave in such a way that no offence, inconvenience or disturbance is caused to any other resident, any person employed directly or indirectly by International House or the University of Wollongong, or any neighbour of the Manor. There should at all times be consideration and sensitivity shown to other people.

1.2 Guests (including children) are not permitted to be in the Manor or environs unless accompanied by a resident, who is to accept responsibility for that person's behaviour. Guests at the Manor must pay for meals if they are taken in the dining room at International House (see fees schedule). There can be no free meals for guests without the prior consent of the Student Residence Manager of International House. Guests are to respect other Manor residents' private property, where it is stored both in rooms and in common areas within the Manor. The site mentor may regulate the number of guests on site at any time, and may request that guests leave. Such requests must be followed or disciplinary action may follow for the resident who hosts the guest.

1.3 Overnight guests may be accommodated, with full responsibility for security and behaviour to be taken by the individual host in all events. Any stay by a guest must be approved by and registered with the Student Residence Manager, through the site mentor. The fee is \$25 per night (see fees schedule). Residents hosting guests who are not registered are subject to disciplinary action. The Student Residence Manager will have the right to refuse guest accommodation, including (but not limited to) situations where guests are consistently present.

1.4 Any person who is not a resident of the Manor and has no valid reason for being in International House grounds, including the Manor, should be instructed to leave. This includes former residents who are not in the company of a current resident. The Mentor, Resident Life/Program co-ordinator of International House or Student Residence Manager should be called if such a person refuses to leave the Manor. Residents of International House who are not residents of the Manor will be guests on the Manor site, and do not have a right of entry. International House residents who are not Manor residents may be asked to leave by any officer of the University of Wollongong and must obey, or may be subject to disciplinary action.

1.5 The Manor is a smoke free environment. Smoking is prohibited in resident's rooms, common rooms and any internal areas of the Manor, including the areas around entrance doors to the distance of 10 metres. Manor residents are encouraged to utilise the back fence-enclosed area of the Manor grounds for safety, and are also encouraged to be mindful of nuisance that their smoke may cause other residents. The University of Wollongong Non-Smoking Policy may be found at <http://staff.uow.edu.au/admin/personnel/ohs/smoking.html>

1.6 Gambling at the Manor is strictly forbidden – excepting whole of community social events conducted on ANZAC day and Melbourne Cup Day.

1.7 Radios, stereo equipment, televisions and musical instruments should be played so as not to disturb others. Residents with such equipment are strongly advised to use headphones, and to make use of the downstairs common areas, with the door closed for such pursuits where appropriate.

1.8 Offensive behaviour, obscene language and any form of harassment will not be tolerated.

1.9 The personal consumption of alcohol is discouraged on the premises, including the grounds and carpark, at the Manor and is subject to the following conditions:

- That the bedrooms and common areas are not used for parties, such that others may be affected, where alcohol is distributed;
- That it is an offence against the establishment to be drunk and disorderly, or in any way exhibit behaviour that is influenced by alcohol: e.g. loud, aggressive, vomiting. This includes when returning to the Manor.
- That Sculling of alcohol and drinking games (or similar behaviours as deemed by the Student Residence Manager) are prohibited and will lead to disciplinary action.
- Sculling events may not be advertised within International House or the Manor and groups sponsoring or taking part in such activities elsewhere may not be identifiable as International House or Manor groups.

- Mentors, Resident Life/Program Coordinators and the Student Residence Manager reserve the right to disperse groups of residents who are drinking on the Manor premises where this is deemed necessary. Residents who do not comply will receive written reprimands that can lead to exclusion from the residence.
- When on International House main grounds, Manor residents are to follow the rules and regulations of International House regarding Alcohol – these rules are different to those applying to the Manor, and are found earlier in this handbook.

1.10 The provision and distribution of alcohol at recognised International House/Manor functions will only occur with the permission to use the license of and supervision by employees of the Scolarest Catering Company.

1.11 The possession and use of illegal substances is not permitted within the Manor and will result in immediate expulsion without hesitation, and the matter will be referred to the NSW Police.

1.12 Unauthorised interference with safety and security equipment (eg fire extinguishers and/or hoses) will not be tolerated. Residents found breaking this rule will face disciplinary action, including payment of fines, and may, in addition, be reported to the authorities.

The Manor has smoke/fire detectors fitted in each bedroom and common area. This means you cannot burn candles or incense in your room. Smoking is not allowed inside any University building, including International House. Smoke from cigarettes, incense, candles and toasters will trigger the detectors, as will steam from boiling kettles. Cooking should only be carried out in the kitchen areas.

Any interference with smoke detectors (removal or covering the detector) poses a significant risk to other residents, and those responsible will be required to explain their actions to the Student Residence Manager. This is likely to lead to exclusion from the Manor.

The cost of repairing or replacing detectors will be passed on to the individual(s) responsible, or may be shared by all residents of the Manor if no one takes responsibility. In the event that an alarm is set off by a resident or residents, either in a bedroom or common area, the site mentor must be immediately alerted, and he/she must be satisfied that the situation is safe. On occasions whereby the Manor mentor is unavailable the mentor at International House should be immediately informed. Should the mentor not believe the Manor to be safe, residents may be requested to stay outside the building.

Fire equipment should not be used by residents for any improper (i.e. non-fire suppression) purpose.

Tampering with fire safety equipment (alarms, detectors, extinguishers or hoses), or fire exit doors is an offence under S20 of the Occupational Health and Safety Act, the Local Government Act (Ordinance 70) and the Federal Building Codes.

PLEASE NOTE: When on the main grounds of International House, interference with or misuse of fire safety equipment may result in expulsion/exclusion from the Manor, and a fine of \$550. Fire doors are not to be propped open for any reason, or have the closing mechanisms disconnected or disabled.

1.13 Ball games, including the throwing, bouncing, hand-balling or hitting of any balls are not permitted inside the building.

1.14 Residents of the Manor when they are on the main International House site are required to follow the rules and regulations of International House the same as any resident of the International House main site will. Failure to do so will be met with disciplinary action.

1.15 Residents of the Manor may park a car in the rear parking area of the facility. A yearly parking permit will cost \$300. Residents of International House who are not residents of the Manor may under no condition park their cars at the Manor. Doing so will lead to fines from the University of Wollongong.

1.16 No furniture is to be removed from the Manor. Each bedroom will be fitted with a bed, desk, drawers, chair, wardrobe and reverse cycle AC. No property from the community areas may be removed to bedrooms.

1.17 Cooking is not permitted outside of kitchens. While storage of personal kitchen utensils is permitted in bedrooms, no use of electrical kitchen appliances (including, but not limited to, items such as kettles, toasters, rice makers, microwaves) is permitted outside of the kitchen.

1.18 Cleaning of the Manor will occur on a weekly basis for common areas including kitchen and bathrooms. Alternately, a vacuum cleaner may be attained from the site mentor.

1.19 Manor residents who wish to eat in the International House dining hall must arrange this with the mentor in IH, for casual visits, or may alternately negotiate a meal plan with the Student Residence Manager or Resident Life/Program co-ordinator based at International House.

1.20 UOW phone service and network connection available in each room (UOW Quota & Everywhere Internet). Phone service requires prepaid credit to enable external UOW calls.

For more information on the IT services available please go to the link below <http://www.uow.edu.au/about/accommodation/it/index.html>

1.21 Room allocation is at the discretion of the Student Residence Manager.

1.22 Any damage to bedrooms or common areas of the Manor caused by negligence of the occupant will be charged to the responsible resident. Residents must provide their own bed linen (including pillow), otherwise linen can be hired for \$90 from the front office.

Residents are encouraged to decorate and make their rooms as comfortable as they wish, however residents are not permitted to paint walls or fixtures, or to drive nails or screws into walls.

1.23 All rooms, entry doors and common area doors are fitted with electronic door locks. Each resident will be issued with, and must sign for, a key card on arrival at International House. Any and all lost, stolen or misplaced key cards MUST be reported to the Office or the Duty Mentor immediately. Lost, stolen or misplaced key cards will be cancelled and a replacement key card will be issued only to the occupant of the room. Replacement key cards will be issued at a cost of AUD\$50 to cover re-coding of the electronic lock and administration fee.

Residents who "lock themselves out" will be charged \$5 for re-entry after three occasions. This is added to the accommodation account due to the time and administration required.

Tampering with or inserting objects into key locks will result in disciplinary action.

Rooms are to be kept locked at all times, as are all external doors in the evenings. Key Cards are to be returned to International House office prior to leaving International House during vacation times if residents are travelling overseas or do not wish to take their key cards with them, and at the end of their stay before final check out. Failure to return key cards will result in the imposition of replacement costs, listed in the current fee schedule. Names and room numbers should not be attached to keycards.

1.24 Towels and items of clothing must not be hung out of the windows. Temporary clotheslines should not be installed in any of the rooms or attached to any of the room fittings. This includes portable drying racks in Common Rooms. Wetsuits should not be draped over doors in rooms, bathrooms, or Hallways, nor should fire extinguishers be used to hang clothing, towels or wetsuits over. Dryers and clotheslines are available for this purpose.

1.25 The use of double adapters for electrical access or "piggy back" plugs anywhere in International House is strictly prohibited.

1.26 No animals are permitted on site without the prior express permission of the Student Resident Manager.

1.27 The Student Residence Manager of International House has responsibility for resident discipline. Disciplinary procedures may be found in the Discipline section of this handbook and in the University's Rules for Student Conduct and Discipline http://www.uow.edu.au/handbook/generalrules/student_discipline_rules.html.

1.28 In addition to these sections, Manor residents should familiarize themselves with the rules of the International House main campus and the Finances and Fees section, which applies equally to Manor residents.