Address:
Northfields Ave
Wollongong 2522
Phone: +61 2 4229 9700
Fax: +61 2 4229 1875
Email: accomm_services@uow.edu.au
URL: http://accommodation.uow.edu.au
Welcome

Dear Kooloobong Residents,

It is a pleasure to welcome each of you to your home away from home. You have come from near and far to live and learn at the University of Wollongong. This year will bring many new adventures to each of you. Staff and Student Staff are excited about providing you with a community that is supportive of you, your academic study and your personal and professional goals.

Our Senior Residents (SR) will be available to help you when you need personal, academic and social support. They will work closely with the Student Development Leaders to give you many outlets for developing positive relationships with your neighbours at Kooloobong and also with residents at other colleges.

The community at Kooloobong is based on respect for yourself; respect for your neighbours; respect for your property; respect for the University’s property and the overall environment you live in. We are all working together in a supportive, encouraging and friendly atmosphere and would like to see everyone join in.

There are a number of policies and expectations which apply to residents and their guests at Kooloobong, and you are expected to know them and adhere to them while living here. If you have any questions, there are a number of people that you can see: an SR, the staff at Accommodation Services, Building 17 on the main campus, Keiraview office staff or myself.

Kooloobong is a great place to live and learn. I look forward to sharing in your triumphs and promise to support each of you during your time with us. On behalf of the Kooloobong Staff, welcome to your new home!

Best wishes in 2008

Mary Sparks

Student Residence Manager
A Message from Accommodation Services

On behalf of the University of Wollongong and Accommodation Services I would like to extend a very warm welcome to you and congratulate you on your choice of living @ Kooloobong. You will have the privilege of 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 Student Residence Managers across a range of issues to develop culturally engaging and exciting student residences. Our Student Residence Managers are highly trained, committed and experienced individuals, supported by staff that share that commitment. Our priority is your well being and I encourage you to contact our staff if you have anything that you wish to discuss.

Living @ Kooloobong 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.

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.

Michael Gillmore
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).
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**Appendix A - University of Wollongong Halls of Residence - Discipline Procedures**

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**Appendix B - Accommodation Agreement**

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Introduction

The purpose of this handbook is to provide information for residents and to serve as a tool to help you settle into Koolobong as comfortably as possible. The handbook contains information and guidelines that ensure you and your fellow residents have a positive experience here. You will be held accountable for the information, policies and procedures contained in this handbook. Therefore, it is imperative that each of you read this handbook thoroughly. Should you have any questions regarding the contents, please consult a member of staff for clarification as soon as possible.

Mission

To provide a living, learning environment which fosters the intellectual development and personal growth of all residents ensuring the academic and social success for all residents who makes their home at Kooloobong.

Principles For Community Life

Living in a Community is a unique experience. It allows for personal and social development and the forming of lifetime friendships. Our goal is a community that embraces our Mission The following general principles are guidelines to apply to daily decision-making. Our good efforts in applying them will enable our college community to be nurturing and a great place to be!

1. Principle of Accountability

Structure of some sort is an integral part of all communities. All members of our community share responsibility and accountability to uphold the community policies we have agreed to accept.

2. Principle of Consideration

For our community to be genuine and not just a “group of members”, dislikes, differences and prejudices must be overcome. Considering others’ interests before your own is hard work and takes time, and a willingness to be vulnerable and to communicate lovingly and honestly.

3. Principle of Encouragement

Within community there are times when things in individuals lives don’t go according to plan, and at such time need encouragement to get through the particular period. Encouragement conveys the idea of putting strength into someone’s hands, arms or body so they can handle the pressure. Encouragement is powerful as it empowers individuals to persevere and grow through difficult times.

4. Principle of Integrity

Individual integrity requires remaining true to oneself and encompasses our ethical standard of living, and how we live our lives. It means in part to follow the policies and procedures in this handbook. What a challenge!

5. Principle of Worth and Dignity of Individuals

Foundational to community life is a belief in the worth and dignity of individuals. Everyone is worthy of respect and responsible to respect others. We will seek to be tolerant of the unique personalities of others in our community.

6. Principle of Respecting Property

A natural outcome of planning and hard work is the acquisition of property, both individual and institutional. Attention to its maintenance, protection and stewardship calls for our consideration when using or altering any of our community property.
Common Information
For Student Residences

Accommodation Services Office Hours
The Accommodation Services office, on the Wollongong Campus, is open Monday-Friday from 9am-5pm. Please be advised, however, the office is not open weekends, Christmas-New Year Period, and public holidays. The Accommodation Office is located in Student Central on the Ground Floor of Building 17, near the Library and opposite Sal Paradise café.
Tel: 02 4221 5467
Residents are expected to inform the Accommodation Services office of any change in enrolment status, address or other contact information and to also advise the University Student Records of a mailing address when they vacate the residence.

Contacting The General Manager
The general manager, Michael Gillmore, is available Monday-Friday from 9:00am to 5.00pm. If you wish to meet with the him, it is strongly advised that you call ahead to schedule an appointment to ensure his availability. If you have a problem after office hours, please contact your Senior Resident for help.
To schedule an appointment, please contact Michael Gillmore’s personal assistant, on 4221 5656 or via email on rpados@uow.edu.au.

Changes in Enrolment or Address
Change of address forms for University mail (term address) are available from the University Student Services office in Bldg 17. Redirection notices for general mail are available from Keiraville Post Office. All mail for Kooloobong is handled through Keiraville Post Office. You must notify the University and Australia Post of your new address when you vacate.

Inventory/Condition Report
You will find a room/unit inventory condition report in your arrival pack upon check-in. Please complete this form and return it to the office within 7 days. Urgent maintenance problems should be reported immediately to the Accommodation Services Office or via email to the Maintenance Supervisor (brentm@uow.edu.au).
When you vacate the unit/room, this report will be referred to and may affect the calculation of your account. For example, if you have not made a note on the condition report of any damaged or missing items in your room or common area, then the repairs or replacement costs may/will be charged to your account. The room must be left as you found it, clean and tidy – you will be charged for refitting door closers, putting beds back together or any other alterations made to the condition of the room.
*Reminder: The Inventory Condition Report form must be returned to the Accommodation Services office within 7 days of your arrival.

Room Changes
Residents are encouraged to reside in their allocated units/rooms for the duration of their contract period. Living with other students from a variety of backgrounds and cultures, is a valuable learning experience which can also create lifelong friendships. However, if you wish to change your unit/room during the year, you must apply in writing by submitting the Unit/Room Transfer form available from the Accommodation Services office. Please be advised that there are no guarantees your request will be approved. Transfers are at the discretion of the Student Residence Manager and are also subject to availability.
The first room change incurs no cost. Each room change after that is $33 per change.

Standard of Living Agreements (Unit Contracts)
All residents are required to submit a Standard of Living Agreement or Unit Contract within 2 weeks of the start of session. This Agreement is designed to establish a living environment within each unit that promotes the rights and responsibilities of each resident. You will be expected to agree to various living arrangements, such as visiting hours for guests, cleaning expectations and cleaning roster, appropriate noise levels during the day, etc. Your designated SR will meet with residents of each unit to assist in the completion of your Agreement and will be able to address any questions you may have during this meeting.
Temporary Absence from Residence

Please inform your flat mates/unit mates and the Accommodation Services office if you are going to be away, especially for extended periods of time. You are also encouraged to let your SR know if you will be away. If possible leave a contact number in case of emergencies.

Kooloobong and the Staff

Mail

Your postal address for correspondence whilst living at Kooloobong is:

................................(your name)
(your unit number), Kooloobong
Northfields Ave,
WOLLONGONG NSW 2500

The mail is delivered each day Monday - Friday. Mailboxes are situated on Northfields Avenue. There is a key supplied for each mailbox. The mailbox key must be left on the hook provided in the kitchen of your unit. If the mail in your box does not belong to anyone in your unit, please give it to the Senior College Advisor in Unit 5.

Students are responsible for notifying Student Services (Bldg 17) on the main campus of any changes of address. We are not responsible for redirecting any mail after the resident has vacated.

Senior College Advisor and Senior Resident

The Senior College Advisor will generally act on behalf of the Student Residence Manager of Kooloobong. He is available at any reasonable time after office hours for assistance if you are unable to find a Senior Resident to address your questions or concerns.

Senior Residents are usually students who have been in residence for some time. They may be approached at any reasonable time (between 7am - 9am or 5pm to 11pm).

SRs can assist you with many issues, such as letting you in if you lock yourself out, have trouble studying because of the noise level in your area or an emergency has arisen and requires immediate attention.

On each evening and at weekends there will be a SR on duty who will be responsible for locking all external common areas. After 10:00pm all residents are responsible for keeping these areas locked, which includes the main door providing access to your unit(s).
At no time will a SR use their keys to permit you to enter another resident’s unit/room without that resident’s prior permission.

Names and contact details of the Senior College Advisor and Senior Residents for Kooloobong are:

Senior College Advisor
Abud Natour  Unit 5  0447 424 833

Senior Residents
Amir Riahi
Evan Jayawickrama
Michelle Paine
Nicolas Johnston
Antoine Desmet
Jia Li (Elisabeth) Dai

It is a serious breach of security to leave doors unlocked, even temporarily. SRs are not to act as porters when you come home late (after 10:00pm) and have lost your keys or left your keys at home. Please do not abuse the services that SRs provide.

REMEMBER: If you have locked yourself out of your unit, the SR On-Duty will respond to your request to be let in at a time that is suitable to him/her. If it is determined that you can get into your unit but not your room, then you may need to wait until the following morning to be let into your room. However, if you need immediate access to your unit/room due to an emergency, please advise the SR. Lock-outs are reported to the Head of Kooloobong regularly. Repeated lock-outs will require a meeting with the Head of residence.

Student Development Leaders

The Community Activity (CA) fee is paid at the beginning of each year as a part of your compulsory fees. Everyone is entitled to have a say in how their CA funds are spent.

If you are interested in participating as a volunteer please contact your Student Development Leaders and enjoy taking an active role in the organization of functions brought to the Kooloobong community this year.

Please pass on any suggestions that you may have for new activities or for improvements that you would like to see at Kooloobong to any of the Student Development Leaders or Senior Residents. They are available to pass on suggestions to the Student Residence Manager of Kooloobong on behalf of students.
General Student Matters

Bicycles

All residents should familiarise themselves with bicycle safety rules. Overseas students should be aware that it is illegal in New South Wales to ride your bicycle without a helmet, and that you may be fined by the police if you don’t wear one. It is essential that you have lights fitted to your bicycle. Bicycles should be left, properly secured by approved bicycle lock, in the bicycle shed when they are not in use. Key for the bicycle shed is available from Accommodation Services office.

Information on bicycle safety refer to the information pack you received on arrival or the Roads & Traffic Authority website at http://www.rta.nsw.gov.au/trafficinformation/bicycles/makingitsafertocurrency/bicyclesafety/index.html. Please Note: Bicycles should not be chained to lamp posts or other fixtures, left in stairwells or stored in rooms or units. Bicycles that are found in inappropriate places, or found to be obstructing fire exits will be removed by staff

Calling Family & Friends Outside Australia

To direct dial overseas
A. Dial the International access code, 0011, then
B. Enter the country code,
C. Enter the area/city code (if applicable), and finally
D. Enter the telephone number

Commonly used Country Codes

Taiwan 886
Thailand 66
Tonga 676
USA 1

WARNING: Overseas telephone calls can be very expensive! If your family and friends from overseas wish to call you, the number is as follows: +61 2 LOCAL NUMBER or +61 MOBILE NUMBER

Please also be aware of the time difference from country to country. This will allow you to arrange telephone calls that will cause the least disturbance to your flatmates. We also recommend using international calling cards which can be purchased from the UniShop or post office on campus.

Cleaning – Rooms and Common Areas

Residents are responsible for cleaning their own rooms and for keeping the Unit and Common Areas clean and tidy. Cleaning inspections will be carried out randomly throughout the year. Any special problems, eg. the need for shampooing of carpets, should be reported to Accommodation Services or staff at Keiraview. The residents are responsible for any loss or damage to the vacuum cleaner. No washing is to be hung up on balconies or out of windows under any circumstances. On vacation of a room/unit all rubbish must be removed by residents or a rubbish removal charge will be applied.

Important Phone Numbers

Senior College Advisor
Mobile: 0447 424 833
Senior Resident on Duty
Mobile: 0437 504 816;
0437 397 697; 0437 403 627
Student Residence Manager
4229 9700
Accommodation Services (Office)
4221 5467;
General Manager, Michael Gillmore
4221 5656
Security
Office (Enquiries only)
4221 4555;
Emergencies only
4221 4900;
Supervisor On Duty Mobile
0407 287 750
Closest Medical Centre 4254 2600

Emergency Services Dial 0, then 000 for assistance

Insurance
The limit for any one claim is $10,000. This covers your personal belongings such as electrical appliances, clothes, books etc.
Motor vehicles are not included. The maximum coverage for a bicycle is $1000. Claims will only be accepted when the theft occurred as a result of forcible or violent entry, storm or tempest. If you leave your window/door open and/or unlocked, and a theft occurs, you will not be reimbursed. All claims carry a $100 excess. Bikes not secured by approved locks inside bicycle sheds are not covered by insurance.

Laundry & Linen
Dryers are located in Units 16-19, and Units 20-23. These dryers may only be used by the residents living in those units. The drying area should be left clean and tidy. Do not throw lint on the floor and when you have finished please make sure you lock the door. Outside drying areas are provided in the other units. Please ensure that when you are using the washing machine in your unit, you check that the waste water pipe/hose is secure in the back of the tub and ensure water can drain from the sink (no plug). If this comes out, it will flood the common area. Should this happen, please contact staff at Accommodation Services immediately.

Lost Property
Lost property can be claimed from or left at the Accommodation Services Office. Property must be signed for when collected or claimed. Any lost property not claimed after one month will be donated to charity.

Repairs & Maintenance
If your room/unit needs maintenance, please inform the Accommodation Services Staff in Bldg 17 between 9am-5pm, Monday - Friday, and they will have a member of the maintenance staff attend to it as soon as possible. If the problem occurs after hours or on weekends, please notify a SR. They can submit a request on your behalf. If a repair is deemed the fault of the resident due to negligence or purposeful damage, please be advised the resident may be held accountable for the costs of the repair including labour. This is also the case if a resident’s guest’s actions were the cause for the damage and repairs. Please report dripping taps as soon as you notice them. Wasting water in this way is unnecessary and goes against our efforts to be environmentally sound. Urgent issues should be reported to a SR or Accommodation Services immediately.

Maintenance and Cleaning Staff may need to enter your unit/room in order to complete repairs at your request or at the request of Accommodation Services Management. They will do their best to ensure you are notified prior to accessing your unit/room. However, there may be instances when they are not able to contact you ahead of time (especially in emergencies). We ask for your patience, cooperation and understanding in all cases. It is the goal of Accommodation Services to provide you with a clean, safe and secure living environment.

Medical Assistance
All cases of illness or accidents should be reported immediately to Senior Resident. This includes emergency admission to hospital. Transport to hospital can be provided if a resident requires emergency treatment. Any resident who contracts a communicable illness, such as glandular fever, chicken pox, rubella or mumps should make staff aware of their illness so that temporary relocation may be facilitated if required.

Medical Doctors
There are a number of local doctors in the area with a variety of office hours. Residents are advised to refer to the Yellow Pages of the local Wollongong Telephone Directory for Medical Practitioners as well as the Accommodation Services website http://accommodation.uow.edu.au

Move In
The Staff at Accommodation Services (AS) are responsible for checking you in and out of the residence. You can also pay your fees at AS, and payment is accepted either by cheque in Australian Dollars (made payable to ‘University of Wollongong’), or your nominated debit/credit card, online via the Accommodation Services website http://accommodation.uow.edu.au or by BPAY.

All payments must be made between 9am and 5pm Monday to Friday at Accommodation Services or at Keiraview Monday to Sunday 8am to 8.30pm.

PLEASE NOTE: All fees, charges and costs referred to in this handbook are subject to changes in accordance with the Goods and Services Taxation legislation (GST).
Move Out

Prior to departure, residents must give eighteen (18) weeks notice of intention to vacate. A Notification of Intent to Vacate form is available from the Accommodation Services office. On the day of departure from the Student Residences, you are required to complete a departure form, leave your unit/room clean and free from rubbish and ensure that your key/s have been returned to the Accommodation Services office. All accounts must be finalised before departure. If you have hired linen, then you must return the linen in good condition.

Motor Vehicles/Motor Cycles

Only cars with parking permits can use the Kooloobong car park space. Permits are available from Accommodation Services in Bldg 17, and they can also inform you of the rules and regulations relating to parking when you obtain your permit. The area under units 5-9 is for staff and visitor parking only. Other vehicles parking in this area will be reported to University Security and may/will be towed at the owner’s expense. Residents with motor vehicles should notify the office of the make, model, colour of their vehicle and registration number. This assists in the event of theft or accidental damage to vehicles. If you have any questions/concerns regarding campus parking, please refer to www.uow.edu.au or visit the Student Centre in Bldg 17.

The University has a speed limit policy of 25 km per hour, and in an area such as Graduate House where we not only have students but also a number of children playing, it is essential to keep to the speed limit to reduce the likelihood of accidents. Vehicles of any kind, cars, motor bikes or bicycles are not to be ridden/driven on the paths or the grass.

Please Remember: Walkways are for pedestrian traffic ONLY. No skateboards, roller-blades, scooters, bicycles or motor vehicles are to be used on the walkways or in common areas.

Security

Unit/room doors and windows must be locked when you are not in your room or unit. Do not leave clothes on the clothesline overnight (clothes on lines are not covered by insurance). Do not leave wetsuits outside to dry. All residents of Kooloobong are responsible for security. If you use common areas late at night, be sure you lock the door and close and lock windows before you leave. Lock your bikes securely in the bike shed with an approved lock.

Unit/room doors and windows must be locked when you are not in your room or unit. You are responsible for the security of your room. Things you should do to ensure the safety of your property and flatmate’s property:

- Lock all the doors and windows when you leave your unit
- Do not leave anything (including shoes) outside your unit
- Do not leave any clothes on the lines overnight
- Lock bicycles securely in the bicycle shed with the approved lock.
- Please call the Senior College Advisor, Accommodation Services or University Security if you have any worries about your safety/security or the Senior Resident On-Duty. If you notice a suspicious person contact your SR immediately

The Beach

The beach can be dangerous if you are not familiar with swimming in heavy surf. Please observe safety regulations relating to beach swimming – swim between the flags only at the area of the beach which is patrolled by lifeguards. If you are unsure of any aspects of beach safety, please consult the lifeguard on duty at the beach. It is not advisable to access the beach after dark. Please also be aware of the dangers of over-exposure to the sun. Wear a hat, and apply plenty of High Sun Protection Factor sunscreen

Visitors/Guests

It is against the terms and conditions of your Residency License Agreement to have any person staying in your room, unless that person’s stay has been authorised by the Student Residence Manager. Residents who wish to have their parents, relatives or friends staying with them for any period of time must advise the Accommodation Services office and get permission. Accommodation can also provide assistance in finding temporary accommodation for guests who will be staying for an extended period of time.
Personal Living

Accessories or ‘What to Bring’

Domestic Students:
Domestic students should bring:
• a pillow and quilt/doona, bed linen and towels,
• coffee mug, glasses, washing basket, pegs, iron, coat hangers and cooking equipment
• a torch

You may like to bring a computer, television, radio/stereo and headphones. If you are bringing your bicycle, please ensure that you have a helmet, light and lock. Bring a few photos and other items that will make you feel at home.

International Students: International students please note that pillows, quilts/duvets/comforters and linen can be borrowed on arrival to give you two weeks to purchase your own. However, international students may hire linen for AUS$90 per year. If you choose to hire linen, then you are responsible for all laundering and related costs until you return the linen at the end of your stay.

All Students:
All students should bring:
• a study lamp,
• television, radio, alarm clock and torch (flashlight)

If you have a bicycle, do not forget your helmet, lock and a light. You will need all of the above as well as pots. It is a good idea to wait until you move in before purchasing cooking & eating utensils as you may wish to share the costs with your unit mates.

Remember that all electrical appliances in Australia run on 240 volts.

No bar heaters allowed in any Student Residence.
No hair dryers or electric shavers are to be left in the bathroom.

Balconies
One of the best features of Kooloobong is the balconies in each unit. They provide a great place to unwind, relax and socialise while looking over the scenic campus grounds.

Please keep the balcony areas free from clutter. Any attempt to use the balconies as a storage area will result in possible disciplinary action, primarily because balconies can be used as an escape route in the event of a fire. Your cooperation in keeping them free of clutter is greatly appreciated.

Blutac & Fluorescent Stars
Use of blutac and whitetac is acceptable, but must be completely removed when you vacate your room. Students are asked not to place fluorescent stars, sticky tape or any glue on walls, ceilings or any fixtures. You will be charged for any cleaning or repairs to surfaces that are damaged as a result of your use.

Heaters & Lighting
Please turn your lights, fans or heaters off when you are not in your unit/room. Floor radiators and bar heaters in such a confined space can be dangerous and are not allowed. Fan heaters are only to be used if they are restricted to 1200 watts. Higher wattage appliances cause circuit overload and may be removed by Accommodation Services staff. If you have any questions, please notify a member of Staff to address your questions or concerns.

Internet and Internet Service Provider
As the University imposes an internet quota system, an ISP has been arranged for academic and non academic purposes. This is mandatory for all new residents at Kooloobong.

Internet access through the University network is available in each room. Should you choose to obtain access through the University ITS, all concerns regarding your access should be directed to ITS in Bldg 17, Level 1. The IT person’s contact details are available from your SR.

Pets
Students are not permitted to own/keep pets in the Student Residences. However, goldfish are generally allowable. If you wish to keep a goldfish in your unit, you must apply to the Student Residence Manager or her delegate in writing BEFORE you acquire any fish. Aquariums are not permitted.

Telephones
Telephone connection is the responsibility of individual residents.
Please contact Accommodation Services to find out if the telephone has been connected previously. You must inform Telstra that it is not a new connection. You will be given the previous telephone number.

For connection ring Telstra on 132 200. Please advise the Accommodation Services Office of your telephone number. Public telephones are located throughout the university campus. When you vacate your unit it is your responsibility to advise Telstra that you want the service disconnected and settle the account.

Communal Living

BBQ Facilities

If you would like access to BBQ facilities, please notify an SR. You will be responsible for the care and clean-up while you are using it. If you fail to clean-up after yourself and/or your guests following the use of a BBQ, you may/can be charged a cleaning fee if a member of Staff, Maintenance or Cleaning, is required to clean it.

Extinguishers & Fire Doors

The Student Residences have very sensitive fire alarms fitted to all rooms/units. Unfortunately, this means you are unable to burn incense or candles in your room/unit. Smoking is not allowed in any rooms/units of the Student Residence, and this will trigger the smoke detectors. Cooking should only be carried out in kitchen areas, not in bedrooms. Boiling of kettles or use of toasters is NOT allowed in rooms. Please be aware that excessive steam may also cause fire alarms to sound. Therefore, please ensure adequate ventilation when cooking or showering. It is strongly advised to always shower with the door closed.

If the fire alarm sounds in your building please evacuate immediately and call your SR on duty. Any interference with the detector (removal or covering of the detector) will register on the central panel, and those responsible will be required to have an interview with the Student Residence Manager and may be expelled from residence.

The cost of replacing or repairing the detectors will be passed on to the individuals responsible or may be shared by all residents if no one takes responsibility. This cost may be as much as $350. In the event that the alarm is set off in your room and the fire brigade attends, you may be charged $250, which is the fire brigade call out fee for false alarms.

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

REMINDER:
Interference with or misuse of fire equipment may result in expulsion from residence. Fire doors are not to be propped open or the closing mechanisms disconnected or disabled. This is against the law and may result in large fines being issued.

Hygiene

Please help to ensure the cleanliness of your unit/room and our community environment by doing the following: place all garbage in the bins provided; keep all units/rooms clean. By maintaining clean units/rooms, you will ensure that pests, such as cockroaches, ants and flies will not be a problem in your unit. If you have problems with these pests, please notify an SR or Accommodation Services Staff as soon as possible.

We also ask that you respect and care for the Kooloobong grounds by placing litter in the appropriate bins. If you see litter, please pick it up and dispose of it properly.

Kitchens

Kitchens are to be kept clean and free from rubbish, food scraps and spoiled food/beverages. Kitchens should be cleaned regularly and dishes washed daily. Trash should be removed and placed in your unit’s allocated trash bin. Please take care to clean your refrigerator, microwave and other kitchen appliances frequently.

Sporting Activities and Games Room

A Billiards table is located in the common area of Unit 16-19 block (conditions apply). BBQ, gas, and utensils are available from the Kooloobong Student Development Leader or SR (conditions apply). Sports equipment is available from the Student Development Leader.

Toilet and Bathroom

There is a waste water drainage grid in the toilet areas. These are not urinals. Showers are for showering only and are not to be used as toilets. Toilet and bathroom areas should be kept in a reasonably clean condition at all times. Please refrain from placing tampons or sanitary pads, paper towels and other items in toilets. Toilet paper should be the only product other than the obvious that is flushed down the toilet drain. All bathroom trash should be emptied regularly and placed in the unit’s allocated trash bin.
Please ensure the drainage grid/grate is not covered as this could cause the bathroom/unit to be flooded.

Environmental Policy

The University & Student Residences are committed to environmentally friendly practices. Please contact the office at Accommodation Services if you are willing to recycle the waste from your unit. A recycle bin will be provided. Please ensure the drainage grid/grate is not covered as this could cause the bathroom/unit to be flooded.

Trash Removal and Recycling

Rubbish bins are to be put out every Sunday night. They are the responsibility of the unit residents, not the SRs. The bins are to be placed on the curb in Northfields Avenue. The handles of the bins should face the Units. The opening of the bin should face the street. Bins are to be returned to their usual positions on Monday morning after they have been emptied. If bins have to be put out or brought in by Accommodation Services staff, residents responsible will be charged in each case. A Fee of $5.00 will be charged to each resident in the unit if bins are not taken out or brought back.

DO NOT LEAVE THE BIN OUT IN THE STREET AFTER MONDAY AFTERNOON.

Recycle Bins These bins are for paper and cardboard, milk cartons, glass bottles, and EMDR plastics. Ask a SR if you do not know how to use these bins. Contact the Accommodation Services office when your recycle bin needs emptying.

The Final Deal

Acceptable Noise Policy and Private Functions/Parties

Please be advised that Quiet Hours will be enforced Sunday-Thursday from 10:00pm-9:00am and Friday-Saturday from 12:00am-Midnight-9:00am. During all other hours, all residents and their guests must maintain a respectable noise level. If a noise complaint is registered with a member of Kooloobong Staff, an incident report will be filed with the Student Residence Manager of Kooloobong. This may result in disciplinary action, with repeated violations possibly resulting in exclusion from residence. Any questions or concerns regarding this policy can be directed to the SCA, SR or Student Residence Manager of the college.

If you wish to hold a function/party of more than 5 people in your unit, you must submit a written request to the SRM of Kooloobong 72 hours/3 days in advance stating the date/time/location of the party; number of guests attending function/party; resident responsible for the actions of all guests; if alcohol will be present; and purpose of the function/party. Private functions/parties are subject to approval by the Student Residence Manager. All functions/parties must conclude by 10:00pm Sunday-Thursday and by 12:00am/Midnight on Friday and Saturday. The noise level at these gatherings must be at tolerable levels. Excessive noise will warrant the disbanding of the function. Any functions not meeting these requirements will be documented and disbanded immediately by a member of Kooloobong Staff.

Alcohol & Kava Policy

It is assumed that all residents in the Student Residences are intelligent, aware, mature individuals. Consequently, students wishing to use alcoholic beverages may do so but only in a moderate and sensible manner. The abuse of alcohol in the Student Residence is seen as unacceptable behaviour.

Consumption of alcohol in your room is permitted provided your behaviour remains controlled and you are of legal age to purchase/consume alcoholic beverages. The consumption of alcohol in any unit common area must be agreed upon in the Standards of Living Agreement/Unit Contract by all unit residents. Disturbance to surrounding residents is not appropriate and will not be tolerated by Kooloobong Staff. Violations of this policy are required to be immediately reported to the Student Residence Manager of Kooloobong.
A formal written warning will be issued to any resident whose behaviour is deemed to be ‘disruptive or unacceptable’ while under the influence of alcohol (or other drugs). Written warnings are cumulative over time in residence. Exclusion becomes immediate on the occasion on which a third written warning would otherwise be issued.

**The Consumption Of Alcohol In Common Areas**

The consumption of alcohol in Kooloobong Common Areas is restricted to the Games Room ONLY FOR FUNCTIONS which are organised by Kooloobong Staff or the Student Development Leaders. When approval has been given for a function to be held with alcohol no glass (bottles or glasses) are permitted, alcohol can be consumed by can or plastic cup only.

**Illegal Substances**

Residents are subject to the laws of the State which cover such substances and any abuse will be dealt with accordingly. If the General Manager or a member of Kooloobong Staff becomes aware that illegal substances are present in the Student Residence, the matter will be referred to the NSW Police and the resident in violation of the law will immediately, and without hesitation, have his/her residency terminated.

**No Smoking Policy**

Smoking is not allowed in ANY ROOM or UNIT in the Student Residences. This includes bedrooms. Smoking is not allowed in doorways, stairwells, or on balconies within 5 metres of the residence. Cigarette butts are considered to be LITTER. Please dispose of them thoughtfully in the ‘Smokers’ trays provided. If you have any questions or concerns about this policy, please notify a SR as soon as possible or consult the Student Residence Manager. Any resident or guest of a resident seen discarding a cigarette butt (or any other litter) in an inappropriate manner will be subject to disciplinary action.

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**Appendix A**

**University Of Wollongong**

**Halls Of Residence – Discipline Procedures**

**PART 1 – Powers and Responsibilities**

**1.1 PREAMBLE**

Good will, good manners, commonsense and a sincere desire to help others to enjoy a happy community life are expected of all residents of the University’s Residences of Residence. The self discipline of residents will normally be sufficient to maintain the high standard of good order which is expected of an adult community.

It is anticipated that in most instances the good behaviour of the residents will be the results of good communication and the actions of the Student Residence Managers, Senior Residents and Residents. However, if the problem persists beyond this, then the use of these procedures will be necessary.

When a resident becomes aware of behaviour detrimental to good order, he/she should speak to the resident(s) involved or refer the matter to a Senior Resident. The Student Residence Manager of the Residence is the ultimate custodian of good order and, in the face of continuing difficulties, residents may be referred to the Student Residence Manager, or the Student Residence Manager may initiate action, for a range of disciplinary sanctions, including exclusion from the Hall.

Offending residents who are the subject of disciplinary action should accept any sanctions as a legitimate consequence of their own actions. Staff, Senior Residents or other residents required to take disciplinary action merely compounds the problem. In the immediate sense, however, good order and discipline is the responsibility of all. Residents who expect to be treated as adults in other respects are expected to assume responsibility for the good order of the community. If you are not part of the solution you are part of the problem.

Matters involving students who are not residents will be dealt with under the University’s Student Discipline Rules. Matters involving persons who are neither residents nor students will be referred to the Police. Any matters involving a criminal offence, including those involving residents, will be referred to the Police.

**1.2 POWERS & RESPONSIBILITIES**
1.2.1 Residents
Residents are responsible for maintaining the good order and proper conduct of the Residence including:
• not causing offence, inconvenience or disturbance to others;
• advising peers when offence, inconvenience or disturbance is being caused.

1.2.2 Senior Residents
Senior Residents represent the Student Residence Manager in maintaining good order in the Residence after hours and on weekends. In relation to disciplinary matters their responsibilities extend to:
• being pro-active in maintaining good order and discipline;
• responding to complaints by residents;
• completing appropriate paperwork and maintaining records;
• advising the Student Residence Manager in relation to disciplinary matters;
• forwarding unresolvable complaints to the Student Residence Manager for further action.

1.2.3 Student Residence Manager
The Student Residence Manager is the ultimate custodian of good order and proper conduct in the Residence. Under the Rules for Student Conduct and Discipline, the Student Residence Manager can award the following penalties:
• reprimand
• impose charges on residents causing damage for the reimbursement of costs of repairing damage to Residence property;
• temporary or permanent exclusion from residence;
• in the case of Study Abroad students, inform the resident’s home University of the misconduct.

1.3 CATEGORIES OF OFFENCE AND PENALTY
1.3.1 Misconduct in Residences of residence
Misconduct in Residences of residence includes the offences listed in sections 3.2 and 3.3 as well as disorderly conduct as defined in the Rules for Campus Access and Order and other conduct by a student, including alleged criminal conduct, which is detrimental to the proper conduct or reputation of the University.

1.3.2 Incidents for which reprimands may be issued
Offences for which reprimands would normally apply include:
• disruptive or unacceptable behaviour;
• unregistered guests;
• gambling;
• pets;
• parking violations;
• noise;
• violation of smoking regulations;
• violation of the rules and regulations of the Residence.

Reprimands are cumulative over time in residence. Exclusion becomes immediate on the occasion on which a third reprimand would otherwise be issued. (Refer sections 2.2.2 and 2.2.3 for the procedures governing reprimands and exclusions.)

1.3.3 Incidents likely to lead to immediate exclusion
As an Authorised Person under the Rules for Campus Order and Access, the Student Residence Manager is empowered to take immediate exclusion action. Residents involved in the following categories of misconduct are likely to be permanently excluded from the residence:
• violence towards oneself, another resident or staff member;
• consumption, sale or distribution of prohibited substances;
• endangering the life of oneself, another resident or staff member;
• criminal activities impacting on the Residence or the residents of the Residence, or likely to bring disrepute to the Residence;
• misuse of fire equipment at the Residence;
• the issuance of a third written warning;
• other grossly unacceptable behaviour as determined by the Student Residence Manager.

PART 2 – Procedures for Dealing with Offences
2.1 MINOR OFFENCES
2.1.1 Preamble
Minor offences would normally include:
• disruptive or unacceptable behaviour;
• unregistered guests;
• gambling;
2.2.2 Confront the offender

Wherever possible, the resident who is being offended should confront the resident creating the problem and tell him or her that there is a problem and request that the behaviour cease. If the behaviour ceases, the problem is resolved and no further action is necessary. Should the resident who is being offended feel threatened or intimidated, he or she should seek assistance from the Senior Resident on Duty.

2.1.3 Advise the Senior Resident on duty

If the behaviour does not cease after a request by a resident, then the resident who is being offended should approach the Senior Resident on duty. The Senior Resident on duty will speak to the resident causing the problem, advise that there has been a complaint, and request that the offending behaviour cease. The Senior Resident records the matter in an incident report and a copy is given to the resident. The Senior Resident must advise the resident that he/she may make a written response for attachment to the report. The incident report, and any response, will be placed on the student’s file in the Residence Office. If there is no further difficulty with that resident, the matter rests there.

2.1.4 Repeated offences

In cases where a resident offends on any grounds more than once during his/her stay at the Residence, the incident report forms for the various offences, and responses if any, will be drawn to the attention of the Student Residence Manager. The Student Residence Manager will consider the substance of the complaints and meet with the resident. Disciplinary action, taken in accordance with the Rules for Student Conduct and Discipline, may follow.

2.2 Serious Offences

2.2.1 Preamble

Serious offences are of a type referred to under section 3.2 of Part 1 of these procedures. Behaviour for which disciplinary action includes exclusion should be reported immediately to the Student Residence Manager. Residents may approach the Student Residence Manager directly to report such an offence or refer the matter to a Senior Resident.

2.2.2 Procedure for Reprimands

Residents should be aware of the types of offences which will incur reprimands and exclusions, as they are advised of these through the Resident’s Guide, and agree to abide by as part of their Residential Agreement.

The procedure for the issue of a reprimand is as follows:

- First, a meeting between the Student Residence Manager and the resident will take place to advise him or her of the behaviour occasioning the warning. The student will be advised by the Student Residence Manager at the time of arranging the meeting that the student has the option of being accompanied by a parent/friend present. The Student Residence Manager may also be accompanied by a witness, preferably a non-resident member of the Management Committee of the Residence, or the Secretary of that Committee.

- Second, at the end of the meeting the resident shall be given a written reprimand and advised that repeated offences can incur stronger penalties, inclusion exclusion from residence.

The interview takes place in accordance with the primary investigation processes outlined in the Rules for Student Conduct and Discipline.

2.2.3 Exclusion Procedures

Residents should be aware of the types of offences which will incur reprimands and exclusions, as they are advised of these through the Resident’s Guide and agree to abide by them as part of their Residential Agreement.

The procedure for exclusion of a resident is as follows:

- The matter shall be investigated in accordance with the primary investigation process outlined in Section 6.2 of the Rules for Student Conduct and Discipline.

- If the Student Residence Manager decides that the resident should be excluded, the notice of the outcome of the investigation will be provided to the resident advising of the exclusion in accordance with the Rules for Student Conduct and Discipline. The notice will include the appeal options open to the student. A refund of fees will be issued following normal refund procedures. A reasonable time for vacating the premises must be given (five (5) days). The resident will be advised in the letter of his/her right to have the decision reviewed and given a copy of these procedures.

In the event of a request to have the decision reviewed, the resident normally will be permitted to remain in residence pending the outcome of that review. However, it is recognised that in some circumstances, and at the discretion of the Student Residence Manager, it might be preferable for one or more of the parties concerned to be asked to leave the residence for the benefit of others.
In the event that the resident has left the residence and is unwilling to attend an investigation interview, the exclusion may proceed without a face to face meeting as provided in the Rules for Student Conduct and Discipline. In such cases, the investigation notice will be sent to the resident at his/her permanent address by certified mail. The resident will be advised in the notice of his/her right to have the decision reviewed and a copy of these procedures will be included with the notice. The excluded resident’s belongings shall be packed and placed in storage. Normal rules relating to storage of student possessions will apply. The resident’s room will be available for occupancy by a new student seven (7) days after the date on which the investigation outcome notice was received, as advised by the receipt issued by Australia Post.

PART 3 – Appeals

3.1 Student Conduct Committee

3.1.1 A student may appeal against a decision of the Student Residence Manager or the penalty imposed.

3.1.2 An appeal by a student must:

(a) be lodged, in writing, with the Academic Registrar within ten working days of notification of the outcome of the primary investigation;

(b) state fully the reasons for the appeal; and

(c) include any relevant documentary evidence to support the appeal.

3.1.3 The Academic Registrar will refer the appeal to the Student Conduct Committee.

3.1.4 The Student Conduct Committee will hear the appeal in accordance with the procedures set out in Appendix C of the Rules for Student Conduct and Discipline.

3.1.5 The Student Conduct Committee comprises:

• A Pro Vice-Chancellor (usually for non-academic misconduct) or Chair of Academic Senate (usually for academic misconduct), as Chair

• A senior University staff member appointed by the Chair

• A student appointed by either (i) the President of the Student Representative Council (for undergraduate cases), (ii) the President of the Wollongong University Postgraduate Student Association (for postgraduate cases), or (iii) the Vice-Chancellor, if it is not possible or appropriate for an appointment to be made under (i) or (ii).

3.1.6 A Secretary to the Committee is appointed by the Academic Registrar to assist the Committee in whatever way the Chair of the Committee may from time to time direct.

3.2 Council Committee of Appeal (Student Discipline)

3.2.2 A student may apply to appeal against a decision of the Student Conduct Committee on the grounds that:

(a) due process has not be adhered to by the Student Conduct Committee; or

(b) relevant new or additional information is now available.

3.2.3 An application for appeal by a student must:

(a) be lodged, in writing, with the Vice-Principal (Administration) within ten working days of notification of the decision of the Student Conduct Committee;

(b) state fully the reasons for the appeal; and

(c) include any relevant documentary evidence to support the appeal.

3.2.4 The Vice-Principal Administration may determine that:

(a) additional information has been made available that was not placed before the Student Conduct Committee and refer the matter back to that Committee for reconsideration in accordance with the procedures set out in Appendix B of the Rules for Student Conduct and Discipline or;

(b) the appeal is based on the ground of lack of due process and refer the appeal to the Council Committee of Appeal (Student Discipline); or

(c) there are insufficient grounds to warrant an appeal and no further action will be taken.

3.2.5 Where the Vice-Principal (Administration) makes a determination that there are insufficient grounds to warrant an appeal, a written notice of that decision must be served on the student as soon as practicable.

3.2.6 The Council Committee of Appeal (Student Discipline) (the “Committee of Appeal”) is a committee of the University Council which has delegated authority to investigate appeals against decisions of the Student Conduct Committee and to decide whether due process has been followed by that Committee.

3.2.7 The Committee comprises:

• The Deputy Chancellor or, if unavailable, another member of Council appointed by the Chancellor (as Chair)

• The student member of Council, or if unavailable, another student appointed by the Council

• One other member of Council appointed by Council.

3.2.8 A Secretary to the Committee of Appeal is appointed by the Vice-Principal (Administration) to assist the Committee in whatever way the Chair of the Committee may from time to time direct.
3.2.9 The Committee of Appeal must conduct investigations in accordance with the procedures set out in Appendix C of the Rules for Student Conduct and Discipline.

3.2.10 At the conclusion of an investigation, the Committee of Appeal may:
(a) affirm that due process was followed by the Student Conduct Committee and confirm the decision taken by the Committee or by the Vice-Chancellor on the advice of that Committee; or
(b) set aside the original decision on the grounds of lack of due process and refer the matter back to the Student Conduct Committee for a new hearing, with a reference to the shortcomings in due process, or
(c) refer the matter back to the Student Conduct Committee for reconsideration of relevant new evidence that was made available during the appeal.

3.2.11 A written notice of the decision of the Committee of Appeal must be served on the student.

Appendix B

Accommodation Agreement

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

Common Facilities means those parts of the Residence designated by the University for common use by all Residents.

Date of Arrival means the date that the resident signs for and takes possession of keys/access card.

Date of Departure 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.

Family Member(s) means a person that the Resident has registered with the University as living with them in the room/unit at the Residence.

Guest(s) means a person or persons invited to the residence by a Resident.

Handbook means the residential Handbook provided to all residents on arrival at the residence. It contains rules, regulations and general information required regarding the residence(s).

Student Residence Manager means the senior officer appointed from time to time by the University to manage the Residence.

New Resident means a person who does not currently live in the residences of the University of Wollongong.

Other Person means another resident, family member, visitor or guest.

Residence means the Residence (Campus East, Graduate House, International House, Kooloobong, Keiraview or Weerona College) to which the Resident has been assigned.

Resident means a person living in the residences of the University of Wollongong.

Room means the study-bedroom to which the Resident has been assigned.
Shared Facilities 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.

Unit means the group of rooms (including shared facilities) to which the Resident has been assigned.

University means the University of Wollongong.

Visitor(s) 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 of 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 or any part thereof, or by any act or deed procure the Room 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 Student Residence Manager 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 (i) applying a $200 late payment fee (ii) cancellation of future payments terms with all future payments required ‘up-front’ (iii) preventing access by the Resident to the room/unit (iv) the withholding of academic results and (v) being referred to a credit agency for debt collection resulting in additional charges and potentially impacting upon the Resident’s credit rating.

6.0 Academic Results
The Resident authorises the Student Residence Manager 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 any time.

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 either by 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 not misuse any fire detection or protection equipment (fire doors, fire blankets, fire hoses, fire extinguishers, fire alarms, smoke/thermal detectors) for any other purpose than for which they were designed;
7.7 must vacate the room/unit at the date of departure leaving the room/unit in good order (excepting fair wear and tear), clean and clear of any personal belongings, including clothing, cooking utensils and furniture not belonging to the University;
7.8 understands that any property left in the room/unit after the resident has vacated will be removed and either disposed of or given to a local charity;
7.9 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;
7.10 must not allow or permit any other person to occupy the room/unit or any part thereof without the written permission of the Student Residence Manager;
7.11 must not interfere with or permit interference with the reasonable use by other Resident’s of the shared or common facilities;
7.12 must not gain entry to another Resident’s room/unit without their permission nor access any shared or common facilities to which the Resident’s access has been temporarily or permanently denied;
7.13 must clean the room/unit to the standard required by the University failing which the University may clean the room/unit at the cost of the Resident;
7.14 must not put anything down any sink, toilet or drain likely to cause damage or obstruction failing which the University may repair the damage or remove the obstruction at the cost of the Resident;
7.15 must wrap and place any rubbish or garbage in an appropriate container failing which the University may remove the rubbish or garbage at the cost of the Resident;
7.16 must not make alterations or additions to the room/unit without the written permission of the Student Residence Manager;
7.17 must not undertake any decorating that involves painting, marking or defacing any part of the room/unit without the written permission of the Student Residence Manager;
7.18 must not keep animals in the room/unit without the written permission of the Student Residence Manager;
7.19 must immediately notify the University (the Administration Office, Duty Staff Member, Student Residence Manager) of any loss, damage or defect to the room/unit;
7.20 must immediately notify the University if the Resident contracts (or believes he or she has contracted) Chicken Pox, Glandular Fever, Hepatitis A, Measles, Meningococcal Meningitis, Mumps or Rubella or becomes aware of the presence of any pests or vermin in the room/unit. The University shall keep all notifications of any of the above listed communicable diseases strictly confidential and will use the information as a precautionary measure only to advise other residents of possible risk;
7.21 must not store in the room/unit or common facilities any flammable materials;
7.22 must not move or remove any furniture from the room/unit or common facilities within or outside the building;
7.23 must not install in the room/unit a washing machine, dryer, dishwasher, gas appliance, microwave or refrigerator (in excess of 150 litre capacity) without the written permission of the Student Residence Manager;
7.24 must not install in the room/unit any furniture without the written permission of the Student Residence Manager;
7.25 must not obstruct the passageways, hallways, stairwells, common facilities, entries or exits of the Residence in any way;
7.26 must not hang clothing on the rails or balconies of any room/unit or use common facilities for the purpose of hanging washing unless those common facilities are designated areas and contain clotheslines for these purposes;
7.27 must not smoke inside, or within ten (10) metres, of the room/unit or common facilities including outdoor dining areas, entries, exits, stairwells, balconies and air intakes;
7.28 must not break any policy, rule or regulation as outlined in the Residence’s Handbook, Campus Access and Order Rules, Code of Practice – Students, IT Acceptable Use Policy, 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 Resident acknowledges that the University takes no responsibility whatsoever for damage or loss of any item of personal property brought into the Residence.
8.2 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.
8.3 The University agrees to provide electricity, water and garbage disposal services however the University shall not be liable for failure to provide any of the services to be furnished by the University when such failure is caused by conditions beyond the control of the University.
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 Student Residence Manager. A minimum of seven (7) days notice will be given to the Resident.

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

10.1 Cessation of Enrolment
Should the Resident cease to be an enrolled student of the University of Wollongong, Wollongong University College or other educational institution approved by the Student Residence Manager, the Resident may terminate the Agreement by giving fourteen (14) days notice of their intended date of departure.

10.2 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.

10.3 Events of Default and Termination
The Resident agrees that in any of the following events the University may terminate the Agreement by giving:

10.3.1 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;

10.3.2 not less than seven (7) days notice in writing to that effect and specifying the breach complained of if:

10.3.2.1 fees remain unpaid for seven (7) days after becoming due and payable whether formally demanded or not;

10.3.2.2 there is a breach by the Resident of any condition of this Agreement;

10.3.3 Should it be necessary for the University to terminate the Agreement under 10.3.1 or 10.3.2, the Resident shall remain liable for any fees payment for a period equivalent to the period of notice specified in Schedule C up to, but not past, the End Date of the Agreement listed in 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.
Personal Details

Name ...........................................
Room ....................... Ext ....................
Student Number ...................................
Email ...........................................

Key Contacts

Name ........................................... Phone ................. Email ...........................................
Name ........................................... Phone ................. Email ...........................................
Name ........................................... Phone ................. Email ...........................................
Name ........................................... Phone ................. Email ...........................................
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Name ........................................... Phone ................. Email ...........................................

EMERGENCY 0 000
See also the security section for further details

University Security Paging Service 4555
Police 42267899
Ambulance 131233
Hospital 42298233
Medical Centre (Crown Street, Wollongong) 42297973
Taxi 42299311