

# Clarence Campus

## Student Residence *Guidelines 2012*

### 1. Administration

#### 1.1 Management

The Facilities Manager/supervisor and staff are available to assist residents in their stay and to ensure that these Guidelines are followed by all residents.

#### 1.2 Admission

- (a) Residents will be admitted at the discretion of the Facilities Manager/Supervisor.
- (b) Re-admission to the Residence is not automatic.
- (c) Admission times are between 3.30pm – 10.00pm Sundays to Thursday unless prior arrangements with management has been made.

#### 1.3 Vacating

- (a) Residents must vacate their unit or room by 9.00am on the date of departure.
- (b) Residents are required to leave their unit when vacating in a clean and tidy condition.

#### 1.4 Personal Possessions

The student residence does not accept responsibility for the safekeeping of resident's personal possessions.

#### 1.5 Car Parking

Car parking is available for residents and visitors.

### 2. Code of Conduct

#### 2.1 Conduct

- (a) Residents must exercise responsibility and consideration for staff, other residents and their property and the property of the student residence.
- (b) Residents must not harass or discriminate other persons.
- (c) Rooms and units are to be kept tidy to enable cleaners to maintain a satisfactory level of cleanliness and hygiene.
- (d) No clotheslines are to be erected and no printed materials are to be placed on walls without prior approval from the Facilities Manager/Supervisor.
- (e) Residents must from time to time permit residence and maintenance staff to enter the unit or room.

#### 2.2 Damage

Any damage caused by a resident will be billed to their account.

#### 2.3 Alcohol and Illicit Drugs

***No alcohol or illicit drugs are permitted on the residence.***

The student residence has an arrangement with the Tasmania Police, that police will investigate any suspected or actual use of illegal drugs at the residence.

#### 2.4 Pets

No animals are permitted in the residence or on surrounding property.

#### 2.5 Pornography and Gambling

No gambling and pornography are permitted in the residence.

#### 2.6 Noise Levels

- (a) Noise levels must be kept at a minimum so as not to disturb or offend other residents, staff and guests.
- (b) CD players, radios, TV's and Play stations except with staff permission, are to be kept within the residence room.
- (c) Quiet hours are between 9.30pm – 8.00am Monday to Thursday, 11.00pm – 9.30am Friday and Sunday.

#### 2.7 Dress

- (a) Residents are required to be appropriately dressed at all times within the communal areas.
- (b) Appropriate and clean footwear is required to be worn in communal areas, for health reasons.

## 2.8 Smoking

*Smoking is not permitted anywhere inside the residence or within 3 metres of a building entrance or 10 metres of a building air intake. This is a Government policy and is strictly adhered to.*

## 3. Health, Safety and Security

### 3.1 Health

Residents must maintain a high standard of health care whilst at the residence.  
First Aid Kits are located with the Facilities Manager/Supervisor.

### 3.2 Illness

In the case of illness the Facilities Manager/Supervisor reserves the right to obtain medical assistance. The Facilities Manager/Supervisor may send residents home or to the hospital or medical centre, which will be at the residents' expense.

### 3.3 Evacuation Drills and Equipment

- (a) Residents (including their guests) will be required to take part in evacuation drills and other safety procedures.
- (b) Interference with or misuse of fire fighting equipment or alarms is prohibited.

## 4. Residents Assistance

### 4.1 Residential Assistance

The Facilities Manager/Supervisor are available to residents for general information.

### 4.2 Other Assistance

For assistance on student related matters (e.g. career advice, disabilities support, international students, Aboriginal access) and other support facilities the resident should contact Student Services.

## 5. Under Age Residents

Under age residents must have written parental permission given to the Facilities Manager/Supervisor before approval is given for any overnight absence from the residence.

## 6. Catering

Details of the availability of meals will be issued by the Facility Manager/Supervisor.

## 7. Visitors

- (a) Visiting hours are from 6.30pm to 9.30pm Monday to Thursday.
- (b) Visitors should remain in the company of their host or hostess at all times, because if unaccompanied they may be treated as unauthorised persons and asked to leave the residence.
- (c) Visiting other units – access to each room is restricted to the resident to whom it has been allocated.

## 8. Leave/Curfew

The official closing/curfew time of the underage residence is 10.30pm. This applies to all students residing in the underage residence. Residents are requested to sign the Leave Register when leaving and returning to the residence.

## 9. Fees, Levies and Charges

- (a) Fees, levies and charges payable by the resident are annexed to these Guidelines.
- (b) All payments must be made in advance unless prior arrangements are made with the Facilities Manager/Supervisor.
- (c) Rates are set by the student residence and reviewed on an annual basis.

**I acknowledge that I have read and understood these Guidelines and the General Information brochure and will comply with all direction given in them whilst at the residence.**

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
If under the age of 18 your parent/guardian must sign below

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_