



Student Residences



Disclaimer

The information provided in this booklet has been prepared in good faith. Care has been taken to ensure accuracy at time of publication. However, Tasmanian Polytechnic reserves the right to change any particulars, at any time and cannot accept responsibility for inaccuracies or errors in this publication.

Accommodation

Accommodation at Tasmanian Polytechnic student residences is available to full-time students, students visiting Tasmanian Polytechnic on block release or short term training. Accommodation to private individuals and groups may be provided by prior arrangement with the Matron.

Student residences are located on Tasmanian Polytechnic campuses at Alanvale, Clarence and Burnie.

Accommodation is in units consisting of four bedrooms, each with study facilities, a shared living/dining area with TV, kitchen, bathroom and separate toilet.

Units are equipped with a kitchenette containing refrigerator, crockery, cookware, cutlery, toaster, jug and stove and/or microwave.

There are separate communal areas for relaxing, recreation, games and group activities.

In all cases the residences are located not more than 20 minutes away from the main city centre and are close to shopping and sporting facilities.

Alanvale, Burnie and Clarence house students in centrally heated residence blocks. Alanvale can cater for up to 89 students, Clarence up to 93 and Burnie up to 16.

Access

All access to and from residence buildings is to be via the ground floor main entrance doors.

All units with external doors have security alarms fitted and are to be used only in the case of emergencies.

Use of these doors at any other time will be considered a serious breach of our guidelines.

Access to residence buildings will be provided from 4pm Sunday evenings.

Cleaning is undertaken on the residence between the hours of 8am and 3.00pm daily. If you are a block release student on a short term stay at Alanvale or Clarence you will not be given access to the building during this period. The library and other common areas on campus can be used should you not have classes or are on a break.

If you live on campus full-time at Alanvale and Clarence you have access to your unit any time during the day up until the curfew time of 11pm.

A key to the gate for access over weekends is collectable from the Residence Office (with a \$20 bond) on Friday afternoon and has to be returned on Monday morning.

After Hours Access

After hours access to the Alanvale Campus is made off Thompson's Lane (off Alanvale Road). At all other times access is made off Alanvale Road.

Alcohol and Drugs

Alcohol and drugs are not permitted on Tasmanian Polytechnic residence property in accordance with Tasmanian Polytechnic By-Laws 2009 Part 4 (1) (b).

You are liable for immediate removal from the Residence and possible prosecution if you or your guests introduce, consume or possess any alcoholic liquor, controlled substances or illicit drugs on campus grounds. Police will be notified.

Application for Admission

You will be admitted at the discretion of the Matron. Re-admission to the residence is not automatic. Admission is on a per visit basis unless otherwise determined by the Matron.

When applying for admission you read, sign and date the Application for Admission, Guidelines and License Agreement Forms.

If you are under the age of 18, accommodation will only be provided if both you and your legal guardian have both signed these documents.

These forms can be sent home prior to you taking up attendance.

Barbecue Area

The Alanvale and Clarence Residence has a barbecue facility available for your use. The barbecue and surrounds must be left clean and tidy. If left in an unsatisfactory state you will not be permitted to use the facility again until further notice.

Bed Linen

You are provided with bed linen (doona, doona cover, pillow, pillow slip and sheets). You must make your bed prior to occupying it otherwise a fee to have the doona, pillow and mattress cleaned will be charged to you.

If you stay beyond five days, a fresh set of linen (if requested) will be provided on the completion of the fifth day.

You are able to bring your own bed linen if you prefer.

You must bring your own towels.

Behaviour

We aim to give you as much freedom as possible, whilst safeguarding your rights and the rights of others.

Tasmanian Polytechnic By-Laws 2009 Part 4 Section 16, 17, 18 & 19 prohibits disorderly or unsafe behaviour that impacts on either yourself or others.

To ensure that you are able to comply with these regulations during your stay at the student residence you will agree to:

- No noise – loud music/TV, noisy vehicles.
- No rowdy behaviour – fighting, shouting, swearing, hooliganism and drunken behaviour (including urinating in public and flashing).
- No nuisance behaviour – out after curfew, non payment of rent, messy unit/room, leaving washing up, misuse of fireworks, impeding access to communal areas, climbing on buildings, throwing stones at windows and on roof areas.
- No intimidation/harassment – groups or individuals making threats, sending nasty/offensive letters, obscene/nuisance phone calls and text messages and menacing gestures.

These acts can be on the grounds of race, sexual orientation, gender, religion, disability or age.

- No criminal damage/vandalism – graffiti, damage to furniture, vehicles, public phones, buildings, trees and shrubbery, tampering with fire equipment.
- No littering – dropping litter.
- No drugs/substance misuse and dealing – taking drugs, sniffing volatile substances, discarding needles/ drug paraphernalia and presence of dealers or users.
- No alcohol – introduction, selling, possession or consumption of.
- No sexual misconduct or offensive sexual material to be undertaken or kept on TAFE grounds.

In accordance with Tasmanian Polytechnic By-Laws 2009 Part 4 Section 13, 15, 16 & 17 your place on residence may be terminated if it is deemed to be in the interests of the residence community, or if you have breached your obligation as specified in this document.

Booking In

Our accommodation can quite often be booked out and so it is advisable to book in a minimum of four weeks in advance.

Cancellation Fee

Students booking into the residence and then not turning up will be charged the equivalent of 2 nights accommodation. Students must cancel bookings at least 3 days in advance.

Cars and Parking

Car parking is available for your vehicle and any guests vehicle you have visiting you. Inappropriate, inconsiderate or dangerous use of vehicles will give cause for your permission to be revoked under Tasmanian Polytechnic By-Laws 2009 Part 16.

Tasmanian Polytechnic is not liable for any damage and/or theft that may occur to either the vehicle or property within it. Use of these facilities is at your own risk.

Catering

At Alanvale and Clarence, guests can be provided with breakfast for an additional fee.

Meals at Burnie are included within the 5 or 7 day fee. The fee includes breakfast and dinner only.

Special dietary requirements can be catered for provided you advise the Matron of your needs in advance.

If you are under the age of 18 and you choose not to have meals it is the responsibility of your parent/ guardian to ensure that you receive adequate daily sustenance.

Checking In

You can check in between 3.30pm to 10pm on Sunday and after 3.30pm on Monday unless by prior arrangement with the Matron. A \$20 Bond applies to all keys issued (per key) when checking in.

Cleaning

Residences are closed between 9am and 3.00pm daily for cleaning. See 'Access' for student access during these times.

Contact Details

Alanvale

Matron/Supervisor:

Telephone: 6336 4253

Facsimile: 6336 4258

Mobile: 0419 335126

Email: studentresidencenorth@polytechnic.tas.edu.au

Postal Address: PO Box 1308, Launceston, Tasmania 7250

Hospitality Coordinator Office Hours - Monday to Friday 8.30am – 5.00pm

Matron Office Hours - Sunday to Thursday 3.30pm – 11.30pm

Clarence

Matron/Supervisor:

Telephone: 6244 3611

Facsimile: 6244 5862

Mobile: 0400 920 397

Email: studentresidencesouth@polytechnic.tas.edu.au

Postal Address: PO Box 688, Rosny Park, 7018

Matron Office Hours - Sunday to Thursday 3.30pm – 11.30pm

Burnie

Hellyer Student Residence

Telephone: 6433 4852 (24 hours a day)

Counselling

Residence staff can provide you with advice on how to contact Student Services should you require assistance with personal matters.

Curfew

Curfew is 10:30pm for under 18yo's and 11pm for over 18yo's. No exceptions.

Damage

Please report any damage to any part of the buildings or fixtures to the Coordinator and/or Matron. Any damage caused by either yourself or your guest (excluding normal wear and tear) to your unit or the common areas will be your responsibility and will be billed to you.

Discipline and Misconduct

Under Tasmanian Polytechnic By-Laws 2009 Part 4 (Conduct) Part 5 (Discipline) disciplinary action can be taken if you have been found to breach any of these guidelines. Disciplinary action within the residence may include admonition, probation and a requirement to leave the residence.

For low risk incidents/breaches of the guidelines you will receive a verbal warning followed by a written report that will describe the unacceptable behaviour, the right of the residence to require you to leave and the steps which you must take to retain the right to live at residence. Should you fail to respond in an acceptable manner to the written warning and you continue to behave in a manner that is detrimental to the wellbeing of the residence community, your residents' license agreement will be terminated.

For high risk incidents/breaches of the guidelines you may be removed from the residence immediately.

This action will be taken if there are "reasonable grounds" for believing the breach will be detrimental to any person, possession or building as per Part 4 Section 16 & 18 of the By-Laws.

If you are under the age of 18 you, your parent/guardian, teacher and employer will receive a copy of each incident report.

If you are over the age of 18 you, your teacher and employer will receive a copy of each incident report.

Dress

You must be appropriately dressed at all times within the communal areas of the residence. Appropriate and clean footwear is required to be worn in communal areas for health reasons.

Electrical Devices

All electrical devices you bring to the residence must comply with Australian Safety Standards.

Fees

You are responsible for payment of accommodation, meals and any other miscellaneous fees.

You will receive an invoice for the total amount you owe for the period of occupancy on your arrival at the residence.

All fees must be paid at this time unless prior arrangements have been made with Matron.

When you sign the License Agreement, you agree to pay your fees on or before the due date on the invoice. Failure to do this will result in you being denied access to the residence on future visits.

Fees can be paid at any Tasmanian Polytechnic campus or by phone using your bank, master or visa card.

If you get into financial difficulty make time to talk to the Matron about the issues – you will feel better for it and the situation won't get out of control.

For trainees and apprentices to be paid travel and accommodation allowance you must complete an Application for Accommodation and Travel Form (available from your teacher), have it signed by them and post or fax it to Skills Tasmania (formerly OPCET). After processing, allowances will be deposited into your bank account.

If you are a full-time 5 or 7 day a week student, you are required to pay the full fee for the 5 or 7 day period, NOT just the nights you are in residence. Whilst your possessions are in the room Tasmanian Polytechnic is unable to rent the room out.

Fire Safety

Candles and incense burners are prohibited on campus.

You will be required to take part in fire drills and other safety procedures for your safety.

In the event of an emergency evacuation you are required to leave your room/unit, closing doors and windows behind you and assemble in the emergency evacuation area.

You must take direction from the Warden for this area in the event of an evacuation occurring.

Emergency evacuation areas are:

- **Alanvale:** Residence Car Park
- **Clarence:** Opposite Residence on grassy area above the electronic gate
- **Burnie:** On grounds directly opposite Residence Building (Croquet Grounds)

Tampering with, or falsely setting off alarms will not be tolerated. The cost of attendance by the fire department will be passed onto the residents concerned. If no one individual can be identified, the cost will be shared amongst residents of the entire unit where the alarm was set off. Any misuse of the fire protection equipment throughout the residence will be treated as a serious breach of the guidelines.

Games Equipment

Skateboards and all types of balls are banned from the residence. The residence provides games equipment for your use in designated areas. Ask for these at reception.

General Assistance

The Matron is able to provide general information relating to your accommodation stay.

For Polytechnic students, Student Services are available for further information on any student related matters eg. career advice, counselling, financial assistance, disabilities support, international students, Aboriginal access and other support.

Holding Fee

If you are a full-time student you can choose to pay a holding fee during the time when you are not in residence ie holidays. Holding fees will only apply during recognised course breaks, gazetted holidays or work placement periods. This allows you to keep your belongings in your room during the period while you are away.

Holidays

The Residences will generally be closed through all long weekends, Easter, Christmas and New Year vacations. However, accommodation may be provided by pre-arrangement with the Matron.

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

Illness

In the case of illness, the Matron will notify your parents or employer. In the case of emergency an ambulance will be called. Any costs incurred by Tasmanian Polytechnic due to this action will be your or your parent/guardians responsibility.

Internet

The Alanvale Residence has Internet access available in some rooms. When booking in please indicate whether you would like this service. Access is through the Tasmanian Polytechnic server. Cost is \$20 per month.

Students accessing the Internet agree to abide by the Responsible use of Communication Technology Resources by Students Policy.

Keys

Keys must be handed in to the Matron or left in your room on Friday morning every week. If keys are lost, you will be charged for the cost of a replacement. If you are a 5 day a week resident and you take your key with you over the weekend, you will be charged a 7 day rate.

Language

The use of indecent language is not acceptable and will not be tolerated.

Laundries

Laundries with coin operated washing machines and dryers, and ironing facilities are located on each floor.

You must provide your own washing powder.

Location

The Student Residence at Alanvale is located at Newnham, just 8km from Launceston's CBD and only 3km from Mowbray.

Mowbray's shopping area is home to a large supermarket retailer, a number of retail stores and popular takeaway establishments (Subway, KFC, Pizza Hut, Domino's and Praties).

Launceston's CBD, Seaport, the Gorge, Aurora Stadium, City Park, Tasmanian Design Centre and Queen Victoria Museum and Art Gallery are all within a quick five minute trip by car or bus.

Hobart's Student Residence is located on Hobart's Eastern Shore only a few minutes from Eastlands Shopping Centre and Village Cinemas. The shopping area has popular restaurants and takeaways including McDonalds, KFC and Pizza Hut.

An Olympic swimming pool, fitness centre, Bellerive Oval, indoor cricket, mini golf and beaches are all within a five minute drive.

Mail

Mail will be delivered to your room or placed in your pigeon hole for you to collect. Mail should be

addressed to:

Your name

Tasmanian Polytechnic Student

Residence/Unit Number/Room Number

Campus

Address

State Postcode

Noise

Noise is to be contained within each unit and controlled by common consent of the unit's occupants.

Quiet hours are:

- before 8am Monday to Friday
- before 9.30am Saturday and Sunday
- after 9.30pm Sunday to Thursday
- after 11pm Friday and Saturday

Equipment will be confiscated and you will be asked to take it home if a request to control noise is not adhered to.

Pets

Pets of any kind are prohibited in your unit/room for health and hygiene reasons.

Personal Possessions

You are responsible for your own private belongings. These items are brought onto Tasmanian Polytechnic property is at their owner's risk. Think about insurance if you are bringing valuable items to the residence.

Review Rights

Any decision made due to breaches of these guidelines can be subject to a formal review. Any request to review must be in writing and in accordance with the Tasmanian Polytechnic By-Laws 2009 Part 6 Section 26 (Appeal against disciplinary sanction).

Room Maintenance

You are required to leave your room and unit in a clean and tidy condition with beds made and dishes washed every day.

No clotheslines are to be erected and printed material not to be placed on the walls without prior approval from the Matron.

Security

Residence buildings at Tasmanian Polytechnic campuses are fitted with security systems. At curfew these systems are activated and are not turned off until the following morning.

All units with external doors have security alarms fitted and are to only be used in case of emergencies.

Use of these doors at any other time will be considered a serious breach of our guidelines.

Smoking

Tasmanian Polytechnic has fully implemented the Public Health Act in relation to smoking in government buildings.

To comply with this legislation no smoking is allowed within residence buildings. This includes but is not limited to hallways, laneways, foyers, common areas, roofs, stairwells, elevators, fire escapes, government vehicles, front entrances, rear of buildings, entrance landings and basements.

When smoking outside you must be a minimum of three metres away from entrance ways, windows and air intake units.

The policy applies to all government buildings 24 hours a day.

Staff

The Matron are responsible for the operation, control and care of residents accommodated in the residence. The Matron have the authority to exercise disciplinary powers over all guests of the residence in accordance with these guidelines.

Alanvale and Clarence have staff on at the following times:

Matron: Sunday to Thursday 3.30pm – 11.30pm

Burnie has staff on at the following times:

Supervisor: Monday to Friday 3pm – 11.00pm

Staff Access

Residence staff have right of access to your unit at all times. If repairs to the building including your unit are required access will be given to the relevant contractor.

Telephone

Gold phones for outgoing calls by are located in each residence foyer.

At Alanvale you can receive calls in your unit. Parents/friends should call:

Alanvale Residence 1&2: 6336 4348

At Clarence and Burnie you can receive in the residence foyers. Parents/friends should call:

Clarence Residence 1: 6244 3225

Clarence Residence 2: 6244 1688

Burnie Residence: 6434 5839

Weekend Accommodation

Weekend and holiday accommodation is by arrangement with the Coordinator and/or Matron.

If you are under the age of 18 weekend accommodation is not available. Weekend accommodation is not available at the Burnie residence.

Under Age Guests

If you are under the age of 18 you are not able to stay in residence 7 days a week.

Under age guests must have prior written parental permission given to the Coordinator and/or Matron before any overnight absence from the residence.

Vacating

You are required to vacate your room by 9am on the morning of departure.

You must leave your room and unit in a clean and tidy condition with washing up done and put away and dirty linen placed in the laundry basket provided or outside the door of your room.

The room key must be returned to the residence Coordinator and/or Matron or leave the key on the desk in your room and shut the door.

Keys must be returned every Friday regardless, unless you are a 7 day a week resident.

Keys must remain on residence and not taken with you.

Vending Machines

There are vending machines dispensing snacks and drinks in student residence foyers at most campuses.

Visitors

You are allowed to have one visitor per night visit you in residence.

At Alanvale and Clarence visitors can visit you between the hours of 6.30 and 9.30pm Monday to Thursday unless by prior arrangement with the Coordinator and/or Matron.

At Burnie visitors are able to visit you between 6pm and 10pm Monday and Wednesday only, unless by prior arrangement with the supervisor.

Guests must sign in and out of the visitor book when arriving and departing. The visitor book is located inside the main foyer of the residence you are residing in.

Your visitor should be in your company at all times. You will be held responsible for the conduct of anyone visiting you.

Access to each bedroom is restricted to the guest to whom it has been allocated.

If you live on campus full time you are able to have visitors on weekends between the hours of:

Friday nights 5pm to 10pm

Saturday 9am to 10pm

Sunday 9am to 3.30pm

You are not allowed to have guests stay overnight.

If you are found with additional people in your room you will be notified in writing of a breach of student guidelines and will be charged the appropriate overnight rate and receive a written warning. If further breaches of the guidelines of this nature occur again, you will be asked to leave the residence.

Washing Up

You are responsible for ensuring the washing up is done and put away before leaving your unit every day. If you leave washing up, you will be charged a \$25 per hour fee to clean it up.

Contact Details

Alanvale

Telephone: 6336 4253

Facsimile: 6336 4258

Mobile: 0419 335126

Email: studentresidencenorth@polytechnic.tas.edu.au

Postal Address: PO Box 1308, Launceston, Tasmania 7250

Clarence

Telephone: 6244 3611

Facsimile: 6244 5862

Mobile: 0400 920 397

Email: studentresidencesouth@polytechnic.tas.edu.au

Postal Address: PO Box 688, Rosny Park, 7018

Burnie

Hellyer Student Residence

Telephone: 6433 4852 (24 hours a day)