

APPLICATION INFORMATION

for Accommodation at the Sydney Adventist Hospital Residence by Avondale College, Bachelor of Nursing students

Follow our 4 easy STEPS...



Obtain and complete the Residence Application Form.

The Application Form is available on a link at the following website:
www.sah.org.au/residence-accommodation-info
 Hard copy Application Forms are available from Residence reception.



Submit the Application Form and pay the Application Fee.

Submission and payment for your application is made at SAH Residence reception. Applications should be submitted a minimum of two weeks prior to the intended commencement date of accommodation.

Application Forms can be delivered in person, faxed, emailed or sent through the post. (Additional time beyond the two week requirement should be allowed where the form is sent by post.)

Payment of the Application Fee can be made by a Credit Card over the phone or by submitting the card details in an email to the Residence & Housing Manager. Payment by cash, Eftpos, Credit Card or cheque can be made in person at the Residence reception desk. Or alternatively payment can be made by mailing a cheque/money order made payable to Sydney Adventist Hospital. *There are no other options available for payment of the SAH Residence Application Fee. Following check-in the option is available for payment of ongoing charges via BPAY.*



Determine how you will pay the semester charge.

Please refer to the Payment Methods on the next page for a full explanation of the methods available.

If you choose to pay the semester charge Up-front you may be eligible for the Avondale Student Semester Rate Discount. Please refer to the Residence Schedule of Fees for discount conditions.

You can also choose to pay the semester accommodation charge by monthly, fortnightly or weekly payments following an initial one-off instalment at or before check-in.



Finalise payment requirements at or before check-in.

When your payment method has been determined ensure payment is made at or before check-in. Individuals who are not paying up-front must meet the following requirements to avoid penalties:

- a) Where accommodation charges are not paid up-front, individuals are required to make a one off payment at or before check-in equivalent to the dollar value which would be due from the commencement of the semester to the actual check-in date.
 For example: If check-in is requested for 11 February. Calculate the days between 1 January and 11 February, which is 42 days. Add the 7 days required to meet requirement "b". Total equals 49 days, so a one off payment of \$900.20 must be made at or before check-in, then the next payment will be due 7 days following check-in.
- b) Following check-in you will need to maintain payment via a method which will hold you in advance. It is important not to fall into arrears as penalties apply when payment is in arrears.

Please remember that most Eftpos cards restrict the amount that can be withdrawn per day to either \$500 or \$800. If your payment at check-in is larger than this amount you will need to forward plan so you can process payment at Residence Reception in a manner which will allow you to complete payment on the day of check-in.

Rooms will not be made available until the appropriate payment under your chosen method of payment has been completed as part of the check-in process.

Payment Methods



Up-Front Payment

Payment = \$3343.60 payable before or at check-in.

The 10% discount will be applied once the conditions for payment of the discount have been met. Refer to the Residence Schedule of Fees for the discount conditions.



Weekly, Fortnightly or Monthly Payment

Payment = one off instalment before or at check-in followed by a minimum payment of \$128.60 per week.

New students are required to make a one off instalment or initial payment which will be calculated from either 1 January or 1 July up to the date of actual check-in plus a minimum of one week's accommodation charges paid in advance.

All accommodation charges under this payment method are to be paid and held in advance.

GENERAL INFORMATION

Accommodation for Avondale College, Bachelor of Nursing students is provided on behalf of Avondale College by the Sydney Adventist Hospital. **Payment of accommodation charges for the SAH Residence is to the Sydney Adventist Hospital.** Avondale College Bachelor of Nursing students have the option of studying both semester one and two, in the first year of study, at either the Lake Macquarie or Wahroonga campus with the remainder of the course of study to be completed at the Wahroonga campus. Students have the option to choose which campus they would like to complete their first six to twelve months of study. Accommodation within the SAH Residence is available at any stage of the study program.

Avondale, Bachelor of Nursing students are only granted a 'License to Occupy the SAH Residence' on a residential semester basis, which is for 26 weeks or half a year. Charges are made for the full residential semester regardless of the date for check-in or departure. Any refund for accommodation charges is processed as per the Refund Policy in the Resident Handbook or any Handbook updates. On this residential basis, students are entitled to their room from the time they check-in to the Residence until they choose to provide their notice of departure. Students do not need to pack-up and move out of their room at the end of each semester; rather they can come and go just like they would for vacations etc under a rental agreement.

Each semester stands alone in terms of charge periods and the choice of payment option used for that semester. This per semester basis allows for the flexibility to change the payment method used, depending on individual financial circumstances, each semester. Where full charges are not paid up-front it is assumed that payments will be made on a weekly, fortnightly or monthly basis. Care should be taken to ensure that payments do not fall into arrears as penalties will be applied to payments that are in arrears. Please also note that the Schedule of Fees is reviewed annually with changes to charges being effective from 1 January each year.

The SAH Residence houses residents in single bed room, gender specific accommodation which is governed under the Policy and requirements of the Resident Handbook. Residents acknowledge they will uphold the Policy and requirements of the Resident Handbook when they sign their Occupancy Agreement at check-in. Penalties, including monetary fines and termination of the Occupancy Agreement may apply where a Breach of the Resident Handbook occur.

For full information about the SAH Residence accommodation and associated charges please refer to the current SAH Residence Schedule of Fees and for Policy and requirements refer to

the Resident Handbook.

What if someone else is paying or helping pay my accommodation charges?

Management deems responsibility for all payment to be that of the resident (student) themselves. Residence management will not initiate communication with any third party who is either paying in full or supplementing payment of accommodation charges. The License to Occupy is granted to the resident therefore all communication is directed by management to the resident. It remains the responsibility of the resident (student) to communication with any third party and to keep them informed about the requirements for payment in a manner that will ensure the third party does not create an arrears. (This includes scholarships from Avondale College or payments/arrangements through the South Pacific Division of the Seventh-day Adventist Church.)

The SAH Residence Schedule of Fees outlines all charges within the Residence and this Schedule should be supplied by the resident to any third party either paying or contributing payments toward accommodation charges. Please also note that the Schedule of Fees is reviewed annually with changes to charges being effective from 1 January each year. Residents should also advise the third party the date when payment is due and ensure, as part of their responsibility, that payment is made by this date.

Late Payment:

It is important for the resident to initiate communication with the Residence & Housing Manager when payment will not be made on time. This communication will determine if an extension will be granted.

Payments which are in arrears will create a Notice of Breach to a resident. Three Notices of Breach for any issue where a breach can be incurred are issued, then the Occupancy Agreement is terminated and the resident will be required to find alternative accommodation. Additional information about Notices of Breach is available in the Resident Handbook.

Invoices & Receipts:

Similar to a rental situation invoices for charges incurred within the Residence are not generated. Receipts will only be issued at the time of payment when a request for one is made.

Note: The Schedule of Fees is reviewed annually with changes to charges being effective from 1 January each year.

Resident Handbook:

The Residence is not covered by the *Residential Tenancies Act 1997*. Successful applicants are granted a license to occupy a room within the Residence under the terms and conditions of the Resident Handbook. The Resident Handbook outlines the "House Rules" of the Residence. The Occupancy Agreement, which forms part of the Resident Handbook, is signed at check-in and establishes an acceptance of the requirements each resident will uphold while living in the SAH Residence. By signing the Occupancy Agreement at check-in the new resident is acknowledging that they will uphold the Policy and requirements set out in the Resident Handbook. Penalties apply where the Policy and requirements are not upheld by the resident.

Further information, including the Resident Handbook, is available through a link on the Sydney Adventist Hospital website: <http://www.sah.org.au/residence-accommodation-info>

Direct all SAH Residence enquiries to the Residence & Housing Manager: Christine Gray

Phone: +61 (0)2 9487 9330

Email: residence.manager@sah.org.au

SAH Residence, 185 Fox Valley Road, Wahroonga, 2076. Fax: +61 (0)2 9473 8329

Payment is with Residence Reception (02) 9487 9330. Monday to Friday 10:30am to 5:30pm

Direct all enquiries to the Residence & Housing Manager: Christine Gray Ph: +61 (0)2 9487 9330 or Email: residence.manager@sah.org.au