

# Student Policies

## Avondale College support for students

**Access** Access to Student Support Services is via an Identification (ID) card. ID cards are issued to students after registration, and provide access to the cafeteria and residences, and facilitate time attendance records in some areas of the student work program. This card remains the property of Avondale College and a replacement charge will apply if the card is lost, damaged or destroyed.

**Academic counselling** is provided by Course Coordinators, the Academic Registrar, and lecturers.

**Accommodation.** Students may apply for accommodation in the residence halls on campus. Watson Hall accommodates 153 men in rooms for one or two. Andre Hall accommodates 81 women in rooms for one or two. Ella Boyd Hall accommodates 154 women in single rooms. Extensions to Andre Hall and Watson Hall are planned. Plans are also in process for modular accommodation to be added.

The residence halls are situated close to study venues and recreation facilities, are economic, provide more study time than off-campus accommodation, and contribute significantly to spiritual and social development and to the cohesion of the student body. Specific guidelines have been established to ensure that residential life provides an optimal living environment.

Students under the age of 20 are required to reside on campus (subject to availability of residence hall accommodation and subject to clearance by the Student Services Council), unless they are living with their spouse, parents, grandparents, an older sibling or authorised carer. Special permission needs to be obtained from College administration for any exception to expectations relating to day-student status.

When applying to enrol at Avondale, a separate application needs to be made for a room in the residence halls. Residence hall accommodation is in high demand and is allocated, subject to availability, at the discretion of the Student Services Council. First preference is given to students under the age of 20 and then to students whose immediate family resides more than 25 km from Avondale College. New students aged 20 or over may be accepted into the residence halls at the discretion of the Student Services Council, subject to room availability.

**Collegeview Married Student Village** comprises 36 non-furnished two-bedroom units, with carport and storage area. The Director of Student Services Office liaises with a local real estate agent in matters relating to the allocation and rental of these units.

**Banking services** are provided by the Commonwealth Bank agency and EFTPOS services are provided by

WESTPAC—both are available from the Cashier in the Financial and Business Services Centre. An ATM is available in the Student Centre.

**Basic first aid** is provided on campus in each of the residences and Avondale College staff liaise closely with staff at local medical centres.

**Food Services** for Avondale College are provided in a cafeteria complex. Vegetarian foods only are prepared and served. Residential students are allocated a meal allowance. Non-residential students may purchase individual meals either by paying cash at the check-outs or by pre-paying at the Avondale College cashier.

**Careers information** is available from the Student Services Office and within each faculty.

**Financial information** and advice are provided by the Student Finance Office.

**Medical, ambulance and hospital insurance.** All students are required to have adequate medical insurance plus ambulance cover. In the event of a serious illness or accident students will be responsible for any medical, hospital, and/or ambulance costs.

All students (with the exception of overseas students, whom the Academic Office will enrol with Medibank Private before they arrive in Australia\*), must be registered with Medicare, and apply for Medicare cards independent of their parents. Students may apply to Centrelink for a Health Care Card that provides pharmaceutical and some dental and optical benefits (income limits apply).

*\*For the purpose of medical insurance, “overseas students” refer to those students from countries other than Australia and New Zealand, as well as New Zealand citizens who do not have permanent resident status in Australia.*

**Orientation/registration** programs for new students operate prior to the commencement of each year. Activities include residence check-in and orientation; academic orientations; library tours; computer system orientation and registration; explanation of guidelines for campus life; provision of access and ID cards for residence halls, library, cafeteria and computer system usage; displays by student clubs and organisations; and social, sport, recreation and worship programs.

**Personal counselling** is available from a qualified counsellor, the Chaplain and the Residence Directors.

**Postal services** are provided at the Avondale College Bookshop. A post box is provided for outgoing mail; incoming mail is distributed to student mail boxes.

**Recreation facilities** include the student centre, a health and fitness centre, squash courts, basketball courts, volley

ball courts, netball courts, badminton courts, a gymnasium, heated outdoor swimming pool, tennis courts and playing fields. The adjoining creek and nearby Lake Macquarie provide aquatic recreation. Various sporting clubs operate to facilitate recreational activities.

Only non-marking rubber-soled shoes may be used in the auditorium except for special occasions. No shoes with heels smaller than a two-dollar coin will be permitted in the auditorium at any time. No food or drink will be allowed in the auditorium unless otherwise announced.

Avondale College pool is available to students and to all staff and their families.

**Spiritual counselling** is available from the chaplain, residence directors, student residence assistants and lecturers.

A **student centre** is equipped with lounges, television, a games room and a canteen selling lunches, drinks and other light refreshments.

**Study support** is available to students requiring help with English language, essay writing, numeracy and other study skills. Tutorial support can also be arranged in specific academic subjects. International students requiring study support should contact the Director of Student Services.

**Textbooks, stationery**, and some personal items are available for purchase from the Bookshop.

**Transport** is provided by two service vehicles that are used to transport students to medical and dental appointments, local shopping centres, the local railway station, and such other appointments as may meet the approval of the Director of Student Services.

**Worship facilities** include residence chapels, Avondale College Church, and several nearby off-campus churches.

## Anti-bullying and harassment

This is an abridged version of Avondale College's Anti-bullying and Harassment policy. The full version is located on the Avondale College website.

We do not allow any type of bullying or harassment in anything to do with our work/learning environment. Please note that the work/learning environment includes all areas for such activities on each of the institution's campuses (including recreational and residential facilities) as well as activities that occur on field trips and during learning practicums. Everyone who works for, studies with or visits Avondale College has the right to an environment that has no bullying and harassment. We may discipline and/or dismiss any employee or student found guilty of bullying or harassment.

## Airport pick-up

International students are entitled to one pick-up on arrival and one departure shuttle to and from the Sydney International Airport per year. The cost for this service

is included in the Facility Fee payment. Students from New Zealand, Pacific Islands and interstate Australia may request a pick-up from the Sydney airports, but an amount of \$200 will be charged to the student's account for the service. The Facility Fee does not include this service for these students.

## Code of Conduct

Avondale College is concerned with educating the whole person for happy and effective living as an integral part of a curriculum based on the philosophy of Seventh-day Adventist education. A conscious effort is made to maintain standards of conduct which reflect the spiritual heritage of Seventh-day Adventists. Avondale College also seeks to maintain social standards comparable with those upheld by the Seventh-day Adventist Church. Avondale College interprets the presence of the student on campus as evidence that the student has chosen Avondale College because of the way of life it espouses. Admission is a privilege that entails acceptance of individual responsibility for honour, integrity, and self-discipline.

Students are expected to maintain regular attendance and active participation at all academic appointments. Students are also encouraged to become involved in campus recreational and cultural activities.

Worship is integral to the Avondale College program, and a variety of worship services is available for students and staff. All students are required to attend scheduled forums and assemblies during the academic year. Residential students are also required to participate in the residential worship programs. The seventh-day Sabbath, commencing at sunset on Friday evening and concluding at sunset on Saturday, is set aside for worship, prayer, praise, Bible-study, and fellowship. Attendance at Sabbath worship services is encouraged.

## Computer use

The computing facilities of Avondale College are a valuable shared resource. It is expected that students will use these computers primarily for academic purposes, respecting the principles and values of Avondale College and the rights and work of others who use the systems. This policy lists the general conditions that students must agree to abide by in the interests of all parties.

- 1 Avondale College computers are a shared facility, and students should respect the needs of others.
  - The computer laboratories are primarily for the use of those students who have classes that directly involve the use of computers. While others may use the computers in these rooms, subject to availability, they must respect the needs of those who require them directly for classes.
  - Students must respect the right of lecturers to have exclusive use of the laboratories while teaching classes.
- 2 Students are expected to take good care of all College

equipment, and will be charged for damage.

- 3 Files on local hard drives are not secure and are not backed up; files stored on the network are backed up. Hence all user files should be stored on network servers, where regular backup is provided (but please note the disclaimer below).
- 4 Each student is given a server storage quota for storage of their files. While Avondale College will provide automatic backup for files stored on the server, it is the student's responsibility to maintain the files in that storage area. Avondale College is not responsible for any files on the hard drive of machines accessible to other users. If you are working on a file that exceeds your available quota, please contact the IT Services Department to request alternative file storage.
- 5 If you find files on a local hard drive that are not your own, please do not copy or delete them.
- 6 There are severe penalties for copying work from other students and presenting it as your own.
- 7 Students must respect the requests of laboratory supervisors. The supervisors ensure the security of the laboratories and provide short-term assistance to those who require it.
- 8 No food or drink is to be consumed in the laboratories, or any other area where computing facilities are provided. 'Computing facilities' will be interpreted to mean all computing laboratories, the computing centre, the library computing facilities, computer rooms in the halls of residence, and any other areas which may be identified for the purpose of computing.
- 9 All Avondale College user machines are set up with a similar configuration by the IT Services Department. Students are not to change this configuration or attach peripherals to College computers.
- 10 Only software purchased by and licensed to Avondale College is to be installed on College computers, and software is not to be installed on these computers by students.
- 11 All students at Avondale College are allocated a computer account. You are responsible for the use of your account, including logging off at the end of a session. Logging on to more than one computer at the same time is not permitted. You are responsible to ensure that you are the only person to access any computing facilities with your account. Students who attempt to break the security of the system or otherwise gain access to resources or accounts that they are not authorised to use will be subject to disciplinary action. Do not share your password with anyone or attempt to learn the password of anyone else. If you suspect that your password has been compromised, you must contact the IT Services Department immediately to have it changed.
- 12 Children are not permitted in any area where computing facilities are provided.
- 13 College computing facilities are not to be used for conducting personal business.

### **Library computing equipment**

Students are required to sign the following agreement to use the Avondale College Library's computing facilities:

- 1 Recognising that some activities—not directly associated with research—cause inconvenience to other library users, you agree that you will not use the PCs for:
  - e-mail
  - chat sessions
  - games
  - permanently downloading files to the hard drive without removing them to a floppy disk
  - accessing sites that could be considered irrelevant to research activities
  - real-time audio or video for purposes other than authorised research
- 2 You are also signing that you:
  - recognise that the purpose of having Internet access in the library is to support the research needs of library users
  - will not alter the existing configuration of the PCs in any way, including screensavers, wallpaper and desktop layout
  - agree to notify library staff if you accidentally download files onto the hard drive of the computer
  - realise that breaches of the above conditions may mean that you will be suspended—temporarily or permanently—from using the Internet via the library PCs.

### **Dress and appearance**

Students should be guided by Christian principles of modesty and neatness in their choice of clothing for recreation, classes, library, cafeteria, and worship, with attention given to personal cleanliness, grooming and deportment. Bare feet, bare chests, and very casual dress such as tank tops, singlets and excessively tight shorts are inappropriate in worship services, the library, classes, the cafeteria and administration buildings.

### **Discipline of students**

#### **Scope of disciplinary authority**

Avondale College expects all students to abide by Avondale College Campus Guidelines at all times while they remain students of Avondale College. All references to lifestyle are therefore relevant to both on-campus and off-campus behaviour during Avondale College year.

When a behavioural problem arises an informal, co-operative and consultative approach is preferred. Students may be referred to a staff member, Residence Director, or Manager of Vocational Education.

#### **Review**

Disciplinary procedures will be put into place with the expectation that there will be a change in the student's behaviour. Therefore all disciplinary procedures will

remain under review by the appropriate disciplinary body and the students will be notified of any necessary changes. Disciplinary bodies may choose to vary the amount of fines at their discretions.

### Drug-free policy

Avondale College is committed to an environment of learning that supports the fullest possible human development. Because of its philosophy, Avondale College promotes an alcohol, tobacco, and drug-free environment. Choosing to adhere to the drug-free policy has many positive benefits for you, including: a clear, well-functioning mind for your studies; a chance to develop effective personal relationships without chemical assistance; the ability to maintain control of your life; the protection of your health; the freedom from anxiety about trouble with the law; an opportunity to set a positive example to others; a sensitive and responsive spirituality.

Both campuses of Avondale College maintain an alcohol-free, tobacco-free and drug-free environment. Students are expected to abstain from the possession, and/or use of alcohol, tobacco and illegal drugs, and from the abuse of prescription drugs. Avondale College also upholds all laws which prohibit the possession, use, manufacture or distribution of controlled substances. The possession of paraphernalia and use of 'look alike' or designer drugs is also prohibited. Persons involved at any time in the promotion, manufacture and/or distribution of alcoholic drinks, tobacco or drugs referred to above will be excluded from Avondale College. Further, violation of any laws regarding controlled substances will be reported to the proper authorities.

### Help is available

You have the choice of voluntarily seeking assistance in being drug-free. If you have a problem with use of alcohol, tobacco or drugs, you can talk to a staff member, residence director or counsellor (top of *Bethel Hall*) with the assurance that they will do all they can to assist you. No disciplinary action will result if you make this first move, unless you are involved in the promotion, manufacture or distribution of these substances or are breaking the law.

### Sanctions

If you do not voluntarily seek help and are found in violation of this policy, the following disciplinary actions may be taken:

- mandatory suspension from classes for a minimum of one day during which time you will be referred for assessment to determine appropriate rehabilitative procedures (at your expense)
- probation that prohibits off-campus leave (residential students)
- a mandatory substance-abuse educational program
- assignment to a peer-support student
- notification of your parent/guardian (if responsible for your fees)

- restitutionary payments
- expulsion

If permitted to remain at Avondale College, you may also be required to sign a contract to remain drug-free during the rest of your time as a student at Avondale College.

You have the choice to cooperate with these disciplinary actions and recommit yourself to adhering to the Drug-Free Policy or to leave Avondale College. We want you to stay—but we want you to stay drug-free.

### Understanding the disciplinary actions

#### 1 *Assessment*

During your suspension, you will be referred to a counsellor. The assessment will determine whether you are a social or experimental user, you have a problematic use pattern, or you are chemically dependent. The counsellor will discuss the recommendations with you and the referring staff member/s and/or the disciplinary body representative.

#### 2 *Mandatory substance-abuse program*

The educational program has been designed to provide you with an opportunity to learn more about the serious issues associated with drug and alcohol use. It consists of 8–10 hours of activities to:

- learn the hazards involved in casual use
- recognise what chemical dependency involves
- understand the relative risks and benefits of further casual use
- establish personal life goals

#### 3 *Peer-support students*

A peer-support student will be assigned to provide encouragement and understanding to you in overcoming alcohol and/or drug use, including smoking. You will be invited to keep in regular contact with your peer support-student, and seek his/her assistance in remaining drug-free while you are a student at Avondale College.

#### 4 *Notification of parent/guardian*

If you are under 18 years of age, your parent/guardian will be notified of any Drug-Free Policy infringements.

#### 5 *Restitutionary payments and/or monetary fines*

An amount of money may be required by College if you have damaged any property while under the influence of drugs or alcohol. A monetary fine may also be placed against your student account because you have chosen to disregard the Drug-Free Policy.

#### 6 *Expulsion*

If Avondale College Discipline Committee so chooses, you may be required to leave College. You will not be allowed back on campus at any time without specific permission from College Administration.

### It is the Law

You should know that in addition to Avondale College's Drug-Free Policy, there are legal prohibitions on drug

use. New South Wales law prohibits the possession, use, distribution, manufacture or sale of controlled substances. Possession and use of narcotics, marijuana, or hallucinogens may lead to penalties of 6–12 months jail and/or \$500–\$2000 fine. Possession of narcotics, depressants, and stimulants and the sale of narcotics, marijuana, hallucinogens, depressants, and stimulants are punishable by prison terms and fines vary with the quantity involved.

If there is evidence to support an allegation that you are selling or using illegal drugs, illegal prescriptions, or drug paraphernalia, or engaging in any other illegal drug activity, the police will be notified and furnished with whatever evidence may be known. Your parents/guardians will be notified if you are under 18 years of age.

**For confidential information**

The following services can provide additional information and assistance to help you in staying drug-free.

|   |              |
|---|--------------|
| Emergency   | 000          |
| Drug Intelligence Reporting Centre                      | 1800 813 784 |
| Alcohol and Drug Counselling and Referral<br>(24 hours) | 4924 6248    |
| Newcastle Youth Service Youthline                       | 4962 2188    |
| Alcoholics Anonymous Help-line                          | 4962 3844    |
| Alcohol and Drug Information Service                    | 1800 422 599 |
| Rainbow Project Youth Addiction                         | 4969 8066    |

**Grievance and appeals**

Avondale College seeks to create and maintain a healthy and enjoyable study environment and one that will enhance personal development. In instances where grievances occur, it is our desire and aim to resolve them amicably, promptly and in a manner that is both fair and equitable to all concerned. Complaints or appeals made by students should be made responsibly, with regard to the rights of all, and all parties should endeavour to resolve grievances in an informal and mutually respectful manner in the first instance. However, where necessary, a process for resolving student grievances and appeals is located on the Avondale College website. Avondale College has processes in place for resolving grievances and appeals on academic matters, non-academic matters, prospective student matters, and for reviewing appeals decisions.

**Internet and e-mail use**

*Avondale College*

- 1 will cooperate fully with any state, federal or international legal agency in the event that Avondale College’s Internet facilities are used for illegal activities.
- 2 does not condone harassment of any sort via Avondale College’s Internet facilities and will take action against perpetrators (see *Harassment Policy*).
- 3 has final authority on use of the network and related connections/equipment.
- 4 reserves the right to restrict access to parts of the Internet that it deems inappropriate.
- 5 reserves the right to examine all data stored on the machines connected to the Internet and any associated account to ensure that all clients are complying with Avondale College’s Internet Usage policy.
- 6 does not guarantee the reliability of the link between the Internet and Avondale College, and is not responsible for the corruption of data.
- 7 does not guarantee privacy of information/materials sent via the Internet.
- 8 takes no responsibility for any information or materials transferred through the Internet. Avondale College will not be liable for any actions of any person using Avondale College’s Internet facilities.
- 9 may occasionally require new registration of student

computer account information.

### Students

- 1 take full responsibility for their Internet accounts. See point 8 above.
- 2 will take all reasonable steps to ensure that any and all information/materials are correct to the best of their knowledge.
- 3 will not use Avondale College's Internet or e-mail facilities to send or access offensive, obscene, harassing, illegal, discriminatory, defamatory or derogatory information.
- 4 will recognise that the Internet provides access to a global community. Hence when communicating with others (eg via e-mail), proper conduct and courtesy should be employed. By using Avondale College's Internet connection students are representing Avondale College in a global community.
- 5 are responsible for adhering to all state, federal and international laws governing the Internet and materials/information transmitted via the Internet. Such laws include intellectual property, moral rights and privacy legislation. Students should be aware that such actions as copying, storing, transmitting and incorrectly attributing or not attributing material are subject to legislation.
- 6 will report any information/material relating to, or in support of, illegal activities to the Director, Information Technology Services.
- 7 will not use Avondale College's facilities or equipment to conduct private or personal business.
- 8 will not use Avondale College Library computing facilities for any purpose other than as a direct aid to academic-related activities. Because of the potential disturbance that may occur, audio and video activities are not permitted on the Library computers.
- 9 will not participate in Internet chat sessions or on-line gaming.
- 10 will not use Avondale College Library's computing facilities for e-mail.
- 11 will understand that electronic mail (e-mail) via the Internet is not guaranteed to be private.
- 12 will not allow friends or family members to access Avondale College's computing facilities.
- 13 will realise that violations of this policy may result in suspension or revocation of network privileges and may be subject to other disciplinary measures in accordance with Avondale College's policies and procedures.

### Motor vehicles policy

Avondale College allows students to operate a vehicle at Avondale College under the following guidelines:

#### Motor vehicles

- 1 All students must register the vehicle with the Financial and Business Services Centre within 24 hours of bringing the vehicle onto the campus, whether the

student owns the vehicle, has it on loan, or otherwise has control of it. All vehicles must have current Roads and Traffic Authority registration, Compulsory Third Party (CTP) and Third Party Property Insurance. Traffic infringements will incur financial or other penalties.

- 2 Only one vehicle per student is permitted to be kept on campus. It must be registered and roadworthy. No unregistered vehicles are to be kept on campus.
- 3 The owner must produce a certificate of insurance, or third party property when registering the vehicle with Avondale College.
- 4 The owner must possess a current driver's licence. (NB New South Wales law requires that students have a New South Wales driver's licence and that vehicles be registered in New South Wales.)
- 5 Students must park in the appropriate parking areas as designated by College Administration, or advised in College publications. Campus parking signs/indicators (colour-coded) need to be strictly observed.
- 6 Students are advised not to lend their vehicles to others.
- 7 Avondale College accepts no responsibility or liability for loss or damage to students' vehicles or their contents while on the campus.
- 8 Vehicles must be driven on campus in accordance with all road signs, and must not be driven or parked on College lawns.

#### Motor cycles

Regulations governing the use of motor cycles are similar to the general regulations for motor vehicles. In addition the following items need to be noted:

- 1 Only one motor cycle may be kept at Avondale College and must be registered with Avondale College even if only in storage.
- 2 While on campus noise must be kept to a minimum, especially around residence halls.
- 3 No motor cycle may be parked on campus other than in the places provided.

#### Penalties and fines

All students (residential and day) are reminded that any failure to follow the guidelines for vehicle use may result in a fine, and/or the withdrawal of vehicle privileges.

The following fines operate on campus:

- parking fines
- speeding or dangerous driving
- failure to register the vehicle (car or motor cycle) with Avondale College within 24 hours of bringing it on to campus.

Fines will be charged directly to student accounts. Any student who incurs repetitive fines risks the withdrawal of vehicle privileges, and possible deregistration.

## Notice boards

Notice boards in various campus buildings come under the jurisdiction of each of the faculties concerned. Please obtain permission from the faculty before placing any notices.

The notice board outside the Library is particularly for student use. It is controlled by the Director of Student Services.

## Privacy

Avondale College is committed to safeguarding personal information in accordance with the Privacy Act 1988 and the Privacy Amendment (Private Sector) Act 2000.

Avondale College collects information necessary to enable it to:

- provide services to its students and to people enquiring about study at Avondale College
- process applications for enrolment
- maintain appropriate academic and financial records
- assist prospective graduates to find employment
- maintain contact with past students
- provide statistical and other information required by government.

We do not collect sensitive information if the individual has not consented to its collection (unless we are required or permitted to do so by law).

## Disclosure of personal information

We do not disclose personal information to third parties without the owner's consent, unless required or permitted by law.

We may be required by law to disclose some personal information to Australian government organisations and to the Fund Manager of the ESOS Assurance Fund.

Personal information may be disclosed for the prevention, detection or investigation of criminal or proscribed conduct, or in certain circumstances in the interest of public health or public safety.

We are required by law to inform the Australian Department of Immigration and Multicultural Affairs (DIMA) if an overseas student visa holder

- changes the course of study for which he/she is enrolled
- changes the duration of his/her course of study
- breaches a student visa condition relating to attendance or satisfactory academic performance.

It may sometimes be necessary for Avondale College to provide personal information to others with whom it conducts business; for example professional advisers (auditors, lawyers), insurers, printers.

## Right of access

You have the right to access your personal information (subject to some exceptions allowed by law), and to have it corrected if necessary.

## Accuracy

Avondale College takes reasonable precautions to ensure that the personal information we collect is accurate, complete and up-to-date. It is important that students keep Avondale College up-to-date with changes to their personal information, such as name and contact details.

## Security

Avondale College takes reasonable steps to protect personal information from unauthorised access, modification or disclosure. Personal information is destroyed or permanently de-identified when no longer required.

## Contact details

If you have any questions relating to information we hold about you, please contact

The Academic Registrar  
Avondale College  
PO Box 19  
COORANBONG NSW 2265  
Australia  
Telephone: (02) 4980 2125; Fax: (02) 4980 2124

## Residence hall policies

### Citizenship

Every resident is expected to observe the regulations and expectations as outlined in the Avondale College Handbook and the *Conditions of Occupancy Agreement*.

Behaviour and activities which are contrary to these documents may result in disciplinary action as outlined in the *Code of Discipline*.

### General courtesies

Students are expected to respect others' privacy, avoid making a disturbance which would prevent others from studying or sleeping, and maintain personal cleanliness and hygiene of residence halls.

### Room deposit

A room deposit is charged to each student at the commencement of his/her residential stay. The following issues will influence the level of reimbursement at the time of departure from the residences:

### Cleanliness

Rooms are to be kept clean and orderly. Occasional room inspections may be made throughout the residence halls.

### Furniture

Furniture and mattresses are not to be removed or exchanged between rooms, nor any alteration be made to furnishings without permission of the Residence Directors.

Window fittings must not be removed. Door locks and electrical fittings must not be interfered with. Each student is responsible for the condition of the room and will be charged for wilful damage.

Lounge furniture and sofa cushions, plants, etc must not be removed from lounge rooms.

**Decorations and posters**

Decorations which are considered inappropriate by a member of the residence hall staff must be removed. No decoration is to be screwed or nailed to walls. The use of Blue-tak is permitted.

**Keys**

Each student is issued with his/her own personal room key. Should the key be lost, a replacement key will be issued after the door lock has been changed. A specified amount will be charged to the student's account. All key losses should be reported to the Residence Directors.

Since Avondale College also caters for short courses during vacation periods, all room keys must be returned to the Residence Directors before departure for vacation breaks. A fee will be charged in the case of a resident who fails to return a room key on the day of departure.

**Room clearances**

All student rooms will be inspected by the Residence Director prior to students leaving at end of semester. Any students who fail to leave their room clean and tidy, or who have caused damage to the room, will be charged appropriate costs.

When a student's room is required for accommodation for short courses during mid-year vacation, assistance will be given to secure storage of valuable items in the student's absence.

**Repairs**

All maintenance needs should be reported promptly to the Residence Director.

**Room changes**

If a room change is considered necessary during the academic year, the Residence Director must be notified. When changing rooms it is imperative that a room clearance be obtained.

**Refrigerators**

Refrigerators up to 137 litres in size and approved by the Residence Director may be installed in a room. Floor trays must be provided to protect carpet in Ella Boyd Hall.

**Guests**

Students wishing to have guests in their rooms overnight may do so, subject to the approval of the Residence Director. Guests are able to stay two nights per month without charge during the academic year, and are expected to abide by the rules and regulations of Avondale College. Day students do not qualify for this guest status and need to leave the halls by 10.00 pm, unless special arrangements have been made with the Residence Director.

Men and women are not permitted beyond the foyer and reception areas of the opposite halls of residence. Any ex-

ception to this rule must be only with the express permission of the Residence Hall Director.

**Bicycles**

Bicycles must be kept in the places provided. They must not be left in hallways or chained in stairwells, and may not be ridden in the residence halls. Bicycles are stored at the student's own risk. It is recommended that they be securely locked at all times.

**Hall security**

Security within the residence hall is a priority. Students need to protect their personal belongings, the buildings and its facilities. Residential students are responsible for keeping their rooms locked in order to protect their personal belongings. Personal access cards act as entry cards to the residence halls via the Security Lock System. Students are requested to maintain control of their access cards at all times, and report their loss immediately to the Residence Directors and then to Student Services. Any failure to report the loss jeopardises residence hall security. Lost access cards will incur a replacement cost. All students are requested not to lend or borrow other students' cards/keys. All external doors other than the main entrances will be locked at 6.00 pm. The main entrances will be locked at 10.00 pm.

**Illness**

All injury or illness should be reported to the Residence Director. A resident with an illness or injury which requires constant monitoring or nursing care may be asked to return home or be admitted to hospital. Ambulance cover is the responsibility of the student. Course coordinators must be notified where illness affects class attendance.

**Insurance**

Insurance of private belongings is the individual resident's responsibility. (Insurance may be arranged as an 'add on' to parents' home contents policy by arrangement with the insurers).

**Fire code**

Fire drills will be conducted as part of the fire education program. When an alarm sounds, residents are to follow appropriate procedures as quickly as possible.

The misuse of fire extinguishers, fire alarms or other fire protection equipment will result in disciplinary action and may incur fines which have been outlined by the fire authorities. Stairs and hallways must be kept free from obstructions at all times and fire doors kept closed.

Toasters, candles or incense must not be used in the residence halls. Any student activating a fire alarm by careless use of any equipment/appliance will be fined.

**Lounge furniture**

Lounge furniture and sofa cushions must not be removed from lounge rooms.

**Worships**

Students are required to attend a number of worships from Monday evening to Thursday evening. The required number will be announced at the beginning of each semester.

**Leave arrangements**

Students are encouraged to be inside their respective halls by the following times:

Sunday—Friday 11.00 pm

Saturday up to 12.00 midnight

Any student who makes plans to return after these times, or leave for the weekend, will need to notify the Residence Director or Resident Assistant.

**Conditions of Occupancy agreement**

- 1 The resident is permitted use of the total Residence Hall other than those areas designated private rooms, locked storerooms or cupboards and offices, or any other areas so indicated by the Residence Director.
- 2 The resident’s room will be allocated by the Residence Director and the resident is not permitted to change rooms or occupy any other room without the express permission of the Residence Director.
- 3 Students wishing to have guests in their rooms overnight must check with the Residence Director and fill out the guest book. Guests may stay two nights per month without charge during the academic year provided the guest is correctly registered, otherwise the student will be charged for the guests’ accommodation. Guests in Residence Halls are expected to abide by the rules and regulations of Avondale College. Day students do not qualify for this guest status. Students wishing to stay in the Residence Halls over holiday periods must make arrangements with the Residence Director and pay the appropriate charges.
- 4 Avondale College Administration, the Residence Director or their appointed agents shall be entitled to free access to any and every part of the Residence Hall.
- 5 College Administration reserves the right to require students to vacate their rooms during holiday periods for facilitating alternative educational programs on campus.
- 6 The floors, walls, window fittings, blinds, furniture or equipment must not be removed or broken, pierced by nails or screws or in any other way damaged. No decorations or modifications may be made in any section of the Residence Hall without the prior consent of the Residence Director. The resident shall be liable for the cost of repairing any damage caused or the cost of replacing equipment, fittings or furniture.
- 7 Any resident or guest is not permitted to take a member of the opposite sex past the foyer of the residence without the express permission of the Residence Director. Members of the opposite sex are not permitted in the Residence Halls after the designated closing time.

- 8 All students will be responsible for the proper care of communal areas in the Residence Halls. Where the responsibility for deliberate damage and loss in communal areas cannot be traced to particular individuals, Avondale College Administration may, if it deems necessary, direct that the cost of repairs or replacement become a charge against the room deposits of all residents of the building concerned.
- 9 The resident shall be responsible for the cleaning of his/her allocated room to the satisfaction of the Residence Director during the stay of the resident and before departure. If the room is left in an unacceptable condition, a cleaning fee will be charged.
- 10 Furniture, including bed bases and mattresses, may not be removed from bedrooms without the Residence Director’s permission. Similarly, furniture or equipment may not be taken to bedrooms from lounges or public areas.
- 11 The resident, before leaving for vacation breaks or mid-semester breaks, must return room keys to the Residence Director. Vacation residential fees will be charged if a resident fails to return room keys on the day of departure.
- 12 In the interests of security, a resident must not possess, misuse, distribute, attempt to make or buy unauthorised copies of Residence Hall keys. Likewise, residents must not gain access to another resident’s room by using any other method or key other than that provided for access to that room. Students must not use a master key without specific permission from a Residence Director or Associate Director, or a Residence Assistant. Further, the card access door is not to be interfered with, or its operation hindered in any way.
- 13 The resident shall conform to the requirements of the Health Act, Local Government and any other relevant Act, or the Government of New South Wales and/or Commonwealth of Australia, relevant bylaws, or regulations made thereunder, and shall be liable for any breach of any such Acts, bylaws, rules or regulations.
- 14 The resident shall not do or neglect to do anything which will affect Avondale College Council’s insurance policy or policies for fire or public risk in connection with the Residence Halls, and the resident hereby agrees to indemnify Avondale College Council to the extent that such policies are affected through any such act or omission, including the unlawful discharge of fire extinguishers, fireworks or explosives.
- 15 The possession, storage, manufacture or use of candles, incense, firearms, fireworks, explosives, or any other substance or equipment that poses a high fire risk, is prohibited in the Residence Halls, or on any part of College campus.
- 16 The possession and/or use of weapons is prohibited on campus. This prohibition includes firearms, knives, bows/arrows and other weapons.
- 17 No student shall possess, store, manufacture or use any form of smoking paraphernalia, alcoholic beverage, spirits or wines, or non-prescribed drug of any kind in

the Residence Hall, or on any part of Avondale College campus.

- 18 Students shall not possess, use, print, copy, or distribute any pornographic materials, including magazines, posters, videos, CDs, or computer software.
- 19 No game of chance at which either money directly or indirectly passes as a prize shall take place in any portion of the Residence Halls or on any part of Avondale College campus.
- 20 Students are to be considerate of other residents at all times. Students who cause noise disruption will be fined as noted in the Code of Discipline.
- 21 No resident shall have access to the roof of the Residence Halls without the express permission of the Residence Director.
- 22 No animals or birds shall be kept in the Residence Halls. Small fish tanks are permissible by arrangement with the Residence Director.
- 23 Residents shall not use profane language in the Residence Halls or on any part of Avondale College campus.
- 24 Residents must not interfere with fire alarms, fire escape doors, security lighting, or misuse smoke or heat detectors (eg placing plastic bags over them) or fire fighting equipment (eg fire extinguishers). (Fire station personnel have stated that any person who misuses any fire extinguisher in a public place faces an on-the-spot fine of \$1000).
- 25 Possessing or wearing a balaclava for the purpose of disguising identity is prohibited. (Police have stated that wearing a balaclava to cover identity is a criminal offence under State law).
- 26 Residents are not to enter any buildings after hours or use any College facilities or equipment, including College vehicles, without specific permission from the Residence Director.
- 27 No student shall use any form of violence, either toward others or property at any time. The resident shall be liable for the cost of repairing any damage caused or the cost of replacing equipment, fittings or furniture.
- 28 The resident shall be responsible for the full observance of these conditions and for the maintenance and preservation of good order in the Residence Halls and in the surrounds thereto throughout the whole duration of occupancy.
- 29 If Avondale College Administration shall determine at its absolute discretion that any person has committed a breach of any of the Conditions of Occupancy Agreement, they shall have the right to terminate the Residential Agreement.
- 30 In the event of any disputes or differences arising as to the interpretation of these conditions, or of any matter or things contained therein, the decision of Avondale College Administration shall be final and binding.

## Security and safety

Maintaining a safe and secure environment is an important College objective. Student assistance in this is valued.

Students are requested to note the following:

- 1 Avondale College employs several security officers who care for general security. Their tasks include patrolling the campus, ensuring buildings are secure, monitoring the entry and exit of personnel on to the campus, ensuring persons contacted after hours have legitimate reasons to be on campus, and caring for vehicle safety and parking on campus, including the allocation of fines for parking infringements. Students are expected to assist and support security staff in their duties, and must provide their name and their ID card to the security staff on request.
- 2 Buildings, facilities, and fittings are to be cared for in an appropriate manner, and staff are to be notified of any breakages or damages. Students are to refrain from using any fire protection equipment for any purpose other than extinguishing a fire in the absence of a fire protection officer. Students are also to refrain from using substances or equipment that constitute a high fire risk, such as candles, fuel lamps, inflammable liquids, or open bar-heaters.
- 3 College keys remain the property of Avondale College, and any keys provided to students must be returned at either the mid semester break or end of the year, the time of leaving Avondale College, or as requested by staff. Students should not borrow, lend or use other students' keys. It is against College policy for a student to have any key copied under any circumstances, or to enter another person's room, or any College building or room, by the misuse of keys such as jiggling the key, using an illegal copy of a key, or using a master key without permission. Similar terms and conditions apply to Access Cards for residential students.
- 4 Students are requested to take care in recreational and class pursuits, and if any accident or injury occurs, offer appropriate assistance, and call Residence Directors or staff members if further assistance is necessary. All students are encouraged to have adequate medical insurance plus ambulance cover. In the event of a serious illness or accident students will be responsible for any medical, hospital, and/or ambulance costs.
- 5 College will notify parents/guardians of students under 18 years of age who have any serious illness or accident.
- 6 Students are not to possess or use firearms or fire-works on College property.
- 7 Residential students need to note that Avondale College does not hold insurance cover for students' belongings. Students are encouraged to take out private contents cover for their own personal belongings through an insurance company of their choice.

## Students with disabilities

Avondale College is committed to providing equal opportunity for all students and appreciates and values diversity. Avondale College supports the right of people with disabilities to access and participate in higher education.

This policy statement is based on the principles contained within the Australian Vice-Chancellors' Committee (AVCC) Guidelines Relating to Students with Disabilities (December 1996) and the Disabilities Standards (2005) issued by the Commonwealth Government. The policy outlines Avondale College's approach to ensuring that as far as circumstances reasonably allow, there is no discrimination against a person on the grounds of that person's disability. A full copy of this policy is located on the Avondale College website.

### Services and assistance

Avondale College has an appointed Disabilities Services Officer associated with the Equity Office. The current Disabilities Services Officer is the secretary to the Equity Committee.

Prospective and current students with a disability are encouraged to notify Avondale College at an early stage of specific requirements they may have so that Avondale College can attempt to plan for any special support required. This can be done by:

- a declaration on the enrolment form, *and/or*
- submitting an 'Application of special services due to disability' form, *and/or*
- contacting the Disabilities Services Officer—phone (02) 4980 223.

Information provided in relation to a disability will be treated as confidential and revealed only with the student's permission. The student needs to be aware that it may be more difficult to make appropriate adjustments and special arrangements if the nature of a disability is kept private, particularly from personnel who need to know in order to implement required modifications and provisions to facilitate the student's learning.

### Recruitment, admission and enrolment

Applicants with disabilities will be assessed under the same criteria as applies to other applicants, and are subject to meeting course entry requirements.

In line with AVCC (1996) guidelines, "when assessing the educational qualifications of an applicant with a disability for the purposes of considering whether they have met the admission criteria to the standard necessary to gain admission, the ... [College] may make an adjustment to an admission score to compensate for disadvantage experienced by the applicant in prior educational settings. In the consideration of a possible adjustment, the ... [College will] ... seek advice from appropriate health professionals and officers from the relevant school or other educational institution concerning the likely effect of the disability on the person's educational achievements".

"Where it is claimed on the basis of expert advice that a particular academic course is not available to a student because his/her disability has a particular functional implication, the matter must be examined by the most senior academic committee which should seek independent advice from other appropriate bodies" (AVCC, 1996).

### Academic support

Avondale College is committed to making reasonable modifications to academic programs to accommodate students with disabilities. However, in so doing it will not compromise the academic standard or any essential component of a program.

Where, because of disability, a student requires special provisions for learning and/or assessment (including examinations), application should be directed (on the form titled 'Application for special services due to disability') to the Manager of Vocational Education through the Disabilities Services Officer. Applications must be supported by a statement of the nature and extent of the disability and documentation from an appropriate registered practitioner (eg doctor, physiotherapist, psychologist). Where the disability is permanent, documentation need only be provided on initial application for special provisions. Approval will be at the discretion of the Disabilities Services Officer in consultation with the relevant Manager of Vocational Education (and President where it involves end of semester examinations).

Flexible approaches to learning and assessment are encouraged, where appropriate, to help meet the diverse needs of all students, not just those with disabilities. However, it is recognised that there are some specific activities and skills that are expected or required depending on the qualification being sought. In order to provide an environment that fosters learning, procedural variations and/or alternative assessment strategies are available to assist students with substantiated disabilities where required skills are not compromised.

### Physical access

Avondale College was established in 1897 and several buildings predate current disability access standards. As resources allow Avondale College is modifying building access to cater to the needs of students with disabilities.

Where students with disabilities are registered on the disabilities data base, appropriate rooms will be timetabled to suit the students' needs. In the design of new buildings Avondale College will ensure that there is conformity with appropriate Australian standards and that the level of access and the facilities required for students with disabilities is considered with expert advice being sought.

### Language

Avondale College will "promote the use of appropriate language in reference to disabilities and people with disabilities" and will make every effort to ensure that

any College publications are “exemplary in this regard” (AVCC, 1996).

### **Grievances**

If a student with disabilities has a grievance in relation to access or equity matters they are encouraged to use Avondale College’s grievance procedures, as appropriate, outlined in the ‘Grievance and Appeals Resolution Policy’, or ‘Dealing With Harassment’.

### **Procedure for applying for special services due to a disability:**

- The student (or prospective student) makes an appointment with the Disabilities Services Officer to discuss any special services or accommodations required and available. If the student is unable to meet directly with the Disabilities Services Officer, contact should be made by phone or e-mail.
- The student (or prospective student) completes and submits the ‘Application for special services due to a disability’ to the Disabilities Services Officer. Documentation from an appropriate registered practitioner (eg doctor, physiotherapist, psychologist) to substantiate the nature of the disability must be attached. Submission of this form registers the student with the Disabilities Services Office and allows the Officer to proceed with helping the student (or prospective student) make appropriate arrangements.
- The Disabilities Services Officer assists the student (or prospective student) to identify options available to reduce the impact of his/her disability while at Avondale College.
- Where special consideration is required in relation to learning and/or assessment procedures the Disabilities Services Officer arranges for the student (or prospective student) to have discussions with the relevant Manager of Vocational Education to determine the student’s specific requirements. If the assessment procedures involve end of semester examinations the President and the Academic Registrar are to be involved in the discussions. Except in extenuating circumstances, applications for special arrangements in examinations, because of disability, are to be made prior to the publication of the examination timetable.
- Where it is determined that special learning and/or assessment procedures will be implemented for the student (or prospective student), they will be confirmed in writing by the relevant Manager of Vocational Education (or Academic Registrar for examination procedures) and copies sent to:
  - the student (or prospective student)
  - the relevant lecturer/s
  - the Disabilities Services Officer

This written confirmation is to be received by the student no later than 10 working days of the application for special services being received by the Disabilities Services Officer.

- The relevant Manager of Vocational Education

monitors the implementation of the special learning and/or assessment procedures to ensure they are consistent with what was approved.

- The Disabilities Services Officer arranges any other special services required by the student, due to the disability.
- Special requirements approved for a student with a disability are reviewed by the Disabilities Services Officer and the relevant Manager of Vocational Education at the conclusion of each semester.
- Where circumstances change for a student in respect to his/her disability the student (or next of kin) are to inform the Disabilities Services Officer of the change, in writing, as soon as possible to enable a review of the services provided to the student to occur.

### **Trading policy**

The trading or soliciting of goods or services in Avondale College is not permitted. Any variation to this rule must be approved by College Life Committee.