

AVONDALE UNIVERSITY COLLEGE RESIDENTIAL HALLS
CONDITIONS OF OCCUPANCY

Avondale University College provides a positive living and learning environment on the Lake Macquarie Campus in which residents are required to act in the best interests of fellow students. As a member of this residential community, a resident's behavior should not impact adversely on the living environment. Tolerance, acceptance and respect for others, their rights and freedom is a primary concern, as is the protection of their health, well-being and personal safety.

Residents agree to respect the basic philosophy and values of Avondale University College and agree to comply with the standard terms and conditions as outlined in this Condition of Occupancy (which may be amended, adapted and approved by Avondale during my contract).

Please note, all fines, penalties and charges referred to in this document can be found under Fees & Charges at <https://www.avondale.edu.au/campus-life/accommodation/lake-macquarie/>. The charges will be invoiced to the student email and applied to the General Account in Student Connect.

Section 1 – General Requirements for Residency Agreements

- 1.1 In order to reside in the Residential Halls occupants must be current enrolled students at Avondale University College.
- 1.2 Individual resident accommodation allocations are made at the discretion of the Residential Manager (RM). At any time during a resident's residency, the RM reserves the right to transfer the resident to another accommodation in either the same residential building or other residential accommodation.
- 1.3 Residents will be allocated a room by the RM and are not permitted to change rooms or occupy any other room without the permission of the RM. A fine will be issued for any infringement. Please refer to the annual publication of Avondale's Residential Fees, Fees & Charges at www.avondale.edu.au/campus-life/accommodation/lake-macquarie/.
- 1.4 Residents wishing to have guest's over-night must seek permission from the RM and rooms will require to be booked through the appropriate RM. Guest rooms are for parents and friends of students. Guests are expected to keep the rules and regulations of Avondale University College. No guests are permitted during the vacation periods. Students are allowed to have a sibling/friend stay free of charge once a month during the semester. Such requests for stays must be agreed upon by the RM. Any violation of these conditions will incur a fine. Please refer to the annual publication of Avondale's Residential Fees, Fees & Charges at www.avondale.edu.au/campus-life/accommodation/lake-macquarie/.
- 1.5 The RM (or Avondale Management) reserves the right to access any and every part of the Residence Hall in approved situations including but not limited to health and safety matters, smoke detector tests, maintenance, excessive noise and in the case of emergency, actual or suspected.
- 1.6 No person shall be entitled to be offered residency if they have previously been evicted from Avondale's residences or have received two formal written warnings regarding their behavior during their residency on the Lake Macquarie campus.
- 1.7 RM reserves the right to ask students to vacate and empty their rooms during vacation times to allow other educational programs and conferences to operate on the campus, all personal items will need to be stored. Storage facilities exist within each residence hall.
- 1.8 All residents are required to vacate their rooms at the completion of their examinations or by the end of the academic semester (as advertised). Residents who wish to stay during vacation times will be charged a daily fee and must complete an Additional Accommodation Required form at www.avondale.edu.au/campus-life/accommodation/lake-macquarie/ under "How to Apply" tab, noting deadlines. Services are limited during these break periods. Graduating students are also required to complete the above form to request permission for an extension of occupancy prior to the Graduation Ceremony.
- 1.9 Residents will be responsible for the storage of their goods and personal effects during vacation periods. 1 cubic metre of unsecured storage is available.
- 1.10 Residents must not initiate, contribute to, allow or continue any action which makes noise that disturbs other residents where noise originating from but heard outside the confines of a resident's room may be deemed to be excessive. Noise curfews are enforced during mid-year/year end exam period. RA's issue one warning before a financial penalty applies. Please refer to the annual publication of Avondale's Residential Fees, Fees & Charges at www.avondale.edu.au/campus-life/accommodation/lake-macquarie/.
- 1.11 Residents or their guests are not permitted to take a member of the opposite sex past the residence foyer without the permission of the RM.
- 1.12 Members of the opposite sex are not permitted in the residences after 10pm (some exceptions may apply as determined by the RM). Non-residential students do not have free access to the residences or its facilities.
- 1.13 Residents must permit and not interfere with the reasonable use of any shared facilities by other residents.
- 1.14 Residents must not possess, own, store, make or use any form of smoking materials/appliance, alcoholic beverage, spirits or wines, or non-prescribed drug of any kind in the residence, or any part of the campus.
- 1.15 Residents are prohibited to use, possess, or store of any kind of ammunition and/or weapon(s) or any other item (whether real or fake) that is capable of being used aggressively or for violent purposes or for the purpose of intimidating. This

includes but is not limited to missiles, fireworks, firearms, stun guns, daggers, knives with a fixed blade used for any purpose other than cooking, martial arts equipment, any device resembling a firearm, slingshots, spear guns, bows and arrows, explosives, laser pointing devices and Taser guns. The improper discharge of a chemical agent including, but not limited to, mace, pepper spray, or other aerosols is prohibited.

- 1.16 Residents must be responsible for all maintenance and software and/or system upgrades for their personal computers connected to the Avondale network and ensure that they have installed and kept up to date virus protection and adequate firewall protection software to prevent intrusion by viruses, malware and unsolicited downloads.
- 1.17 Residents must contribute to maintaining the cleanliness of all communal areas within their particular residence, including but not limited to areas such as kitchenettes, lounge areas, common rooms, toilets, bathrooms, computer labs etc. All maintenance needs should be reported promptly to a RM.
- 1.18 Residents must park vehicles in the designated residential parking areas. These areas require payment of a Residential Parking Permit.
- 1.19 Furniture, including bed bases and mattresses, may not be removed from the rooms without the permission of the RM.
- 1.20 Residents must respect the observance of the Sabbath with consideration given during this time.
- 1.21 Residents shall not possess, use, print, copy, or distribute any pornographic materials, including magazines, posters, videos, CD's, DVD's or computer software.
- 1.22 No game of chance at which either money directly or indirectly passes as a prize shall take place in the residence halls or on any part of the campus.
- 1.23 Sound systems, TV, VCR's, DVD's, computers and musical instruments are to be played at a level that is considerate of other residents. Non-compliance may result in confiscation of the item and will be released at the RM's discretion.
- 1.24 Residents shall not use bad/dishonourable language in the residence halls or on any part of the campus.
- 1.25 Energy Efficient Refrigerators up to 137 litres in size and approved by a RM may be installed in residence rooms. Floor trays must present in Ella Boyd Hall to protect carpet.
- 1.26 Bicycles must be stored in allocated areas. 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.

Section 2 – Charges

- 2.1 All residents will be responsible for the proper care of public areas in the Residence Halls. Residents must treat all furniture, furnishings and property with consideration and care and pay for the replacement and/or repair costs of any damage the resident causes to residential furniture, furnishings and property. If the responsibility for the damage caused cannot be traced to specific residents, the RM may direct that the cost of repairs or replacement of furniture, furnishings and property be a charge against some or all of the residents in a level/hall/building.
- 2.2 The resident will be responsible for the cleaning of their room to the satisfaction of the RM during their stay in the residence. If the room is left in an unsatisfactory condition, a minimum cleaning fee of 1 hour will be charged. Please refer to the annual publication of Avondale's Residential Fees, Fees & Charges at www.avondale.edu.au/campus-life/accommodation/lake-macquarie/.
- 2.3 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 changes may be made in any part of the residence without permission from the RM. (This includes the use of double sided tape, blu-tac and glow in the dark stickers). The cost of repairs or the replacement of equipment, fittings or furniture may be charged to the resident. Please refer to the annual publication of Avondale's Residential Fees, Fees & Charges at www.avondale.edu.au/campus-life/accommodation/lake-macquarie/.
- 2.4 Two residential forums will be held for the sharing of important information during each semester. Non-attendance of these will incur a fine. Please refer to the annual publication of Avondale's Residential Fees, Fees & Charges at www.avondale.edu.au/campus-life/accommodation/lake-macquarie/.
- 2.5 Each resident is issued with a personal room key/ID pass. Should the key/ID be lost, a replacement one will be issued, at a cost to the resident, after the door lock has been changed. All key/ID losses should be report to the RM. A fee will also be charged if the room key is not returned on the day of departure. Each resident is permitted one lockout per month before charges apply. Please refer to the annual publication of Avondale's Residential Fees, Fees & Charges at www.avondale.edu.au/campus-life/accommodation/lake-macquarie/.
- 2.6 If the student submits a Notice to Vacate after the residential hall fees have been invoiced, or prior the end of the invoiced semester, a \$50 administrative fee will apply and the balance of the Bond will be refunded to the Student's account as per Avondale's refund procedure. Refunds of Residential fees are calculated on a pro rata basis as per Avondale's [Refund Policy](#).

Section 3 – Health, Safety, Security and the Environment

- 3.1 The resident shall keep all requirements of the local Government Health Act, New South Wales Government and the Commonwealth of Australia acts, laws and rules.
- 3.2 In the interests of security, a resident must not possess, misuse, distribute, and attempt to make or buy copies of Residence Hall keys. Also, residents must not access another resident's room by key or using any other method other

than that provided for access to that room. Further, the card access door and security cameras are not to be tampered with, or their operation blocked in any way.

- 3.3 The resident shall not do or neglect to do anything which will affect Avondale's Council's insurance policy or policies for fire or public risk in connection with the Residence Halls, and the resident agrees to indemnify Avondale 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.
- 3.4 The possession, storage, making of or use of candles, incense, firearms, fireworks, explosives, or any other substance or equipment that poses a high fire risk, is not allowed in the Residence Halls, or on any part of Avondale campus.
- 3.5 Residents are not to attempt or be permitted to make alterations to electrical, phone or data cabling or its appropriate ducting. The connecting of any computers into the Avondale network must be arranged with I.T. services.
- 3.6 No resident shall have access to the roof of the Residence Halls.
- 3.7 Residents must not interfere with fire alarms, fire escape doors, security lighting, smoke or heat detectors (eg. placing plastic bags over them) or fire fighting equipment (eg. fire extinguishers). Residents that interfere with security and fire systems will face a fine. Residents who carelessly or otherwise activate a fire alarm resulting in a Fire Services call out fee will be responsible for the full cost of the fee. Please refer to the annual publication of Avondale's Residential Fees, Fees & Charges at www.avondale.edu.au/campus-life/accommodation/lake-macquarie/.
- 3.8 Anything used to conceal identity e.g. balaclava, helmet, hoodies etc. is not allowed. (Police have stated that wearing a balaclava to cover identity is a criminal offence under State law).
- 3.9 No student shall use any form of violence, either toward others or property at any time. The resident shall be legally responsible for the cost of repairing or replacing any damage caused to fittings or furniture.
- 3.10 No pets, animals, reptiles shall be kept in the Residence Halls, other than assistance animals (as defined by the Disability Discrimination Act 1992 (Cth)) which must be approved by the RM.
- 3.11 Students are responsible for the tagging of their personal electrical equipment.
- 3.12 Before leaving, the resident must return room keys/card to the RM. Vacation residential fees will be charged if a resident does not return room keys on the day of departure.
- 3.13 You are not permitted to engage in any form of hazing/initiation/chaff/prank, which includes any action or situation (e.g. initiation ceremony, ritual, challenge or other activity) with or without the consent of participants, for the purpose of admission into, affiliation with, or as a condition for, continued membership or acceptance into a group (e.g. club, team, hall, society). Hazing/initiation/chaff/prank activities may be intentional or unintentional and may cause or be likely to cause humiliation, discomfort, embarrassment, abuse or physical and or emotional harm to any individual or group. Any hazing/initiation/chaffs/pranks involving unauthorised entry to any living space is strictly prohibited. Disciplinary action will be taken with respect to anyone disregarding this regulation. This may include suspension or dismissal. Offenders will be held financially accountable for any damage or clean-up cost incurred.
- 3.14 Residents are prohibited from cooking food in their accommodation unless the residence hall has a designated kitchen area which has been approved by the RM to use under specific conditions. The use of these areas must be kept clean at all times.
- 3.15 Fire drills will be conducted each semester 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 as set by the fire authorities. Stairs and hallways must be kept free from obstruction at all times and fire doors kept closed.
- 3.16 Any injury or illness should be reported to a RM. If a serious illness or injury occurs that requires a student to be continually monitored, the student may be asked to return home or be admitted to hospital so that sufficient care can be provided.
- 3.17 To comply with current Work, Health and Safety obligations please; keep hallways clear of rubbish, boxes, scooters, clothes racks, study desk chairs, discarded items. These are identified as trip hazards and vermin hazard. Residents will receive verbal reminders from the RA Team and fines will be issued to repeat offenders, please refer to the annual publication of Avondale's Residential Fees, Fees & Charges at www.avondale.edu.au/campus-life/accommodation/lake-macquarie/.
- 3.18 Hover boards MUST be removed from the building. These have been identified as a fire hazard by the ACCC [https://www.productsafety.gov.au/recalls/browse-all-recalls?search=hoverboard+recall&sort by=acc solr date&items per page=25](https://www.productsafety.gov.au/recalls/browse-all-recalls?search=hoverboard+recall&sort%20by=acc%20solr%20date&items%20per%20page=25)
- 3.19 [Under 18 Policy for International students.](#)

Section 4 - Grounds for Eviction

Owing to the sensitive nature of a large communal living environment, residents who do not accept and comply with the rules, regulations and policies of Avondale University College or any other residency requirements, may be required to leave or incur such other sanctions as may be imposed under the [Avondale College Discipline Policy](#).

The RM or Avondale Administration may act under this section 6 where he or she reasonably suspects or has reasonable grounds for suspecting that any of the Conditions of Occupancy have been breached or for misconduct. General misconduct means any behaviour which is contrary to the policies of Avondale University College or to generally accepted standards of

behaviour and includes behaviour which attacks, harasses, intimidates, threatens or endangers others. It covers knowing (an intentional act) and reckless (an act done without regard to its risk or disregarding a known risk) conduct. If any disputes or differences arise as to the interpretation of these conditions, or any other matters arise, the decision of the Avondale Administration shall be final and binding.