

SUBSIDISED STUDENT ACCOMMODATION SCHEME

STUDENT SERVICES - BUSINESS PROCESS

June 2010

<http://www.adelaide.edu.au/student/support/>

Sub-heading of "Accommodation Services" heading:

Subsidised Student Accommodation Scheme

1. OVERVIEW

The University's Subsidised Student Accommodation Scheme provides subsidised accommodation to eligible domestic students who are assessed as having financial and special needs that could adversely affect their ability to commence or continue with their chosen study program. The Scheme is designed to provide temporary assistance to such students before they move into the private rental accommodation market.

The University funds seventy-five places in the Scheme, including twenty-four places for indigenous students. The Scheme is in accordance with the provisions of the South Australian Residential Tenancies Act 1995.

2. PROCEDURES

2.1 Eligibility

- a** Applicants must be full-time domestic students at the University of Adelaide and enrolled in a program of study below the level of Masters.
- b** Applicants must be at least 18 years of age.
- c** Applicants with study-load limitations due to disability will be treated as if enrolled on a full-time basis.

2.2 Selection Criteria

Applicants must be able to demonstrate a level of financial need, or financial need in combination with other special needs, which could jeopardise their commencing or continuing with their chosen study program.

- a** Significant financial need will not be indicated solely by receipt of a full government allowance such as ABSTUDY, AUSTUDY, Youth Allowance or Disabilities Support; or for non-recipient applicants, a level of income or support equal to the amounts currently provided by these allowances.
- b** Special needs may include conditions or circumstances that present significant temporary difficulties to the student's ability to commence or continue studies at the University, such as:
 - (i)** relocation after commencement of a study program, for reasons beyond the direct control of the student
 - (ii)** the student becoming homeless
 - (iii)** the student moving to Adelaide with a limited family and social support structure.

- c Factors such as the viability of the student's existing support structure, access to other resources, duration of residence in Adelaide, and his or her eligibility for welfare or housing support from other agencies may be taken into account.
- d The overall level of need will be assessed on the basis of information provided by the applicant on the prescribed Subsidised Student Accommodation Scheme [Application Form](#) (available through Student Care – contact details below), and through an interview with an Education and Welfare Officer from Student Care, or a Student Support Officer from Wilto Yerlo, as appropriate.
- e Applications will not be approved where the student's income and expenditure budget (including the projected rent and utilities subsidy) indicates that they would not be able to meet their financial obligations.

2.3 Application Requirements

Applicants must provide a full statement of current income and support, with appropriate supporting documentation.

- a Documentation may be in the form of pay slips, employer statements, Centrelink statements, bank statements or signed declarations by parents or guardians.
- b Where special need is being claimed, applicants are required to supply supporting documentation from appropriate professionals or service providers.
- c The application is only complete when the applicant has signed a declaration affirming:
 - (i) The complete and correct statement of his/her personal and financial circumstances; *and*
 - (ii) Acceptance of the Terms of Agreement; *and*
 - (iii) Acceptance and understanding of the penalties and restrictions resulting from a breach of contract and any attendant debt to the University (see Section 2.4 below); *and*
 - (iv) Agreement to notify the Accommodation Service if he/she withdraws from studies, decreases his/her study load, ceases attending program classes, or undergoes any change in the financial and personal conditions stated in the application.

2.4 Terms of Tenancy

- a Successful applicants are normally offered an initial tenant lease for a period of up to 6 months. A review of tenancy towards the end of that period (see Section 2.5 below) may result in an extension of the lease.
- b Tenancy is dependent on the student's continued enrolment in an approved program of study at the University of Adelaide.
- c The Residential Tenancies Tribunal has granted the University an exemption from Section 79(a) of the Residential Tenancies Act 1995. Where a student ceases to be a student of the University, the residential tenancy agreement shall terminate 14 days from the date of withdrawal from the University.
- d Tenants who accumulate significant rent arrears are subject to the process of eviction provided for in the Residential Tenancies Act 1995. The eviction process is outlined in the Terms of Agreement, a copy of which is provided to the tenant before the commencement of the tenancy.
- e Students with rent arrears will be treated as students with debt to the University, and will be restricted in their ability to use the University's libraries, re-enrol, graduate, receive transcripts or access the University's computer networks. For more information on the procedures applied to student debtors, see the [Student Finance](#) Website.

2.5 Tenancy Reviews

Education and Welfare Officers and Student Support Officers will gather relevant information regarding the financial and personal circumstances of individual tenants under the Scheme, and make recommendations on lease extensions to the Associate Director, Accommodation Services at mid-year and at the end of the academic year.

- a The total duration of a tenancy will normally not exceed the academic year in which the original application was made.
- b As the initial period of tenancy nears completion, tenants may apply for a further period of tenancy on the grounds of significant ongoing personal and/or financial need. An Education and Welfare Officer or a Student Support Officer will interview all such tenants. All applications for tenancy extension must be made on the prescribed application form.
- c Favourable consideration will be given in cases where the subsidy is demonstrably meeting an ongoing need directly related to the applicant's likelihood of continuing with their studies.
- d Applicants whose conditions of need cease to apply will be ineligible for an extension of their tenancy.

2.6 Rent Subsidy

Successful applicants will qualify for a rent subsidy, available for the term of the tenancy Lease Agreement. The rent subsidy includes a fixed component for utilities.

2.7 Processing Applications

- a Applicants must complete and sign a Subsidised Student Accommodation Scheme [Application Form](#) with an Education and Welfare Officer from Student Care or a Student Support Officer from Wilto Yerlo.
- b The Accommodation Officer will receive recommendations from the Education and Welfare Officers or Student Support Officers on which applicants meet the selection criteria of the Scheme.
- c The Accommodation Officer will arrange a meeting with each successful applicant to determine the most suitable available placement, taking into account both the individual circumstances of the applicant and the recommendations of the Education and Welfare Officers and Student Support Officers.
- d The Accommodation Officer will explain the Tenancy Lease Agreement, Terms of Agreement, rent book procedures, and security bond lodgement with the student, ensuring that they understand the legal requirements and their responsibilities under the Scheme.
- e The Accommodation Officer will inform the student of the general house rules, the importance of paying rent on time and outlining the consequences of rent arrears.
- f A sub-committee comprising the Education and Welfare Officers or Student Support Officers and the Accommodation Officer will make recommendations on applications for extensions of tenancy.

2.8 Appeals Against SSAS Decisions

Students who are dissatisfied with a tenancy application or decision under the Scheme can seek a review by the Director, Student Support Services. If a student is still dissatisfied with the outcome of such a review, he/she can lodge an application for appeal under the provisions of the University's [Student Grievance Resolution Process](#).

2.9 SSAS Contact Details

Student Care (for Education and Welfare Officers and SSAS Application Forms)
Ground Floor, Lady Simon Building
University of Adelaide SA 5005
Telephone: (08) 83035430; Fax: (08) 82237165
Email: studentcare@adelaide.edu.au

Wilto Yerlo (for Student Support Officers)
Hartley Building
University of Adelaide SA 5005
Telephone: (08) 83033623; Fax: (08) 83034396
Tollfree: 1800 651 763 (country/interstate callers)
Email: wilto_yerlo@adelaide.edu.au

Accommodation Service
The University of Adelaide SA 5005
Telephone: (08) 83035220; Fax: (08) 83033338
Email: accommodation@adelaide.edu.au

3. RESPONSIBILITIES

Position/Area	Responsibility
Education and Welfare Officers (Student Care) and Student Support Officers (Wilto Yerlo)	<ul style="list-style-type: none">• Provide SSAS Application Forms to prospective applicants• Assess applications according to SSAS selection criteria• Interview eligible applicants• Make recommendations to Associate Director, Accommodation Services
Associate Director, Accommodation Services	<ul style="list-style-type: none">• Allocate rent subsidy to successful applicants
Successful applicants	<ul style="list-style-type: none">• Abide by the terms and conditions of the Terms of Agreement• Abide by the terms and conditions of the Tenancy Lease Agreement
Accommodation Officer	<ul style="list-style-type: none">• Meet each successful applicant to Arrange most suitable placement• Explain Tenancy Lease Agreement, Terms of Agreement, rent book procedures, and security bond lodgement• Explain legal requirements and responsibilities under the Scheme.• Explain general house rules and consequences of rent arrears

4. AUTHORITIES AUTHORITIES

Key	Authority Category	Authority	Delegation Holder (<i>Position</i>)	Limits
Academic	Student accommodation	Authority to allocate rent subsidy to successful applicants	Associate Director, Accommodation Services	
Academic	Student accommodation	Approval of minor changes to the Subsidised Student Accommodation Scheme process	Director, Student Support Services	
Academic	Student accommodation	Approval of substantial changes to the Subsidised Student Accommodation Scheme process	General Manager, Student Services and Administration	