



## How to apply for residency at Lincoln College, Adelaide

1. Download or obtain a current Application Form from the website ([www.lincoln.edu.au](http://www.lincoln.edu.au)) or from the Administration Office ([admin@lincoln.edu.au](mailto:admin@lincoln.edu.au) or +61 8 8290 6000)
2. Complete the Application Form and submit it with all required documentation and the non-refundable \$50AUD Application Fee to the College. *TIP: follow the checklist attached to the application.*
3. Upon receipt of your application the College will notify you – you should then contact the College to make a time for an interview
4. At the same time, you should book a tour of the College (11 am and 2pm weekdays, August – December) if you have not already done so
5. If you are offered a place at the College you will have a specified time in which to respond with your Room Holding Deposit (\$200AUD). After the specified time the offer will lapse
6. Once you have confirmation of entrance into a South Australian university ensure that you pay the College your Residency Acceptance Bond (\$400AUD) and send us the relevant SATAC and University confirmation to secure your place at the College. We ask you to do this within a week of the first round of SATAC offers (or beforehand if you are a deferred or early enrolment student)
7. Remember that you only have a few days to accept an offer in full once the first round SATAC offers are made
8. Applicants who already have a place at University will need to pay their Bond in full within 10 days of the receipt of an offer from Lincoln College (or the specified time in their offer letter).

Please note that the Room Holding Deposit is like a down-payment on a lay-by. By accepting an offer and paying the RHD you will have a place at Lincoln provided:

- You get into University in Adelaide
- You accept the residency offer within the time specified in your letter of offer
- You make full payment of the Residency Acceptance Bond (\$400AUD) within the time frame specified (usually within 5 working days of the first round of SATAC offers)
- You pay the College Club Fees by the 31<sup>st</sup> January
- You pay a week's fees in advance by the 31<sup>st</sup> January
- You sign and agree to all of the conditions of residency
- You supply us with your University Identification number and proof of enrolment

**NOTE RE YOUR BOND:** Together the Room Holding Deposit (\$200AUD) and the Residency Acceptance Bond (\$400AUD) form your Contingency BOND (\$600AUD total). Of this \$600, you will receive \$540AUD refund at the completion of your residency contract provided that there are no outstanding issues, fines or fees. \$60AUD is retained as the compulsory fee for your Life Membership of the Lincoln College Alumni Association. You become a member of the Association upon final departure from College. Please note that residents who breach their contract are likely to lose their bond. For example, if a resident were to move out before the end of the contract, bring the College into disrepute, etc. Bond refunds under these circumstances are at the discretion of the Principal.

# CHECKLIST

IT IS IN YOUR INTEREST TO READ THIS AND CHECK ITEMS OFF.

**INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED.**

- 2 passport photographs – A clear, colour photograph in which your features are easily identifiable. 2 copies. Scanned copies must be accompanied by a hard copy.
- 2 written references – 1) academic (eg a teacher, tutor) and 2) a personal reference (eg. minister, coach, family friend, work supervisor etc)
- Application fee of \$50AUD (non-refundable)
- Confirmation of enrolment or course application documentation
- Academic transcript and/or school results (TER)
- Have you completed all of the compulsory questions?
- Have you ensured that your email address is correct?
- Have you nominated a payment method for fees?
- Have you read and understood the accommodation contract before signing it and returning it? (this includes the Contract or Agreement and the Conditions for Admission)
- The contract is a legally binding document – make sure you keep a copy!

**NOTE** that admission is usually for a FULL COLLEGE YEAR. Semester places will only be allowed under special circumstances and for negotiated Study Abroad Programmes. Other date ranges must be applied for in writing and are subject to the Principal's discretion and formal notification.

## **ADMISSION TO LINCOLN COLLEGE IS NOT CONFIRMED UNTIL**

1. you have submitted a complete application form
2. undergone an interview
3. received a formal offer of residency from the Principal
4. responded in writing to that offer
5. paid the outstanding fees and charges (Bond \$600AUD; College Club Fees, a week's fees in advance)
6. the College has received written confirmation of your full-time enrolment in a registered tertiary course in South Australia
7. AND you have provided us with your University Student Identification Number
8. you have notified us of your arrival date

**Please NOTE that the College's Admission Policy is available on request**

# APPLICATION FOR ADMISSION TO LINCOLN COLLEGE, ADELAIDE

The following information is used to determine your suitability for College life and also to help us know you better. This information will be stored in accordance with the Privacy Principles outlined by the Uniting Church and will only be used for purposes related to Collegiate life and your application.

## ABOUT YOU

### FORMAL DETAILS

Please indicate **ALL Adelaide accommodation you have applied for in order of preference:**

- |   |   |                                |
|---|---|--------------------------------|
| <input type="checkbox"/> Adelaide Uni Village | <input type="checkbox"/> St Ann's         | <input type="checkbox"/> Other |
| <input type="checkbox"/> Lincoln              | <input type="checkbox"/> Flinders Housing | <input type="checkbox"/> none  |
| <input type="checkbox"/> Aquinas              | <input type="checkbox"/> Uni Lodge        |                                |
| <input type="checkbox"/> St Mark's            | <input type="checkbox"/> IPad             |                                |

I wish to apply for entry to Lincoln College for the year \_\_\_\_\_

Proposed arrival date at Lincoln College \_\_\_\_\_ / \_\_\_\_\_ / 20\_\_\_\_

**NOTE:** all full year new residents are to be in College on the Saturday of orientation weekend for compulsory induction.

### APPLICATION FOR ADMISSION

I formally apply for admission as a resident at Lincoln College Adelaide. I understand that admission is based on selection criteria and availability. I understand that admission is only for the contract period offered and that reapplication via the readmission form each subsequent year is necessary.

Signed: \_\_\_\_\_ Dated: \_\_\_\_\_

I wish to apply for the year 20\_\_\_\_

A full college year \_\_\_\_\_

OR

A semester (first or second) \_\_\_\_\_

OR

A period of time from \_\_\_\_\_ to \_\_\_\_\_

**NOTE** that admission is usually for a FULL COLLEGE YEAR. Semester places will only be allowed under special circumstances and for negotiated Study Abroad Programmes. Other residency periods must be applied for in writing and are subject to the Principal's discretion and formal notification.

**YOUR DETAILS**

**Title:** Mr Ms Miss Dr other: \_\_\_\_\_

**Family Name:** \_\_\_\_\_

**Preferred name:** \_\_\_\_\_  
(name that will appear on your door and internal paperwork)

**Religious affiliation:** \_\_\_\_\_

**Country/ies of citizenship:** \_\_\_\_\_

**Email address 1:** \_\_\_\_\_  
NOTE: this will be used for all correspondence including notification of entry status

**Current address:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Mobile (cellular) phone:** \_\_\_\_\_  
NOTE that the College uses SMS as a form of notification and communication

**Other Names:** \_\_\_\_\_

**Date of birth:**        /        / \_\_\_\_\_

**Place of birth:** \_\_\_\_\_

**Languages spoken proficiently:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**Email address 2:** \_\_\_\_\_

**Permanent Postal address:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Landline phone number:** \_\_\_\_\_

**NEXT-OF-KIN – FOR CONTACT IN AN EMERGENCY**

**Name:** \_\_\_\_\_

**Contact details:** \_\_\_\_\_  
\_\_\_\_\_

**Relationship to you:** \_\_\_\_\_

**Preferred method of fee payment:**

- Direct debit (monthly)
- Cheque (up front)
- Credit card (up front)
- Cash
- Bank Transfer

**ABOUT YOUR FAMILY – current details**

Parent (s) or guardian (you must list at least one if you are under 18 years of age)

**PARENT/GUARDIAN 1**

**Family Name:** \_\_\_\_\_

**other names:** \_\_\_\_\_

**Occupation:** \_\_\_\_\_

**Mobile (cellular) phone number:** \_\_\_\_\_

**Landline phone (home):** \_\_\_\_\_

**Current postal address:** \_\_\_\_\_

**Email address:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**PARENT/GUARDIAN 2**

**Family Name:** \_\_\_\_\_

**other names:** \_\_\_\_\_

**Occupation:** \_\_\_\_\_

**Mobile (cellular) phone number:** \_\_\_\_\_

**Landline phone (home):** \_\_\_\_\_

**Current postal address:** \_\_\_\_\_

**Email address:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Do you have any siblings or family members who have lived at Lincoln College?  
If yes, who and when?**

**Family Name:** \_\_\_\_\_

**Years attended Lincoln:** \_\_\_\_\_

**other names:** \_\_\_\_\_

**Family Name:** \_\_\_\_\_

**Years attended Lincoln:** \_\_\_\_\_

**other names:** \_\_\_\_\_

**ACADEMIC AND COURSE INFORMATION**

**Secondary School attended:** \_\_\_\_\_

**Were you a boarder?** \_\_\_\_\_

Please list any Awards, Scholarships or Prizes that you have received in the *last three years* either at school or at University:

Award	Year	Institution

Please list any leadership positions that you have held at school or University eg. House Captain, Sports Captain, Parliamentary debating, Youth Council, student representative on Council, etc:

Position	Year(s)	Institution

**IF YOU ARE ALREADY ENROLLED AT A UNIVERSITY COMPLETE THIS SECTION & ATTACH ACADEMIC TRANSCRIPT**

Your university student id number: \_\_\_\_\_

Are you already at University in another state and transferring or have you already been accepted into a course at a South Australian University?:

Which course will you be in?

Which University will you be at?

Year in course? \_\_\_\_\_

Expected completion date?     /     /20

If you are applying for University please list ALL courses you have applied for INCLUDING those interstate, in order of preference.

Order	Course/Faculty	University	State
1	<i>e.g. Chemical engineering</i>	<i>Uni of Melbourne</i>	<i>VIC</i>
2			
3			
4			

5			
6			
7			
8			
9			
10			

**Medicine and Dentistry students PLEASE NOTE**

- We prefer in-person interviews and can usually provide accommodation at Lincoln at interview time should you need it. Please enquire at the office.
- If you are applying for medicine or dentistry please list your UMAT score

Have you received an interview time for medicine or dentistry at the University of Adelaide? \_\_\_\_\_  
 If so, when? \_\_\_\_\_:\_\_\_\_\_ am/pm \_\_\_\_\_/\_\_\_\_\_/20\_\_\_\_

**COLLEGIATE LIFE**

**Have you ever lived in a Hall or College before? Which one?**

*(If yes, please provide a reference from your Head of College or their nominee)*

---



---



---

**Do you have any health, disability or dietary conditions that you would like the College to know about (e.g. Can't eat fish, allergic to peanuts, knee injury means ground floor preferable, etc.)**

---



---



---

**Do you have any religious practices that the College should know about (eg. participate in Ramadan)**

---



---



---



---



---

**College life is about participation and involvement. We would like to know in what ways you will be able to contribute to College life. Please indicate which of the following activities you participate in on a regular basis and at which level.**

SPORT	PROFESSIONAL	PRETTY GOOD	LEARNING	JUST FOR FUN
Tennis				
Cricket				
Swimming				
Basketball				
Netball				
Table tennis				
Soccer				
AFL				

Volleyball				
Athletics				
Hockey				
Rugby				
Rowing				
Badminton				
Squash				
Surfing				
Golf				
Dancing				
Gymnastics				
Cycling				
Running				

ACTIVITY	PROFESSIONAL	PRETTY GOOD	LEARNING	JUST FOR FUN
Visual arts				
Photography				
Film making				
Public speaking				
Debating				
Creative writing				
Orchestra				
Vocals/choir				
Piano/keyboard				
Guitar				
Violin				
Cello				
Flute				
Recorder				
Woodwind				
Accordion				
Percussion				
Drums				
Trumpets				
Saxophone				
Harp				
Other				

**Do you belong to any sporting or cultural associations or groups? Which ones? Explain your involvement in them.**

---

---

---

---

---

---

---

---

---

---

**Do you belong to any humanitarian, charity or community interest groups? If so, what kind of involvement do you have? (eg. volunteer at nursing homes, help build houses in developing nations, etc.)**

---

---

---

---

---

---

---

---

---

---



**This is a legally binding document – you should read and understand this document before you sign it.**

## Agreement

DECLARATION:

I, (Print name in full)

---

hereby agree to membership as a resident student of Lincoln College in accordance with the Constitution of Lincoln College. I also agree to membership of the Lincoln College Club Inc.

I AGREE TO THE FOLLOWING CONDITIONS:

1. RULES AND CONDITIONS.

I have read, understood, and unconditionally agree to the "Conditions for Admission to Lincoln College and agree to abide by the College Rules, including the College policies, as set out in the Student Handbook and available from the office. I understand that by signing this Agreement I accept there may be changes to the College Rules from time to time.

2. FINANCIAL OBLIGATIONS.

I undertake to be responsible for the *payment by the due date of all fees and charges incurred.* (Written application may be made to the Principal, not later than one week prior to the due date, requesting consideration for an alternate fee schedule.).

I accept that interest will be charged on all late payments and that I may be liable for any costs incurred in the collection of my fees by extended bodies.

3. ACADEMIC OBLIGATIONS

*Academic transcripts*

I grant permission for the details of my academic record to be supplied to the Principal of Lincoln College by the institution at which I am enrolled during the period I am in residence at Lincoln College. I note that this stands as official permission to the institution at which I am enrolled for the term of my residency.

*Academic Standing*

I will be a *full time student* during my period of residence at Lincoln College i.e. I will have a course load recognised as such by the tertiary institution at which I am a student. I undertake to notify the Principal immediately should my status, for whatever reason, or my course, change.

4. VOLUNTARY WORK (Kitchen Duty). I agree to do *voluntary work in the College Dining room* as rostered (approximately 15 hours per year). I understand that I will pay a fine if I fail to carry out my kitchen duty and that repeat offences may be subject to further disciplinary actions.

5. COMMUNICATION RESPONSIBILITIES

I undertake to ensure that the College is informed in a timely fashion to changes regarding my contact details such as email, postal address, mobile phone number. I also undertake to adhere to the communication guidelines set by the College eg. listening to voicemail communications from the College administration.

ACKNOWLEDGEMENT:

I acknowledge that my assent to the declaration above and my payment of a Room Holding Deposit signifies my agreement to take up a place at Lincoln College in 20\_\_ \_\_ for the following period:

- For the whole of the 20 \_\_ \_\_ academic year
- For first semester 20 \_\_ \_\_ only
- For second semester 20 \_\_ \_\_ only
- For the period from \_\_\_\_/\_\_\_\_/20\_\_\_\_ to \_\_\_\_/\_\_\_\_/20\_\_\_\_ *\*\*\*Periods shorter than a Semester must be approved in writing by the Principal*

I understand that if I have not indicated in writing my acceptance of the offer of a place and paid my Room Holding Deposit:

- a) on or before the time specified on my offer letter or
- b) upon receipt of a SATAC offer if I am entering tertiary studies

I may forfeit my claim to a room in the College.

I understand that if I am not offered a place in the major round of SATAC offers in January that the College cannot guarantee any provisional offer will remain valid until the subsequent SATAC offers.

I understand that the money I will pay as a Room Holding Deposit together with the Residency Acceptance Bond will become my Contingency Bond upon entry to the College.

I acknowledge that the whole of the Room Holding Deposit (\$200AUD) and the Residency Acceptance Bond (\$400AUD) are non-refundable should I withdraw later than the 31<sup>st</sup> of January of my year of entry and prior to the start of the academic year according to the conditions outlined.

I acknowledge and agree that the College is authorised to terminate my residency in the College if I do not make payment, by the due date, of all fees and charges incurred.

Signed: \_\_\_\_\_ Dated: \_\_\_\_/\_\_\_\_/20\_\_\_\_

**LINCOLN COLLEGE**  
**(AFFILIATED WITH THE UNIVERSITY OF ADELAIDE)**  
**45 BROUGHAM PLACE**  
**NORTH ADELAIDE SA 5006**  
**AUSTRALIA**  
**P: +61 8 8290 6000**  
**F: +61 8 8267 2942**

### **Conditions for Admission to Lincoln College**

Lincoln College welcomes your interest in taking up residence. The College provides a friendly, comfortable, secure and educationally supportive residential environment for male and female tertiary students. It draws its students from both metropolitan and rural areas, from interstate and from more than twenty countries overseas. It seeks to admit into residence students who, from preference or necessity, choose to live away from home in order to study. The College ethos encourages excellence in all areas of life. It emphasises active support for learning through mentoring and short course programs, the development of a vibrant and lively international community, and personal growth and the development of responsibility in a community where consideration for others is expected.

### **Eligibility for admission**

Residence is open to full-time students enrolled at any of South Australia's three universities. Preference is given to those who plan to be in residence for the whole College year. University students wishing to reside for one semester only in any College year and full-time students at other tertiary institutions may be admitted if places are available.

### **The College year**

The College year is made up of the two semesters of the academic years of the University of Adelaide and the University of South Australia. The College, when circumstances and the calendar allow, is flexible in dealing with those students whose courses do not follow the standard semester timing e.g. Medicine at The University of Adelaide.

### **Application process**

An application for admission to the College should be made on the appropriate form. A non-refundable application fee of \$50, two (2) passport-size photographs a written academic reference and a written character reference must accompany the application.

All applicants are interviewed either in person or by phone. Applications are normally lodged between August and December in the year preceding the year in which a student wishes to take up residence but may be made at other times.

Offers of places are provisional and become firm upon receipt of:

- the total bond (\$600AUD)
- College Club fees
- one week's fees in advance
- evidence of acceptance into a course of tertiary study in South Australia.

If applicants are not offered a place in the major SATAC round in January, the College cannot guarantee that any provisional offers will remain valid. However every effort will be made to keep such offers open until further SATAC offers are concluded.

### **Documentation**

You need not wait until you have all the documentary information that is needed before sending in your application. If some items are not provided, you should ensure that the relevant information is passed on to the College as it becomes available. *However, entry to the College will not be finalised until the necessary documentation is either provided or the need for it waived.* Your application should be accompanied by:

- A photocopy of your Year 12/13 results,
- South Australian Tertiary Admissions Centre (SATAC) offer, or

- Other documentary evidence of an offer of a University place,
- A written character reference
- A written academic reference
- Recent passport photographs, hard copy
- A signed Agreement Form
- A \$50.00 application fee.

### **College Rules**

Residence at the College is subject to the College Rules as set out in the Student Handbook and compliance with the Rules is a condition of occupation at the College. The Rules are subject to change.

### **Fees**

Students enter into an agreement with the College concerning residency and the payment of fees. Fees for residency are set at the November Council Meeting for the following year. These fees are without GST and the College reserves the right to increase the fees should the College's GST liability be altered. A 3% discount is offered when a full year's payment is made in advance at the beginning of the year.

Fees are due on the first day of the first week of each half semester according to the fee schedule sent out with the firm offer of a place. An account of fees owing is not issued and it is each student's responsibility to ensure that fees are paid on time as set out in the fee schedule. Copies of the fee schedule can be obtained from the College office.

Students remaining in College during the vacations between February and December will be charged at the discounted rate of 3% with the understanding that vacation services cannot be maintained at the same standard as academic session services.

Students departing early for vacations are not entitled to a rebate of fees for those days between the day of departure and the commencement of the vacation period.

A surcharge applies to late payment of fees, including vacation fees, calculated daily at a rate of 20% per annum. The College will be entitled to take action in relation to non-payment of fees by the due date and may also terminate residency.

### **Health**

Health problems and disabling conditions are *not* used by the College as mechanisms for excluding applicants. We encourage you to disclose any circumstances you may have in order that both you and the Principal can assess the suitability of the College as an environment in which you will live and for all people involved to be confident that you will be able to manage your problems, should there be any, in the college environment.

### **Contingency Bond**

The Contingency Bond (Room Holding Deposit \$200AUD plus the Residency Acceptance Bond \$400AUD = \$600AUD), is payable as a security deposit for maintenance of College property and compliance with the Conditions of Admission and the Rules. Where all fees and charges are met, the Contingency Bond will be refunded in full except for the fee of \$60 for Life Membership of the Alumni Association.

# Rules for Lincoln College Residents

## Anti Harassment

Lincoln College is committed to creating a safe and supportive learning community and maintaining an environment free from harassment in any form. Residents are to conduct themselves accordingly.

A copy of the Anti-Harassment Policy and Procedures is freely available for perusal. Appendices A and B of the Policy are circulated to all students.

Student Wellbeing Officers are appointed each year and the Student Relations Committee meets throughout the year with a Council member as Chairperson.

## Academic Progress and Standing

Students are expected to maintain their status at a South Australian university in a program recognised by their institution as a full-time program and to make satisfactory academic progress. Students have an obligation to inform the College of any change to their status, load or program.

The Principal is authorised to impose conditions or not to readmit or to terminate the residency of any student who fails to maintain satisfactory academic progress or who ceases to be a full-time university student.

## Alcohol

Consumption of alcohol by residents under the age of 18 is prohibited. Consumption of alcohol will not be accepted as an excuse for disruptive behaviour such as noise, disturbance in the Dining Hall or damage to College property or property in the neighbourhood.

The consumption of alcohol is not permitted in the dining hall or adjacent BBQ area or any common areas without the prior permission of the Principal. Repeat offenders will face disciplinary action and may be required to leave the College.

Inappropriate areas for consuming alcohol are all corridors, stairways, balconies, common rooms, television rooms, kitchens, laundries, library, computer room, Dining Hall and late tea room. You may consume alcohol in your room but groups of more than six people are not acceptable at any time. Those present must ensure that they do not cause a disturbance to others. If disturbances occur groups will be asked to disperse immediately. Consuming alcohol outside, in the College grounds, is not acceptable except during approved college social functions.

You are responsible for the behaviour of any guests that you may invite into College.

## Amendment to Rules

The College will be entitled to amend or replace these Rules at its discretion in order to promote the quality of the College environment.

## Care of Buildings

Residents must not tamper with fire safety equipment or emergency lighting. Residents who interfere with fire safety equipment may be asked to leave the College.

Residents must respect College property and the College environment at all times. Any resident who damages College property will be charged for the cost of the repairs and will be subject to disciplinary action.

Faults with College equipment must be reported to the maintenance staff, to the College office or to the duty tutor.

Residents must not play outdoor games in the common room, television room or corridors. Corridors must not be used as meeting or recreational places.

### **Computing Room**

Only current members of the College who have signed a computing agreement form may use the computing room. Access is not to be made available to any other person. Residents wishing to obtain access to the computer lab may obtain, on deposit of a signed computing agreement form, a numbered Computing Room key from the College office.

The Computing Room is an educational resource and is not to be used for recreational purposes. After a period of two hours, a resident must, upon request, relinquish a computer if all other computers are in use. Residents should report any computer malfunction to the computing tutors or the duty tutor.

### **Conditions of Admission**

Residents are required to comply with the "Conditions for Admission to Lincoln College" to which they have given their signed agreement.

### **Dining Hall**

The Dining Hall provides a significant opportunity for members of the College to meet and socialise. Residents must observe the times during which meals are served.

The staff may refuse to serve a resident who arrives after closing time. Residents must not enter the dining hall with bare feet. Neat casual dress is acceptable. Sports gear, night attire, hats, swim wear etc. are not appropriate.

Mobile phones should be switched off while in the Dining Hall. Glasses, crockery, cutlery etc. are not to be removed from the dining hall.

Late teas are available Monday through Friday. Late meals must be ordered before 3.00 p.m. on the day they are required. Other than late meals and 2 pieces of fruit students are not to remove food from the dining room. Under no circumstances are students to remove crockery or cutlery. This will be considered theft.

Residents must not eat a late meal if they have not ordered one.

### **Discipline**

The College expects and requires of all members of its community behaviour which contributes to harmonious community living.

Where a matter arises that involves harassment it will be dealt with under the Anti-harassment Policy. In the event that the behaviour persists or the issue remains unresolved, the matter may be dealt with by the Principal as an issue of discipline under the Discipline Policy.

Other behaviour that is contrary to the Rules or Policies of the College will be dealt with as a matter of discipline under the Discipline Policy.

Normally a Dean is responsible for matters relating to discipline. Students whose behaviour is unacceptable usually receive a warning. If the unacceptable behaviour persists punitive action may be taken. Where a Dean considers the matter to be of sufficient seriousness, a person may be required to appear before the Discipline Committee.

The Discipline Committee exists in the College to resolve situations where good sense and adherence to the norms of college life have broken down. The Committee consists of the Principal and Deans or their nominees. Its decisions may be appealed in writing to the Chairperson of the Council.

### **Drugs**

The cultivation, distribution or taking of drugs is prohibited. Residents are reminded that the contravention of the laws of South Australia regarding drugs will lead to stiff penalties being imposed. Offenders will be required to leave College.

### **Kitchen Duty**

The student labour scheme (Kitchen Duty) was conceived in 1976 to help reduce the hours of staff work during a period of soaring wages. It continues to serve the function of keeping College fees as low as possible.

The work is performed on weekends and public holidays, taking approximately five hours. It consists of cleaning up after one meal and preparing for the next. A roster is placed in the Dining Hall.

You should ensure that you sign up for the requisite number of duties each year. Normally you will be reminded of your duty in the preceding week. However it is your responsibility to ensure that you turn up at the time you have contracted to be present.

Should you be unable to attend your rostered duty it is your responsibility to inform the Kitchen Duty Coordinator and to arrange a substitute.

A fine of \$50 is applied to those who fail to attend their rostered duty. The Kitchen Duty Coordinator will maintain a list of people who are prepared to do extra Kitchen Duty on short notice should someone fail to turn up. This work is paid using money recouped from the student who failed to do his or her duty.

The number of duties expected of each student is dependent upon the number of years of residency in the College. Club Executive members and Residential Tutors are not expected to do Kitchen Duty.

- 1st year: 4;
- 2nd year: 3;
- 3rd year: 2;
- 4th year: 1;
- 5+ years: 0

### **Learning Resource Centre**

Residents may not take a book or magazine from the Learning Resource Centre unless it has been properly booked out, and borrowed items must be returned by the due date. Books from the reference section must not be taken from the Learning Resource Centre.

Residents are required to respect the Learning Resource Centre as a quiet area. A resident who fails to observe the rules of the Learning Resource Centre may be excluded from using it for a specified period.

### **Noise Control**

Noisy parties or activities may not take place in corridors or residents rooms, or in any other area whereby the study or sleep of others is prevented. Residents who are disturbed by noise made by others should speak with the Duty Tutor, who has the responsibility of adjudicating noise complaints.

In the event of a complaint about noise, residents must comply with the instructions of the Duty Tutor.

Residents should not approach the Principal or a Dean without first approaching the Duty Tutor.

### **Parking**

Only those persons who have been assigned an on-campus parking space may park in the allotted space.

A charge is made for parking. Residents may apply to the office for a parking space.

### **Policies**

The College has adopted various policies and procedures which detail its position on a range of issues including:

- Harassment
- Discipline
- Smoking
- Alcohol

- Privacy

Copies are available from the Office and all members of the College are to act in accordance with them.

### **Private Parties**

Residents wishing to use the common room, Hambly kitchen, Federation Kitchen and Dining Room or any other location in the College for the purpose of a private party must first obtain the permission of a Dean. Party music and other associated noise should cease at 11.00 p.m.

Residents hosting a party are responsible for the conduct of the party in accordance with College policy, for cleaning up thoroughly afterwards, and for any damage incurred. In particular residents should note that they are responsible for their guests at all times and will be held accountable for the behaviour of their guests.

Private parties may not be held in orientation week, swot-vac or during an examination period.

The Principal's permission must be obtained if an admission charge is to be made, or if a majority of those attending are not residents of the College.

### **Smoking**

The College maintains a smoke-free environment. Residents must not smoke nor permit smoking in their rooms, any of the College buildings, or within 10 metres of any College building. If an alarm is triggered by smoke the resident responsible will be charged the Fire Service fee (about \$450).

### **Termination of Residency**

*At the initiation of the Resident:* Residents are expected to honour the undertaking made by them at the time of their admission, or readmission, into the College and to maintain their residence at the College for the period agreed.

Where a resident leaves in breach of their undertaking, they remain liable for the payment of fees until the end of their agreed period of residence or until the room is re-let to another resident. Rooms are taken to be re-let in the order in which written notice to vacate is received by the Principal. The College will use its best endeavours to re-let any vacant room to an appropriate candidate.

Residents facing exceptional circumstances who wish to leave the college may apply for release from their obligation. Applications should be in writing, addressed to the Principal, and should state the grounds for the request.

*At the initiation of the College:* The College has in place a Discipline Policy and the Principal may impose penalties in all matters of discipline, including the suspension or termination of residency if such action is deemed to be in the best interest of the College. Termination of Residency may take effect immediately or at such future time as the Principal shall reasonably determine.

The Principal may also elect not to re-enrol a resident who applies for re-enrolment at the beginning of an academic year if such action is deemed to be in the best interest of the College. The resident will be given reason why such action has been taken and be afforded a reasonable opportunity of reply.

In each case the student has a right to appeal to an appeals committee. Notification of the intention to appeal must be received within seven days of receipt of notification of the decision to terminate or not re-admit.

### **Use of a College Room**

Residents are requested to complete and return their room inventory as soon as they move into College; otherwise damaged or missing items will be charged.

Rooms are cleaned weekly by College staff and must be made available on the scheduled day i.e. residents should not sleep in or put a notice on their door asking the cleaners not to clean.

Residents should lock the door when leaving their room to ensure possessions are secure. Failure to do so may jeopardise insurance cover. Should a resident lock themselves out of their room they should go to the office during business hours or to the Duty Tutor for after hours assistance. Residents who consistently lock themselves out of their rooms will be interviewed by the Senior Staff to determine the cause.

Residents are required not to play televisions, computers or other sound equipment so that others are inconvenienced. If requested to reduce the volume residents must do so immediately.

Furniture must not be moved from rooms or public areas without the Principal's permission.

Bed linen must be provided by residents and used at all times. Bed linen must be cleaned regularly in order to maintain hygiene.

Permission must be obtained before a resident may affix any article to a wall. Articles affixed to a wall may not be removed without the responsible person agreeing to pay the cost of repairing the wall.

Nothing can be affixed to walls in the Administration, Annexe and Federation buildings.

Stolen Property must not be stored in any part of the College.

Cooking, ironing, and the burning of candles and incense are not permitted in a resident's room at any time.

Residents not remaining in residence during vacations must remove their personal belongings from their room. There is limited storage available in the Administration cellar and Hambly storage facility.

Where a room is not required for conference purposes it may be possible for the room to be used for storage at the discretion of the College and upon payment of the appropriate fee.

### **Vacating a College Room**

Rooms must be vacated and keys returned to the office or the key box by 10.00 a.m. on the day of departure.

Residents should return vacation and other forms to the office promptly.

Room and building keys must be returned to the office if a resident is moving out of the College for a vacation period. Residents will be charged for the days during which the keys remain in their possession.

All rubbish must be removed from the room and disposed of accordingly. Rooms should be vacated in a clean state.

### **Visitors**

Visitors may not stay overnight in a resident's room without the prior permission of the Principal or Dean.

When, in an emergency, a person stays in a resident's room overnight, the resident must inform the Principal or Dean the following morning. Unplanned overnight stays by visitors are discouraged.

Residents are responsible for the conduct of their guests, and all meals consumed in the dining hall by guests of residents must be paid for. Failure to pay for guest meals will incur a double meal charge.