

2014

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Living in accommodation on campus is not like living in an apartment, unit, house, boarding house or in a family home.

As a Resident living on campus at the University of Newcastle you are not only subject to the same laws that protect people in Australia, but you will also be held accountable to the University's legal and moral obligations to create a harmonious and inclusive community that promotes academic excellence.

By choosing to live on campus, you are seen as a leader in the University community and the highest standards of behaviour and ethical judgement are expected at all times.

It is the University's aspiration that you and all residents living on campus will have an enjoyable experience that will support both your academic and personal ambitions.

This residential Agreement will detail the legal obligations for people who choose to live on campus.

Australian Federal and New South Wales State Law will always be applied in the first instance in reference to the Residential Agreement conditions

Where references are made to the University of Newcastle, such references denote the larger community of members and all affiliates of the University of Newcastle.

1. Relevant definitions

Damage means any Injury or harm that directly impairs appearance, value, soundness or usefulness

Enrolment Status means the status which indicates your study load (either full time, part time or otherwise) as determined by the University

Finance Team refers to the Accommodation Services' staff members responsible for the management of its financial activities

Licence means the Student Accommodation Licence, incorporating the Residential By-Laws and the Residential Community Standards as amended from time to time.

The University means the larger community of members and all affiliates of the University of Newcastle, including the Manager and Licensor.

2. Eligibility

Eligibility for residence is restricted to students who:

- (a) are enrolled and remain enrolled full-time throughout the licence duration at the University or the Hunter Institute of TAFE (Ourimbah), and;
- (b) have attained or will attain the age of eighteen (18) years in the current calendar year.

International students under eighteen (18) years of age at the time of application are ineligible for on-campus accommodation due to Australian visa requirements.

You must provide written notice with supporting documentation to Accommodation Services within three (3) days if your Enrolment Status changes in any way. Accommodation Services management reserves the right to impose any conditions and/or terminate the Licence upon notification of such change.

Non-students are only eligible for accommodation if they are the designated roommate of a full-time University of Newcastle student in accordance with By Law 12.

3. Payment of Fees and Charges

The, Security Deposit and Licence Fee (including the Building Levy, Community Levy) in Advance are payable upon your acceptance of an accommodation offer.

Your weekly licence fee is also listed on your offer of accommodation acceptance page and applies for the licence duration on a pro-rata basis. This licence fee is payable in fortnightly instalments as per a Direct Debit Authorisation with a financial institution in Australia. The Direct Debit Dates for 2014 are listed in the tables below.

If your licence duration is not aligned to the below dates, the amount of Licence Fees in Advance payable will be adjusted to maintain your account accordingly.

All amounts are listed as, and payable in, Australian dollars.

All accounts and correspondence, including any additional fees and charges, are issued to You (only) via Your NUmail email account. It is your responsibility to monitor and action any such communication.

All fees and charges are payable on the direct debit dates below, as per your Direct Debit Authority.

You can make payments at any time or amount prior to the direct debit dates. Any payments in advance will remain as a credit on your accommodation account and will be offset against the invoice/charge when issued.

Accommodation Services 2014 Direct Debit Dates Licence Dates (Full Year) 01/02/2014 - 30/11/2014 Accommodation Services 2014 Direct Debit Dates Licence Dates (Semester 2 2014) 05/07/2014 - 30/11/2014

Direct Debit	Date Covered From	Date Covered To
Licence Fees in Advance	1/02/2014	15/02/2014
5/02/2013	15/02/2014	1/03/2014
19/02/2013	1/03/2014	15/03/2014
5/03/2013	15/03/2014	29/03/2014
19/03/2013	29/03/2014	12/04/2014
2/04/2013	12/04/2014	26/04/2014
16/04/2013	26/04/2014	10/05/2014
30/04/2013	10/05/2014	24/05/2014
14/05/2013	24/05/2014	7/06/2014
28/05/2013	7/06/2014	21/06/2014
11/06/2013	21/06/2014	5/07/2014
25/06/2013	5/07/2014	19/07/2014
09/07/2013	19/07/2014	2/08/2014
23/07/2013	2/08/2014	16/08/2014
6/08/2013	16/08/2014	30/08/2014
20/08/2013	30/08/2014	13/09/2014
3/09/2013	13/09/2014	27/09/2014
17/09/2013	27/09/2014	11/10/2014
1/10/2013	11/10/2014	25/10/2014
15/10/2013	25/10/2014	08/11/2014
29/10/2013	08/11/2014	22/11/2014
12/11/2013	22/11/2014	30/11/2014

Direct Debit Date	Date Covered From	Date Covered To		
Licence Fees in	- / /	(
Advance	5/07/2014	19/07/2014		
09/07/2013	19/07/2014	2/08/2014		
23/07/2013	2/08/2014	16/08/2014		
6/08/2013	16/08/2014	30/08/2014		
20/08/2013	30/08/2014	13/09/2014		
3/09/2013	13/09/2014	27/09/2014		
17/09/2013	27/09/2014	11/10/2014		
1/10/2013	11/10/2014	25/10/2014		
15/10/2013	25/10/2014	08/11/2014		
29/10/2013	08/11/2014	22/11/2014		
12/11/2013	22/11/2014	30/11/2014		
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Goods and Services Tax (GST)

As per Australian Taxation Law, GST is payable for accommodation provided to residents who are not enrolled tertiary students in Australia and are permitted to stay by the management staff.

GST is payable by all residents on any other fees / charges.

Payment Methods

Payments are to be made via Direct Debit as per the Direct Debit Authority.

Payments can also be made on-line through the accommodation portal, via Visa or Mastercard (debit or credit card). The link is: http://accommodation.newcastle.edu.au

You will be advised of your individual log-in ID and password when you receive your offer of accommodation. This log-in ID and password is to be kept in a secure manner and will be used throughout your residency to access the accommodation portal, including viewing and paying your accommodation account.

The on-line payment facility is available 24 hours per day, 7 days per week. Payments are processed through a Bank Secure Payment Server and you will receive a response to your payment at that time. Card details are processed by the bank, and not retained by the University.

4. Overdue accounts

If you default on payment of your account, the following steps will be initiated:

Step One

- a) A letter requiring payment of all outstanding charges within 14 days will be sent to You
- b) A \$50 administration default fee will be applied to your account

Step Two

If payment of all outstanding charges is not made within 14 days, the following will occur:

- a) A letter requiring full payment of all outstanding charges within 14 days to avoid eviction will be issued.
- b) A further \$50 administration default fee will be issued.

If the account remains unpaid after steps one and two you will be evicted for financial non-compliance under clause 6.1 (a) of the Licence to Occupy.

A Negative Service Indicator (NSI) will be raised against your student account for any overdue fees or charges until such time as the debt is paid in full.

An NSI prohibits further enrolment, graduation, access to course results and the issue of transcripts.

Appropriate debt recovery action will be undertaken for any overdue payments. Any unpaid debts in your name will be referred to the University's Financial Services division for further action.

You are liable for any costs incurred in recovery of an unpaid debt including referral to the University's Debt Collection Agency and/or for any legal action that is taken to recover the debt.

Unsatisfactory payment history can also affect any accommodation readmission application.

5. Meal plans

If you reside in a Main Hall room at Edwards Hall, the provision of 16 meals per week within the Licence is mandatory.

If you reside in a Standard Room at International House, the provision of 5 dinners per week within the licence is mandatory.

If you reside in self catered accommodation you are able to arrange a meal plan to be included in your licence. To arrange this provision you must contact Accommodation Services administration and complete the necessary documentation.

6. Meal rebates

If you are a resident in a catered college and must be away from your accommodation for a period of time due to a requirement within your program of study, you may apply for a Meal Rebate. The application form can be obtained from the Accommodation Services Office. This Meal Rebate is only available for valid and provable periods of absence on placement. You must apply by completing the appropriate form prior to your departure, providing the required evidence to support your claim. If applicable, you must also hand in your meal tag to the Accommodation Office prior to your departure and collect it from the office on your return. The application form can be obtained from the Accommodation Services Office and lists the applicable rebate amount.

7. Damages and related costs

You agree to pay for damages, lost property or additionally incurred service or administrative costs you

or your guests cause to the University residence facilities whether through accident, neglect or intent.

You must check and complete your room inventory form upon moving into the residence and lodge this within 7 days of starting residency. You must report any discrepancy or damage to Accommodation Services immediately. The cost of any damage or discrepancy not reported will be charged to your account. If you do not lodge the updated room / kitchen inventory the University shall take the last recorded official inventory as correct.

During your stay, you are expected to report any damage within your room or common areas within a timely manner. You can report the damage by using the on-line maintenance request system, reporting it to Accommodation Services staff, or if urgent and outside of normal office hours, to University Security Services staff. If University staff are required to undertake repairs to damage determined to be caused by you, the cost of the staff time utilised in any related maintenance, administrative or investigative work, may be charged to you.

After inspection of the room and/or the common areas/service facilities by University or contractor staff, an amount determined by the University to be payable due to additional cleaning, required repairs, missing items or damage to the building, furniture, equipment, administrative costs or fines will be charged or deducted from the security deposit if the licence has ceased. Payable amounts will be deducted from your account at the next direct debit date as per the direct debit authority.

8. Use of logos

The logo of the University of Newcastle, and the logos of the five colleges, Barahineban, Bluegum House, Edwards Hall. Evatt House and International House are all protected by copyright and you must not use them without permission of the University Director of Media and Public Relations. You cannot represent any College, the Residential Community, Accommodation Services or the University of Newcastle or any of its affiliates in any contract for goods or services with any organisation, business or person. You are also not permitted to represent the Residential Community, Accommodation Services or the University of Newcastle or any its affiliates to negotiate any pre contract agreement with any external organisation or negotiation or enter into a contract with any internal division or unit of the University of Newcastle.

9. Media representation

You may not represent any College, the Residential Community, Accommodation Services or the University of Newcastle or any of its affiliates in any media including social media unless authorised to do so by the University Director of Media and Public Relations.

10. Accommodation Services property

You are responsible for the custody and care of your room keys, room and room contents. You and all other residents are also deemed to share responsibility for all communal spaces. This shared responsibility extends to damage prevention and for security of communal areas.

When deliberate or unintentional damage occurs in a communal residential space, any person or persons identified as responsible will be charged for that damage. If no one is identified as responsible for that damage, all registered or implied users of that communal space may

be held responsible for the damage. Where a shared responsibility for damage is established, the cost of that damage, which may include fines or other attributed costs, may be charged to all registered or implied users of that space.

University property must not be removed from rooms, units or other areas of the Residence without the prior written consent of management staff. In particular, the removal of furniture or equipment from common areas to individual units or bedrooms is prohibited. 'Borrowed' common area furniture will be considered stolen and the act of removal will be dealt with as a disciplinary act and/or with the issue of a fine.

Where a shared responsibility exists for communal security, specifically for closing doors to shared spaces, all registered users or implied users of that communal space may be fined for any lapse of security where no one person or group of individuals are identified as being responsible for that lapse.

Fines as listed in the Residential Community Standards part of the 2013 Student Accommodation Licence Agreement may be levied against each person where a shared responsibility is established.

Communal space is any space you may have access to including, but not limited to, all residential precinct building and facilities, your building, wing, block or your unit.

Please note, the pronoun 'you' can be plural in respect to all clauses in the Residential Community Standards where a standard has an implied effect on any communal space.

11. Room assignment

Room allocation is based on established quotas. The University reserves the right to make alternative allocation priorities and decisions based upon the needs of individual students and/or the residential community.

The University reserves the right to make alternative assignment decisions or reassign students for such reasons as the University determines appropriate. Room reassignment and utility or facility disruptions shall not result in the reimbursement or reduction of Licence Fee referred to in this agreement.

12. Designated roommate

You are not permitted to have any other person reside in your accommodation unless your accommodation is a one bedroom unit. If you are occupying a Barahineban Room, you may invite a maximum of one additional person to be your designated roommate.

Your designated roommate must be approved in advance by Accommodation Services. Once approved this person must then also complete the offer acceptance process before being entitled to move into your accommodation. Please note that children are not eligible as a roommate.

If your roommate decides to terminate their licence, you accept that you will have responsibility for the total Licence Fee from the date of their departure. To ensure a resident in such a position is provided with fair notice, a departing roommate must provide written evidence to Accommodation Services that they have informed their roommate of their intention to depart at the time of submitting a termination application. Failure to do so may result in the resident intending to depart incurring additional fees.

If your designated roommate is not a student at the University of Newcastle, they will not be entitled to reside in the accommodation unless you reside there at the same time. Your designated roommate must be over the age of 18. A Goods and Services Tax (GST) amount will apply to the licence fee of any non-student residents.

13. Moving in

At the Callaghan campus you may receive your room keys and check into your residence from the Accommodation Services office located in the Edwards Hall offices. You can only receive your room keys and check-in on the Full-Year contract start date between 08:30am — 3:00pm or during normal office hours thereafter. The normal office hours are 8:00am — 6:00pm, Monday to Friday. If you are unable to arrive during normal office hours, you will need to obtain short-term accommodation off campus until the office is next open. If accurate arrival details are available please contact the office and out of hours arrival access may be facilitated.

If you are moving into Blue Gum House on the Central Coast campus you may receive your room keys from the Resident Assistant or the UoN Services Office at Ourimbah. You can only receive your room keys and check-in on Saturday 1st February 2014 between 08:30am – 3:00pm or during normal office hours thereafter. The normal office hours are 9:00am – 5:00pm, Monday to Friday. If you are unable to arrive during normal office hours, you will need to obtain short-term accommodation off campus until the office is next open. If accurate arrival details are available please contact the office and out of hours arrival access may be facilitated.

14. Early arrivals

Accommodation Services are under no obligation to provide accommodation prior to the licence start date. However, requests to move in prior to the licence start date will be considered. A request must be made in writing to Accommodation Services. If approved, the licence fee and the terms and conditions of the licence will commence on the date of the early arrival. You will still only be able to move-in and receive your room keys as specified in item 1.13. Guests may be required to change rooms if offered early arrival. Catering may not be available prior to the full year contract start date.

15. Late arrivals

If you plan to arrive more than ten days after your Licence start date, you must notify Accommodation Services in writing. Where payment has not been made and the accommodation has not been occupied within fourteen (14) days of your licence start date, the accommodation may be terminated and reassigned without further notice.

Charges and licence fees apply from commencement of your licence move-in date, even though you may arrive after this date.

16. Room condition and housekeeping

Following check-in you have seven days to complete and submit a room condition and inventory form. After your departure the room and common areas will be inspected. Any missing items, damage not documented on your 'room condition and inventory' form, or additional cleaning required will be assessed and will be charged to you.

If you prepare food and drink in your kitchen/kitchenette, you are responsible for cleaning up

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afterwards and for maintaining the kitchen/kitchenette at all times in a hygienic condition. The cost of any additional cleaning as assessed by Accommodation Services staff or contractor staff will be charged to you.

Where there is a need to engage cleaning contractors to provide extra cleaning in a shared unit, if the residents responsible are not identified, all residents of the unit will be charged accordingly.

Housekeeping services are provided primarily for the public areas of the residences. You are responsible for maintaining cleanliness within your allocated living areas including your bedroom, kitchens and bathrooms.

17. Room changes

If you wish to apply for a room change, you are to complete a room change request form. The form is available from the Accommodation Services Office or the University of Newcastle Services website. Room changes are not guaranteed and will only be offered at the discretion of Accommodation Services. A standard room change fee will apply. Unauthorised room changes or 'swaps' will result in a fine (refer to Fees and Charges Table) and you may be required to move back to your assigned accommodation and/or be subject to disciplinary action.

18. Unauthorised occupancy/subletting

Sublicensing is not permitted. You shall not sublicense or provide the use of a residential bedroom to any other party. This includes allowing a non resident to sublicense or share a space in single or share rooms. Breaching of this condition will result in a fine (refer to Fees and Charges Table) and/or termination of your licence.

19. Overstaying

If you remain in your accommodation after the licence end date, no new right of occupation is created and the University may, without notice, re-enter and take possession of your accommodation, remove you and any other persons and property and use such force and assistance as deemed necessary.

If the University expressly grants its approval to your continued occupation of your accommodation and accepts payment of fees for that occupation, then any right of occupation is only for the period contained within that approval.

20. Abandoned accommodation and personal property

Your accommodation and your, and /or any of your guest's, personal property may be deemed by the University to be abandoned when:

- a) Your personal property is substantially removed and
- b) The University has not received a response from you for a period of 7 days after sending you a notice

If the University deems your accommodation to be abandoned, the University may re-enter your accommodation and, in addition to any additional rights the University may have, the University may licence your accommodation to another occupant.

You acknowledge that in the case of abandonment, the University will remove and dispose of your, and any of your guest's, personal property without any compensation to you or your guests. You will agree that the University will be under no obligation to store any such belongings remaining in the accommodation or to sell them or otherwise recover their value.

21. Moving out of your accommodation

Check out time for all residents at the end of their licence is 12 noon. All room and facility keys and cards must be returned to the office at the time of departure. If you do not depart by 12 noon, you will be liable for extra accommodation charges at a pro-rata rate. Room charges will also be incurred at a pro-rata rate until the room keys/cards have been received and checked in.

Vacating your accommodation means removing all persons and personal possessions from your room and common areas. If you fail to vacate possession when required by the licence, then in addition to any other costs, you will pay all the University's costs arising from such a failure to vacate. This may include without limitation, the cost to clean your accommodation and to provide hotel and meals for the incoming resident who is scheduled to take possession of your accommodation.

You acknowledge that in the case of any of your, or any of your guest's, personal property remaining in your accommodation after you were due to vacate possession, the University will remove and dispose of your and your guest's personal property without compensation to any person. You will agree that the University will be under no obligation to store any such belongings remaining in the accommodation or to sell them or otherwise recover their value.

22. Staying over the summer period

The terms and conditions of the licence apply to the summer period.

You are able to nominate for accommodation during the summer vacation period. Instructions on how to do this will be sent via email by Accommodation Services to

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residents. If you do not receive this information, please contact the office staff.

23. Applying for readmission

If you wish to return to on campus accommodation for the following year and/or semester You must complete an on-line readmission process. Accommodation Services staff will inform you by email when this readmission process is open for the following year/semester.

Readmission places may be limited.

24. Room entry

The University respects your need for, and right to, privacy. However, the University reserves the right to enter and inspect your room at any time when it is deemed necessary to protect and maintain University property, to ensure the safety and wellbeing of residents and/or to facilitate the maintenance of good order and discipline. Reasonable notice will be provided where possible prior to any staff member conducting routine checks.

The University reserves the right to enter your room or any common area and remove or confiscate any personal item which is deemed to be possibly hazardous or illegal. Such items removed may be held by Accommodation Services or given to the police or other authorised government agency to aid in any investigation.

If you have requested a repair or custodial task to be performed in your room, it is taken that you have granted authorisation for a caretaker, a university approved contractor or custodial staff member to enter your roomTto complete that request. An approximate time can be requested and will be supplied where possible to allow you to be present.

25. Repairs and alterations

All repairs and alterations to accommodation and facilities will be carried out by the University or its contractors. You are prohibited from repairing or altering the exterior or interior of your room or unit or facilities and should report any required repairs to Accommodation Services using the online maintenance request system.

26. Construction and maintenance

There are new and ongoing maintenance, renovation and construction projects taking place in and around the residences. In particular, there will be the construction of 778 new student rooms and associated services.

Such works will typically take place during regular business hours, but may begin earlier or extend into evenings or weekends. The University will take measures to ensure that prudent construction practices are followed, but there may be noise, dust, and temporary disruption to some services. There will be no compensation or reduction to your residence fees due to disruption and/or relocation.

27. Non-residence furniture

You must not bring in your own furniture or equipment for the common areas of the residence, or to bedrooms for your personal use, without prior permission. The cost of the removal of property will be charged to you.

28. Bar fridges

You are allowed to keep a bar fridge within your room. However, you must provide proof that it has been tested and tagged by an authorised technician no longer than three months prior to the commencement of the licence start date, or that the appliance is new and within the warranty period. The arrangement of the cost of any

testing and tagging is your responsibility. If an unauthorised and/or untested and untagged bar fridge is found

in your room, it may be removed by University staff and you will be issued with a fine (refer to Fees and Charges Table).

You are not allowed to bring your own full-size refrigerator and/or freezer into your room or any communal area. If you are found to have done so, it may be removed by University staff and you will be issued with a fine (refer to Fees and Charges Table).

29. Fire systems, fire safety and smoking

You must abide by the fire safety regulations. Interference with fire equipment including fire hoses, fire extinguishers and smoke detectors may result in immediate termination of the licence.

You must participate in all evacuations of the buildings at any time.

Fire regulations prohibit cooking, burning of candles, burning of incense and the use of electric radiators, electric blankets, or any other heaters in rooms. Cooking is only allowable in designated kitchen/tea room spaces. Only the heater provided by Accommodation Services may be used.

Malicious or careless actions that lead to the activation of crisis/fire systems may result in a monetary fine and/or disciplinary action for those residents responsible or involved. If a modification of the fire safety system is found within your room during your stay or during room inspections following your departure, a fine (refer to Fees and Charges Table) will be charged to you.

You must not have in your possession or store any combustible materials or liquids, firearms or knives or any other dangerous or illegal substances or items in the room or anywhere on University property.

Smoking is not permitted within 3 metres of a University building. In addition, smoking is not permitted inside rooms, adjacent to the entrances of the building or the covered walkways outside rooms and the University Smoke-free Policy must be adhered to at all times. Please refer to the University of Newcastle Smoke Free Environment Policy at: (see Residential Agreement – Residential Community Standards 2014)

30. Doors and corridors

You must keep your door locked when you are absent from your room. You are also responsible for making sure that the doors to your unit or entry doors to your building are locked. You must not prop open any doors at any time as this is not only a security risk but also a potential trip hazard. You also must not obstruct doorways or corridors with rubbish, personal items or furniture. Bicycles must not be kept in the cooridors. Bicycles sheds are provided for safe storage of bicycles. Any obstruction to a doorway or corridor that prevents egress in the event of any emergency may result in sanctions. You will receive a warning the first time you are found to be responsible for propping open a door. From the second time onwards you will incur fines for each time you are found to be responsible for a door being propped open (refer to Fees and Charges Table).

31. Emergencies

In the event of any emergency you must leave an area if directed by any staff or member of security or a member of the emergency services, police, fire brigade etc. If indoors when an alarm sounds or given an instruction to leave, you must immediately leave the building. During an emergency, Accommodation Services staff may enter any resident's room. Security Services have the overall responsibility for disaster action plans and you will comply with any directions to meet at an assembly point for the duration of the declared emergency or until you are given permission to leave the assembly area by the security staff. It is against the law to make false reports to emergency services or police about a catastrophe or emergency.

32. Weapons

If you are an official member of a sport that uses weapons, for example, archery, fencing, you must declare your membership and intention to practice your sport while a resident on campus. The Accommodation Services office will provide you with appropriate protocols to protect your sporting equipment. You must not keep sports weapons in your room without a secure storage trunk as legally approved by your sporting association. All other weapons are strictly prohibited and if you are found to possess a weapon you may be reported to the police and your accommodation licence may be terminated and you may be evicted from your residence.

33. Driving and parking

All internal roads and parking lots at the University of Newcastle, including those at accommodation sites on campus are covered by the same laws as all public roads in New South Wales. This means that you may be fined if you are driving while over the legal blood alcohol limit, do not obey speed limits, drive in a dangerous manner or disobey parking restrictions. Although the fine may be issued by a University Security Officer, any fines issued are administered by the New South Wales Police through the Infringement Processing Bureau. Aside from

monetary fines, you can lose points from your driver's licence and non payment of fines could mean that legal action may be taken against you.

34. Parking permits

If you own a vehicle and wish to park at the residences, you must apply for a University of Newcastle Residential Parking Permit. This permit will allow you to park in the designated car parks at the accommodation sites. To apply for a Residential Parking Permit, you must contact the Accommodation Services office. You will need to provide your current vehicle registration papers and the vehicle you use must be either owned by you or a parent or guardian. You cannot apply for a Residential Parking Permit if your vehicle is not owned by you and is owned by another non resident student. Once issued with a Residential Parking Permit, you must display your permit on your vehicle whenever you park in a designated residential car park. Failure to display your permit on your vehicle may result in a fine. You cannot park in any spaces marked 'Service' or 'Staff'. You are not permitted to park or store an unregistered vehicle at any accommodation site.

35. Disabled parking

The University of Newcastle provides parking spaces close to buildings for people with disabilities. These car parks are clearly marked. You may only park in a disabled car space if you possess a current Australian Disability Parking (ADP) permit. Your ADP permit must be prominently displayed on your front windscreen. You may be fined if you forget to display an ADP permit and park in a disabled car park.

36. Pest treatment

You should not allow conditions to exist that, in the opinion of Accommodation Services, may encourage the infestation of insects, rodents or other vermin. You are required to report the presence or suspected presence of pests in your accommodation to Accommodation Services. Should treatment be required, you will be required to comply with the prescribed treatment methods and protocol. Failure to do this may result in you being liable to cover the cost of further treatments. This may include relocation, cleaning and/or removal and disposal of furnishings or personal possessions. In such an event you shall not be reimbursed by the University for any disruption, relocation, loss or loss of use of any personal possessions or furnishings. The licence may be terminated where, there is ongoing incidents of pest infestation, which are the result of your actions.

37. Lock-outs

You must keep your room keys with you at all times. If you lock yourself out of your room during office hours, you must come to the Accommodation Services to register your lock-out and they will provide you with access to your room. If you lock yourself out after-hours you will need to phone the on-call staff member.

If you lock yourself out of your room, a fine can be charged to your accommodation account. You will not be liable for a fine on the first occasion, but you will receive a fine if this occurs a second or subsequent time, with the value of the fine escalating with the number of transgressions (see Residential Agreement - Residential Community Standards 2014). This clause does not refer to lock changes.

38. **Fines**

Fines will be applicable to a number of misdemeanours. Fees, Charges and Fines are outlined in the Residential Agreement - Residential Community Standards 2014.

39. Computing and communications

The university will provide computing network access to your accommodation. If you use this service, you agree to abide by the University Computing and Communications Facilities Conditions of Use Policy, available on the University's website.

40. Linen

You are supplied with a mattress protector only. You are responsible for the laundering of this item during your stay. This must remain in your accommodation on your departure. If not, you will be charged for the replacement.

41. Storage

There is no storage space provided by Accommodation Services. If you are vacating your accommodation temporarily or permanently and wish to store your possessions for a defined period, you will need to make your own arrangements.

42. Litter

You are expected to be responsible for any garbage you produce by placing it in the appropriate bins. Leaving garbage in any common area or on any part of the University Campus, including all outdoor areas of the residences, will not be tolerated. If you litter you may be fined, have to pay for clean up costs or subject to other sanctions. Fines for littering are on a sliding scale, with a verbal warning for the first instance, (refer to Fees and Charges Table).

43. Beds and Mattresses

If you need a bed or mattress other than those provided by Accommodation Services, particularly if the need is for a health reason, you must provide the relevant documentation from a registered health professional. In any instance where a request is granted to replace a bed or mattress for health reasons, you will be required to provide the replacement bed or mattress yourself.

44. Furniture

All furniture that is required for your needs has been provided by Accommodation Services. You are not permitted to keep personal furniture, equipment, overly large plants or excessively large decorative objects in your room or in the common areas of your residence. You may be charged for the removal of such items. Where such items are deemed to have collective ownership, all individuals claiming ownership will be charged removal costs.

45. Pets

You are not allowed to keep a pet or pets in your bedroom or any common areas. The only exception is a fish or a small number of fish kept in a small fish bowl or a small aquarium of no more than 15 litres capacity. If you wish to keep fish you must receive permission from the Accommodation Services Office before you bring them into your residence. If your fish are to be kept in a common area, you must also seek approval from other residents with whom you share the common area. Approved companion animals such as a guide dog for people with a visual disability are not considered pets and are allowed.

46. Alterations

You are not allowed to make any renovations or alter the physical structure of your room or any other room in the residences. You must also not erect any outdoor television or radio aerial of any kind. This includes any small device that can be clipped to a window frame or hung out of a window or from a balcony. You must also not build any computer networks or interfere with the computing facilities provided by Accommodation Services.

47. Bicycle storage

There are lockable sheds available to store your bicycle. You will need to ask at the Accommodation Service office for a key to a bicycle shed. There are also outdoor bicycle racks near some of the residences. You will need to provide your own lock and chain if you wish to secure your bicycle to an outdoor bicycle rack. You must not chain your bicycle to a lamp post, fence, BBQ fixture, outdoor furniture, tree, shrub or part of a building. You must also not leave or store your bicycle under any stairwells or in the BBQ areas. You may not store your bicycle indoors in any corridor or common area. If you are a competitive cyclist or have a very expensive bicycle, you may ask for permission to store your bicycle in your room. If granted permission, you will be responsible to make sure you do not cause any damage to your room or any indoor area while transporting your bicycle to and from your room to outdoors. Any extra cleaning costs incurred by storing your bicycle in your room will be charged to you.

48. Kitchens

If you have access to a kitchen and prepare food, you are responsible for cleaning up afterwards. If you use a kitchen you will also have a shared responsibility for keeping the kitchen clean. All food must be stored in the cupboards and refrigerators provided in all self catered units, International House units and the refrigerators provided in Edwards Hall. Your food must be kept in sealed containers and any food, which in the opinion of Accommodation Services or the Residential Life staff can constitute a health hazard, may be removed and disposed of with no compensation payable to you. Food that may constitute a health hazard may include any food stuff that is in a sealed or unsealed container where an expiry date has expired or any food stuff which is stale or mouldy. Upon finishing your licence and leaving your residence, you must dispose of all remaining food items by throwing them in the bin provided in your residence.

49. Housekeeping

You are expected to keep your bedroom tidy. For your bedroom, tidy will mean an orderliness of your personal items, including your clothing, with minimum obstruction of floor space. You will also have a shared responsibility to keep tidy any common area in your unit or floor. For a common area, tidy will mean minimum obstruction of floor space and no food scraps, dishes, glasses, drink containers or cutlery left in the common area. Under no circumstances are you to leave spilt food or liquid on the floor or on surfaces in kitchens or other common areas. You are expected to clean such spills immediately. If you are living in a unit you will be expected to participate in a cleaning roster for your unit. Help in preparing a cleaning roster will be provided by the Residential Assistant for your block.

50. Laundry

Laundry facilities are available. Your guests are not permitted to use laundry facilities unless specifically granted permission by the Residential Life Manager. You are responsible for doing your own laundry as there is no

laundry service provided. There are posters displayed in each laundry with operating instructions and a full list of laundry etiquette. Any clothes that are not collected from a laundry in 48 hours will placed in a specially marked basket and if not then collected by the end of semester, these clothes will be donated to charity. The University will not be liable for damage to clothing arising from the use of laundry facilities.

51. Catering and the Dining Hall

If you are paying to have meals catered, then you will use the Dining Hall. Please remember, you cannot transfer your catering rights to anyone else, whether a fellow resident or a guest. Stealing food for yourself, another resident or a guest is strictly prohibited and may result in sanctions and may be referred to external agencies for investigation. Catering may not be provided outside of the normal contract period unless specifically arrange and approved by Accommodation Services staff.

52. Guests and visitors

Whenever you invite someone who is not a resident on campus to visit you or stay with you in your residence, that person becomes your guest. Members of your family are still guests and bound by all policies regarding guests. You will always be held responsible for the behaviour of any of your guests, whether they received a direct invitation or not. Any invitation may be direct or implied. A direct invitation is where you speak to someone or send them a message, asking them to visit or to stay. An implied invitation can be where a friend or someone you know may hear of an event being held in a residence and invites themselves without receiving an invitation from you or any other resident and when they arrive, you accept their presence without question.

53. Seeking permission for a guest to stay

You may wish to invite someone to stay with you. Your guest cannot be under 18 years of age and you are not permitted more than two guests at any time. You need to register your guest and apply to the Residential Life Manager to have them stay. To register your guest there is an online Guest Registration form that you must complete which can be found on the Accommodation Services website. Your guest can only stay one night during the week or two consecutive nights during the weekend during term. If you do not register your guest or your guest stays longer than two consecutive nights during the week without permission, or causes ongoing issues with your fellow residents, then you will be in breach of these By Laws. Sanctions will be imposed and can include a fine (see Residential Community Standards 2014) or the termination of your licence and eviction from your residence. You are not permitted to host a guest during exam preparation times. You are also not permitted to give your keys, swipe cards or electronic tags to your guest. You must stay on campus when your guest uses your room or any common areas in your residence. Your guest must sleep in your bedroom and may not sleep on any couches or on any improvised bed in any common areas. You may not move a bed or any other furniture into a common area for your guest.

54. Guests and University policy

All guests will be bound by University policies and guidelines, particularly those that relate to drinking alcohol and what constitutes acceptable behaviour. It is your responsibility to explain to your guest what is acceptable within the Residential Community In any event where your guest removes or damages any item belonging to another resident or the University of

Newcastle, you will be charged for the replacement costs of the item. Where the damage is to University facilities, you will also be charged for the cost of repairs. Please note that if your guest is involved in any illegal activities while visiting or staying in the residences or visiting any of the University's campuses while staying as your guest, you may also be subject to police investigation and possible charges related to the crime committed.

55. Guests and facilities

Your guest may only use shared facilities in your unit if this does not interfere with the other residents' use of these facilities. Your guest, if registered and staying more than one night, may use the washing machine and clothes dryer. Your guest can participate in organised ResLife events if they are invited to do so by other members of the Residential Community.

56. Guests and other residents

If you are living in a shared unit with shared common areas, you will need to talk to the other residents in your unit and ask the other residents if it is okay for your guest to stay. Your guest will be permitted to stay unless the majority of the other residents in your unit object. It is always wise to check first as this can avoid any misunderstanding or discomfort for yourself, your guest, and the other residents in your unit. You will also need to check with the other residents if there are particular communal habits that your guest should be aware of or observe. For example, some people may expect a guest to help clean up after a communal meal.

57. Guests and staff

At any time, Accommodation Staff may ask any guest to leave the Residential Precinct. If your guest is asked to leave, you must not attempt to extend their stay or move them to another residence. Please remember that sometimes the other residents in your unit may be initially welcoming to a guest but later change their mind about having a guest stay. You must respect the needs of the other residents who share your unit and be prepared to ask your guest to find accommodation elsewhere if they are asked to leave.

58. Partners and Children

There are twin share rooms available if you want to have your partner live with you while you reside on campus. You will need to notify Accommodation Services if you wish your partner to live with you. Your partner will then need to make their own application for on campus accommodation. They will need to state in their application that they are your partner and want to live in the same unit as you. Once your partner has accepted an accommodation offer and accepted the licence, they will also then be subject to all clauses of the licence, including the Residential Community Standards and all relevant University rules, policies, procedures and guidelines. Your partner will also be eligible to join in those Residential Life activities that relate to community orientation and to general socialising within the on campus community. There may be some targeted programs to which they will not be eligible to attend. The majority of the on campus community is 18 to 22 years of age and may not represent an ideal environment for families with children. There are no targeted programs or facilities provided for young children. It is recommended that families with children should considered off campus accommodation.

59. Security Services

You are required to work with the University Security Services staff to help protect the safety and comfort of all residents living on campus. You must comply with any reasonable request by Security Services staff. Security Services staff are empowered to ensure you are compliant with all University policies relevant to the comfort and safety of all members of the University community.

Please note that it is a requirement of your enrolment at the University of Newcastle that you carry your student card with you at all times when present on any campus or facility owned or affiliated with the University of Newcastle. You must be able to present your University of Newcastle student card when asked by Security Services staff to prove your identity.