

Accommodation Rules

1. Purpose

These rules set the standard of behaviour in the Institution's student accommodation and align with the *Student Code of Conduct*. They form part of the agreement between the Institution and the student. A breach of the rules is considered an act of misconduct and is dealt with in accordance with the *General Misconduct Policy* and *General Misconduct Procedures*.

2. Scope

These rules apply to all occupiers of student accommodation. For the purpose of these rules, occupiers are students.

3. Definitions

See *Glossary of Terms*.

4.1 General conduct

4.1.1 The Institution is a safe learning and working community.

4.1.2 All members of the Institution's community are entitled to be treated with respect.

4.1.3 Students must not engage in any conduct or activity that:

- may pose a threat to the health and safety of themselves or others;
- causes damage or loss of property;
- is illegal;
- interferes with the rights or wellbeing of others (such as anti-social behaviour, harassment, physical and verbal abuse, displaying or publishing obscene or offensive material, etc);
- is deemed disruptive to the local community (e.g. the Institution or its neighbours);
- brings the Institution's brand into disrepute;
- breaches any other provision outlined in the *Student Code of Conduct* and in the Institution's policies and procedures.

4.1.4 Students are responsible for:

- regularly reviewing their Institution email account for updates and notices from the accommodation team;
- keeping their contact details up to-date at all times;
- managing their accommodation reservation details including expected arrival and departure dates and times;
- booking future accommodation reservations and ensuring they are confirmed in advance by the accommodation team. All new reservations are subject to availability.

4.1.5 Sexual harm is not tolerated in any form and students found guilty of misconduct will face strict penalties in accordance with the *General Misconduct Policy*.

Noise

4.1.6 Students must:

- not make any disturbing noise or any other nuisance that is likely to interfere with the productivity and enjoyment of others;
- be respectful of other residents at all times and not make noise audible to others after 10.30pm each day;
- adhere to any other specific quiet hours, curfews and temporary restrictions imposed by the Institution.

4.2 Security

4.2.1 For security and safety while in student accommodation, students must carry a valid student ID card and/or identification such as a driver's licence, which must be produced upon request by a member of staff.

Notify absences

4.2.2 Students who are over the age of 18 and plan to be absent from their accommodation for any reason for more than 48 hours must notify and leave an emergency contact number with the Manager of Duty.

4.2.3 Students who are under the age of 18 must adhere to the rules prescribed in paragraph 4.8.

Access

4.2.4 All access devices and locks remain the property of the Institution and must be returned upon check out. Failure to do so may result in replacement costs to be paid.

4.2.5 Students must not tamper with, alter, replace, install any access devices or locks to windows or doors.

4.2.6 Students must report lost or stolen access devices to a member of the accommodation team or the Manager on Duty as soon as practicable.

4.2.7 Fines and/or replacement costs may be charged by the Institution if students:

- are locked out of their room;
- lose or do not return their access devices (e.g. lost key)
- damage or are unable to use their access device as a result of their own conduct (e.g. lock replacement)

4.2.8 Whenever possible, the Institution provides verbal or written notice in advance if it needs to enter a bedroom room for non-emergency reasons.

4.2.9 The Institution and its employees endeavours to provide prior notice when accessing a bedroom, however access can be gained without prior consent for the following purposes:

- in an emergency or other extraordinary situation to protect the health and welfare of any person;
- to attend to emergency maintenance needs;
- to ensure that health, hygiene, safety and fire regulations are maintained;
- if in the reasonable opinion of the Institution, the student is believed to have abandoned the bedroom, has been reported missing for more than 48 hours, or if it is suspected that another
- person(s) other than the allocated student(s) is residing in the room;
- if in the reasonable opinion of the Institution, the student is believed to have engaged in any illegal activity whatsoever, causing disturbance, or that the behaviour is such that there is a
- likelihood that the safety of any other person is at risk;

- in the event of suspected illegal activity, the Institution reserves the right to involve the police in conducting a search of a bedroom.

4.2.10 Students must allow the Institution's employees and contractors access to bedrooms for the purpose of cleaning, room inspections, maintenance, etc. Access cannot be unreasonably denied without express written permission from the Institution.

Entry to accommodation

4.2.11 In Moran House and Kelly House, students must:

- immediately report any suspicious activity or any unauthorised access to the Institution;
- not enter another student's room without consultation with the relevant occupier(s).
- not host off campus visitors or non-residential students in their bedrooms or any part of the accommodation buildings other than for the purpose of providing assistance with moving in and moving out;
- not sub-let their accommodation to others;
- not access or attempt to access any restricted or prohibited areas; and
- follow any reasonable request of resident leaders or house managers.

4.2.12 In Claremount Beach House, students must:

- immediately report any suspicious activity or any unauthorised access;
- not enter another student's room without consultation with the relevant occupier(s).
- not sub-let their accommodation to others; and
- not access or attempt to access any restricted or prohibited areas
- liaise with each other in advance of all visitors to ensure that they comply with the visitation rules in paragraph 4.2.13;
- ensure that guests are not permitted in a resident's bedroom at any time, and must remain in common areas only; and
- follow any reasonable request of resident leaders or house managers.

4.2.13 Residents of Claremount Beach House are permitted to have visitors based on the following conditions:

- maximum of five visitors collectively onsite at any one time;

- no overnight guests permitted;
- no guests are permitted between midnight and 6am, notwithstanding clause 4.1.6.

4.3 Health and safety

Sexual harm

4.3.1 Sexual harm is not tolerated in any form and the Institution prioritises the safety of its students. Students who have suffered sexual harm are encouraged to seek assistance from the Student Success Centre Manager who can help provide access to support services and advise on formal reporting options. Students should also refer to the *Sexual Harm Policy* and associated procedures.

Prohibited items

4.3.2 Students are not permitted to have any of the following items in their rooms or accommodation buildings:

- naked flames such as candles or incense burners;
- toxic or flammable materials and chemicals;
- large appliances or furniture such as refrigerators, heaters, air-conditioners, lounges, cupboards, etc other than those already installed by the Institution, unless express written permission is sought and granted by the accommodation team;
- electric blankets;
- weapons;
- irons;
- improvised cooking devices such as toasters, air fryers, barbecues, rice cookers, deep fryers, or kettles, etc;
- drugs and drug paraphernalia: and
- any other item deemed by the Institution to be a health and safety risk to the resident(s) and or the buildings.

4.3.3 The Institution reserves the right to confiscate any prohibited items until the student checks out of their accommodation. Illegal items such as drugs or weapons are destroyed or disposed of in the presence of a witness.

Electrical equipment

4.3.4 Notwithstanding 4.3.2, students must ensure that any small appliances (such as hairdryers, hair straighteners, etc) are safe and energy efficient.

4.3.5 In the event of a fire or other damage caused by the use of a student's appliance, the student must pay the cost of attendance of the NSW Fire and Rescue, any damage and any other financial loss incurred as a result of the incident.

Infectious diseases

4.3.6 Students must adhere to the Infectious Diseases Policy and immediately notify a member of the accommodation team of any infectious disease to prevent the spread of infection.

Hygiene and cleanliness standards

4.3.7 Students must:

- keep their room and shared living areas clean, tidy and habitable at all times;
- adopt personal hygiene habits that are considered fair and reasonable in a shared living environment;
- store food in appropriate containers to minimise odours and pest infestations;
- dispose of rubbish promptly and responsibly;
- not hang clothing, towels and laundry from windows;
- not store any items in common areas and corridors; and
- return all Market Place items to Market Place within 24 hours (e.g. plates, cutlery, etc.).

4.3.8 Cleaning costs may be payable if a bedroom is left in an unacceptable standard upon check-out.

Pest infestations

4.3.9 Students must immediately notify a member of the accommodation team of any pest infestation such as cockroaches, bed bugs, fleas, lice, etc.

General maintenance

4.3.10 Students must:

- not damage furniture, furnishings, appliances or any items and/or fittings provided by the Institution;
- not move furniture, furnishings, appliances or any items and/or fittings provided by the Institution unless express consent has been obtained from the Institution e.g. as a result of a vision or mobility impairment; and
- immediately notify the accommodation team in the event of any hazard that poses a health or safety risk such as fire, overflowing toilets, gas leaks, etc and report any general maintenance issues in a timely manner.

4.3.11 The cost of any unreasonable damage to or loss of the Institution property may be payable by the resident.

4.4 Fire safety

Students must:

- familiarise themselves with evacuation procedures which are posted on all floors of the accommodation buildings and in the event of a fire alarm follow those procedures;
- not activate the fire alarm system without reasonable cause, or damage, deactivate or tamper with fire safety equipment;
- pay related costs for deliberate, negligent or careless activation of fire equipment including the call out of NSW Fire and Rescue; and
- not prop open or block fire escape doors and keep corridors clear of all items; and
- treat all alarms as real and follow all instruction from institution staff, wardens and/or automated announcements through the loud speakers.

4.5 Use of common areas and facilities

4.5.1 Common areas are for the use of all residential students and cannot be reserved for exclusive use. Students must behave in a manner that will not interfere with the peaceful enjoyment of others

4.5.2 Furniture must be kept in their original position and all rubbish disposed of responsibly.

4.5.3 Computer labs are deemed quiet areas of study. Food and drink are not

permitted.

4.5.4 Students must not post offensive material (such as pornographic or discriminatory posters, notices or signs) anywhere in the student accommodation buildings.

4.5.5 Students must not engage in or promote intrusive religious recruitment activities.

4.6 Alcohol

4.6.1 Alcohol may be consumed in permitted areas only.

4.6.2 Students are permitted to store a limited amount of alcohol in their rooms. The following alcohol limits per person apply:

- 1 x 750ml bottle of wine **or**
- 6 x normal strength beers or premixed drinks (maximum 375ml per drink) up to 6.5% alcohol by volume **or**
- 4 x bottles or cans of beer or premixed drinks (max 375ml per drink) exceeding 6.5% alcohol by volume; and
- no spirits permitted.

4.6.3 Students must not engage in excessive or binge drinking.

4.6.4 Students under the age of 18 must not consume alcohol.

4.6.5 Students must not possess large amounts of or provide alcohol to anyone under the age of 18.

4.6.6 The Institution reserves the right to confiscate any excessive alcohol until the student checks out of their accommodation.

4.6.7 Students must comply with alcohol free zones and periods determined by the accommodation team from time to time.

4.7 Animals

4.7.1 Students are not permitted to bring any animals or pets of any kind (other than registered assistance or service dogs) into student accommodation.

4.8 Students under 18 years of age

In addition to the general Accommodation Rules stated, all students under 18 years of age must comply with the following rules and the *Under 18 Student Policy*. For the purposes of this section, underage student refers to all students under the age of 18 years of age.

4.8.1 Underage students must report to the Manager on Duty by 9pm each day or 10pm during summer daylight savings (also known as Australian Eastern Daylight Time (AEDT)).

4.8.2 Underage students must be on campus at all times between the hours of 9pm (or 10pm during AEDT) and sunrise each day.

4.8.3 Underage students wishing to be off campus outside of the prescribed hours must seek approval from the Institution at least 24 hours in advance. Approval is at the discretion of the Institution and may only be granted on the basis that the student remains in the care of an appropriate adult at all times while off campus (a parent or legal custodian, an eligible relative as defined by the Department of Home Affairs or a person approved by the Institution who has undergone a Working with Children check).

4.8.4 Any unauthorised absences must be immediately reported to the Institution and will be dealt with as an act of misconduct.

4.8.5 If the Institution is unable to make contact with an underage student and is concerned for the student's welfare, the Institution will make all reasonable efforts to locate the student, including notifying the police, emergency contact and relevant agencies.

4.8.6 Underage students are not permitted to consume, purchase or be served alcohol.

4.8.7 Underage students must not access any restricted printed or digital material.

4.8.8 For safety and welfare purposes, underage students must seek approval from the Institution before participating in off-campus excursions or extra-curricular activities.

4.8.9 Underage students who wish to check out of their accommodation must complete the relevant online form, provide written approval from a parent/guardian, and be granted approval from the Institution at least 72 hours prior to check out, specifying:

- details of alternate welfare arrangements; and
- modes of transport from the Institution and permission to travel.

In addition:

- for students returning to their home country, a valid plane ticket;
- for students transferring to a new institution, a confirmation of new welfare arrangements with another provider.

5. Breach of the Accommodation Rules

A breach of these Accommodation Rules will constitute misconduct and will be dealt with under the *General Misconduct Policy* and *General Misconduct Procedures*.

6. Related documents

General Misconduct Policy

General Misconduct Procedures

Student Code of Conduct

Approved by the EMG on 20 February 2025