

SWINBURNE UNIVERSITY OF TECHNOLOGY

Student Residences

Hawthorn Campus

INFORMATION FOR APPLICANTS 2012

The University's modern on-campus accommodation is centrally located at the Hawthorn Campus and accommodates 235 students. It is owned and operated by the University. There are two accommodation options for students, the 84 room **Swinburne Residential College** which provides hostel-style accommodation and **Swinburne Apartments**. There are 54 apartments capable of accommodating a total of 151 students. There are some two bedroom apartments but the majority of the apartments have three bedrooms and it is very much like living in a share-housing situation with the added advantage of being on-campus. The **standard** 2 or 3 bedroom apartments are single level, while the **deluxe** 2 or 3 bedroom apartments offer 2 storey accommodation with the living area and kitchen downstairs and the bedrooms, bathroom and laundry upstairs.

Full-time international, country and interstate students are given priority to reside at the Residences, but applications from other full-time students will also be considered. First year students are given preference to reside at the Swinburne Residential College, while students who are in the second year of their course or later are given preference for the Apartments. If you will be a first year undergraduate/TAFE or under 18 student in 2012, then it is recommended that your application be for Swinburne Residential College. The College offers a more supportive environment with Resident Advisers who provide academic leadership, pastoral care, general supervision and guidance. Tutors are also employed by the College to provide first year students additional academic support.

Applications

Applications for Admission to Swinburne Student Residences are invited from any Swinburne Student or prospective student. Applications from prospective students will be considered once the student has been granted admission into a Swinburne University of Technology course. As soon as you have evidence of being accepted into a Swinburne course, please send this to us.

Semester 1	Applications Open:	27 September 2011
	Applications Close:	11 November 2011 (for current residents)
	Applications Close:	13 January 2012 (for new applicants)
Semester 2	Applications Close:	1 June 2012

Late applications may be accepted at the discretion of the Manager

Acceptance in Swinburne Student Residences in 2012 does not guarantee accommodation in the year 2013.

Offers

Offers for Swinburne Residential College will be made late in January 2012. Offers for Swinburne Apartments will be made progressively from November 2011 onwards, with some offers being made in January 2012 and February 2012 and in the second semester as vacancies arise.

FEES AND CHARGES

Licence Fees and Term Options:

When applying for accommodation, applicants can select from a number of options. Should you be successful in your application we shall endeavour to make an offer to you based on your preferences, but this cannot be guaranteed. **In order to select the one semester contracts (21 or 24 week contracts), you must be a student who will complete their course after one semester or completing a one semester exchange program/study abroad program. Applicants will need to provide proof to support your application for one semester. All other applicants must select either the 42 week (College) or 50 week (Apartment) contracts.**

Application Fee (non refundable)

A \$40 application fee is payable by all new applicants. No application fee is payable by students who are current residents and who wish to remain in the Residences.

Fees

Should your application be successful, you will be sent a Letter of Offer together with a Fee Payment Schedule. Fees will be required to be paid in advance as indicated on the Fee Payment Schedule.

Enrolment Fee

A once only fee that is payable upon acceptance of an offer for a place at the Residences. This fee is set at \$145 for 2012.

Security Deposit

A security deposit is required to be paid upon admission into the Student Residences. The fee is set at \$500 for the year 2012. This security deposit is usually refunded within two weeks of a resident's departure from the residences following an inspection of the premises.

Internet

The Residences internet service is outsourced to a private provider. Residents are able to access high speed internet at reasonable prices from the comfort of their rooms.

Telephone Service Fee

A fee that is payable upon admission for the provision of telephone line rental and equipment. This fee is payable once every calendar year and for 2012 is set at \$150. It **does not** cover the cost of calls made. Residents are usually sent an account for the cost of their calls at the end of each month. Residents whose licence agreement is only for one semester will be required to pay \$75.

Residents' Club Fee

A fee that is payable upon admission primarily for the provision of social activities for residents. This fee is set at \$60 for 2012. Residents whose licence term is only for one semester are only required to pay \$30.

Orientation Fee

A fee that is payable upon admission into the Student Residences for all new applicants. The fee is set at \$50 for 2012. This fee is for the provision of Orientation Week activities at the Residences.

Cancellation Fee

If you have accepted your offer by making the initial payment and then change your mind, a cancellation fee of \$300 will be charged at the discretion of the Manager. The balance of the fees paid (except for the Enrolment Fee) will be refunded.

Early Termination Fee

As a licensee, you are responsible for the fees for the full term of your individual licence agreement. In the event you wish to depart from the Student Residences before completing your agreed term of residence, you need to do the following:

- (i) Give the Manager eight weeks written notice of your intended departure OR pay the equivalent of eight weeks licence fees in lieu of this notice AND
- (ii) Pay the Early Termination Fee of \$300. This administration fee is payable even if the eight weeks written notice is given.

Departure

Upon vacating, students must remove all personal belongings from the Residences and return their keycard to a staff member at the Reception Desk. Fees will continue to be charged until the keycard is returned.

Maintenance

Licensees should be aware that the December – January period is normally set aside for general maintenance at the Student Residences generally during normal business hours. There may be some disruption during this period but this will be kept to a minimum.

Access to Premises for Repairs or Emergencies

Access to premises is considered as being granted where a licensee has previously notified the office of a maintenance requirement. Under special circumstances, staff may need to enter the premises and may not be able to notify residents in advance. In this case, they will knock loudly on the front door. If there is no response, they will use a master keycard to gain access.

Electrical Appliances

Licensees are required to comply with the University "Testing and Tagging of electrical equipment Policy." The Licensee agrees to permit an officer of the University to enter the premises, upon reasonable notice, to conduct testing and tagging of all electrical equipment in the room, in accordance with Swinburne's "Testing and Tagging of electrical equipment Policy". The Licensee will not be permitted to use privately owned electrical equipment that has not been tested and tagged. If an appliance has been inspected and tested, but is considered to be a risk to the health and safety of Swinburne's operations the resident may be required to immediately dispose of the faulty equipment in accordance with the University's instructions.

Unauthorised Appliances

No naked flames, candles, incense, bar heaters or other unauthorised appliances are permitted to be used in the Student Residences.

Smoke Detectors

Smoke Detectors **must not** be interfered with in any way. Anyone found to be responsible for disengaging a smoke detector, or interfering with any safety equipment, will be required to cover the cost incurred and/or be given a notice to vacate the Residences

Smoking

Smoking is prohibited within the Student Residences buildings.

Overnight Stays

Overnight guests may be permitted at the discretion of the Manager. Application forms are available from the Reception Desk. No overnight guests are permitted in June and November during the examination period.

Pets

Pets are not permitted in the Student Residences.

Cleaning

Condition reports on Apartments and Residential College rooms will be completed at the beginning and end of the licence period. Routine inspections will take place during the term of the licence to ensure that the premises are kept clean and tidy at all times. Residents are encouraged to keep their rooms/apartments clean. Residents are not permitted to fix anything to any Student Residences wall, floor, ceiling, or to the exterior of the building without prior approval of the Manager.

Electricity, Gas and Water Charges

The cost of electricity, gas and water will be met by Swinburne University of Technology.

Selection

Following your application you will be sent a **Letter of Acknowledgement**.

Selection for admission into Swinburne Student Residences is a complex process and many factors are taken into account. It is the policy of Swinburne Student Residences to reflect diversity and a broad academic profile. Selection is primarily based on your application and is not on a first in basis. Interviews are not held and it is in your interest to ensure that all relevant sections of your application are completed and any additional information required is sent to us as requested.

Residential Scholarships

In 2012 we will be offering 10 Residential Scholarships of \$2000 each to students who reside in the Student Residences, either at Swinburne Residential College or at Swinburne Apartments. Application forms can be obtained by contacting our office or online at www.swin.edu.au/residences.

Applications for Residential Scholarships close on 1 February 2012.

Keeping in Touch

If your application is not successful initially, there is still a possibility that you may still be offered a place later. It is therefore important to keep in touch with us. If there is any change to your phone contact details or your email address, it would be useful to advise us of this. You can email your details to us at residences@swin.edu.au, call us at Reception or if you are on campus, simply call into our office at 21 Wakefield Street, Hawthorn.

Should you have any questions about our Student Residences, do not hesitate to contact us.

Swinburne Student Residences

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