



## Halls of Residence & Normanby House Accommodation Fee Regulations for 2008

The accommodation fees for staying at the Halls of Residence and Normanby House vary according to how long a student remains in residence. To ensure equity and fairness to all residents, each of the different accommodation rates is set to a specific date range and duration period.

**The cheapest accommodation fees are payable by those residents who stay for the entire duration of their residency agreement. Residents must remain in residence from 16 February 2008 to 22 November 2008. This period equates to a total of 40 (forty) weeks.**

**Returning Residents (those residents who have stayed at Clayton Residential in 2007) are only allowed to commence their residency from 23 February 2008. The period in residence equates to a total of 39 (thirty nine) weeks from 23 February 2008 to 22 November 2008. The following rates apply:**

Rate	Period in residence	HALLS OF RESIDENCE		NORMANBY HOUSE	
		1 bedroom (per day)	1 bedroom with en- suite (per day)	1 bedroom (per day)	1 bedroom with En-suite (per day)
<b>*Concession</b>	<b>40 weeks</b>	<b>\$21.10</b>	<b>\$24.70</b>	<b>\$22.35</b>	<b>\$24.70</b>
<b>Standard</b>	<b>20 weeks but less than 40 weeks</b>	<b>\$30.15</b>	<b>\$34.30</b>	<b>\$31.20</b>	<b>\$34.30</b>
<b>Short Term</b>	<b>4 weeks but less than 20 weeks</b>	<b>\$45.00</b>	<b>\$45.00</b>	<b>\$45.00</b>	<b>\$45.00</b>
<b>Guest</b>	<b>Less than 4 weeks</b>	<b>\$65.00</b>	<b>\$65.00</b>	<b>\$65.00</b>	<b>\$65.00</b>

**\* Returning residents pay at the concession rate for 39 weeks.**

- 1 Monash Residential Services will charge all residents for the accommodation at the concession rate. Residents choosing to depart prior to the end of their residency agreement will receive an adjustment rate charge based on the period in residence (see table above).

This adjustment rate charge is the difference between the concession rate and the advertised rate associated with their period in residence. The adjustment rate charge will be applied for all time spent in accommodation (see table above).

- 2 Residents are required to pay an initial non-refundable Building & Amenities Fee of \$300.00 prior to admission to the Halls of Residence and Normanby House. In addition, New Residents are required to pay a non-refundable \$100.00 Orientation Week levy to defray the cost of all O-Week activities including entertainment, transport and food. The date by which the Building & Amenities Fee and O-Week levy is due is advised in the letter of offer.

The Application Fee and Building & Amenities Fee are non-refundable charges applicable each calendar year (1/1-31/12). Therefore, those residents whose accommodation spans two calendar years will be required to pay an additional Application Fee and Building & Amenities Fee for each calendar year.

- 3 To continue to qualify for the concession rate, residents who choose to temporarily move out of their rooms for the University Easter period, mid-year vacation period, September vacation period and as a result of lecture and/or examination timetables earlier than the scheduled end of semesters as listed, will be required to pay for their room irrespective of whether or not they are in residence during these periods.
- 4 Those offered a late place during the year may be offered a rate below the applicable rate provided that they remain in residence until 22 November 2008. The rate will be settled at the time of offer.
- 5 Internet and telephone point rental levy are compulsory irrespective of whether the connection is activated or not. Annual charges are \$275.00 inclusive of GST per year and residents will be invoiced \$137.50 inclusive of GST at the beginning of each semester, once in March and the other in July. Internet usage is not free. Monash University passes on internet use charges to all faculties and MRS. More information about internet access at Monash University is available at <http://www.mrs.monash.edu.au/on-campus/internet-use-charges.html>

Residents using the private telephone connection in their rooms are responsible for all charges incurred and regulations as stated in the Private Telephone Connection and Charge Details available from the Operations Office.

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- 6 Those residents wishing to transfer to another room or hall may do so by completing a Room/Hall Transfer request. Depending upon the availability and the approval of the College Head, residents are granted one transfer per calendar year free of charge. Any subsequent transfers during the year 2008 will be charged at the rate of \$30 per transfer.

Residents wishing to transfer during the mid year/summer break must be available to do so when requested.

- 7 **Debts to MRS:** MRS will issue monthly invoices to all residents on or about the 1<sup>st</sup> working day of each month. The invoice is for the current month's rental period and must be paid by the last day of that month. Invoices not paid by the last day of the month will automatically incur a flat monthly \$50.00 surcharge and residents' access to services within the university will be blocked. This charge of \$50.00 will apply on all outstanding debts.

**Example:** Invoices for accommodation in July will be issued to residents at the beginning of July and must be paid by the end of July. Invoices for July not paid by the end of July will incur the \$50.00 outstanding debt surcharge

- 8 Any resident who has outstanding accounts will NOT be allowed to continue their residency without the full payment of overdue accounts. If a resident is required to vacate their room as a result of overdue accounts, misconduct, etc., the resident will be charged for all accommodation had at the rate depending on the period in residence. (See table above).
- 9 **Termination:** Those wishing to vacate their rooms must inform the Admissions Officer by completing a Departure Form at least one week prior to departure (not applicable to those residents paying guest rates); this will indicate the end of the period for which they will be billed.
- 10 Owing to second semester intake, MRS accepts that some residents may officially complete their final year of study at the end of first semester 2008. Residents who officially complete their course of study at the end of first semester, 27 June 2008, must make a written application to the Admissions Officer at the start of their residency agreement seeking exemption to the issuing of an adjustment rate invoice. Residents who have submitted a written application are only permitted to stay until 5 July 2008.
- 11 Residents making a written request to terminate residency must provide a forecast of completion letter from Student Services as proof that they will officially complete their final year/course of study at the end of Semester. However, it must be noted that there is no implicit guarantee that residents applying for exemption owing to early completion of their course will be successful in their application.
- 12 Residents wishing to stay in residence over the summer period (22 November 2008 to 7 February 2009) must complete and hand in a Request to Stay Over Summer Application Form. All residents who have stayed at the Halls of Residence and Normanby House over the summer period and who have not submitted a Re-admission Form for residency in 2009 must vacate their rooms by 7 February 2009. Those residents who continue their residency in 2009 are advised that the rates could change from 1 January 2009.
- 13 Residents who vacate their rooms after 7 February 2009 will have their accommodation charged from 7 February 2009 until the date of their departure in accordance with the Guest Rate.
- 14 As mentioned earlier in this document, to be eligible for the concession rate, residents must remain in residency for an obligatory 40 (forty) week period from 16 February 2008 until 22 November 2008 or in case of returning residents 39 (thirty nine) weeks from 23 February 2008 until 22 November 2008. Any accommodation taken outside of the dates specified does not count towards the calculation of the forty week concession-qualifying period.
- 15 Additional invoices will be issued for damage to resident rooms. To determine damage and/or loss, the Domestic Operations personnel refer to the Room Condition Report filled in by all residents on their arrival.
- 16 Monash Residential Services will immediately dispose of any items found in a vacated resident room. A \$50.00 charge plus GST will be incurred by the departing resident for the removal and disposal of such items.
- Monash Residential Services is not responsible for any items left by residents in communal areas.
- 17 It should be noted that to qualify for the concession rate, residents are only required to stay in residence from 16 February 2008 until 22 November 2008 (a total of forty weeks) or for returning residents from 23 February 2008 until 22 November 2008 (a total of thirty nine weeks). MRS does not follow rental policies such as those used in the private rental market. Most importantly, MRS does not require its residents to stay in accommodation for a full year. Generally, most private rental accommodation is fixed for a period of one-year (52 weeks). Further, Halls of Residence and Normanby House residents are not required to pay a month's rental as bond.
- 18 Monash Residential Services has offered you accommodation on the condition that you remain a full-time Monash University/Monash College student throughout the year and if you discontinue your enrolment or change from full-time to part-time study or transfer to distance education, you may be required to vacate your room.
- 19 MRS reserves the right to change the Accommodation Fee Regulations and Conditions of Residency at any time. Please refer to [www.mrs.monash.edu.au/](http://www.mrs.monash.edu.au/) for the current Accommodation Fee Regulations and Conditions of Residency.