Greetings to all returning and new residents!

This is the first edition of the Residents Newsletter for 2011. Hopefully it will provide you with some helpful information about living in residence, what you need to do before you arrive and where to go upon arrival.

We have organised 2 welcome / induction sessions to take place on the evening of Wednesday 16th Feb and Monday 21st Feb. Please do sign up for/attend an induction session as this will provide you with a good introduction to, and awareness of, Accommodation Services and the residential campus, an understanding of catering options at Pepperz Restaurant & Cafe and an outline of the rules of residency. They also provide you with an opportunity to have your questions answered, to sign up for activities and events, and be introduced to our staff, the College Student Clubs and the services that we offer.

We look forward to sharing your company & good luck for the year ahead.

Paddy Barbour
Deputy Director, Accommodation Services
University of Tasmania, Hobart

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Induction Sessions

Wednesday 16th February 5:30 pm
Monday 21st February 5:30 pm

Sessions to be held in Pepperz Café side of the dining hall at the start time of 5:30 pm on both days. Please email your preference for Day and Time to Paddy.Barbour@utas.edu.au
AccessPlus internet system:

To access the internet in your room you must register an account with AccessPlus. You can register online and make a payment using Direct deposit, PayPal, credit card or Bank Transfer.

If you are experiencing problems and require assistance please contact AccessPlus on 1300 739 822.

Before you arrive

Rent - You will need to pay 2 weeks rent by 1st February.

Arrival dates – please inform the office of your arrival date and time. Arriving before the start of your contract will incur charges for additional nights based on the normal weekly rate. Please notify of early arrival dates or there might not be a room for you.

Induction session – Please sign up to attend a welcome session outlined on page 1. These sessions provide you with valuable information for your stay in residence including rules & regulations associated with staying here under the conditions of your Residency Agreement. If you are unable to attend any of the identified sessions please contact me at Paddy.Barbour@utas.edu.au to make alternative arrangements.

When you arrive

Weekdays – Please report to the Accommodation Services (AS) Admin office where someone will welcome & assist you.

Weekend or After Hours - Please contact the duty staff by either using the help phone located opposite the entrance to AS Admin (next to the Laundry) or by phoning - 0417 013774.

What to Bring with you

Linen – You will need bed linen for King Single beds for Christ, John Fisher Colleges & the University Apartments

Kitchen Items – including cooking equipment, crockery and cutlery

Dining Options 2011

Accommodation Services provides flexible and affordable meals at Pepperz Restaurant and Café at extremely competitive prices. Residents must activate their UTAS Student ID Card at the office – this card becomes your meal card. The card needs to be charged (money put on it) and then it is available for use. Additional credit can be loaded at any time and for convenience you can put money on the card before your arrive using the online payment system. Excess unused credit will be returned at the end of the year in the same way as unused telephone credit. Cash payment for food is acceptable as well.

You only pay for what you eat; our ever changing menu ensures there is an option for every taste, 7 days a week, which is convenient for busy life styles.

Parking on Campus

Accommodation Services has limited parking spaces available on the residential campus. Permits will be distributed in accordance with our policy in the first 2 weeks of Semester 1. There are designated ‘free’ parking areas in Hobart - ask Admin for further details. Please be aware that if you park in a non designated area or fail to display the correct permit, you will be subject to a fine. These are not distributed by Accommodation Services but by the local city council.
General Information for new Residents

**Tutorial Program** – Accommodation Services provides a free tutorial program to its residents. If you are experiencing difficulty in your studies you can register for assistance with the Office or see one of the RSOs. Single and group tutorials are available – register your interest with the RSOs and look out for posters advertising tutorials.

**Tutors Needed** – Accommodation Services are always looking for willing and able tutors in most subject areas. If you have a distinction average and believe that you can assist others in a particular subject, please forward your details and academic transcript to me – Paddy.Barbout@utas.edu.au OR sign up at the office. These are paid positions $20.00 per hour.

**Fire Wardens Needed** – Each year AS asks for volunteers to serve as building Fire Wardens. A warden assists AS staff in the event of a fire by directing students to exits, checking rooms, and taking role call at the evacuation points. If you are interested in being a fire warden please register your interest with me by emailing your contact details to Paddy.Barbour@utas.edu.au. Training and equipment is provided.

**Harassment Contact Officers** – If you are interested in being trained as a Harassment Contact Officer for your residence please email your contact details to me at Paddy.Barbour@utas.edu.au.

**Sporting Equipment** – The RSOs & Student Club Sports Reps have access to a range of sporting equipment that can be borrowed. Generally we can sign things out for 24 hours or over a weekend. Ask about what’s available.

**General Activities and Events** – AS provides a series of recreational and social activities and events throughout the year – a calendar of these will be available when you arrive on campus. If you have ideas about activities, events or inter residence challenges let the RSOs know and we will do our best to organise things.

**Resident Interest Groups (RIGs)** – AS facilitate a variety of interest groups – if you have a hobby or a particular interest and wish to meet others with similar interests, consider forming a RIG – AS will advertise the group for you, arrange meeting space and are able to provide some small grants to assist your group get and stay established. Conditions do apply – for further details please email me at Paddy.Barbour@utas.edu.au.

**Lock out Fines** – There is a $5.00 lock out fee for every time you require a staff member (CSO, RSO or UTAS Security) to let you into your room or into the residence. This money will be donated to charity. There will be a 2 week amnesty at the beginning of Semester before fines start so please don’t forget to keep your room key/card on you at all times.

**Your Mailing Address**

The mailing address for all residences is:
C/o Accommodation Services,
Private Bag 94, HOBART
TASMANIA 7001

All mail is available for collection from the Admin office.
Disciplinary Matters
- Accommodation Services works on a system of formal warnings which may result in you being evicted from residence.
- Staff will usually give you a verbal warning before issuing you with a formal – but this will depend on what behaviour/s are exhibited.
- There are a number of behaviours that will result in you being evicted from residence – refer to the Terms and Conditions of Residence.

Quiet Hours
Quiet hours – after 8:30pm it should be quiet enough to study; after 10:30 pm it should be quiet enough to sleep. During exam times we extend quiet hours to ensure that individuals are able to study in peace and quiet. Please consider others and ensure you monitor your own noise levels. If someone is playing music, has the TV turned up or is talking loudly please firstly ask them to adjust the volume. If this is unsuccessful please call the RSO on duty.

Alcohol in Residence
Alcohol at UTAS
UTAS has a comprehensive alcohol policy – what it means to you is:

- Accommodation Services cannot accept sponsorship from any alcohol or tobacco manufacturer, supplier or distributor.
- All functions organised by Accommodation Services (including Student Club functions) must obtain the proper licensing and permits from Accommodation Services or, if applicable, from UTAS Asset Management Services and/or the Licensing Board of Tasmania.
- AS will not buy or subsidise alcohol purchases at any event.
- All functions must abide by all Responsible Service of Alcohol principles, provide adequate security and minimise all risks.
- In planning and holding functions we must ensure that the consumption of alcohol is a social adjunct to, and not the sole purpose of, the function. Free and/or cheap drinks cannot be used as a drawcard to functions/events.
- Accommodation Services (including Student Clubs) are responsible for all actions resulting from their activities whether on or off campus, or traveling to or from campus. This is why we have clear start and finish times, provide transportation and endeavour to hold functions at already licensed premises.

At the end of the day it is up to you to have a responsible attitude towards the consumption of alcohol. Please respect the rights of others not to drink if they so choose and ensure your behaviour does not endanger yourself, others or the University.

This does not mean you can’t have guests around and have a few drinks – just do so responsibly, keep your noise and your guests under control, and respect others. If you are going to have a gathering, particularly if it involves non-residents you need to let the RSO or office know via email or by using the Event Proposal tick sheet (available from the RSOs or office/Admin)

If you are holding a gathering or are heading out on the town, please respect Quiet Hours on your return to residence and enter quietly without disturbing others.

Drink Responsibly and Act Responsibly.

Some Helpful Acronyms

AS – Accommodation Services
CSO – Customer Service Officer
In Hobart:
- Wanda,
- Ange
- Luo

CSOs are available during office hours to answer your enquiries

RSO – Residential Support Officer
In Hobart:
- Will
- Alex
- Ernest
- Jason

RSO’s are available after hours and at weekends to assist you
Financial Matters

Direct Debit Dates for 2011

Rent will be debited from your bank account fortnightly on a Friday

- Before you arrive you are required to pay 2 weeks rent in advance. This covers the period 13/02/11 to 27/02/11 (14 nights). Direct debit is **not** available for this first rent payment.

- Rent due 11/02/11 this is 2 weeks rent in advance. Covering the period 13/02/11 to 27/02/11 (14 nights).

- Rent due 25/02/11 covers the period 27/02/11 to 13/03/11 (14 nights)
- Rent due 11/03/11 covers the period 13/03/11 to 27/03/11 (14 nights)
- Rent due 25/03/11 covers the period 27/03/11 to 10/04/11 (14 nights)
- Rent due 08/04/11 covers the period 10/04/11 to 24/04/11 (14 nights)
- Rent due 22/04/11 covers the period 24/04/11 to 08/05/11 (14 nights)
- Rent due 06/05/11 covers the period 08/05/11 to 22/05/11 (14 nights)
- Rent due 20/05/11 covers the period 22/05/11 to 05/06/11 (14 nights)
- Rent due 03/06/11 covers the period 05/06/11 to 19/06/11 (14 nights)
- Rent due 17/06/11 covers the period 19/06/11 to 03/07/11 (14 nights)
- Rent due 01/07/11 covers the period 03/07/11 to 17/07/11 (14 nights)
- Rent due 15/07/11 covers the period 17/07/11 to 31/07/11 (14 nights)
- Rent due 29/07/11 covers the period 31/07/11 to 14/08/11 (14 nights)
- Rent due 12/08/11 covers the period 14/08/11 to 28/08/11 (14 nights)
- Rent due 26/08/11 covers the period 28/08/11 to 11/09/11 (14 nights)
- Rent due 09/09/11 covers the period 11/09/11 to 25/09/11 (14 nights)
- Rent due 23/09/11 covers the period 25/09/11 to 09/10/11 (14 nights)
- Rent due 07/10/11 covers the period 09/10/11 to 23/10/11 (14 nights)
- Rent due 21/10/11 covers the period 23/10/11 to 06/11/11 (14 nights)
- Rent due 04/11/11 covers the period 06/11/11 to 13/11/11 (7 nights checking out before noon on 13/11/11)

Administration Charges

- For those that wish to pay the Full year upfront, payment must be received by the 1st March in order to be eligible for the 2.5% discount.

- Those residents on contracts less than 39 weeks will be subject to a once off fee of $250 which is payable at the same time as the two weeks rent in advance payment is made. If a resident converts to an academic year contract this fee will be reimbursed.

Returning Residents

- For returning residents in 2011 please ensure that your Security Deposit amount is $500 before your contract commences.