Welcome

Welcome to all new residents!

This edition of the Residents Newsletter will hopefully 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 scheduled an induction session for Sunday 14th July; the dates/times of any additional sessions will be sent to you separately. We strongly encourage you to sign up for induction as this session will provide you with a tour of our residences, the dining hall – Saltz Café and Restaurant and an outline of the rules of residency - it also provides you with an opportunity to have your questions answered, to sign up for activities and events, and be introduced to our staff and the services that we offer.

Good luck for the semester ahead.

Tania Harvey
Manager, Accommodation Services - Launceston
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Induction Sessions

Sunday 14th July 5:30 pm

Additional Sessions to be advised

Meeting point is the AS Office which is located on Level 2 of the TUU Building on Queen Elizabeth Walk. Please register for this session by sending an email to enquiries@accommodation.utas.edu.au
Before you arrive

Rent - You will need to pay 2 weeks rent.
Other charges - you will have paid your bond and short stay fee prior to arrival
Arrival dates - please inform the office of your arrival date and estimated time of arrival. Please be aware if you arrive before the start of your contract you will be charged for the additional nights. Failure to notify us that you will be arriving early may mean that your room is not ready and you will be turned away.
Induction session - You need to sign up to attend one of the induction sessions outlined on page 1 of this newsletter. These sessions will provide you with valuable information for your stay in residence. Ignorance of the rules will not be seen as a valid excuse – If you are unable to attend any of the identified session please contact me at enquiries@accommodation.utas.edu.au to make alternative arrangements.

When you arrive

Weekdays - Please come to the AS Office - Level 2 TUU Building on Queen Elizabeth Walk and someone will take you to your residence

Weekend or After Hours - Please contact the duty phone by either using the help phone located at the entrance to your residence or by phoning Leprena / Kerslake - 0417 314 724
Investigator Hall - 0417 318 091

What to Bring with you

Linen - for those residing at Kerslake Hall you will need to provide linen for King Single Beds. For other locations in Launceston you will need Single Bed linen
Kitchen Items - including cooking equipment, crockery and cutlery

Saltz Café Restaurant

Accommodation Services provides a flexible and affordable meal program which allows residents to access meals at Saltz Restaurant and Saltz Café 7am – 7:30 pm 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 on at any time and for convenience you can put money of 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. If you’d like to pay cash for food you can also do that.

You only pay for what you eat, our ever changing menu ensures that there is an option for every taste and as the service is available 7 days a week is convenient for those with a busy schedule.

Parking on Campus

Accommodation Services has limited parking spaces available on site at each residence. Permits will be distributed in accordance with our policy in the first 2 weeks of Semester. There is also voucher parking areas available for use. Ask the office 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 fines 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. AS also facilitates a variety of study groups – register your interest with the RSOs and look out for posters advertising ‘group meetings’.

**Sporting Equipment** – The RSOs 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 residences 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 a similar interest 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 Tania.Harvey@utas.edu.au

**Lock out Fines** – You will be charged a $5.00 lock out fee everytime you require a staff member (CSO, RSO or UTAS Security) to let you into your room or into the residence. There will be a 2 week amnesty at the beginning of Semester for new residents before fines kick in. So – don’t forget to keep your room key/card on you at all times.

**Prohibited Items:**

A reminder for those that may not have read the Residency Agreement in depth:

- Plug in heaters are prohibited from use in residence. This is for a very good reason – Your Safety and that of your fellow Residents! You will be living in a communal environment and you could be putting their lives at risk as well as yours by using such items. Your room has sufficient heating already installed, however should you need for additional heating feel free to talk to us as we can offer alternative solutions.

- Cooking items such as rice cookers, toasters, electric frying pans, kettles, sandwich presses can be used in the kitchen areas. However they are prohibited from use in your individual rooms. Again the reason should be obvious – Your Safety and that of your fellow Residents!

- Swords, bows, spear guns and the like are prohibited from being in residence, however they can be stored with us if you wish to bring them for a legitimate recreational purpose.

- Sub-woofers are banned from residence. If you are planning on bringing one with you - DON'T unless of course you want to leave it packed up in your cupboard for the year. If it found connected in your room it will be confiscated until the end of your contract.

The above are considered violations of your Residency Agreement &/or the Rules of Residence, as such breaches could result in you being issued with a formal warning or with AS terminating your residency.

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**Your Mailing Address**

The mailing address for all residences is:

Locked Bag 1367
Launceston
TAS 7250

**Leprena and Kerslake**

Residents mail can be collected weekdays from the mail room situated next to the AS Office

**Investigator Hall**

Mail can be collected from the pigeon holes located in the IH laundry.
Disciplinary Matters

- Accommodation Services works on a system of formal warnings, if you get 3 formal warnings this 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 you are exhibiting.
- 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 that 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 fairly 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 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 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)

We ask that if you are holding a gathering or are heading out on the town that you respect Quiet Hours – therefore it should be quiet enough to sleep at 10:30 pm, if you remain in residence and are disruptive you will be issued with a formal warning. This also applies on your return to residence after a night out – enter residence quietly and make all effort not to disturb those that are sleeping or studying.

Some Helpful Acronyms

AS - Accommodation Services

CSO - Customer Service Officer -

In Launceston - Lynda, Lisa and Hayley

RSO - Residential Support Officer -

In Launceston - Wendy, Graham and Natalie

RSOs are available after hours and at weekends to assist you.

Drink Responsibly and Act Responsibly.
Financial Matters

Direct Debit Dates for 2013

Rent will be debited from your bank account fortnightly on a Friday.
Prior to arrival you will be required to pay 2 weeks Rent.

Direct debit is not available for this first rent payment.

- Rent due 05/07/13. Covers the period 07/07/13 to 21/07/13 (14 nights)
- Rent due 19/07/13. Covers the period 21/07/13 to 04/08/13 (14 nights)
- Rent due 02/08/13. Covers the period 04/08/13 to 18/08/13 (14 nights)
- Rent due 16/08/13. Covers the period 18/08/13 to 01/09/13 (14 nights)
- Rent due 30/08/13. Covers the period 01/09/13 to 15/09/13 (14 nights)
- Rent due 13/09/13. Covers the period 15/09/13 to 29/09/13 (14 nights)
- Rent due 27/09/13. Covers the period 29/09/13 to 13/10/13 (14 nights)
- Rent due 11/10/13. Covers the period 13/10/13 to 27/10/13 (14 nights)
- Rent due 25/10/13. Covers the period 27/10/13 to 10/11/13 (14 nights)
- Rent due 08/11/13 Covers the period 10/11/13 to 17/11/13 (7 nights)

Administration Charges

- Those residents on contracts less than 39 weeks will be subject to a one 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.

Direct Debit

- Direct Debit is our preferred method of payment, you can obtain a direct debit form online or at the Accommodation Services Office

Debt Management

- Accommodation Services has a debt policy - if you get behind in your rent you will receive limited reminders to pay, if you ignore these reminders and/or don’t pay your outstanding account you may find yourself evicted from Residence, put into debt collection and debarred from University (you won’t be able to access your results). Full details of our Debt policy can be found in your Residency Agreement.