Welcome
Greetings to all returning and new residents!

This is the first edition of the Residents Newsletter for 2012. 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 evenings of Wednesday 22nd Feb and Monday 27th Feb. Please sign up for one of these induction sessions. This is important 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 and the services that we offer.

Good luck for the year ahead.

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Induction Sessions

Wednesday 22nd February 5:30 pm
Monday 27th February 5:30 pm

We ask all attending the sessions to meet in the Café side of Pepperz dining hall at 5:30 pm on your selected day. Please email your preference for Day and Time to Paddy.Barbour@utas.edu.au
**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. 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 will 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 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 013 774.

**What to Bring with you**

**Linen** - You will need linen for King Single Beds for Christ, John Fisher Colleges & the University Apartments.

**Kitchen Items** - Including cooking equipment, crockery and cutlery

**Dining Options 2012**

Accommodation Services provides flexible and affordable meals at Pepperz Restaurant and Café at extremely competitive prices. Your student ID card will be activated to entitle you to discounted meals at Pepperz so also 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 and 7 days a week which is convenient for busy lifestyles.

**Parking on Campus**

Permits and parking places on the Sandy Bay residential campus are extremely limited - demand exceeds capacity. Permits are issued on a first come first served basis. As per the University By-laws expensive parking fines are levied against vehicles parked incorrectly or without correct permits.

Please email us (enquiries@accommodation.utas.edu.au) with your expression of interest in a parking permit together with your vehicle details (Colour, Make, Model and Registration Number) and we will respond when and if a permit becomes available.

Parking is not guaranteed - please consider carefully before arriving with your car.
General Information for new Residents

**Tutorial Program** - Accommodation Services provides a free tutorial program to its residents. This program is for anyone that would like assistance with their academic 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 – William.Hohman@utas.edu.au OR sign up at the office. There are paid positions @ $20 or $25 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 roll 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 William.Hohman@utas.edu.au Training and equipment is provided.

**Resident Welfare Officers (RWO)** - If you are interested in being trained as a Resident Welfare 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** - You will be charged a $5.00 lock out fee every time you require a staff member (CSO, RSO or UTAS Security) to let you into your room/residence or issue a temporary key card. 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.
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 behaviours 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 10:30pm 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 organized 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 for any student 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 draw-card 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.

Some Helpful Abreviations

AS - Accommodation Services
CSO - Customer Service Officer
In Hobart - Wanda, Ange, Jocelyn, Luo
CSOs are available during office hours to answer your enquiries

RSO - Residential Support Officer
In Hobart - Will, Alex, Ernest, Arash, Sarah & Jo Bee
RSOs are available after hours and at weekends to assist you

Drink Responsibly and Act Responsibly.
Financial Matters

Direct Debit Dates for 2012

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 19/02/12 to 4/03/12 (14 nights).
- Direct debit is not available for this first rent payment.
- 02/03/12 Covers the period 04/03/12 to 18/03/12 (14 nights)
- 16/03/12 Covers the period 18/03/12 to 01/04/12 (14 nights)
- 30/03/12 Covers the period 04/04/12 to 15/04/12 (14 nights)
- 13/04/12 Covers the period 15/04/12 to 29/04/12 (14 nights)
- 27/04/12 Covers the period 29/04/12 to 13/05/12 (14 nights)
- 11/05/12 Covers the period 13/05/12 to 27/05/12 (14 nights)
- 25/05/12 Covers the period 27/05/12 to 10/06/12 (14 nights)
- 08/06/12 Covers the period 10/06/12 to 24/06/12 (14 nights)
- 22/06/12 Covers the period 24/06/12 to 08/07/12 (14 nights)
- 06/07/12 Covers the period 08/07/12 to 22/07/12 (14 nights)
- 20/07/12 Covers the period 22/07/12 to 05/08/12 (14 nights)
- 03/08/12 Covers the period 05/08/12 to 19/08/12 (14 nights)
- 17/08/12 Covers the period 19/08/12 to 02/09/12 (14 nights)
- 31/08/12 Covers the period 02/09/12 to 16/09/12 (14 nights)
- 14/09/12 Covers the period 16/09/12 to 30/09/12 (14 nights)
- 28/09/12 Covers the period 30/09/12 to 14/10/12 (14 nights)
- 12/10/12 Covers the period 14/10/12 to 28/10/12 (14 nights)
- 26/10/12 Covers the period 2/11/12 to 11/11/12 (14 nights)
- 09/11/12 Covers the period 11/11/12 to 18/11/12 (7 nights)

Administration Charges

- For those who wish to pay the full year upfront, payment must be received before your arrive on campus 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 2012 please ensure your Security Deposit amount is $500 before your contract commences. Thanks