

ICMS Accommodation Terms & Conditions

Section One

Minor misdemeanours

Should an 'Infringement' relating to any of the rules below be reported, the student will receive notification, via their college email address.

Note: Email is the preferred method of official communication and therefore all students are required to read their ICMS College emails daily.

A student may receive two warnings relating to minor misdemeanors before Written Warnings will be issued.

Should a student receive two Written Warnings and an Infringement be reported following, the student will be asked to move off campus.

The notice period given in all cases shall be no more than 72 hours and if coupled with making a further misdemeanour within this time, the notice period may be reduced.

Car parking

All students are required to register their vehicle within 1 week of moving onto campus.

Parking permits must be displayed when parking on campus and may only be parked in authorized areas. Students are responsible for the vehicles which they have registered as theirs while those cars are on campus.

All cars on college grounds must be legally registered with a valid RTA Registration certificate displayed.

The college reserves the right to have vehicles moved or removed whilst parked on site, at the expense of the vehicle's owner.

Driving and Parking on campus

Students are expected to be respectful towards others while driving on campus. Excessive noise generated by, or from a vehicle will not be tolerated. Including any amplified music.

Personal Conduct

Students must not act in a threatening manner or be disrespectful towards any staff members, other students or guests of the college. This includes the use of swearing, making rude gestures, being argumentative or raising their voices. *(Depending on the seriousness of the offence the Operations management may issue an infringement for a major misdemeanour).*

Appropriate dress is expected to be worn at all times. No nudity is permitted and footwear must be worn in *Front of House* areas and the CYC.

Students are not permitted to litter, or discard rubbish in any unauthorised way.

Spitting anywhere on campus is not permitted. The chewing of gum is also not permitted anywhere on-campus.

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Damage to Student Rooms/Residential areas

Any student found to have caused wilful damage in their room will be issued with an infringement. They will also be required to pay for the cost of repair immediately in accordance with the Damage Policy, issued by the Operations department.

Any damage not attributed to an individual will be added to the Student Damage Tally and charged equally between all the Residential students.

Personal Hygiene

Toilets are to be kept clean and tidy and students are expected to wash daily and use deodorant. Students are also expected to launder their own clothes regularly.

Rooms are to be kept clean and tidy at all times and rubbish bins are to be emptied on a regular basis, so that the housekeepers can clean your room thoroughly and with ease.

Offensive Material

The display of material which may cause offence to others is not allowed to be on display in the rooms (eg soft porn or material of a discriminatory nature).

Linen

Students are required to have their college linen changed on a weekly basis on a specific day, within a specific time which is to be determined by the Housekeeping Department. The use of non-college linen is not permitted. Students are not permitted to hang washing or dry towels out their windows. (Clothes lines and clothes dryers are available for this purpose). Dirty linen may not be taken to any food service or dining area

Noise levels

On campus students may not make excessive noise (as deemed by the staff or faculty) at anytime and no student is permitted to make noise audible to others following 10.30pm, 7 days per week.

Students are responsible for the noise coming from their room, whether they are in their room or not. This also includes noise made by visitors to their room.

NB. A period of 24 Hour silence must be observed for the duration of Week 12 and Exam week of the Undergraduate term.

Unauthorised computer use

All students of the ICMS must observe all directions given to them by the IT department and in addition not break any Australian or International laws regarding computer use.

Attendance requirements

Students are occasionally requested to attend meetings which are sometimes necessary for communication. Therefore these meetings are deemed compulsory and you will be required to attend, on time. You will be informed of these meetings either by notices posted on the noticeboards and/or via your college email address.

Use of unauthorised Electrical equipment and materials

For safety reasons no naked flames are permitted in residential areas and as such no candles or incense burners are allowed. In addition students may not use any cooking utensils in their rooms.

Please also be aware that, fridges, extra heaters, televisions, electric blankets, kettles, Irons or any large appliances are not permitted in student rooms.

The ICMS may confiscate electrical items (including amplified music systems) and may retain them until the on-campus student checks out.

Please use powerboards for multi systems as 'piggybacking' double adaptors is not allowed.

NB. Nothing should be placed on top of the heaters provided by the college as this presents a fire risk.

Unauthorized guests

No student has the authority to invite other off campus visitors to their rooms or onto the residential floors. If a student invites or permits an **off-campus ICMS Student** onto the residential area, this will be deemed as a misdemeanour. Please be aware that siblings and family members are only permitted on the residential areas on the first check-in weekend for the purpose of assistance with luggage, however they may not remain in student rooms nor return any time following.

Moving of room furniture and common area furniture

The layout of the student rooms has been set in such a way as to allow ease of passage when housekeepers are cleaning. For this reason the room furniture is not to be repositioned without a written request and a written approval from the Head of Housekeeping.

Students are not permitted to move furniture in any area of the college, except the CYC. (In the CYC it is requested that it be returned whenever possible).

Not following any reasonable instructions given by Management or Staff

Students are expected to be cooperative at all times and therefore are expected to follow instructions given to them by staff members, from time to time.

Please note that Resident Assistants are paid members of staff.

Reception and Public areas

The college has determined the times and areas that are Front of House and all students are expected to present a professional image when present in these areas. Appropriate dress is expected to be worn at all times, and footwear must be worn in *Front of House* and the CYC/Marketplace areas.

College equipment

No college equipment is to be removed from its rightful place without a written request to the Head of Operations. This includes taking CYC crockery, cutlery and glassware to residential areas and computer rooms.

Non return of borrowed room keys

Students will on occasion be permitted to borrow a spare key to gain entry to their own room. Should keys be borrowed for this purpose, they must be returned within **10 minutes**, unless authorised otherwise by the Manager on Duty.

Lockouts

Students will undoubtedly lock themselves out of their rooms from time to time, however excessive requests to borrow room keys or to have their room opened, due to having left their keys inside the room or having misplaced the keys is unacceptable. (Being locked out of your room on more than three occasions in any 7 day period is deemed excessive). Student rooms must be locked at all times.

Lifts

These may only be used during the check-in and check-out process or if you have the consent from the Operations Department.

Section Two

Major misdemeanours

Should an 'Infringement' relating to any of the rules below be reported, the student will receive notification, via their college email address.

Note: Email is the preferred method of official communication and therefore all students are required to read their ICMS College emails daily.

If a student receives an infringement related to the rules in Section Two a "First Written Warning" will be given. Should a student receive another Infringement for ignoring the rules in either Section One or Two, the student will receive a Final Written Warning. If a student again fails to abide by the rules, relating to section one or two, that student will be asked to move off campus.

Note: Operations and Security may, due to the seriousness of an offence, issue a First and Final Written Warning without having previously issued a previous Written Warning.

The notice period given in all cases shall be no more than 72 hours and if coupled with making a further misdemeanour within this time, may see the notice period reduced.

Personal Conduct

Students must not act in a threatening manner or be disrespectful towards any staff members, other students or guests of the college. This includes the use of swearing, making rude gestures, being argumentative or raising their voices.

Driving on Campus

Any student that drives/rides in a manner that is dangerous to others will have the incident recorded against their name. This would include driving/riding at a speed, which a staff member considers to be in excess of the 15 km/h, or any other reckless behaviour.

(Should the Management of the ICMS believe that a student has been driving in a dangerous manner, the ICMS may, at their discretion, prohibit students driving on campus for a period to be determined by the Head of Operations or the House Manager).

Unauthorized guests

No student has the authority to invite other off campus visitors to their rooms or onto the residential floors. If a student invites **any person** (*other than an off campus ICMS student) to the residential areas or a computer room, this will be deemed as a major misdemeanour.

* Please see section one relating to Unauthorized ICMS Student guests

Accessing out of bounds areas

Certain areas of campus are *out of bounds* and therefore students are prevented from gaining access. These areas include: Student Storage, *staff only* areas, 200's and 500's balconies, kitchens, stores, Housekeeping, offices, any locked areas and unauthorised access to other student rooms.

Accessing /exiting college by *Front of College steps*

The ICMS campus is nestled between other residential areas and in order to maintain harmony within the estate the ICMS has certain arrangements in place.

Following nightfall, no student is permitted to access or leave the college via the Front stairs (leading to Montpellier Place or College Green). All thoroughfares must be via the Darley Road entrance.

Racism or discrimination

Discrimination based on sex, sexual preference, race, ethnicity, age or religious belief is not tolerated to any extent.

Not following any reasonable instructions given by Fire wardens

Students are expected to be cooperative at all times and therefore are expected to follow instructions given to them by staff members or any Fire warden during a fire alert.

Please note that Resident Assistants and Graduate Assistants are all members of the *fire response team*. Other fire wardens are chosen from the student body and the staff of the ICMS.

Smoking

Smoking is only permitted in the smoking area, located at the outside rear of the *Student Common room*. Smoking in a residential room fitted with a smoke detector is against Australian law.

Tampering with security and safety measures

No student is permitted to tamper with security and safety measures. These include: door closers, door locks, code pads and safety guards, fire alarms, removing tamper seals from fire extinguishers, hydrants and smoke doors. Fire stairs and passageways must always be kept clear of obstructions.

Alcohol

The ICMS allows students to consume alcohol within limits. Regardless of the amount of alcohol consumed, students must never appear to be intoxicated.

The limits students are permitted to have in their rooms are as follows:

Up to 1 x 750ml bottle of wine **OR** 6 x normal strength (approx 5%) stubbies of beer **OR** 3 x “long necks” of beer **OR** 6 x premixed drinks up to 6.5% Alcohol by volume. If alcoholic drinks exceed 6.5% Alcohol by volume only 4 bottles/cans are permitted. (These quotas are per person per bed. i.e. twice the above if in a Twin room and the quota belongs to both occupants

Bottles of spirits, Cask or Boxed wine/spirits are not permitted.

Any excess alcohol will be confiscated and discarded.

Drinking in the Bassment/Smoking area when the bar is not open is not permitted under any circumstances.

Unauthorised room changes

At no time is a student authorised to move rooms/beds without the permission of the Operations Assistants or the House Manager. In an emergency, an RA may request a student to move **temporarily**.

Pets

Students are not permitted to have pets while living on-campus.

Gross misconduct

Please see Professional Performance Program handbook; as anyone found to be involved in Gross Misconduct will be asked to vacate their accommodation.

FOOTNOTES:

All on-campus students agree and understand the following:

- To check their college email address daily.
- To have their locks changed if room keys are lost or not returned. The cost of this is \$150.00.
- To incur the cost of their room damages or any other damage caused by them, or their visitors, whether accidental or not.
- To pay Housekeeping a fee if their room is left unacceptably messy/dirty (as determined by a member of Staff) following checkout. (Charges are \$35.00/hour plus an administration fee of \$35.00.)
- To contribute to costs for “Residential Damage” and/or “Common Area Damage”.
- To be responsible for the conduct of any other persons that they invite or permit in their rooms or accompany them in residential areas.
- Operations and Security Staff members have the right to conduct random room checks in student rooms, whether or not the room occupant/s is present.
- Please note that Resident Assistants, Security personnel (as arranged by ICMS) are considered paid members of staff.
- Students who breach the Accommodation Terms and Conditions following a final written warning will be unable to book accommodation in the future at ICMS
- ICMS will not be responsible for loss or damage to any students personal belongings whilst on-campus; whether in their rooms or not.
- Operations and security reserve the right to access any student room irrespective of occupation at the time.

Residential Damage

Any student found to have caused wilful damage in their room will be issued with an infringement. They will also be required to pay for the cost of repair immediately in accordance with the Damage Policy, issued by the Operations and Security department.

Any damage not attributed to an individual will be added to the Common Residential Area Student Damage Tally and charged equally between all the Residential students.

Appeals process: Appeals may be made against receiving an infringement. This must be lodged within 72 hrs, of having received it in your student email account, to csharp@icms.edu.au

Any student that receives a Final Written Warning (or First and Final Written Warning) will be unsuccessful with any future applications for accommodation at ICMS.

ICMS Accommodation House Rules
Student Declaration

I, _____ hereby declare that I have read all 6 pages and understand the attached rules which form part of the ICMS Terms & Conditions of Accommodation. I understand the necessity to abide by these rules and I am aware of the consequences should any of the rules be broken.

NAME (On-campus Resident) _____

SIGNATURE (On-campus Resident) _____

Date: _____

Allocated Room number: _____

Witness: (ICMS Staff Member) _____

Date: _____