

Accommodation Rules

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| Approved by | Executive Management Group |
| Approval date | December 2018 |

1. Purpose

These rules govern conduct and expected standards in the institution's student accommodation and work in conjunction with the *Student Code of Conduct* and *Accommodation Procedures*. These rules form part of the agreement between the institution and student and a breach of the rules is considered an act of misconduct and will be dealt with accordingly under the *General Misconduct Policy and Procedures*.

2. Scope

These rules apply to all occupiers of student accommodation. For the purpose of these rules, occupiers are students.

3. Definitions

Access device means a mechanism that allows entry in or about the student accommodation or bedroom such as keys, swipe card, etc.

Institution means the college, institute or school registered as the trading or business name under the legal business entity of International College of Management, Sydney Pty Ltd the trustee for The ICTHM Trust (ABN No 54 174 259 919, CRICOS Provider Code: 01484M, TEQSA Provider ID: PRV12025 & RTO No: 90851).

Student for the purposes of these rules, means an occupier of student accommodation.

Student accommodation means all student residences operated by the institution.

4.1 General conduct

4.1.1 Students must not engage in any conduct or activity that:

- a. may pose a threat to the health and safety of themselves or others;
- b. causes damage or loss of property;
- c. is illegal;
- d. interferes with the rights or wellbeing of others (such as anti-social behaviour, harassment, physical and verbal abuse, displaying or publishing obscene or offensive material, etc);
- e. breaches any other provision outlined in the *Student Code of Conduct* and in the institution's policies and procedures.

4.1.2 Students are responsible for regularly reviewing their institution email account and Student Portal for updates and notices from the accommodation team. Students must also keep contact details up to-date at all times.

Noise

- 4.1.2 Students must:
- not make any disturbing noise or any other nuisance that is likely to interfere with the peaceful enjoyment of others;
 - not make noise audible to others after 10.30pm each day and during examination periods;
 - for students residing on Study Focus Floors, must not make noise audible to others at any time;
 - adhere to any other specific quiet hours, curfews and temporary restrictions imposed by the institution.

4.2 Security

- 4.2.1 For security and safety while in student accommodation, students must carry a valid student ID card and/or identification such as a driver's licence, which must be produced upon request by the accommodation team.

Notify absences

- 4.2.2 Students who are over the age of 18 and plan to be absent from their accommodation for any reason for more than 48 hours must notify and leave an emergency contact number with a member of accommodation team.

Access

- 4.2.3 All access devices and locks remain the property of the institution and must be returned upon check out. Failure to do so may result in replacement costs to be paid.
- 4.2.4 Students must not tamper with, alter, replace, install any access devices or locks to windows or doors.
- 4.2.5 Students must report lost or stolen access devices to a member of the accommodation team or the Manager on Duty as soon as practicable.
- 4.2.6 Replacement costs will payable for any lost or non-returned access devices.
- 4.2.7 Whenever possible, the institution will provide verbal or written notice in advance if it needs to enter a bedroom room for non- emergency reasons.
- 4.2.8 The institution and its employees will endeavour to provide prior notice when accessing a bedroom, however access can be gained without prior consent for the following purposes:
- in an emergency or other extraordinary situation to protect the health and welfare of any person;
 - to attend to emergency maintenance needs;
 - to ensure that health, hygiene, safety and fire regulations are maintained;
 - if in the reasonable opinion of the institution, the student is believed to have abandoned the bedroom, has been reported missing for more than 48 hours, or if it is suspected that another person(s) other than the allocated student(s) is residing in the room;
 - if in the reasonable opinion of the institution, the student is believed to have engaged in any illegal activity whatsoever, causing disturbance, or that the behaviour is such that there is a likelihood that the safety of any other person is at risk;

- f. in the event of suspected illegal activity, the institution reserves the right to involve the police in conducting a search of a bedroom.
- 4.2.9 Students must allow the institution's employees access to bedrooms for the purpose of cleaning, room inspections, maintenance, etc.

Entry to accommodation

4.2.10 Students must:

- a. Immediately report any suspicious activity or any unauthorised access;
- b. Not enter another student's room without consultation with the relevant occupier(s).
- c. Not host off campus visitors or non-residential students in their bedrooms or any part of the accommodation buildings with the exception of check-in and check-out periods only;
- d. Not sub-let their accommodation to others; and
- e. Not access or attempt to access any restricted or prohibited areas.

4.3 Health and safety

No smoking

- 4.3.1 Students must not smoke in any internal or outdoor areas unless the area has been designated as a smoking area.

Prohibited items

- 4.3.2 Students are not permitted to have any of the following items in their rooms or accommodation buildings:
- a. naked flames such as candles or incense burners;
 - b. toxic or flammable materials and chemicals;
 - c. large appliances such as refrigerators, heaters, air-conditioners, etc other than those already installed by the institution;
 - d. electric blankets;
 - e. weapons;
 - f. irons;
 - g. barbecue or cooking devices such as kettles; and
 - h. any other item deemed by the institution to be a health and safety risk.
- 4.3.3 The institution reserves the right to confiscate any prohibited items until the student checks out of their accommodation.

Electrical equipment

- 4.3.4 Notwithstanding 4.3.2, students must ensure that any small appliances (such as hairdryers, hair straighteners, etc) are safe and energy efficient.
- 4.3.5 In the event of a fire or other damage caused by the use of a student's appliance, the student must pay the cost of attendance of the NSW Fire and Rescue, any damage and any other financial loss incurred as a result of the incident.

Infectious diseases

- 4.3.6 Students must immediately notify a member of the accommodation team of any infectious disease to prevent the spread of infection.

Hygiene and cleanliness standards

4.3.7 Students must:

- a. keep their room and shared living areas clean, tidy and habitable at all times;
- b. adopt personal hygiene habits that are considered fair and reasonable in a shared living environment;
- c. store food in appropriate containers to minimise odours and pest infestations;
- d. dispose of rubbish promptly and responsibly; and
- e. not hang clothing, towels and laundry from windows.

- 4.3.8 Cleaning costs may be payable if a bedroom is left in an unacceptable standard upon check-out.

Pest infestations

- 4.3.9 Students must immediately notify a member of the accommodation team of any pest infestation such as cockroaches, bed bugs, fleas, lice, etc.

General maintenance

4.3.10 Students must:

- a. not damage or move furniture, furnishings, appliances or any items and/or fittings provided by the institution;
- b. immediately notify the accommodation team in the event of any hazard that poses a health or safety risk such as fire, overflowing toilets, gas leaks, etc; and
- c. report any general maintenance issues in a timely manner.

4.4 Fire safety

4.4.1 Students must:

- a. familiarise themselves with evacuation procedures which are posted on all floors of the accommodation buildings and in the event of a fire alarm follow those procedures;
- b. not activate the fire alarm system without reasonable cause, or damage, deactivate or tamper with fire safety equipment;
- c. pay related costs for deliberate, negligent or careless activation of fire equipment including the call out of NSW Fire and Rescue; and
- d. not prop open or block fire escape doors.

4.5 Use of common areas and facilities

- 4.5.1 Common areas are for the use of all residential students and students must behave in a manner that will not interfere with the peaceful enjoyment of others.
- 4.5.2 Furniture must be kept in their original position and all rubbish disposed of responsibly.
- 4.5.3 Computer labs and Study Focus Floors are deemed quiet areas of study.
- 4.5.4 Students must not post offensive material (such as pornographic or discriminatory posters, notices or signs) anywhere in the student accommodation buildings.
- 4.5.5 Students must not engage in or promote intrusive religious recruitment activities.

4.6 Alcohol

- 4.6.1 Alcohol may be consumed in permitted areas only as outlined in the *Accommodation Procedures*.
- 4.6.2 Students must not engage in excessive or binge drinking.
- 4.6.3 Students under the age of 18 must not consume alcohol.
- 4.6.4 Students must not possess large amounts of alcohol (see maximum limits outlined in the *Accommodation Procedures*) or provide alcohol to anyone under the age of 18.
- 4.6.5 The institution reserves the right to confiscate any excessive alcohol until the student checks out of their accommodation.
- 4.6.6 Students must comply with alcohol free zones and periods determined by the accommodation team from time to time.
- 4.6.7 Notwithstanding clause 4.6.4, students residing on the Study Focus Floors are not permitted to possess, store or consume alcohol on those floors.

4.7 Animals

- 4.7.1 Students are not permitted to bring any animals or pets of any kind (other than registered assistance or service dogs) into student accommodation.

4.8 Students under 18 years of age

In addition to the general Accommodation Rules stated, all students under 18 years of age must comply with the following rules and the Underage Student Policy. For the purposes of this section, underage student refers to all students under the age of 18 years of age.

- 4.8.1 Underage students must report to the Manager on Duty by 9pm each day or 10pm during summer daylight savings (also known as Australian Eastern Daylight Time (AEDT)).
- 4.8.2 Underage students must be on campus at all times between the hours of 9pm (or 10pm during AEDT) and sunrise each day.
- 4.8.3 Underage students wishing to be off campus outside of the prescribed hours must seek approval from the accommodation team. Approval is at the discretion of the institution and may only be granted on the basis that the student remains in the care of an appropriate adult at all times while off campus (a parent or legal custodian, an eligible relative as defined by the Department of Home Affairs or a person approved by the institution who has undergone a Working with Children check).

- 4.8.4 Any unauthorised absences must be immediately reported to the Campus and Operations Director and the Deputy Registrar (Engagement and Student Lifecycle) and will be dealt with as an act of misconduct.
- 4.8.5 If the institution is unable to make contact with an underage student and is concerned for the student’s welfare, the institution will make all reasonable efforts to locate the student, including notifying the police and relevant agencies.
- 4.8.6 Underage students are not permitted to consume, purchase or be served alcohol.
- 4.8.7 Underage students must not access any restricted printed or digital material.
- 4.8.8 For safety and welfare purposes, underage students must seek approval from the institution before participating in off-campus excursions or extra-curricular activities.
- 4.8.9 Underage students who wish to check out of their accommodation must provide written approval from a parent/guardian, at least 72 hours prior to check out, specifying:
 - a. details of alternate welfare arrangements; and
 - b. modes of transport from the institution and permission to travel.
 In addition:
 - c. for students returning to their home country, a valid plane ticket;
 - d. for students transferring to a new institution, confirmation of new welfare arrangements with the another provider.

5. Breach of the Accommodation Rules

A breach of these Accommodation Rules will constitute misconduct and will be dealt with under the *General Misconduct Policy and Procedures*.

6. Related and superseded documents

General Misconduct Policy and Procedures

Accommodation Procedures

Student Code of Conduct

7. Version control and change history

| Version | Approval date | Approved by | Summary of changes |
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