



DUNMORE LANG COLLEGE

NOT TO BE COMPLETED UNTIL A FORMAL OFFER HAS BEEN RECEIVED

ADMISSIONS DOCUMENT FOR 2009

This document contains information about admission to Dunmore Lang College for 2009. Parts A-C must be completed by all students to whom an Offer of Residence has been made for 2009. This includes new and returning students, Study Abroad, SIBT and postgraduate students of Macquarie University.

It is in several parts, as follows:

TO READ, COMPLETE & RETURN

- A.** Residential Agreement – including Acceptance of Offer, Optional Extension of Residential Agreement (undergrads only) and Confirmation of Occupancy
- B.** Resident Record 2009 – including course details, health information and arrival details
- C.** Payment Advice Form

TO READ AND RETAIN

- D.** Payment of Accommodation Fees for 2009
- E.** Guide to the PaySmart Direct Debit Scheme
- F.** Key Dates
- G.** 2009 Fees: Terms & Conditions (the Fees Schedules are on the College's website)
- H.** The Rules of Dunmore Lang Colleges Ltd
- I.** Code of Conduct for All Residents
- J.** List of Study-bedroom Contents

Items A, B and C must be returned to the College by the due date specified in the letter of offer, along with the Initial Fees (paid by an approved method) and a recent photograph (digital) or the offer of a place may lapse.

We look forward to your acceptance and to welcoming you into the community of Dunmore Lang College.

With best wishes

Dr Lewis Rushbrook
PRINCIPAL & CEO

A: RESIDENTIAL AGREEMENT – ACCEPTANCE OF OFFER

I, (please insert your names _____
Family Name (Capitals) Given Names

hereby accept the place offered by the Principal of Dunmore Lang College for a place at Dunmore Lang College, Macquarie University for the period stipulated in the Letter of Offer in 2009.

General

- I confirm that I will be a full-time Macquarie University/SIBT (delete one).
- I declare that I am an undergraduate / postgraduate student (delete one).
- I agree to abide by the Rules of Dunmore Lang Colleges Ltd as adopted by the Board of Directors and the Dunmore Lang College Code of Conduct for All Residents and as outlined in the College Handbook (website and as amended), and I acknowledge that I have read these documents.
- I confirm that I have read the Dunmore Lang College 2009 Fee Schedule relevant to my offer and agree to adhere to the document "Fees: Terms & Conditions 2009" which follows.
- I confirm that I have:
 - paid my Initial Fees as indicated in the Letter of Offer
 - completed and returned the Admissions Document for 2009
- I confirm that I understand that my contractual commitment to the College is for:
 - a minimum of one academic year for domestic undergraduate Macquarie University students
 - the continuous length of stay; including recess breaks; as granted in the letter of offer to postgraduate and honours students
 - two SIBT semesters for SIBT students
 - the length of stay as granted in the letter of offer for students with Special Admissions status
- I accept that I may not park any vehicle at College.

Academic

- I consent to the College accessing my enrolment and examination details to inform its decisions on admission and academic matters.
- I agree to advise the Principal of any changes to my academic course, institution or academic load.
- I agree to provide the College with any late academic results as soon as possible.

Safety

- I confirm that all my electrical items have been tested and tagged to comply with safety regulations.

RESIDENT'S SIGNATURE ACCEPTING THIS OFFER (OR GUARDIAN'S SIGNATURE, IF RESIDENT UNDER 18 YEARS AT TIME OF ACCEPTANCE)	
_____	_____
Resident's Signature	Date
If signed by Guardian, Parent or Guarantor	
_____	_____
Guardian's/Parent/Guarantor's Signature	Date
Guarantor's relation to resident: _____	

DECLARATION OF PERSON PAYING THE ACCOUNT (IF DIFFERENT FROM ABOVE)		
Title _____	Full Name _____	Relation to Resident _____
_____	_____	_____
Signature	Date	
I declare that I will be responsible for paying this account. (Please advise if you require another person to receive a copy of the account.)		
Account Mailing Address _____		

OPTIONAL (UNDERGRADUATES ONLY): APPLICATION TO EXTEND LENGTH OF RESIDENTIAL AGREEMENT

For further information on this topic, please read item 3 "Recess Fees" of section G. This is an optional facility for undergraduate residents who wish to apply to extend their Residential Agreement to cover the recess breaks. Postgraduate residents are already provided with continuous accommodation.

The College follows regular practice in offering most residents accommodation for the University terms only. This enables many residents to return home in the recess times (eg April, July, September) and the College to supplement its income by accommodating conference groups in those periods.

If residents wish to stay during a recess, however, and be *guaranteed* of accommodation, the College offers the option to extend their Residential Agreement for some or all of these periods. **This extension request must be received with this Admissions Document.**

If this appeals to you, please add your requested dates in the table below. The College will confirm as soon as possible whether your request has been granted. Charges for the additional weeks will be added to your Residential Agreement and become part of your financial obligation to the College. **If you change your mind and decide to vacate, you will still have to pay for the additional weeks.** The start and end dates for Terms are shown on the Fees Schedule.

Please note: it is *rarely* possible to arrive at College *before* the arrival dates advised to you. It is *sometimes* possible to remain at College *after* the prescribed Term end date.

RECESS DATES APPLIED FOR (see the Fees Schedule 2009 for dates)	
DATE FROM	DATE TO

EXTENSION OF RESIDENTIAL AGREEMENT

If you have entered recess dates to formally extend your length of stay, please sign your acceptance below.

- a. I apply to extend my Residential Agreement as indicated below and agree to pay fees for any extended period. Please see the dates on the Fees Schedule;
- b. I also understand and accept that some communal facilities may not be available or may have to be shared during these periods due to College conferencing activities;
- c. During these periods I agree to abide by the College's Code of Conduct.

I understand and accept the terms and conditions mentioned above concerning extending my Residential Agreement to include the recesses.

Signed: _____ Date: ____/____/____

POSTGRADUATE AND HONOURS STUDENTS

Accommodation. There are five accommodation styles available to you. They include both fully-catered (20 meals per week) and self-catered (Sunday dinner included, but the option of paying meal by meal if desired). There are obvious benefits in both the catered and self-catered styles. All postgraduate and honours students are full members of the College.

Please number your choices below in order of preference. We do our best to meet your preferences, and movement from one style to another is possible as vacancies arise.

Fully-catered single study-bedroom in Mansfield or McCredie Wings

Fully-catered shared ensuite study-bedroom in Miller Wing

Fully-catered private ensuite study-bedroom in Miller or Doust Wings

Self-catered one bedroom apartment in the DLC Graduate Apartments

Self-catered two-bedroom apartment (shared with another student) in the DLC Graduate Apartments

Recess. All recess breaks are included in your contract, if for some reason you would like a break it **maybe** possible for the college to rent your room for the recess and credit you for some or all the nights.

Academic Tutoring. The College provides academic assistance of different types to residents, especially first year students new to the university experience. This paid support is usually provided by other, academically gifted senior residents. Would you please indicate below if you are interested in being considered for this role, which is coordinated by the Principal and Senior Tutor. We will follow up any interest expressed in the new year.

Yes I am / I am not interested in being considered as an academic tutor at the College in 2009.
(circle one)

FOR COLLEGE USE ONLY. PLEASE DO NOT COMPLETE.
THE COLLEGE WILL CONFIRM TO YOU ON THE FORM BELOW THE DATES YOU HAVE BEEN GRANTED RESIDENCE.

CONFIRMATION OF YOUR OCCUPANCY DATES FOR 2009

(As per the College's letter of offer and any approval granted if you applied to extend your contract for any recesses.)

Student name _____

Dunmore Lang College confirms that your Residential Agreement is for:

1. Undergraduate students

Semester One Semester Two Semester Three (SIBT)

Recess periods as follows: none

April _____

July _____

September _____

2. Postgraduate & honours students

Continuous (Postgraduate only) from _____ to _____

Signed _____ Date _____
FOR THE COLLEGE

B. RESIDENT RECORD 2009

DUNMORE LANG COLLEGE: RESIDENT RECORD 2009

All Residents to Complete – Returning and New

**PLEASE RETURN TO THE PRINCIPAL ASAP
ALL INFORMATION IS CONFIDENTIAL TO THE COLLEGE**

Family Name _____ Given Name _____

Macquarie Univ/SIBT Student ID No _____ Gender _____ Room No (if known) _____

What will be your year of residence at DLC in 2009? (please circle) 1st 2nd 3rd 4th 5th 6th

1. ACADEMIC STATUS

Undergraduate

Degree(s) being studied in 2009 (eg *Economics, Law, etc*) _____

Degree Subject Major (eg *Philosophy, Chemistry, etc*) _____

New students only: Are these details **the same** as on your original application to the College?

(please circle) Yes / No

In 2009, will you be in your 1st 2nd 3rd 4th 5th 6th (please circle) year of studies for the above degree or award?

What year and month will you *complete* this study? _____

Any other details? Eg Honours, SIBT _____

Postgraduate What course are you undertaking in 2009? (please circle and detail if necessary)

PhD/Masters (coursework/thesis/mixed) _____ Grad Dipl/Grad Cert _____

Details _____

Subject Area _____ Specialising in _____

What year and month will you *complete* your degree? _____

Scholarship or Awards (if applicable)

Please indicate any non-College scholarships or awards which you hold _____

When does the funding finish (month/year)? _____

When did funding start (month/year)? _____

International Students

Please indicate your international education program (please circle OR detail)

*Study Abroad *Exchange *AusAid *Private *Other _____

2. EMERGENCY CONTACT: WHO DOES THE COLLEGE CONTACT? ALL RESIDENTS TO COMPLETE (next of kin, guardian, sponsor, partner, etc)

Given Name _____ Surname _____

Relationship to you _____

Title _____

Home Address _____

_____ State _____ Postcode _____

Country (if not Australia) _____

Phone with area code _____

Mobile _____ Fax _____

Email(s) _____

3. HEALTH AND SPECIAL NEEDS INFORMATION

Our experience shows that knowing about a resident's health history can be helpful should a problem arise. We invite you to tell us confidentially of any health condition which you feel we should know about (diabetes, asthma, epilepsy, allergies, ADD, ADHD, chronic fatigue syndrome, mental health condition, etc). Our knowing these matters could avert a serious problem, including saving your life.

Do you suffer from?

Asthma	Yes/No	Any Motor Disability	Yes/No
Diabetes	Yes/No	Significant visual disability	Yes/No
Epilepsy	Yes/No	Significant hearing disability	Yes/No
Any Allergy (incl medication)	Yes/No	Any other disability	Yes/No
Any Eating Disorder	Yes/No	Any other medical condition	Yes/No
Any Psychological Disorder	Yes/No		

If yes to any of above, please elaborate:

Please detail any regular medication requirement _____

Medicare Card No _____

Are you a smoker? No / light / medium / heavy (circle one)

Do you drink alcohol? No / light / medium / heavy (circle one)

Do you have a history of mental health issues? If so, please give details or arrange to see the Principal or Director of Student Life and Learning privately.

In some cases residents may not wish to indicate specific health issues in writing. If there are any health issues that you would like to discuss in confidence, please contact the Director of Student Life & Learning. If you feel the following information would be helpful or is necessary, please indicate:

Your Doctor (Sydney) _____ Other doctor _____

Phone _____ Phone _____

Any special dietary needs?

(Please see the Kitchen on arrival, and complete the Dietary Requirements form.)

HEALTH DECLARATION

I confirm that this health information form completely and correctly sets out my present medical condition and the College is entitled to rely upon this certificate as being complete and correct.

Signature _____ Date _____

Parent/Guardian: _____ Date _____

(If applicant is under the age of 18 years)

Information is given to Dunmore Lang College for the purpose of taking up residence in the College. The College reserves the right to seek further medical information or advice upon receiving this completed form if the College considers this necessary to consider your application or your continuing residency. The College reserves the right to distribute the information contained in this health information form on a confidential basis to the Principal or Director Student Life and Learning and the Resident Adviser responsible for the proposed resident; by signing this form the resident permits this information to be distributed at the discretion of the Principal or their nominee on the basis that this information will be kept in the strictest confidence by the said Resident Adviser or Advisers. Information is held in a secure College database and is not given outside the College. Individuals may contact the College at any time to view and correct personal information held by Dunmore Lang College.

4. PHOTOGRAPH

College Intranet: If you agree, as most residents do, your photo will be posted on the College's intranet. This helps the community get to know each other more quickly. Before placement, however, we need your consent. Please indicate:

YES / NO I consent to my photograph being placed on the College intranet.

5. NEW FULLY-CATERED RESIDENTS 2009 ONLY - CORRIDOR PREFERENCES

It is helpful to know your general preferences with respect to gender mix in corridors/wings. Floors are generally mixed gender, with mixed bathrooms in the Mansfield and McCredie Wings (except for one floor with female only bathrooms). The College will try to meet your preferences, but will in the end allocate residents according to its best judgment.

Gender mix preference: female / mixed / no preference (circle one)

Bathroom preference: mixed / female only

6. ARRIVAL DETAILS

New residents should arrive in time for College and University Orientation programs. Missing these can significantly reduce an effective induction to university life. The College's compulsory orientation commences on Monday 27 July and most residents should arrange to arrive from 11am the day before, Sunday 26 July.

On Sunday, the Principal hosts a welcome meeting for new residents and families at 4pm in the Dining Hall, followed by complimentary Dinner. Postgraduate and other students may need to arrive earlier or later, depending on their courses. If arriving at other times, please go to Reception during office hours (8:30am – 5:30pm, Monday – Friday) or afterhours, call Tel 9856 1000 and a Resident Adviser will meet you and show you to your room.

Please note that no room keys can be given out unless Accommodation Fees have been paid (either in full or in accordance with the PaySmart Direct Debit system – see below).

Because of conference commitments and preparation procedures, only in **exceptional circumstances** can a resident move in earlier than the dates advised. If you are coming from a distance, please arrange your travel and interim accommodation so that you can arrive at College on the day offered by the College. We cannot guarantee accommodation earlier than the date advised.

Unfortunately the College is not able to meet new arrivals at Sydney Airport or other arrival points.

Please indicate your estimated date and time of arrival.

Estimated: Day of Arrival Time of Arrival am/pm

C. PAYMENT METHOD ADVICE FORM

Before completing this section, please read the information on fees in sections D & E. You should retain sections D – J for reference purposes.

How are you intending to pay your Accommodation Fees? Please tick the relevant box.

1. PaySmart (Fortnightly direct debit system, see sections D & E)
2. Other – full semester in advance
Online (www.dunmorelangcollege.nsw.edu.au) Credit Card (Amex cards please add 2% surcharge)
Cheque/ Bank Draft (payable to Dunmore Lang College) Direct Deposit

Please provide the details of the person paying the fees.

Name _____

Address _____

Contact telephone _____ Contact email _____

Name of resident to whom these fees apply: _____

DECLARATION

I will pay 2009 fees for the above-mentioned resident before their arrival date. I understand if I have chosen the PaySmart system, I must pay an initial amount of \$700 (deducted from the overall sum) and hand in my PaySmart form **at the same time** in order to obtain residence in accordance with the College's offer of a place.

Signed _____ Date _____

Please return sections A – C as soon as possible to: Email: dlcregistrar@dlc.nsw.edu.au
Fax: 02 9856 1012, Mail: Dunmore Lang College, PO Box 150, North Ryde, NSW 1670

D. PAYMENT OF ACCOMMODATION FEES FOR 2009

To secure your place, you must immediately pay the Initial Fees. Your Accommodation Fees are then payable and due before your arrival. There are two payment methods acceptable to the College for the payment of Accommodation Fees.

1. Semester in Advance (default method)

The standard payment method is one semester in advance, before the day of arrival. There are no additional charges in this method and, if wished for convenience, the entire year's fees may be paid in one lump sum.

2. Fortnightly Direct Debit

The College has an agreement with FFA PaySmart for payment of fees via a fortnightly direct debit system. FFA PaySmart is an experienced organisation which has offered this service to Australian educational and other institutions.

The system allows payments for Accommodation Fees to be spread over a number of fortnightly payments within the academic year. So a resident with a full year Residential Agreement would commence direct debits in March and finish in November. For a resident granted one semester residence, the direct debits would be spread over a semester. Payments are withdrawn from your nominated account each fortnight in equal instalments and may be paid by credit card.

Further details of this cost-effective, popular scheme are given in section E.

If you choose this method, there is an upfront initial direct payment to the College of \$700 for 2009 which is deducted from the amount to be debited: this keeps your account in credit until deductions commence. You must complete the PaySmart Form and supply the \$700 **at the same time** in order to be granted residence in accordance with the College's offer. It is your responsibility to ensure your nominated account is active and has sufficient funds. Should you default on a payment, PaySmart contacts you and advises the College. The College will charge you a \$25 administrative fee if you default again, whether consecutive payments or not. On a third default, the College will cancel the PaySmart arrangement and you must immediately (within 7 days) pay all remaining fees for the semester. The College reserves the right to cancel the PaySmart arrangement and recover monies at any time if deemed necessary.

Payment is in Advance

Whichever of the two payment methods you choose, however, accommodation fees must be paid in advance, in order to receive a key and be able to move into a room. There are no other payment methods for 2009.

E. GUIDE TO THE PAYSMART METHOD

The College is pleased to be able to offer this direct debit scheme to residents and their families. The College takes no fees from the scheme, which is provided by a third-party, experienced in the education sector.

Costs to administer? To set up and manage the direct debit system, FFA PaySmart charge a small administrative fee (\$1.95 per fortnight), plus one set up fee (\$5.50). With twenty fortnights in the 2009 academic year, this amounts to just over \$40 extra per year; good value for the benefits of the direct debit system. A worked example is provided below and the College website ('Applications') contains a sample PaySmart form and calendar showing when debits will be made.

Extending your contract? Section A above contained an option (undergraduate students only) to formally extend the normal accommodation periods to include one or more recesses. If you intend to 'contract' to retain your room in a recess period, the charges for this period become part of your obligatory fees and must be added to the amount paid under the PaySmart scheme.

Date of first direct debit? Please refer to the PaySmart calendar.

Three steps to set up PaySmart

1. **Choose to pay** 2009 fees by PaySmart by completing the required details below and send to the College.
2. **Pay \$700 upfront** to the College. This gives time to set up the direct debit scheme. This amount is approximately equal to two weeks' fees, and is then deducted from the total to be direct-debited.
3. **At the same time as '2', complete the PaySmart forms** (a sample page is also on the website under 'Applications'). Leave the amount to be debited blank, return the form to us and we will work out the amount, based on room type, length of stay, etc.

For your convenience, saving time on Registration Day, Steps 1-3 are best completed before you arrive.

SOME FAQs

How many fortnightly debits/deductions will there be? This depends on the length of College Residential Agreement, which relates to your university course. Eg

7 – MU 2nd Semester 2009; 6 – SIBT mid-year entry
Postgrads – depends on length of contract.

How much will be debited each fortnight?

This depends on your room type and whether recesses are included. Add all accommodation fees together, including any contracted recesses, deduct \$700 and divide the remaining fees by 20 (full academic year). The College checks and verifies these calculations and then submits the form to PaySmart. We will provide you with a copy of our advice to PaySmart if you wish.

What about miscellaneous charges or staying casually for a vacation?

The College collects such charges independently of the PaySmart method.

What happens if I default on a payment?

Should you default on a payment, PaySmart contacts you and advises the College. The College will charge you a \$25 administrative fee if you default again, whether consecutive payments or not. On a third default, the College will cancel the PaySmart arrangement and you must immediately (within 7 days) pay all remaining fees for the semester.

WORKED EXAMPLE

For a Macquarie University student, new to the College, on a full-year Residential Agreement, in a standard Mansfield-McCredie Wings room, and who has contracted to stay for the two weeks September recess period.

1. Term fees (as per 2009 Undergraduate Fees Schedule)

Semester 1	\$6,318
Semester 2	\$6,318

2. Any contracted recess fees

September recess – 14 nights @ \$54	\$756
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SUB-TOTAL **\$13,392**

3. Less \$700 paid on or before the day of arrival -\$700

TOTAL BEFORE DIVISION PER FORTNIGHT **\$12,692**

Number of fortnights, say 20

**TOTAL AMOUNT PER FORTNIGHT TO BE ENTERED ON THE
PAYSMART FORM** **\$634.60**

Note: the setup cost (\$5.50) and transaction charge (\$1.95) are shown separately on the PaySmart form. Payment by credit card incurs standard surcharges from PaySmart.

NOTE: The number of fortnights will vary, depending eg on the course, length of Residential Agreement offered.

F. KEY DATES: 2009

January – June	
SIBT students return	Sunday 4 January
Returning Residents: last date to book and pay deposits for the first Semester Non-returning Residents: last date to complete withdrawal form.	Monday 5 January
MU Info Day	Tuesday 6 January
SIBT students last day to confirm accommodation for 1 st Semester	Friday 6 February
SIBT end of Semester 3, students leave for break	Saturday 7 February
Resident Advisers return for Orientation Program	Sunday 8 February
New students arrive	Sunday 15 February
Principal's Welcome to Students and Families	Sunday 15 February 4pm
Compulsory College Orientation	Monday 16 February
'O' Week	Tuesday 17 – Friday 20 February
All returning students arrive	Wednesday 18 February
MU and SIBT classes commences	Monday 23 February
College Commencement Dinner	Friday 13 March (TBC)
Semester 1 break SIBT, MU Term 1 finishes, students move out for break	Saturday 11 April
SIBT students return	Thursday 16 April
MU students return for Term 2	Sunday 26 April
Annual DLC Lecture	Wednesday 3 June (TBC)
SIBT Semester 1 finishes, students break	Saturday 6 June
MU Exams commence	Wednesday 10 June
SIBT Semester 2 commences, students return	Sunday 21 June
MU Semester 1 finishes, students break	Saturday 27 June
July – December	
New MU students arrive for orientation	Sunday 26 July
All returning MU students arrive	Sunday 2 August
MU classes commence	Monday 3 August
SIBT Mid-semester break	Saturday 15 August – Sunday 23 August
Open Day	Saturday 12 September
MU Term 3 finishes, students leave	Saturday 19 September
SIBT Semester 2 finishes, students leave	Saturday 3 October
MU Term 4 students return	Sunday 4 October
SIBT Semester 3 commences, students return	Sunday 18 October
College Musical	24 & 25 October (TBC)
College Valedictory Dinner	Friday 30 October (TBC)
MU Exams commence	Wednesday 18 November
MU Academic year ends	Saturday 5 December
SIBT Semester 3 break	Saturday 19 December – Sunday 3 January 2010

G. 2009 FEES – TERMS & CONDITIONS

This agreement should be read in conjunction with the *Dunmore Lang Colleges Ltd Rules* (copy follows as section H). Fees are of two types: Initial and Accommodation Fees. Fees include GST where required. Any payments made using an Amex card will be subject to a 2% surcharge.

1. INITIAL FEES

These must be paid prior to commencing residence each year and by the date specified in the College's official Letter of Offer for a residential place.

Enrolment Fee (non-refundable) Payable each calendar year. After the first year in College, the amount reduces for each university unit successfully passed.

Accommodation Deposit (fully or partly refundable)

Charged once for the duration of a student's residence in the College.

This is refundable, less relevant charges, if the resident completes the period of their Residential Agreement. No refund is given where a resident leaves before the end of their Residential Agreement period. The costs for rekeying, damage repairs, replacements, bank charges associated with transfer of funds or additional cleaning of the student's room will be deducted from the Accommodation Deposit refund and will attract GST. Where a resident's application to resign from their Residential Agreement is accepted, this deposit is retained.

Association of Dunmore Lang College Students (ADS) Membership Fee (non-refundable)

Payable each calendar year. Not applicable in 2009 to postgraduate and honours students, who pay a \$40 Postgraduate Social Fund fee.

Computer Infrastructure Fee (non-refundable)

Payable each calendar year. Students must also sign the College's Acceptable Use of IT Policy to access the College and University networks and the Internet. For 2009, no additional internet download charges apply. Internet download costs are bundled into Accommodation Fees.

Unattributable Loss, Damage and Recovery Fee (ULDR) Fund (non-refundable)

Payable each calendar year. The ULDR Fees will be collected and held in a fund. Where damage to College property is beyond reasonable wear and tear, and no resident comes forward to claim responsibility and meet costs, or where a College item is unreasonably lost or College has to pay to recover an item, and no resident takes responsibility, the costs will be met from this fund. At the end of each term, the charges will be tallied and half of the balance for that period donated to the ADS.

Advance on 2nd Semester Fees (Undergraduates only)

This fee of \$500 is an advance down-payment for the second semester for Macquarie University and SIBT students. The student's fees are reduced by these amounts. Where a resident's application to resign from their Residential Agreement is accepted, this amount is retained. (Not applicable to postgraduate and honours students whose contracts are for continuous residence, ie including recesses)

2. ACCOMMODATION FEES

These must be paid **on, or before**, the date of arrival each semester. These fees are non-refundable if the student withdraws less than four weeks before the start of their Residential Agreement. The standard Residential Agreement is for the full academic year or for three semesters for SIBT students, with payment made each semester. **(Please note that no room keys will be given out unless all Accommodation fees have been paid or a PaySmart deposit and form has been submitted.)**

Accommodation fees are offered as a package and must be paid in full by the due date. A penalty of \$50 per week on outstanding balances or part thereof is added after the due date; termination of residence may follow if fees are not paid within 14 days of the due date.

Residents who:

- arrive in College after their Residential Agreement commences are required to pay from the first day of their Residential Agreement
- leave before the end of their Residential Agreement are not entitled to a refund for the remainder of their Residential Agreement
- are absent from College during their Residential Agreement are not entitled to a reduction or refund in fees for that period.

3. RECESS FEES

Residents who wish to remain during recesses can only do so if they have formally extended their Residential Agreement (see below) or informally, if it fits in with College plans. This is because during recesses (summer, April, July, September), the College accepts conferences and other groups to supplement its income. These groups are often booked months in advance. The College also takes the opportunity during recesses to renovate and upgrade in preparation for the forthcoming terms.

Residents will be given priority over conference guests and granted the right to remain if they formally extend their Residential Agreement to include any or all their recess periods. They must do this by completing the application form

in section A and submitting it with this document. When approved - the College will do this promptly – the associated fees are added to semester fees, and the student can retain accommodation for the period(s) requested (not necessarily their own room, see below).

Apart from these arrangements, other students wishing to remain during a recess may only remain if there is availability and for reasons acceptable to the College. They should submit their requests to Reception at any time during the year as soon as their wishes are known; where availability is limited, priority will generally be given to those wishing to remain for academic reasons.

Residents remaining during any recess may need to move rooms if required, eg during renovations etc.

As with the Accommodation Fees, recess fees must be paid in advance.

4. PAYMENT

1. **Methods:** The College accepts payment by cash, cheque, EFTPOS, PaySmart, credit cards (Bankcard, Mastercard, Visa, American Express {add 2% surcharge}) and online – go to www.dunmorelangcollege.nsw.edu.au and follow the drop-down Student menu.
2. **Payment of Accommodation Fees:** See below (Section I) for details of the two methods of payment of Accommodation Fees approved by the College. Please note that Accommodation Fees are due in advance each semester. Keys will be issued only when semester fees have been paid or the PaySmart option is in place.

5. OTHER MATTERS

1. **Insurance of personal items:** The College accepts no responsibility for the insurance of students' personal items and residents who wish to insure their goods should make their own arrangements.
2. **Parking:** There is no approved parking for residents at College and nearby streets are subject to the City of Ryde's transition to metered parking or two-hour parking restrictions.

If you bring a vehicle, therefore, it is a condition of residence that you do **not** park at College. Macquarie University provides parking spaces in a multi-story facility about 400m away on campus at reasonable long-term rates.

The College reserves the right without further notice to remove or restrain any such vehicles improperly parked for safety, emergency access or other due cause.

H. COLLEGE RULES



DUNMORE LANG COLLEGES LIMITED
ABN 41 000 640 120

RULES

1. Scope

- 1.1 These are the rules of Dunmore Lang College ("**College**").
- 1.2 You agree to be bound by these rules (and any variation) when you commence your occupation of premises made available by the College ("**Premises**").
- 1.3 These rules apply to you even if you are not a Resident within the meaning of rule 2.1.

2. Residents

- 2.1 You may apply to become a resident of the College ("**Resident**") if, during Macquarie University ("**University**") terms, you are:
 - (a) enrolled for a course of study which may lead to a degree, diploma, award or non-award of the University;
 - (b) engaged in research at the University;
 - (c) a member of the research, teaching, library or administrative staff of a recognised university;
 - (d) visiting from an overseas university or college of tertiary education;
 - (e) from an overseas university or college of tertiary education and are accompanying a visiting student from such an institution; or
 - (f) otherwise approved by the Council of the University.
- 2.2 To become a Resident, you must complete a written application in the form prescribed by the College.
- 2.3 The College may reject any application for admission as a Resident without providing a reason.

3. Fees

- 3.1 The College will determine the fees to be paid by all Residents and non-residents of the College.
- 3.2 The College will give Residents at least six weeks prior written notice of any increase in fees.
- 3.3 You will pay within the time prescribed by the College all fees and deposits determined by the College.
- 3.4 The deposit will be retained by the College and may be applied on termination of your occupancy towards fees in arrears, the cost of replacing lost or damaged keys or other items or towards the cost of making good any damage or other expenses properly payable to the College.

4. Your obligations

- 4.1 Whilst you are a Resident or non-resident of the College, you:
 - (a) will occupy the room allocated by the College (which may be varied at anytime by the College in its absolute discretion);
 - (b) will use the College's premises only for purposes of study, academia, accommodation and College activities;
 - (c) will not carry on any profession, trade or business on the Premises without the prior written consent of the Principal;
 - (d) will provide information requested by the College which you consent to providing;
 - (e) will not permit any other person to occupy the Premises;
 - (f) will not do anything which would bring discredit to the College;
 - (g) will not cause a nuisance to College staff, other occupants or neighbours;
 - (h) will keep the Premises which you occupy in a clean and proper condition;
 - (i) will take reasonable care of the Premises and its contents;
 - (j) will pay the cost of repair for all damage (in an amount determined by the College) to any part of the Premises or its contents which is caused by you or your visitors;

- (k) will not interfere with any person authorised by the College in entering, inspecting, cleaning or repairing any part of the Premises;
- (l) will give immediate notice to the College of any failure in services, damage to the Premises or damage to or loss or theft of any items, whether College property or otherwise;
- (m) will not do any act which may cause a fire or affect the College's fire insurance policies;
- (n) will not store any flammable liquid or other flammable material in any part of the Premises;
- (o) will not misuse any fire extinguishers or other fire prevention equipment;
- (p) will not park any motor vehicles within the Premises unless authorised by the College;
- (q) will comply with all directions given by College or its staff.

5. Academic progress

- 5.1 If you are a Resident, then upon commencing occupation of the College, you authorise the College to obtain your individual examination results from the University or any other relevant tertiary or academic institution.
- 5.2 If, in the opinion of the Principal, you fail to make satisfactory academic progress in any course in which you are enrolled, then your residency may be terminated in accordance with rule 6.

6. Termination of occupancy

- 6.1 You will give the College four weeks notice in writing prior to the end of a semester, of your intention to cease residing in the College. Under special circumstances the Principal has the discretion to accept a shorter period of notice.
- 6.2 If:
 - (a) fees due and payable to the College remain unpaid for a period of 14 days after the date on which they became due;
 - (b) you fail to perform or observe any of these rules;
 - (c) without notice, you cease to reside in the Premises;then the College may terminate your occupancy.
- 6.3 Despite rules 6.1 and 6.2, the College may terminate any Resident or non-resident's occupancy of the College at any time, with or without notice.
- 6.4 Upon termination of your occupancy, you:
 - (a) must leave any part of the Premises which you occupied clean and in good order and condition;
 - (b) remain liable for all outstanding fees owing to the College until they are paid;
 - (c) relinquish all rights and privileges of residency of College and use of the Premises and the College's facilities;
 - (d) must remove all of your personal possessions. If you fail to do so, the College may place these in store and if not claimed within two months then you will be deemed to have passed the ownership of such goods to the College. The College may dispose of these goods in such manner as it thinks fit after giving 14 days notice to you at your last known address.

Effective date: March 2004

I. CODE OF CONDUCT



CODE OF CONDUCT FOR ALL RESIDENTS

Living in Dunmore Lang College is a privilege

The majority of residents (permanent and temporary) seek to live in quiet surroundings where they can study/work effectively and interact with their fellow residents. Living as part of a larger community requires residents to live together with a minimum of fuss and to recognise that some types of behaviour have to be restrained. All residents have a role to play. **They need to accept responsibility for their own actions and for those of their guests.** They need to promote successful community living by regulating their own behaviour and by supporting a fair and equitable system for maintaining good discipline and proper standards. The Principal is ultimately responsible for ensuring that the College operates within the appropriate guidelines and will deal directly with those involved if necessary.

Guidelines

As a College community, our way of operating and the quality of our relationships with each other should reflect a high ethical and moral standard. As a community, we are also required to operate under State and Federal laws and under the by-laws of Macquarie University. The following overarching principle should guide our behaviour:

"We should show care and concern for each other and for the common good at all times. We should behave in such a way that no offence, inconvenience or disturbance is caused to other residents or to any person employed directly or indirectly by Dunmore Lang College."

The following will not be condoned or tolerated by any residents of Dunmore Lang College:

- **Any illegal drug usage or possession**
This will result in a resident being asked to vacate their room within 24 hours. The matter may also be reported to the police. We want residents to feel safe and understand that drug-related offences are non-negotiable. Residents should not have equipment associated with drug usage. Should a resident be found to have such equipment, the Principal will assume that it has been used and consequently a resident's place at Dunmore Lang College may be revoked.
- **Excessive consumption of alcohol**
Excessive consumption of alcohol to the point of harming self/others is not a rite of passage and in itself can be life threatening. Any materials or apparatus thought to be part of drinking games (e.g. funnels, etc.) may be confiscated without notice and not returned. Any staff member may implement this action or make a report. Under age drinking and the supply of alcohol to under age residents is not acceptable under any circumstances.
- **Harassment and/or discrimination**
Conduct involving harassment, intimidation or bullying and behaviour that is sexist, racist, or generally discriminatory. Behaviour that is grossly discourteous, especially towards Resident Advisers and staff of the College.
- **Vandalism/damage**
Damage to safety equipment (e.g. fire detection system) or actions likely to endanger other residents. Damage to or trespassing at other Residential Colleges or the Macquarie University campus.
- **Excessive noise**
- **Any action that is likely to bring the College's reputation into disrepute**

Disciplinary Procedures

1. If disturbed, each resident has the right firstly to ask those concerned to stop the disturbing behaviour. If there is some hesitation about approaching them or a reasonable approach has been ignored, the resident should immediately contact the Resident Adviser on Duty (x1000).
2. When an action or activity in breach of the Code of Conduct is observed, a Resident Adviser or member of staff will communicate informally with the resident about the breach and will request the resident to cease such activity.
3. If the Resident Adviser or staff member considers that the breach is not serious and the resident responds readily and positively, no further action is required.
4. It is the responsibility of the Resident Adviser who alleges that a serious or continuous breach of discipline has occurred to inform the other person about the allegations and give him/her proper opportunity to respond before referring the matter to the Director Student Life and Learning (in the case of permanent residents) and to the Director of Development (in the case of temporary residents).

5. If a Resident Adviser observes a serious or repeated breach, or if the offender refuses to respond appropriately, the Resident Adviser should record date, time, nature of the breach, name(s) of the resident(s) involved and pass these details to the Director Student Life and Learning/ Director of Development.
6. When disciplinary action is taken against a resident, the resident's name will, where possible, be treated in confidence.

The Director of Student Life and Learning/Director of Development may:

1. Subject the resident to censure and give warning of harsher disciplinary action;
2. Refer the matter to the Principal with a recommendation of disciplinary action to be taken;
3. Require a resident student to undertake community service work within Dunmore Lang College grounds of such a nature and for such a period as the Director of Student Life and Learning/Director of Development shall determine;
4. Remove certain privileges;
5. Recommend that the Principal:
 - 5.1 suspend a resident from Dunmore Lang College for a stated period;
 - 5.2 inform a resident that they will not be permitted to reside at Dunmore Lang College after completion of the current semester;
 - 5.3 from a specified date, ask the resident to leave and possibly deny further access to Dunmore Lang College.

Immediate Expulsion

Notwithstanding any provisions in this policy, if in the opinion of the Principal, the breach is such that the immediate exclusion of a resident is required in the interests of the safety of the community or any resident, the Principal may terminate the contract of that resident, and the respective parent/guardian of a permanent resident will be notified.

All residents are invited to discuss this Code with any Resident Adviser or staff member if they have concerns.

J. LIST OF STUDY-BEDROOM CONTENTS

SINGLE STUDY-BEDROOM EQUIPMENT SUPPLIED FOR MANSFIELD & MCCREDIE WINGS

Bed and Bed Linen

1 Single bed base and mattress
2 Pillows and 2 pillow cases
2 Sheets
2 Blankets
1 Bedspread

Study Equipment

1 Desk & ergonomic chair
1 Small bookcase
1 Desk lamp
1 Noticeboard
Cat-5 cable Internet connection (Broadband)

Kitchen Equipment

1 Small jug with auto cut off

Heating and Cooling Equipment

1 Fan
1 Oil-filled heater

Room Fixtures

Open shelves and hanging space area for clothes
and storage of personal items
Hand basin
Lockup cupboard under hand basin
2 Towel rails
Carpet
Curtains at window
Flyscreen on window

Room Telephones

Personal room telephone with voice mail facility
Internal and external dialing facility
Direct internal dialing to Macquarie University

PERSONAL EQUIPMENT RESIDENTS SHOULD BRING

Linen

Towels

Kitchen Equipment

Coffee mugs and glasses

STUDY-BEDROOM EQUIPMENT SUPPLIED BY DLC FOR MILLER & DOUST WINGS

Bed and Bed Linen

1 Single bed base and mattress
2 Pillows and 2 pillow cases
2 Sheets
Doona/Cover/Comforter

Study Equipment

1 Desk with bookshelves
1 Ergonomic chair
1 Small bookcase
1 Desk lamp
1 Noticeboard
Internet connection through Wireless Lan Network

Kitchen Equipment

1 Small jug with auto cut off

Heating and Cooling Equipment

1 Fan
1 Oil-filled heater

Room Fixtures

One wardrobe with hanging and shelving space
Carpet
Window Coverings
Flyscreen on window

Room Telephones

Personal room telephone with voice mail facility
Internal and external dialing facility
Direct internal dialing to Macquarie University

PERSONAL EQUIPMENT THAT RESIDENTS NEED TO SUPPLY

Linen

Towels
Bath mats

Kitchen Equipment

Coffee mugs and glasses

SELF-CATERED POSTGRADUATE APARTMENTS

See the Postgraduate Information sheet for details of provisions.