

RESIDENCE LIFE STUDENT ACCOMMODATION ORIENTATION TARIFF GUIDELINES

Section 1 - Purpose

- (1) These are the guidelines for orientation tariff payments by new (first-year) students and continuing students staying on campus for the orientation period.

Scope

- (2) These guidelines apply to students paying the orientation tariff for an accommodation package during the orientation period prior to the commencement of a session.

Section 2 – Glossary

- (3) The glossary section of the [Residential Agreement](#) defines the terms used in these orientation tariff guidelines.

Section 3 – Policy

- (4) These guidelines support the [Residential Agreement](#) and should be read alongside the agreement.

Section 4 – Procedures

Nil

Section 5 – Guidelines

(5) Purpose

These guidelines describe the requirements for paying for accommodation during orientation, prior to the commencement of a session.

(6) First year student

Payments

- All first-year students applying for full time on campus accommodation are required to pay the orientation tariff at the time of accepting an offer of accommodation.
- The orientation tariff includes accommodation and some meals during the orientation period.
- Payments are made via the [Charles Sturt University Online Shop](#) student payments web site.

Refunds

- d. The orientation tariff is only refundable when a student does not accept an offer of accommodation or cancels their accommodation fourteen (14) days prior to the commencement of session.
- e. Refunds are paid to the student bank account. See [Refund Information](#) to record bank details.

(7) Continuing students

Continuing students who have accepted an offer of accommodation from Charles Sturt University can apply for accommodation during orientation via the [Temporary Accommodation Request Form](#) if their course starts prior to the official date on the [Charles Sturt University Principal Dates Calendar](#).

Approvals

- a. Applications for orientation period accommodation for continuing residents must be submitted in writing via ask@csu.edu.au and be approved by the Manager, Residence Life, or nominee.
- b. Applications must include the reason for the early accommodation request, including supporting information (class timetable etc).

Payments

- c. Approved applications are required to pay the pro-rata room rate applicable to their package.
- d. The package includes accommodation from the first check in day to the final Friday of the orientation period. No meals are included.
- e. Payments must be made by the due date on the invoice provided.

Refunds

- f. Room cancellations must be received at least fourteen (14) days prior to the commencement of orientation to be eligible for any refund.

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Unit Head	Director, Commercial Services
Author	Associate Director, Residence Life
Enquiries Contact	Associate Director, Residence Life