

# Temporary Accommodation Guidelines

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<b>Version</b>	1.0
<b>TRIM file number</b>	
<b>Short description</b>	Guidelines on temporary/casual accommodation for Staff, Students and External Clients
<b>Relevant to</b>	Students, Residence Life Staff, External Clients, Staff
<b>Approved by</b>	This Guideline has been approved by Director, Residence Life, in accordance with the Policy on Delegations and Authorisations - Delegation Schedule 1, GOV10.
<b>Responsible officer</b>	Director, Residence Life & Commercial Services
<b>Responsible office</b>	Residence Life
<b>Date introduced</b>	14 January 2014
<b>Date(s) modified</b>	Reviewed July 2016
<b>Next scheduled review date</b>	July 2 017
<b>Related University documents</b>	Residence Life Code of Conduct
<b>Related legislation</b>	
<b>Key words</b>	Temporary, casual

## 1. PURPOSE

These guidelines describe the rules surrounding and how to apply for temporary or casual accommodation within CSU Residence Life approved accommodation areas.

## 2. ELIGIBILITY

On campus accommodation is available to CSU Staff, Students and external clients on a temporary or casual basis.

*Note these guidelines are not applicable to accommodation associated with Conference and Events or CPD (Bathurst Campus).*

## 3. AVAILABILITY

Temporary accommodation is available on all CSU Campuses with Residence Life buildings.

Temporary accommodation is allocated subject to availability.

Catered accommodation is allocated subject to availability and bookings made outside of official Session and Residential School periods as per the annual [CSU Principal Dates](#) are not guaranteed catering or for Food Outlets to be open on each campus. Residence Life Administration staff will confirm catering availability for these bookings.

## 4. APPLICATION PROCEDURE

**Current Students** – Download [Application for Temporary Accommodation](#), complete and email to [ask@csu.edu.au](mailto:ask@csu.edu.au). Quotes are provided upon receipt of application.

**Current Staff** – Contact Manager Residence Life in Bathurst (Northern Zone) or Wagga Wagga (Southern Zone) to discuss requirements, costs and payment methods (eg. cost centre).

**External Clients** – Send email to [ask@csu.edu.au](mailto:ask@csu.edu.au) requesting booking including the following details:

- Full Name
- Full Address
- Date of Birth
- Telephone Number (business or home)
- Telephone Number (mobile)
- Email address
- Dates accommodation required

Quotes are provided upon receipt of application.

## 5. COST

Quotes are provided upon receipt of booking request.

## 6. PAYMENT

Accommodation fees are charged to the designated occupant and invoices are distributed via email. Payment is required by the due date on the invoice prior to occupation.

See [CSU Payment Methods](#)

## 7. CODE OF CONDUCT

All students, staff and external guests residing in CSU Halls of Residence must abide by the [CSU Halls of Residence Code of Conduct](#).

## 8. CONFIRMATION

Bookings are assessed according to availability and confirmation is sent to the email address provided by the occupant at the time of application.

## 9. VACATION OF ROOM

All rooms must be vacated by 9am on the final day of the booking.

Occupants must check out at the Residence Life Office.

Failure to vacate the room by 9am will result in an extra night charge.

### Table of amendments

Version number	Date	Short description of amendment