

# Residence Life Temporary Accommodation Guidelines

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<b>Version</b>	1.1
<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, Uni Life, in accordance with the Policy on Delegations and Authorisations - Delegation Schedule 1, GOV10.
<b>Responsible officer</b>	Director, Uni Life
<b>Responsible office</b>	Residence Life
<b>Date introduced</b>	14 January 2014
<b>Date(s) modified</b>	Reviewed July 2016, Oct 2017, Sept 2018
<b>Next scheduled review date</b>	August 2019
<b>Related University documents</b>	CSU Student Misconduct Rule
<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 within Residence Life Student Accommodation buildings.

Temporary accommodation is allocated subject to availability.

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 that Food Outlets will be open on each campus.

## 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. Email to 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. Confirmation of booking will require completion of the requisite application form.

## 5. PAYMENT

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

See [CSU Payment Methods](#)

## 6. CODE OF CONDUCT

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

## 7. CONFIRMATION

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

## 8. 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 on the date of check-out will result in an extra nights charge.

### Table of amendments

Version number	Date	Short description of amendment
1.0	11/10/17	Minor revision (position titles)
1.1	05/09/2018	Minor revisions, update hyperlinks