

RESIDENCE LIFE GUIDELINES FOR REDUCTION OF ACCOMMODATION CHARGES

Section 1 - Purpose

- (1) These guidelines describe the rules in relation to reduction of accommodation charges for eligible students living in Charles Sturt University residences.

Scope

- (2) These guidelines apply to students of Charles Sturt University.

Section 2 - Glossary

- (3) The glossary section of the [Residential Agreement](#) defines the terms used in these guidelines.
- (4) Immediate family - means a students spouse or former spouse, de facto spouse or former de facto spouse (spouse includes same-sex, transgender, intersex and heterosexual partnerships); or their child or adult child (including their adopted child, stepchild, ex-nuptial child or foster child), parent, brother, sister, grandparent, grandchild, mother-in-law, father-in-law, brother-in-law or sister-in-law. Other kinship and family networks may be considered on a case-by-case basis, including persons for whom the student has significant carer responsibilities.

Section 3 – Policy

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

Section 4 – Procedures

Nil

Section 5 – Guidelines

REDUCTION OF ACCOMMODATION CHARGES

(6) Hospitalisation

A student may apply for a reduction in residential fees for the full period of hospitalisation or a period of convalescence (for a seven-day minimum) ordered by a Medical Practitioner, when the convalescence is not spent in university accommodation

- a. The student will be given a 100% reduction in fees for a maximum period of twenty-eight (28) days. Periods in excess of twenty-eight (28) days will be considered on a case-by-case basis.

- b. Appropriate documentary proof is required and must be given to the Associate Director, Residence Life or nominee within ten (10) working days from the first day of the absence.

(7) **Absence due to death of an immediate family member**

A student may apply for a reduction in residential fees due to the death of a member of their immediate family.

- a. The absence must be for a period of a least seven (7) consecutive days.
- b. The student will be given a 100% reduction in fees for a maximum period of seven (7) days. Periods in excess of this will be considered on a case-by-case- basis at the discretion of the Associate Director, Residence Life or nominee.
- c. Appropriate supporting documentation is required and must be given to the Associate Director, Residence Life or nominee within ten (10) working days from the first day of the absence.

(8) **Compulsory course work placement**

A student may [apply for a reduction](#) in residential fees due to a compulsory course work placement, if the following conditions apply:

- a. The absence must be for a minimum of seven (7) days; and
- b. The location must be a minimum of 50km from the university; and
- c. Any compulsory course work placement rent reduction claimed throughout the year will not be credited to the student's account until the final payment due date in the session of occupancy.
- d. If a student living in the residences is required to attend compulsory course work placement at a location where Charles Sturt University operates on-campus accommodation, the student may request to stay in on-campus accommodation at that location.
- e. If a student wishes to make this request, they are required to complete a [temporary accommodation application form](#) indicating that they live in the residences at their home campus and require the accommodation for a compulsory course work placement at another campus.
- f. Providing the Manager, Residence Life or nominee approves the temporary accommodation application and accommodation is available in the same category of accommodation, there will be no additional charge to the student.
- g. If a student takes up this option, a compulsory course work placement rent reduction will not be available to the student.
- h. This reduction is **only claimable** if the student remains in Charles Sturt University Residences for the **full occupancy of the residential agreement**. Any compulsory course work placement reduction in accommodation charges claimed throughout the year will not be credited to the student's account until October of each year.
- i. If claimed, then cancellation of the students place in residential accommodation occurs, this reduction will be recharged, in addition to any cancellation fees.

(9) **Calculating the compulsory course work placement Rent Reduction**

The compulsory course work placement rent reduction in residential fees is calculated as follows:

- a. No cancellation fee applies for students attending compulsory practical placement where the duration of the placement exceeds six (6) consecutive weeks.
- b. Students will be charged pro-rata fees for their period of occupancy within the residences. This reduction is not credited to the student's account until October.
- c. Those students wishing to return to their allocated room within the residences are eligible to receive a reduction equivalent to 60% of the weekly rate, for the duration of their compulsory course work placement.

(10) **Instructions for receiving the compulsory course work placement rent reduction are as follows:**

- a. Completion of a [rent reduction form](#) must be submitted at least seven (7) days prior to the date of the proposed absence for compulsory course work placement.
- b. The university will charge full fees where the required notification is not given.
- c. The student must supply Residence Life with a copy of the compulsory course work placement confirmation from the school at least seven (7) days prior to the date of the proposed absence for work placement.
- d. All keys must be returned to the Residence Life office to be entitled to the reduction of fees.
- e. All students are to pack up their rooms to allow for re-letting.
- f. During exam periods, no reduction will be given when students either complete their exam commitments early (before official end of session date) or when students do not have any exam commitments. **All fees are calculated on a full package basis.**

Status and Details

Status	Current
Effective Date	October 2024
Review Date	October 2025
Approval Authority	Chief Financial Officer
Unit Head	Director, Commercial Services
Author	Associate Director, Residence Life.
Enquiries Contact	Associate Director, Residence Life.