

Accommodation Orientation Tariff Guidelines

Version	1.1
TRIM file number	11/XXXX
Short description	Guidelines on Accommodation Payments for students staying on campus for Orientation Week and New Student Orientation Tariff Payments
Relevant to	Students, Residence Life Staff
Approved by	This Guideline has been approved by Director, Residence Life, in accordance with the Policy on Delegations and Authorisations - Delegation Schedule 1, GOV10.
Responsible officer	Director, Residence Life & Commercial Services
Responsible office	Residence Life
Date introduced	14 March 2014
Date(s) modified	
Next scheduled review date	July 2017
Related University documents	Residence Life Code of Conduct, Residence Life Residential Agreement
Related legislation	
Key words	Account, finance, payment

1. PURPOSE

These guidelines describe the requirements for paying for an accommodation package during Orientation Week prior to the commencement of Session 1.

2. FIRST YEAR RESIDENTS

2.1 Payments

- 2.1.1 All first year students applying for full time on campus accommodation must pay the Orientation Tariff at the time of application.
- 2.1.2 Applications without the Orientation Tariff payment will not be processed.
- 2.1.3 The Orientation Tariff includes all accommodation and meals from the first check in day to the final Friday of Orientation Week.
- 2.1.4 Payments are made via the [Additional Student Payments](#) webpage.

2.2 Refunds

- 2.2.1 When a student is given an Offer of Accommodation, the Orientation Tariff is not refundable regardless of acceptance.
- 2.2.2 When a student is given an Offer of Accommodation in an accommodation package which was not a preference listed on their application, the Orientation Tariff is not refundable.
- 2.2.3 When a student does not receive an Offer of Accommodation due to nil vacancy in any package, the Orientation Tariff is refundable.
- 2.2.4 Refunds are paid to the student bank account. See [Refund Information](#) to record bank details.

3. CONTINUING STUDENTS

- 3.1 Continuing students who have accepted an Offer of Accommodation from CSU can apply for [Temporary Accommodation](#) if their course starts prior to the official date on the [CSU Principal Dates Calendar](#).
- 3.2 Applications for Orientation Week accommodation must be approved by the Manager Residence Life.
- 3.3 Approved applications are required to pay the Orientation Tariff.
- 3.4 All Orientation Week accommodation includes meals from the first check in day to the final Friday of Orientation Week.
- 3.5 Payments must be made by the due date on the invoice provided.
- 3.6 Cancellations must be received 2 weeks prior to the first Monday of Orientation Week to be eligible for any refund.

Table of amendments

Version number	Date	Short description of amendment
1.1	29/7/16	Hyperlinks updated