

Residence Life Orientation Tariff Guidelines

Version	1.4
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, Uni Life, in accordance with the Policy on Delegations and Authorisations - Delegation Schedule 1, GOV10.
Responsible officer	Director, Uni Life
Responsible office	Residence Life
Date introduced	14 March 2014
Date(s) modified	September 2018
Next scheduled review date	August 2019
Related University documents	CSU Student Misconduct Rule, 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 prior to the commencement of a session.

2. FIRST YEAR STUDENTS

2.1 Payments

2.1.1 All first year students applying for full time on campus accommodation are required to pay the Orientation Tariff at the time of application.

2.1.2 The Orientation Tariff includes accommodation and meals (breakfast, lunch and dinner) from the first check in day to the final Friday of Orientation Week.

2.1.3 Payments are made via the [CSU Online Shop](#) student payments web site.

2.2 Refunds

2.2.1 The Orientation Tariff is only refundable where a student does not receive an Offer of Accommodation.

2.2.2 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 accommodation during orientation via the following link <http://student.csu.edu.au/uni-life/residences/requests-forms/temporary> if their course starts prior to the official date on the [CSU Principal Dates Calendar](#).

3.2 Approvals

3.2.1 Applications for Orientation Week accommodation for continuing residents must be approved by the Manager, Residence Life.

3.3 Payments

3.3.1 Approved applications are required to pay the pro-rata room rate applicable to their package.

3.3.2 The package includes accommodation from the first check in day to the final Friday of Orientation Week. No meals are included.

3.3.3 Payments must be made by the due date on the invoice provided.

3.4 Refunds

- 3.4.1 Cancellations must be received at least fourteen (14) days 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
1.2	12/10/17	Minor revisions
1.3	05/09/2019	Minor revisions, hyperlinks updated
1.4	05/02/2019	Grammatical & structure revisions,