

# RESIDENCE LIFE STUDENT ACCOMMODATION TEMPORARY ACCOMMODATION GUIDELINES

## Section 1 - Purpose

- (1) These guidelines describe the rules surrounding and how to apply for temporary or casual accommodation within Charles Sturt University Residence Life approved accommodation areas.

### Scope

- (2) These guidelines are relevant to Charles Sturt students, guests, external clients and Residence Life staff.

## Section 2 - Glossary

- (3) The glossary section of the [Residential Agreement](#) defines most of the terms used in these guidelines.

## Section 3 – Policy

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

## Section 4 – Procedures

- (5) Nil

## Section 5 - Guidelines

### (6) ELIGIBILITY

On campus accommodation is available to Charles Sturt University staff, students and external clients and guests on a temporary or casual basis.

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

### (7) AVAILABILITY

Temporary accommodation is available on all Charles Sturt University campuses within Residence Life student accommodation buildings and residences. 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 [Charles Sturt University Principal Dates](#) are not guaranteed that food outlets will be open on each campus.

## (8) APPLICATION PROCEDURE

**Current Students** – Temporary/ Short stay bookings for current students are made via the [Accommodation Portal](#).

**Current Staff** – Temporary/ Short stay bookings for current staff are made via the [Accommodation Portal](#).

**External Clients** – If you're a visitor associated with the University seeking temporary or casual accommodation, you'll need to fill out and return an [Application for Temporary Accommodation](#) and submit via [resadmin@csu.edu.au](mailto:resadmin@csu.edu.au)

Quotes are provided upon receipt of application. Confirmation of booking will require completion of an application form.

## (9) PAYMENTS

### RESIDENTIAL SCHOOL ACCOMMODATION PAYMENTS/ SHORT STAY BOOKINGS.

- a. Invoices for Short Stay or Residential School on campus accommodation are distributed to students via email prior to your check in date.
- b. Payments must be made by the due date on the invoice.
- c. Payments are made via the [Charles Sturt University Online Shop](#) student payment website. Details for payment methods are on the invoice.

### STUDENT TEMPORARY ACCOMMODATION PAYMENTS

- a. Invoices for temporary on campus accommodation bookings are distributed to students via email prior to your check in date.
- b. Payments must be made by the due date on the invoice.
- c. Payments are made via the [Charles Sturt University Online Shop](#) student payment website. Details for payment methods are on the invoice.

### EXTERNAL GUESTS TEMPORARY ACCOMMODATION PAYMENTS/ SHORT STAY BOOKINGS

- a. Invoices for temporary on campus accommodation are distributed to guests via email as soon as the accommodation booking is processed.
- b. Payments must be made by the due date on the invoice.
- c. Details for payment methods are on the invoice.

## (10) HOUSE RULES

All students, staff and external guests residing in Charles Sturt University Residences must abide by the [Charles Sturt University Student Misconduct Rule](#) and the terms of the [Residential Agreement](#) and House Rules.

## (11) CONFIRMATION

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

(12) **VACATION OF ROOM**

All rooms must be vacated by 10am on the final day of the booking.

Occupants must check out at the Residence Life Office. Failure to vacate the room by 10am on the date of check-out will result in an extra nights charge.

**Status and Details**

<b>Status</b>	Current
<b>Effective Date</b>	October 2021
<b>Review Date</b>	October 2022
<b>Approval Authority</b>	Chief Operating Officer
<b>Unit Head</b>	Director, Uni Life
<b>Author</b>	Director, Uni Life
<b>Enquiries Contact</b>	Director, Uni Life