

# Residence Life Guidelines for Reduction of Accommodation Charges

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<b>Version</b>	1.4
<b>TRIM file number</b>	
<b>Short description</b>	Guidelines on Accommodation Charge Reduction eligibility and process for students in full time CSU accommodation.
<b>Relevant to</b>	Residents, Residence Life 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>	12 March 2014
<b>Date(s) modified</b>	31 November 2017, October 2017, August 2018
<b>Next scheduled review date</b>	August 2019
<b>Related University documents</b>	Meal Plan Terms and Conditions Residential Agreement
<b>Related legislation</b>	
<b>Key words</b>	Practicum, Hospitalisation, Leave, Family, Meals, Flexi Points

## 1. PURPOSE

These guidelines describe the rules in relation to Accommodation Charge Reduction and Variation to Accommodation Package Meal Plans for eligible students living in CSU Accommodation.

## 2. REDUCTION OF ACCOMMODATION CHARGES

2.1 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.

2.1.1 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.

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

2.2 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.

2.2.1 The absence must be for a period of a least seven (7) consecutive days.

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

2.3 Compulsory course practicum work – a student may apply for a reduction in residential fees due to a compulsory course practicum, 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

2.3.1 Any practicum 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. Pro-rata adjustments may be required to meal portions of full-board packages.

2.3.2 If a student living in the Halls of Residence is required to attend practicum placement at a location where CSU operates on-campus accommodation, the student may request to stay in on-campus accommodation at that location.

- 2.3.2.1 If a student wishes to make this request, they are required to complete a Temporary Accommodation Application form indicating that they live in the Halls of Residences at their home campus and require the accommodation for a practicum placement at another campus.
- 2.3.2.2 Providing the Manager(s), Residence Life approves the temporary accommodation application AND accommodation is available in the same category of accommodation, there will be no additional charge to the student.
- 2.3.2.3 If a student takes up this option, a practicum rent reduction will not be available to the student.

2.3.3 The practicum rent reduction in residential fees is calculated as follows:

- (a) No cancellation fee applies for students attending compulsory practicum placements 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 Halls of Residence.
- (c) Those students wishing to maintain occupancy to their substantive room allocation within the Halls of Residence are eligible to receive a reduction equivalent to 60% of the weekly rate, for the duration of their practicum placement.

2.3.4 Instructions for receiving the Practicum 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 practicum work.
- (b) The University will charge full fees applying for retained rooms where the required notification is not given.
- (c) The Student must supply Residence Life with a copy of the practicum confirmation from the school at least seven (7) days prior to the date of the proposed absence for practicum work.
- (d) All keys must be returned to CSU and your Room Inventory Form must be completed to be entitled to the reduction of fees.
- (e) All students are to pack up their rooms to allow for re-letting.

2.4 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**.

### 3.0 VARIATION OF MEAL PACKAGES

- 3.1 A student may apply for a variation in Meal Credits for the full period of hospitalisation or a period of convalescence ordered by a Medical Practitioner when the convalescence is not spent in University accommodation.
- 3.1.1 The absence must be for a period of at least seven (7) consecutive days.
  - 3.1.2 Students may apply for a variation on unused meal credits, during their period of absence. Meal Credits will be converted to Flexi Points (using the applicable nominal meal value and added to the student's Flexi Points account).
  - 3.1.3 The student will maintain 100% availability of existing Flexi Points.
  - 3.1.4 Appropriate documentary proof is required and must be given to the Director, Uni Life or nominee within ten (10) working days from the first day of the absence.
- 3.2 Absence due to death of an immediate family member – a student may apply for a variation in Meal Credits due to the death of a member of their immediate family.
- 3.2.1 The absence must be for a period of at least seven (7) consecutive days, up to a maximum of twenty-eight (28) consecutive days.
  - 3.2.2 Students may apply for a variation on unused Meal Credits, during their period of absence. Meal Credits will be converted to Flexi Points (using the applicable nominal meal value) and added to the student's Flexi Points account.
  - 3.2.3 The student will maintain 100% availability of existing Flexi Points.
  - 3.2.4 Appropriate documentary proof is required and must be given to the Director, Uni Life or nominee within ten (10) working days from the first day of the absence.
- 3.3 Compulsory course practicum work – a student may apply for a variation in Meal Credits due to a compulsory course practicum, meal credits will be converted to Flexi Points (using the applicable nominal meal value) and added to the student's Flexi Points account if the following conditions apply:
- (a) The absence must be for a minimum of seven (7) consecutive days;  
and
- 3.3.1 The location must be a minimum of 50km from the University; Any practicum meal package variation claimed throughout the year will not be credited to the student's Flexi Point account until practicum is complete and accommodation payments are up to date.

## Table of amendments

<b>Version number</b>	<b>Date</b>	<b>Short description of amendment</b>
1.2	28/7/2016	2.3.3
		2.5 Hyperlink added
1.3	11/10/17	Minor revisions, 2.3.3 amend period
1.4	29/8/18	Minor revisions, hyperlinks updated
		Title change, Director Uni Life