



St. Albert's College

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ADMISSIONS AND CONDITIONS OF RESIDENCE POLICY

PREAMBLE

St. Albert's College is an independent Catholic College that is affiliated to The University of New England. The College was established to:

1. Enhance the personal development and academic development of the individual.
2. Foster excellence in all university activities.
3. Promote Christian values in a Catholic environment.
4. Foster independence of thought and service to the community.
5. Provide a range of high quality accommodation, and associated facilities and services at optimal cost, to meet the needs of its residents.

St. Albert's College is thus a Catholic community of learners. Where members of this community are supported in their endeavours to identify and develop their own individual gifts and to thus reach their potential. They are also challenged to contribute to the collaborative climate, which underpins effective learning and the development of each individual. This approach reflects the firmly held view that individual potential is best realised in a caring community that explicitly promotes faith, service and learning.

While it is a Catholic College, students of all faiths or no faith are eligible for admission to the College.

DEFINITIONS AND INTERPRETATIONS

In this document, unless the context otherwise requires, the following terms are used:

"Contract" means the document titled "Conditions of College Residence."

"College" means St. Albert's College, UNE, Armidale.

"College's Academic Policy" means the College policy dealing with the consequences of a student who fails multiple examinations at UNE.

"Dean" means the Dean of Students of St. Albert's College, UNE.

"Master" means the Master of St. Albert's College, UNE.

"Resident" means a residing student member of St. Albert's College.

"St. Albert's College" means the residential College located at UNE, Armidale that is administered by the Trustees of the Catholic Church in the Diocese of Armidale.

"Student" means a student enrolled at UNE.

"UNE" means The University of New England at Armidale.

"UNE Procedures" means the UNE on-line application process.

POLICY

- 1.1. The student will follow the UNE procedures for the initial application of a new or returning student.
- 1.2. To qualify for admission to residence at the College a person must be either:
 - a. Enrolled for a course of study leading to a degree or diploma of UNE;
 - b. A member of the research, teaching, library or administrative staff of UNE; or
 - c. Engaged in research at UNE.
- 1.3 Following the student's initial application admission and ongoing residence to the College is at the invitation of the Master.
- 1.4 During the selection process the Master will ensure that only students who fulfil the Admission Guidelines (see section 1.2) are invited to enrol at or return to St. Albert's College.
- 1.5 All residents will sign and conform to the document titled "Conditions of College Residence" for their accommodation and membership of the College. .

PROCEDURES

2.1 ADMISSION OF NEW STUDENTS

- i) The admission process for prospective new students will involve three steps:
 - a) Apply online to the UNE Residential System, listing St. Albert's College as one of their preferred options and pay a non-refundable Application Fee.
 - b) Complete the College's Prospective Student Form that provides additional information about the applicant.
 - c) Undertake an interview with the Master or Dean.
- ii) On the basis of the interview and the information supplied by the applicant, the prospective students will be placed in a priority list.

2.2 ADMISSION OF RETURNING STUDENTS

- i) Prospective returning students will be required to apply in online to the UNE Residential System, listing St. Albert's College as their preferred option.
- ii) Returning students will not be required to pay an application fee, unless they apply after the closing date for returning student applications.
- iii) Returning students will be assessed by the Master or Dean, under the criteria listed in Section 2.7, before being placed in a priority list.

2.3 OFFER OF ACCOMMODATION AND MEMBERSHIP

- i) The Master will make use of a priority list to make offers of accommodation at the College.
- ii) The offer of accommodation and membership of the College is only for the academic year in which the offer is made. The student must reapply for accommodation and College membership in any subsequent year according to Clause 2 herein.
- iii) Students offered a place at the college must:
 - a) Complete an Acceptance Form
 - b) Sign the document titled "Conditions of College Residence."
 - c) Pay a deposit and any associated feesand return these, by the date specified in the offer, before their place at College is confirmed.

2.4 ACCEPTANCE OF THE COLLEGE ETHOS

- i) By accepting the College's offer of accommodation and membership the student is accepting and agreeing to the College's ethos, as defined by:
 - a) The College's Vision and Mission Statement
 - b) The College Values
 - c) The College's likely contact with or the involvement of parents in appropriate circumstances relating to the welfare and safety of its residents.

2.5 CANCELLATION OF THE ACCEPTANCE OF OFFER

- i) Students wishing to cancel their Acceptance of an Offer must do so in writing to the Master.
- ii) The effective date of cancellation shall be the date the Master receives the written advice.
- iii) Students may seek a refund of their advance payment if their letter of cancellation has arrived at least one week before the scheduled first day in College for their group.
- iv) In cases of hardship the student may appeal to the Master for special consideration.

2.6 FEES AND CHARGES

- i) Fees and other charges must be paid according to the Schedule of Fees, published by the College and distributed to each resident.
- ii) Variation to the fee payment schedule may be approved by the Master; however, this depends on the completion of a written application and agreement between the student and the Master.
- iii) Other fees and fines may be raised by the College, at the discretion of the Master, and charged to the student's account. All such debts will be required to be paid by the end of the semester in which the fee or fine was raised.
- iv) All residents have a legal obligation in accordance with the Contract, to pay all of their residence fees, and:
 - a) It is the student's responsibility to keep their student account and the payment of all fees up to date.
 - b) All fees should be up to date by the end of each term, unless there has been prior approval by the Master.
 - c) Fines are imposed for outstanding debts at the end of each term.
 - d) If a student is given an extension of time, fines are imposed for outstanding debts, if the debt is not paid by the agreed extension of time.
- v) Fees may be paid directly to the College Office by direct debit, cheque or credit card.
- vi) Fees may be paid by instalment with prior agreement of the Master.
- vii) All payments received shall be allocated against outstanding debts in order of date raised.
- viii) Vacation accommodation and the ability to place a hold on a resident's room during a vacation is dependent upon the College's need for accommodation rooms and the resident's fees being up to date by the end of term.
- ix) Any adjustments of fees that generate a credit to the student's account will be offset against any other outstanding fees before any monies are refunded.
- x) Residents with outstanding fees at the end of term/semester and without prior approval of the Master:-
 - a) May have to show cause why they should be readmitted the following term/semester.

- b) Will not be able to access their UNE examination results or enrol at UNE for the following semester.
- xi) After the last day of the academic year all outstanding accounts are handed to the St. Albert's College's Debt Collection Agency for further action.

2.7 CONDITIONS OF ONGOING MEMBERSHIP OF THE COLLEGE

1. Resident membership of St. Albert's College is for one academic year, subject to the member fulfilling the following five criteria:
 - A. **Academic Commitment** throughout the year as defined the College's Academic Policy.
 - i) This includes attaining academic results with no failures during the year.
 - ii) Students who obtain four failures in one academic year will be accepted on a reduced priority status and will be allocated spaces at College in the coming year, if there are spare spaces available. They may be required to show cause as to why they should be given priority above new students.
 - iii) Students who obtain a total of five or more failures in any two consecutive semesters will be required to show cause as to why they should be accepted back into the College.
 - iv) Students not accepted back into UNE or not enrolled at UNE will not be accepted into College.
 - B. **Financial responsibility** in meeting commitments as set down in the Fees Schedule.
 - C. **Contribution** to, and participation in, the life of the College.
 - D. **Personal Conduct** as defined by the College rules specified in the College's Disciplinary Policy.
 - E. **Care and Use** of the College Facilities – residents will:
 - i) Keep their College room and all College facilities reasonably clean during their stay at the College.
 - ii) Keep the College grounds and gardens tidy and free of rubbish and litter.
 - iii) Leave their room, at the end of each semester, in the same condition (fair wear and tear excepted) as set out in the condition report signed at the start of the semester.
 - iv) Take special care of the items within the College, including any furniture, furnishings and appliances.
 - v) Be responsible for any act or omission by a guest, the resident invites onto the College grounds.
 - vi) Not intentionally or negligently cause or permit any damage to the College.
 - vii) Not to attach any fixture or renovate, alter or add to the premises.
 - viii) Not carry out any decorating that involves painting, marking or defacing the College facilities without the consent of the Master.
 - ix) Not bring items, not approved by the Master, onto the College grounds such as weapons, drugs, kegs and double bed mattresses.
2. Residents who fail to meet any of the above five (5) criteria may be:
 - A. Suspended from College membership
 - B. Required to show cause as to why they should be accepted back into the College or
 - C. Excluded from membership of the College.

WITHDRAWAL FROM THE COLLEGE

3.1 Residents are allowed to withdraw from the College at the end of each semester without penalty, provided they provide the Master with four (4) weeks notice in writing of their intention to depart, or alternatively make the appropriate payment in lieu of notice.

3.2 Exceptions

- i) New Residents may transfer from the College to off-campus accommodation at any time up to the March Census Date, but they are required to give the Master two weeks' notice in writing of their intention to leave, or alternatively pay two weeks' residential fees in lieu of notice.
- ii) Residents who withdraw completely from their course of study at UNE may leave the College, but are required to give the Master two (2) weeks' notice in writing of their intention to leave, or alternatively pay two weeks' residential fees in lieu of notice.
- iii) Residents who transfer their enrolment completely from internal to external studies may leave College without any period of notice, but they will retrospectively be charged at the short-term rate, from the start of the current semester up to the date of their departure from College.
- iv) Residents may apply to transfer from St. Albert's College to another on-campus residence at the mid-semester break by giving at least two academic weeks notice in writing to the Heads of the two residences involved. The Heads concerned may reduce such notice at their discretion.
- v) The Master may, at his discretion, approve moves between on-campus residences at other times.

3.3 Residents who wish to leave St. Albert's College before the end of the semester must submit written advice of their intention to the Master. Approval will only be given, in exceptional circumstances, subject to the payment of a financial penalty as determined by the Master.

SUSPENSION AND EXCLUSION FROM COLLEGE

4.1 A resident may be suspended from membership of the College and asked to temporarily leave the College by the Dean or Master for a breach of the conditions of ongoing membership, as specified in Clause 2.7.

- i) A resident suspended from membership of the College is required to maintain their payment of fees for the period of the suspension.

4.2 A resident may be excluded from membership of the College and asked to leave the College by the Master for a breach of the conditions of ongoing membership, as specified in Clause 2.7.

APPEALS

5.1 A resident may seek a review of any decisions made under this policy by writing to the Chairman of the St. Albert's College Board of Directors. Any written request for a review must be lodged within fourteen (14) days of the advice from the Master of St. Albert's College of the original decision.

5.2 The Chairman or his nominee, in consultation with the Master, may confirm or vary any such decision.

DURATION

This policy comes into effect in August 2006 and will be reviewed by July 2009.

CONDITIONS OF COLLEGE RESIDENCE

(This is a "Plain English" Version, adapted from the St. Albert's College Admissions and Conditions of Residence Policy as stated on the College web site.)

Please print

(Surname)

(Christian Name)

(Date of Birth)

By completing this acceptance form and paying the residential fees requested you become a member of the College and you enter a legally binding agreement with the College. You should note carefully the consequences and obligations resulting from these actions as outlined in clauses 4, 5 & 6 below.

1. Applying for a Place in a University College

- a) You must initially apply for membership and residence in St. Albert's College on the form provided online for this purpose and submit it as required.
- b) Except for returning residents, if you are applying for membership and residence at St. Albert's College for the first time you must pay the prescribed non-refundable application fee. Returning students are subject to an application fee if they apply after the closing date for returning students.
- c) Your offer of membership and residence is only for the academic year in which it is made. You must apply again in subsequent years.
- d) Periods of residence of less than a semester will attract short-term rates of residence.

2. Accepting an Offer of Membership and a Place in St. Albert's College

- a) To accept an offer of a place at St. Albert's College you must complete and sign the prescribed acceptance form / contract and pay the annual contribution to the Residences Building Maintenance Fund and any other fees specified in your letter of offer.
- b) You must lodge your acceptance in writing by the date specified in your letter of offer.
- c) By accepting the offer you are also accepting and agreeing to the College's ethos.

3. Cancellation of Acceptances of a Membership and Place in a University College

- a) If you wish to cancel your acceptance of a place in St. Albert's College you must do so in writing to the Master. The effective date of cancellation shall be the date on which the Master receives your written notice.
- b) To receive a refund of any advance payment, your written cancellation of acceptance must be received at least a week prior to the scheduled day of arrival.
- c) A refund cannot be made to you if your written cancellation was received after the nominated date, although in cases of hardship you may appeal to the Master for special consideration.

4. Payment of Residential Fees

- a) You must pay your fees and charges in accordance with the Schedule of Fees published by the College or by special arrangement with the Master.
- b) You may apply, in writing, to the Master for an extension of time to pay residence charges. Such an extension will not be later than the end of the current academic year.
- c) You may be charged late fees if you do not pay your residential fees by the published dates, or if you have been granted an extension of time, by the extended due date.
- d) The College has the right to take legal action against you to collect amounts owing for residential and other fees if you do not pay them by the date on which you have agreed to do so.

5. Conditions of Ongoing Membership of the College

- a) Your membership of St. Albert's College is for one academic year, subject to you fulfilling the following five criteria:
 - i. Academic Commitment throughout the year as defined by your Grade Point Average (GPA), as specified in the College's Academic Policy.
 - ii. Financial responsibility in meeting commitments as set down in the Fees Schedule.

- iii. Contribution to, and participation in, the life of the College.
 - iv. Personal Conduct as defined by the College rules specified in the College's Disciplinary Policy.
 - v. The Correct Care and Use of College facilities
- b) If you fail to meet these criteria you may be suspended or excluded from membership of the College.

6. Withdrawal from Residence

- a) You may withdraw from the College at the end of each semester without penalty, provided you provide the Master with four weeks notice in writing of your intention to depart, or alternatively make the appropriate payment in lieu of notice.
- b) The following exceptions apply:
 - i) If you are a new resident then you may transfer to off-campus accommodation up until the March Census Date,
 - ii) If you withdraw completely from your course of study you may leave the College, but you are required to give the Master two weeks' notice in writing of your intention to leave, or alternatively pay two weeks' residential fees in lieu of notice without any period of notice.
 - iii) You may apply to transfer from St. Albert's College to another on-campus residence at the mid-semester break by giving at least two weeks' notice in writing to the Heads of the two residences involved. The Heads concerned may reduce such notice at their discretion.
- c) Residents who transfer their enrolment completely from internal to external and leave residence before the end of the semester will be charged short term rates retrospectively for the current semester.
- d) Residents who wish to leave St. Albert's College before the end of the semester must submit written advice of their intention to the Master. Approval will only be given, subject to the payment of a penalty as determined by the Master.

6. Review of Decisions under these Conditions

You may seek a review of decisions made under these conditions by writing to the Chairman of the St. Albert's College Board of Directors. The Board, in consultation with the Master, may confirm or vary such decisions. Your written request must be lodged within fourteen (14) days of the advice from the Master of St. Albert's College of the original decision.

AGREEMENT

I have read and accept the Conditions of College Residence. I understand that I will be required to support and adhere to the College ethos, rules and policies.

Signature: _____ Date: _____

I am 18 years of age or older: Yes / No. If no, please complete the following section.

I hereby certify that I am a parent or appointed legal guardian of the student assuming responsibility under the Conditions of Residence. I guarantee full and prompt payment of all sums payable under these Conditions of Residence.

Signature: _____ Date: _____
(Parent / Guardian)

Name: _____
Please print the Name of the Parent / Guardian