



Room Allocation Policy

PREAMBLE

St. Albert's College is an independent Catholic College at the University and seeks to:

1. Enhance the personal development and academic development of the individual.
2. Foster excellence in all university activities.

To achieve this, it is important that the College students are aware that there are consequences when a student fails to be a suitable role model to younger students.

POLICY

- 1.1. Where possible to ensure a good community development students will, as much as possible be allocated rooms, so they are spread evenly throughout the College accommodation blocks to provide an even distribution of:
 - a. Males and Females and
 - b. Freshers and Seniors.
- 1.2. Rooms are allocated to a student on a yearly basis, but only for the teaching and examination weeks of the academic year.
 - a. Rooms must be cleaned out and emptied of personal gear during term and semester breaks.
 - b. The College may use the rooms during holiday periods for external students and visitors.
 - c. Students are only allowed to place a hold on their room, at a cost, (keep their personal items in the room, provided the room is tidied and able to be cleaned) if the College does not require the room during the holiday period.
- 1.3. As a reward for continued loyalty to the College priority for room allocation will be given to returning students in order of their seniority.
- 1.4. A returning student with an:
 - a. F1 or F2 average in the previous examinations, or
 - b. Overall GPA of less than 4.loses their right to have a priority request for a room and will be allocated to a suitable room after all other allocations have been made.
- 1.5. Students in their 2nd Year in College and above may seek a room change – if a room is available.
- 1.6. Students in their 1st Year in College may only seek a room change on the floor they have been allocated to.
- 1.7. A student who fits the category in (1.4) and exhibits inappropriate behaviour may be asked to change rooms and floors at any time during the year.

PROCEDURES

1. At the end of each year, students intending to return to College in the coming year, will complete a "Room Preference Form" indicating their:
 - a. Year in College in the coming year.
 - b. Current room
 - c. Their preferred room for the coming year – by giving three preferences in order of priority.
2. The allocation of students to a room is the responsibility of the Dean. Her decision in room allocation or room change is final.
3. Prior to confirming room allocations the Dean will take into consideration:
 - a. The list of low priority students after the previous year's end of year exams.
 - b. Advice from the SRA on positive and negative student combinations.
4. Students wishing to apply for a room change will need to complete a "Change of Room Form". This form requires the student to:
 - a. Specify the room change requested.
 - b. Indicate the reason for the change
 - c. Obtain the agreements and signatures of the Floor RA from the current floor and the requested floor.

DURATION

This policy comes into effect in November 2008 and will be reviewed by November 2011.