RESIDENT'S HANDBOOK

Deakin Residential Services

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Acknowledgement of Country

Deakin Residential Services acknowledges the Traditional Custodians of the lands on which our campuses are located, and we pay our respects to their elders past, present and emerging.

Artwork credit: Nathan Patterson

OUR **RESPECT** COMMUNITY VALUES

Everything we do at Deakin Res is shaped by one word: **RESPECT**. It's our set of community values that guide how we live, study and hang out together both in person and online.

RESPONSIVE	We listen to each other and taking concerns seriously.
ENCOURAGING	We back each other's goals and call out behaviour that doesn't align with our values.
SAFE	We make sure everyone can sleep, study and socialise without feeling threatened or uncomfortable.
PROACTIVE	We share info early, communicate clearly and step in when something's not right.
ENJOYABLE	We create a positive, fun environment – not at the expense of someone else's comfort.
CONNECTED	We look out for each other and build community.
TOLERANT	We embrace diversity and practise empathy, not just ticking a box.

These values apply everywhere, 24/7. In units, hallways, group chats, at events and across campus. When you bring RESPECT into your daily life on Res, you help make this a place where everyone can genuinely belong.

Anti-social behaviour of any kind (face to face or online) which disturbs, annoys or interferes with a person's ability to go about their business, and behaviour which may bring the University into disrepute is not permitted. You are also expected to comply with staff directions at all times.

BEHAVIOUR

COMPULSORY BRIEFINGS, INDUCTIONS & MEETINGS

You are required to complete DRS and University compulsory briefings and induction programs both prior and immediately upon arrival to campus. These include, but are not limited to the below.

Compulsory Resident Online Induction

The induction provides important information regarding our rules of residence, community values, and introduces you to key members of staff.

Compulsory Orientation Briefing

This provides further information about what to expect from your first few weeks on campus, highlights key rules and values and provides additional information about university support services.

Compulsory Community Meetings

These regular online meetings provide important updates and news for all residents. Attendance is tracked.

Residents who fail to complete the above requirements will receive a disciplinary breach.

Disciplinary related meetings

You are required to attend any community or disciplinary meetings as advised by DRS staff.

COMMUNICATION WITH RESIDENTS

Deakin Residential Services will use various ways to communicate with you during your stay which include, but are not limited to email, phone, digital and/or social media channels, in writing delivered to your door or in person. It is your responsibility to ensure that DRS has accurate contact details including your Australian mobile phone number and email address at any given time, this can be updated by you on the Res Portal under 'update details'.

As a condition of residency, you have an obligation to respond to DRS communications and staff requests in a reasonable and timely manner. Failure to respond or communicate with DRS may result in disciplinary action and could be referred to student misconduct for failing to adhere to staff instruction.

NOISE & CLEANLINESS

NOISE

It is expected Residents and guests maintain activity levels that are within reason and do not disturb others. It is the responsibility of all residents to respect the noise curfew and make others aware if noise levels are too high. DRS reserves the right to confiscate any sound system that causes a nuisance.

Unreasonable noise is unacceptable at any time and you are encouraged to contact Reception or Campus Support (in Warrnambool only if reception unavailable) if noise is of concern.

The following noise guidelines apply:

- A noise curfew applies between the hours of 11:00pm – 9:00am every night
- Residents are not permitted to play loud musical instruments, stereos, sound systems, or televisions in such a manner as to cause distraction or nuisance to others
- No mixing decks or DJ systems are permitted on site
- During SWOTVAC additional noise policies apply, guests are not permitted to stay overnight and the consumption of alcohol on site is prohibited.

CLEANLINESS

DRS employs cleaning staff to clean the common areas of all residences.

Personal bathroom items may be kept in these areas, however cleaning staff will not move any items.

A cleaner may determine a room, unit or common area is in such a condition that it makes their job impossible to complete. In this situation, the cleaner will contact Reception and residents of the room / unit will be advised they have one hour to tidy up the common area so the cleaner can continue their work. The unit may be cleaned, and residents will be charged the cost or be left to the next allocated time for cleaning.

Cleaning staff and DRS staff may remove and dispose of any dirty dishes that are deemed to be a health and safety hazard.

DRS and Deakin University are committed to sustainability and encourages all residents to share in this responsibility. Rubbish removal is the responsibility of residents in their personal bedrooms, living and kitchen areas. This includes recycling, landfill and organic waste, ensuring waste goes in the correct bin.

The following cleaning guidelines apply:

- All common areas must be kept clear to facilitate cleaning
- All residents are to keep their rooms at a standard of cleanliness acceptable to the General Manager throughout the period of occupancy
- Residents wash and put away their own items after use in shared common areas
- Kitchen benches must be cleared before the cleaner comes in order to enable proper cleaning.

EVENTS, DRUGS & ALCOHOL

EVENTS

All events and activities organised and approved by DRS must comply with both DRS and Deakin University guidelines.

Events or activities which do not meet these requirements will not be permitted. A breach of these rules will result in the cessation of the event or activity and disciplinary action. Cancellation fees may apply within 48 hours of some events.

Disciplinary action may apply if you engage in unapproved or unsanctioned events or activities within the residential precinct. Contact Campus Life staff for further information.

The following DRS Event guidelines apply:

- Alcohol is not to be consumed at any event or activity unless approved prior by the General Manager or Campus Life staff
- Alcohol is not provided by DRS at any sanctioned on-campus event or activity
- Approval must be given by a DRS staff member, for events or activities with more than 20 people present.

PRESCRIPTION MEDICATIONS

If you are taking prescription medication that falls into the category of a controlled substance, such as Medical Cannabis you must inform the DRS General Manager. Approval must be granted by the General Manager before bringing a controlled substance on campus. You can apply for approval by submitting a Medical Practitioner Report completed by your GP.

The following guidelines apply:

- Sharing or selling your medication is strictly prohibited and illegal
- Once you have gained approval you are required to store the medication in the original pharmacy packaging and consume the medication as prescribed only.

ALCOHOL

If you consume alcohol to a level that requires medical assistance (e.g. ambulance, hospitalisation), police, security, or any intervention, you will be required to meet with the General Manager or Campus Life staff member to discuss the incident.

Cleaning charges and fines will apply in regards to damage or vomit.

The following guidelines apply:

- Alcohol is not to be used as a draw-card for activities or events
- All games and activities involving or encouraging the consumption of alcohol are prohibited
- Alcohol containers/collections that promote irresponsible drinking/binge drinking (including but not limited to kegs, funnels, beer bongs, punch buckets, shot glasses) are not permitted on residence. Such items may be confiscated and destroyed by staff.

DRUGS

The University is a smoke and drug-free institution and the use, possession or dealing of illicit or non-prescribed drugs (including nangs) is strictly prohibited. Incidents involving illicit drugs will be referred to police.

Smoking Areas: You are only permitted to smoke or vape within defined smoking/vaping areas. Be mindful that in these areas, the DRS noise curfew applies, and will be strictly enforced. Large social gatherings should be avoided and alcohol consumption is prohibited in these areas. Care should be taken to clean up after use. Non-residents are not permitted in this area at any time unless a guest pass has been issued from Residences. These areas may be closed at the decision of management and identification can be requested at any time.

The following guidelines apply:

- You are not permitted to be on-site under the influence of illicit drugs
- You are not permitted to smoke and/or vape on campus unless in the designated smoking/vaping areas.

GUESTS & VISITORS

A visitor is defined as a person who is meeting with a resident for a short period of time between the hours of 9am-11pm, whilst a guest is defined as a person who is staying for any period of time between the hours of 11:00pm - 9:00am with a resident.

All visitors are required to leave the property before the noise curfew period commences at 11:00pm each night unless in possession of a guest pass.

A guest must be accommodated in your room, not the common area. No furniture, pillows or other contents of the common area can be used as bedding.

You may request to have a specified guest for a maximum number of 3 nights in any 7 day period. DRS reserves the right to charge an amenity fee to anyone staying more than three nights in any seven day period or apply a fee for those found to have unregistered guests. This includes current residents staying in a room other than their allocated room without an agreement.

DRS does not accept guest pass requests for those under the age of 18 years.

DRS staff reserve the right not to allow a person to stay as a visitor or guest, and to limit the number of occasions that individual may stay on campus.

The General Manager reserves the right to cancel all rights to having a guest by a resident if repeated violations occur.

The following guidelines apply:

- Guest passes must be submitted prior to 6pm on the day of the guest's intended stay
- Any individual is only permitted to be a guest of one resident in any 7 day period
- You must register your guest via the Res Portal and ensure they are aware of DRS and University rules and polices
- You are responsible for your visitor/ guests behaviour and conduct
- You are also responsible for informing others in your unit of your guest
- No overnight guests are permitted during Orientation, study or exam weeks
- Visitors/Guests must be accompanied by a resident at all times.

DAMAGE & VANDALISM

Property damage and/or vandalism must be reported immediately to Reception. If you are responsible for the damage, you will be liable for the cost of repairs or replacement of any part of the residence, fitting, fixtures, furnishings, gardens or to any item provided by the University, excluding defects and damages caused by fair wear.

You are also liable for damage caused by any visitor or guest you invite into the residence. DRS will determine the cost of the repairs and undertake the work required.

Where damage to any common room or area occurs, including shared kitchens, bathrooms, lounge, hallways, walls, or windows, and cannot be attributed to an individual(s), all occupants of the unit and/or other persons in attendance may be charged a portion that is considered fair and reasonable according to the General Manager. As DRS does not charge a bond, any costs for repair work will be directly invoiced to the resident(s) after consultation.

The following guidelines apply:

- You must immediately report property damage and/or vandalism to Reception
- You are not permitted to make any alterations to rooms or units, including inscribing, affixing or allowing any items to be placed on any part of the unit that may cause damage
- Any printed/ written materials for display or distribution must be approved by General Manager before being circulated or put up in any common spaces.

INCIDENTS & DISCIPLINE

Misconduct that leads to any residential student(s) losing the right to live in a safe, comfortable and harmonious living environment or impairs a student's ability to study, in a reasonable way towards their degree is unacceptable to Deakin Residential Services.

Deakin Residential Services maintain that every resident should have equal access to its facilities and no-one should feel they cannot go anywhere at any time without fear of encountering unreasonable or unruly behaviour.

All residents should have an equal opportunity to live in an environment that allows them to reach their full potential and enhances their ability to obtain a University degree or other qualification.

In the event you are in breach of DRS rules or values, you will be contacted by a member of staff to discuss the matter further. Failure to attend a disciplinary meeting may result in further sanctions.

You may be asked to give further information regarding incidents to help inform the final outcome. Subject to the severity of the incident and previous recorded behaviour, disciplinary outcomes are not limited to, but may look like any of the below.

Warning	A verbal or written warning is provided.
First or Second Breach	A formal breach of policy is issued in writing.
Behaviour Management	A formal agreement is issued which requires undertaking or completion of certain tasks in order to remain as a resident. Must be signed and returned.
Safety Management	A formal agreement discussed with and agreed upon, which requires undertaking of certain tasks and activities of assistance, value and support for health and wellbeing, and which are required in order to remain as a resident. Must be signed and returned.
Financial	Financial charges associated with breaches of regulations may apply and may include restitution in the form of volunteering.
Referral	The matter may be referred to an internal University or external agency. Note: this may include referral to the University Misconduct Process.
Exclusion	The termination of Agreement and notification of exclusion from the residential precinct.

WELFARE

KEY CONTACTS

24 HOUR SUPPORT

At Deakin Res you have access to 24 hour support every day of the year!

If you need any assistance or have any questions either head to the reception building or call the reception phone number for your campus listed below to reach out to our reception team or the 24 hour professional welfare staff.

DEAKIN CAMPUS SUPPORT

ON CAMPUS • 1800 062 579 or extension 222

MELBOURNE BURWOOD TEAM

BURWOOD GENERAL MANAGER
gmburwood@deakin.edu.au • +61 3 9251 7671

- **CAMPUS LIFE**
  campuslifeburwood@deakin.edu.au
- **RECEPTION AND ADMINISTRATION**
  24 HOURS RECEPTION FOR ALL GENERAL ENQUIRIES:
  bsradmin@deakin.edu.au
  +61 3 9251 7671
- **ACCOUNTS**
  bsrfinance@deakin.edu.au
- **MAINTENANCE**
  Request maintenance via the Res Portal.

GEELONG TEAM

GEELONG GENERAL MANAGER
gmgeelong@deakin.edu.au • +61 3 5227 1158

- **CAMPUS LIFE**
  campuslifegeelong@deakin.edu.au
- **RECEPTION AND ADMINISTRATION**
  24 hours reception for all general enquiries:
  Waurn Ponds • +61 3 5227 1158
  Waterfront • +61 3 5227 8631
  gsradmin@deakin.edu.au
- **ACCOUNTS**
  drsfinance@deakin.edu.au
- **MAINTENANCE**
  Request maintenance via the Res Portal.

WARRNAMBOOL TEAM

WARRNAMBOOL GENERAL MANAGER
gmwarrnambool@deakin.edu.au • +61 3 556 33111

- **RECEPTION, ADMINISTRATION AND CAMPUS LIFE**
  wsradmin@deakin.edu.au • +61 3 556 33111

  Reception hours:
  Monday to Friday: 7am – 5pm
  Saturday: 9.30am – 5pm
  Sunday: 9am – 5pm

  Outside of reception hours please contact the Deakin Campus Support team for any support
- **CAMPUS SUPPORT TEAM**
  1800 062 579
- **MAINTENANCE**
  Request maintenance via the Res Portal.

PRIVACY & NOTICE

ACCESS TO UNITS OR ROOMS

DRS staff may enter your private room with a minimum of 24 hours' notice.
This notice period is not required if any of the following conditions apply:

- There has been a clear indication or reasonable grounds to believe there is a likelihood of risk to yourself, another student or University property
- You have been reported as missing for an extended period of time and have not advised Reception of your intended absence
- There has been a violation of the rules outlined in your Agreement, the Resident Handbook, University guidelines, policies or procedures, or state/federal law
- Scheduled, requested or emergency cleaning or maintenance of the room or unit is required
- DRS Staff may also enter common room spaces without prior notification.

By completing a maintenance request you agree to maintenance/staff entering your unit/room to follow up the request. Staff will contact you to arrange a mutually suitable time where possible.

Regular room inspections are also conducted throughout the year. You will receive notification prior to these being conducted.

If your room or unit has to be entered by contractors/staff they should be wearing identification. You should ask contractors or staff to produce ID before they enter the room if none is displayed. If staff or contractors are unable to produce ID, you may refuse to let them enter. You should contact Reception if you feel uncomfortable with anyone entering your room/unit.

PRIVACY OF INFORMATION

Your confidential information is stored, used and disclosed in accordance with current Victorian legislation. We will not disclose your address, telephone or contact details to the general public. We cannot share or discuss your details with any person, even a family member, without your written consent.

By signing your Agreement, you consent to the following:

1. The use and publication of your name, photograph or video footage, both hard copy and electronically, in University promotional materials regarding residences. You may choose not to give consent by notifying the General Manager in writing. No penalty or disadvantage will be incurred should you choose to take this action
2. The use of your personal information within the meaning of expression in the Information Privacy Act 2000 and Health Records Act 2001, in the administration of the residence.

For more information, please see University policies and procedures relating to 'Privacy'.
If you have any concerns regarding privacy, please contact drsprivacy@deakin.edu.au.

HEALTH, SAFETY & SECURITY

The health, safety and security of all residents is a priority for DRS. You are not permitted to engage in any activity or behaviour which endangers the health, safety or hygiene of yourself or others.

You are responsible for ensuring external access doors are closed. Doors which are propped open may provide entry for unwanted intruders and damage doors. Security fines and damage charges may be applied to residents in areas where doors are propped open.

You are not permitted to lend your room or apartment keys to any other person or leave your key/wristband in common spaces or attached to the exterior of your room/door. Lost or stolen access keys must be reported immediately to DRS and found keys must be returned to the office. Inappropriate access or use of keys, including but not limited to carding or propping open doors or tampering with locks and copying keys, is not permissible and will result in sanctions.

The following items are not permitted in resident rooms or common areas:

- Additional furniture
- Surfboards
- Bikes
- Wading pools or slippery slides
- Glass (bottles or drinking glasses) is not permitted to be used outside of your unit
- Pets, including but not limited to fish, cats, dogs, lizards, snakes, rabbits etc. (excluding approved assistance animals)
- Candles, incense, candle-based diffusers, oil burners, humidifiers, electric diffusers, salt lamps etc.
- Large electrical appliances (including portable air conditioning units)
- E-scooters, electric bikes, lithium batteries, or similar rechargeable electric transportation equipment
- Recreational drones are not permitted to be used on campus due to Deakin's Civil Aviation Safety Authority certification.

BEHAVIOUR & RESPECT

HAZING, DISCRIMINATION & HARASSMENT

You are not permitted to engage in any action or activity which does, or has the potential, to intentionally or unintentionally endanger a student(s). This includes any activity that humiliates, degrades or risks emotional and/or physical harm, regardless of the person's willingness to participate.

Sexual assault is one form of Gender Based Violence that we take very seriously and included is any unwanted sexual behaviour that you have not agreed to. Deakin values and respects the diversity of people and cultures and believes this enhances the community. Any unwelcome communication or conduct of sexual or other nature which makes the recipient feel offended, humiliated and/or intimidated should be reported to a DRS staff member. This includes any electronic content.

GENDER BASED VIOLENCE

All Deakin Residents are required to disclose any acts of Gender Based Violence they've been charged with. Gender Based Violence includes intimate partner violence, sexual violence, stalking, image-based and technology facilitated abuse, and many other behaviours. This refers to violence that has gendered patterns of perpetration, but people of all genders can and do experience Gender Based Violence. It is the responsibility of residents to declare any new criminal Gender Based Violence charges to DRS.

Deakin is committed to providing a safe and respectful learning and working environment for all students and staff. Sexual assault is one form of Gender Based Violence that we take very seriously and included is any unwanted sexual behaviour that you have not agreed to. It can take many forms, ranging from touching, exposure to sexual acts, sexual images taken without consent to any form of sexual penetration. Sexual assault is a crime that can happen to anyone, of any age, sexual orientation, gender, cultural background or religious belief. Sexual harassment or assault is never the fault or responsibility of the victim/survivor.

Sexual assault is misuse of power and violates personal boundaries. It is not your fault. It doesn't matter if the assault happened recently or a long time ago; whether you're a student or staff member; the assault occurred on campus, at a University event, during a placement, or in your personal life away from the University - support is always available.

Deakin and DRS considers all forms of gender-based violence unacceptable, and will respond to gender-based violence wherever it occurs.

If you experience or witness gender-based violence, including sexual harassment or assault, family or intimate partner violence, or any other behaviour at Deakin that is making you or someone you know feel uncomfortable, please see the options below.

In an emergency or outside of business hours please contact:

- DRS Staff; Campus Life or Night Welfare teams for immediate support
- Campus Support Officers
- Emergency services (call 000)

To report that you or someone you know has experienced any of the behaviours above, and to seek support or explore your options, please contact Safer Community. Available Monday to Friday, 9am - 4pm, with the exclusion of University shut down period and public holidays.

Please note Safer Community is NOT an emergency response service. Please contact 000, DRS team or Deakin Campus Support for an Emergency Response. For more information visit the Safer Community Website.

DANGEROUS/ ILLEGAL ACTIVITY

You are not permitted to bring any explosive or combustible materials, laser pointers, nangs, firearms (including replica firearms), spears or other weapons on to Deakin Residences.

EVACUATION PROCEDURES & FIRE

EVACUATION PROCEDURES

This procedure operates in conjunction with the University procedures relating to fire, medical, dangerous person/s, gas leak, and chemical hazard emergencies. Deakin Residential Services has clearly defined evacuation procedures and evacuation points. These are located on notices in the units and/or corridors of each building.

All residents must familiarise themselves with the following evacuation procedures:
For fire, activate a break glass alarm (if alarms do not self-activate)
For fire and all other emergencies, after first calling 000, dial 1800 062 579 and advise Campus Support
On the alarm tone, evacuate the building by the nearest emergency exit without delay
Walk, do not run
Do not use lifts
Follow any instructions given by a Warden or emergency personnel
Assemble at the primary evacuation point, wait at this point for further instructions
Do not leave the area without informing emergency personnel
Do not re-enter until emergency personnel indicate that it is safe to do so.

FIRE

Fire Alarms

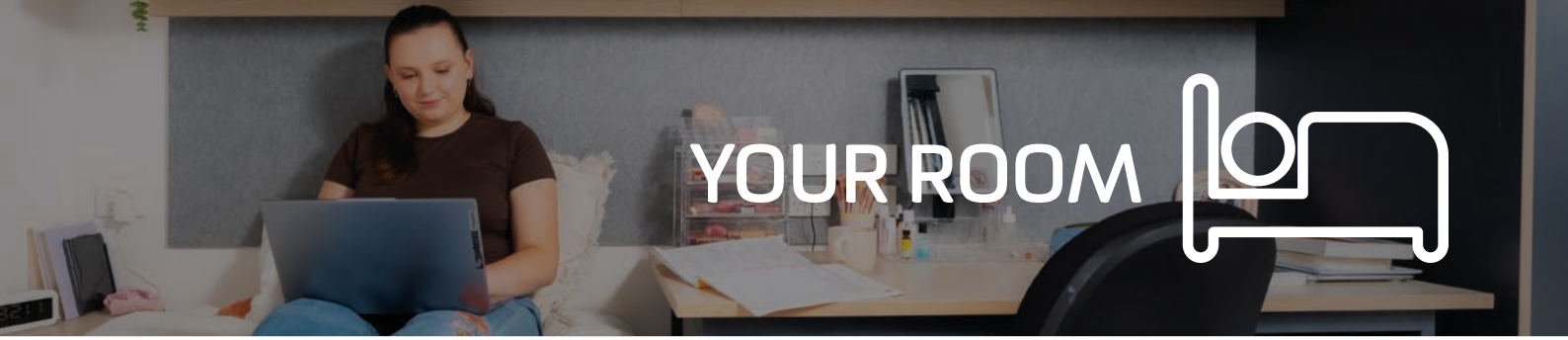
In the event your actions result in a fire alarm being raised and the fire brigade attending campus, whether intentional or accidental, the cost of the call-out will be charged in full to your account. In the case where no individual is identified, the General Manager reserves the right to divide the cost between all occupants of the unit involved. Residents are required to make themselves known to staff if they are suspected of triggering a fire alarm.

The following items are not to be used in bedrooms: Deodorant, hair spray, hair dryers, aerosols, hair straighteners, and cooking equipment (toasters, hot water jugs, rice cookers, microwave ovens etc).

Tampering With Equipment

Fire equipment is only to be used as necessary in the case of a fire. Use or misuse must be reported immediately. Tampering with fire alarms, extinguishers, exit signs, smoke detectors and other safety equipment is unlawful and poses a high risk to all occupants. If evidence of tampering is found you will be charged recovery costs for the replacement of equipment and any damage. Any tampering will register a fault on our fire panel and may result in a breach.

FEES & ELIGIBILITY



YOUR ROOM

LOCK OUTS

You are permitted three free lock outs per 52-week period. A fee applies for each subsequent occasion. No other individual will be given access to your room unless you give written permission.

Contact Reception if you lock yourself out at Burwood, Waurn Ponds or Waterfront.

Contact Reception if you lock yourself out at Warrnambool during office hours, otherwise contact the Campus Support Team.

ROOM CHANGE

Room changes will only be approved under special circumstances. If you wish to apply for a room change, book an appointment with Campus Life via the Res Portal, then submit your request to change rooms via email. If approved, an administration fee will be charged and you will be required to accept a new Lease Agreement.

ROOM CONDITION REPORTS

You are required to complete an Inventory and Room Condition Report via the Res Portal on first inspection of your allocated room. Any maintenance requirements or missing items are to be reported via the Maintenance tab on the Res Portal. As inspection reports are undertaken regularly, it is expected that you will report any problems within the first week of residency, if no report is completed, it will be assumed the room and contents are in proper condition.

You will be responsible at the conclusion of your period of occupancy for the return of any issued items, in a condition acceptable to the General Manager. The cost of any damages or missing items will apply.

MAINTENANCE

Any item that is faulty or damaged must be reported immediately via the Res Portal. Residents are not permitted to conduct repairs or maintenance on DRS facilities or equipment. Items will be replaced as soon as possible, pending contractor and or equipment/ parts availability. Any maintenance required of personal property should be undertaken offsite.

Urgent maintenance (for example, burst water pipes, overflowing toilets, broken windows, faulty door locks etc.) must be reported immediately to Reception by phone or in person.

APPLIANCES & FRIDGES

Students' personal electrical equipment must be tested and tagged prior to arrival unless the device is less than one year old. Any electrical equipment/ minor appliances supplied by Deakin are tested and tagged annually. Double adapters are discouraged, instead, use tested and tagged powerboards (preferably with Surge protectors). No international power adapters permitted, only Australian standards compliant adapters will be permitted on campus.

A shared fridge is available in the kitchen of each unit and an individual fridge in each studio room. Personal bar fridges are not allowed in common areas but may be allowed in some rooms subject to room type. Fridges must be no older than five years and meet the following specifications: less than 140 litres, 82cm (h), 48cm (w) and 55cm (d). Residents will be asked to remove or relocate a fridge if located in a dangerous position.

SCHEDULE OF CHARGES

DRS will cover the cost of repairs for all facilities and equipment due to normal wear and tear.

Residents will be responsible for any charges incurred due to misuse, reckless or malicious damage caused to DRS facilities or equipment.

You can see the schedule of charges here.

FEES & PAYMENT

FEES

You are required to pay all residence fees and charges as set out in your Agreement. This means that residence fee instalments must be paid on or prior to the due dates. Rental charges are charged monthly and paid in advance. Invoices and statements are emailed to the nominated billing email and should be retained in case of queries.

PAYMENT OPTIONS

Our preferred payment options are:

- Residence Portal Payment
- BPAY from a nominated cheque, savings or credit card account.
  See bpay.com.au for more information
- EFTPOS at Reception

Note: Cash is not accepted at Reception and payments cannot be made via AMEX, Diners Club or cheque. Please ensure that if another party is settling/paying accounts, they are listed in the billing contact on the Portal.

If rental payments are late you may be in breach of your Agreement. If rent is 14 days or more overdue you may be issued a Notice to Vacate. Your Agreement may also be terminated. Failure to pay fees will further result in an encumbrance on your University account until the debt is cleared. This will result in you not being able to re- enrol or access your academic results.

ONGOING ELIGIBILITY

ACCEPTABLE BEHAVIOUR

We take our rules seriously, and expect you to do the same. If you fail to abide by our rules during your time with us, not only will disciplinary action take place, but you'll risk your chances of returning the following year.

DEBT

Any outstanding debts owed to DRS must be settled prior to your departure or you won't be eligible to apply to return. If you have a history of late payments and/ or debt accumulation you also reduce your chances of returning to DRS in subsequent years. Please note rental references will not be provided if you have been late to pay rent, or incurred charges or fines.

SUITABILITY FOR RESIDENCE

A decision about admission or readmission will also be made with consideration given to your compliance with our RESPECT Values, behaviour, wellbeing and any impact upon the residential community. DRS has no obligation to provide you with accommodation for a subsequent year and may cancel your application should you no longer meet eligibility requirements.

ACADEMIC PROGRESS

DRS is permitted to access your academic results for the purpose of reselection, academic assistance and the determination of residential awards. As a resident of DRS, you are expected to achieve an acceptable level of academic performance. If you fail two or more subjects in a trimester, you will be contacted by a Campus Life team member to assess your study support requirements. Repeated unacceptable results, or failure to meet with the staff member, may mean you're not permitted to remain for the duration of your lease and / or return to DRS for the following year.

Your academic enrolment forms part of our application assessment and condition of accommodation offer. If your enrolment status or course load changes you must let us know within two working days of submitting your enrolment variation. The General Manager may, at their discretion, revoke your Licence Agreement in accordance with the Revocation of the Licence Agreement clause.

If you withdraw, defer or intermit from the University, the conditions as outlined in the Revocation of the License Agreement by the Licensee will apply and you will no longer be eligible to remain on residences.

DEPARTING FROM RES

EARLY DEPARTURE

If you wish to depart prior to the date on your Licence Agreement due to exceptional circumstances, you will need to submit a Notice to Vacate form. You can fill this out online and email the form to the reception team or collect a physical form from the reception office.

After submitting your Notice to Vacate, you'll be required to meet with a DRS staff member to discuss your circumstances. After this the General Manager will consider your notice to vacate and inform you of the outcome.

Depending on your circumstances you may be required to continue paying rent until a replacement resident moves in.

END OF YEAR DEPARTURE

Your end of year departure date is specified in your Licence Agreement. You must ensure you have returned all keys and vacated the room by this date. Late departure fines apply. Short stay accommodation may be available should you wish to stay beyond your Agreement date. Contact Reception for further options.

When checking out, you'll need to:
Complete a final Room Condition Report
Remove all food from shared kitchens, fridges, freezers and cupboards
Removal of personal items in common rooms if applicable
Leave your room in a suitable condition, charges may be imposed if you have left your room in an unacceptable state
Pay any remaining rent, fees or charges
Return keys and/or fobs.

GLOSSARY

DRS Guest	A guest is defined as a person who is staying on campus between the hours of 11pm – 9am with a resident.
DRS Visitor	A visitor is defined as a person who is meeting with a resident for a short period of time during the hours of 9am – 11pm.
Keys	Keys refer to any key, card, swipe pass or any other device used to unlock a room or building.
Res Portal	The Res Portal is your one stop shop for all information, events, rent payments and anything else DRS related.
SWOTVAC	SWOTVAC stands for Study With Out Teaching VACation.