

## **UNDERGRADUATES AND GENERAL**

### **Personal Commitment**

All students whether entering St Andrew's College for the first time or making application to return after completion of each academic year must demonstrate a better than satisfactory potential or proven record of academic performance and a commitment to financial responsibility and acceptable attitude and behaviour including a demonstrated or potential ability to be involved in and make a positive contribution to the life of College.

### **Residential Commitment**

The residential commitment is for a full academic year. A limited number of Semester I, 2017 places may be available for those students whose academic program in Sydney is due for completion at the end of Semester I, 2017.

When students enter College they undertake to pay for the whole of that year or that part not yet expired in the event that they enter after the commencement of the academic year. Fees are payable each Semester in accordance with the payment schedule on pages 16 to 20. A Semester II Commitment Deposit of \$2,000 for domestic students (\$3,000 for international) will be levied on all students upon entry in Semester I. The Deposit is in effect a down payment on fees for Semester II, and will be redeemed at the time of final settlement in full of the student's account for the year.

If a student's account for the year has not been settled in full, and the student leaves prematurely either by their own choice or for any other reason, whether or not within their control, including suspension or expulsion, a minimum charge will be levied. This minimum charge will include the Principal's and the Principal's staff costs for time and preparation, interviews of new students, and the Secretary to the Council's costs and solicitor's costs, if involved, and in all cases, one week's fees while the room is being prepared.

The minimum charge shall be incrementally increased by an amount equal to one week's fees for each week or part of a week that the room remains empty beyond one week.

The minimum charge for 2017 will be \$1,500. Where the minimum charge applies, a portion of the Semester II Commitment deposit of \$2,000 (\$3,000 for international) will be applied towards the minimum charge.

Any student who wishes to petition for special treatment should do so to the Principal, in writing, giving reasons why the charge should not apply. The decision of the Principal shall be final, and, in reaching his decision, he may at his discretion consult such other College officers or College Committees as he

deems fit. Alternatively, the Principal may, at his discretion, forward the matter to the Council, whose decision shall be final.

### **No Smoking Policy**

The College is a No Smoking precinct and this policy applies to all staff, students, affiliates and visitors. The No Smoking ban applies in all rooms, buildings, balconies and verandas and within 50 metres of entrances and door steps. Smoking is only permitted in the designated smoking area on the corner of Gloucester Drive and Missenden Rd. The fine for a breach of this No Smoking policy is \$300.

## **DOMESTIC MATTERS**

### **Dining Hall**

**The serving of meals will be completed by the designated times below.**

Mon-Fri Breakfast	7am to 9am	Breakfast
Sat Breakfast	8am to 11.30am	Breakfast
Sat Lunch	12pm to 1pm	Hot buffet
Sun Brunch	8am to 1pm	Hot buffet

During Stuvac Mon – Fri Breakfast will be served from 7am to 9:30am

Lunch 12.00 noon to 1.30pm – Mon to Fri

Formal Dinner 6.45pm to 7.15pm Mon and Tues during lecture weeks until the Valedictory Dinner in October.

Dinners are of a formal nature and visiting guests often attend. The Dining Hall opens at 6.45pm.

Informal Dinner 6.30pm to 8.30pm Wed, Thurs, Fri, Sat and Sun during lecture weeks. Every day at other times when the Kitchen is open.

Wine may be taken into the Dining Hall for consumption at Lunch or Dinner. Arrangements can be made with the kitchen for wine glasses to be available. Wine must be in bottles – cardboard casks are not permitted.

### **Group Study**

The Dining Hall will be available for group study during the day. Please use only the designated tables at the northern end of the Dining Hall. Wi-Fi is available throughout the College. If you are a Visitor, you can create an account and add credits using the St Andrew's Big Air connection, if you have any problems please contact Ms Ana Gomes (Bursar's Secretary) on 9565 7304 in the General Office or email [secretary@standrewscollege.edu.au](mailto:secretary@standrewscollege.edu.au)

## **Fines for removing Dining Hall glass or dinnerware**

Please do not take glass, china, cutlery or other kitchen equipment out of the Dining Hall. A fine of \$50 will be imposed on anyone who takes any of the above Dining Hall items. They are expensive to replace, and students, either individually or the Students' Club, will be charged for the replacement of these items. Polystyrene cups are to be placed in waste bins and not randomly discarded.

## **Dress**

Dress rules are enforced by the Students' Club and include the following minimum standards of attire:

- Women – skirt and blouse, dress pants or dress
- Men – suit or jacket with slacks or kilt together with collar and tie
- Jeans, sneakers, tennis shoes, gym shoes and the like are unacceptable.

Academic gowns are compulsory at Formal Dinners. Residents are expected to participate in all Formal Dinners unless academic, sport or work commitments preclude attendance.

## **Late Suppers**

If academic or sporting events prevent you from attending the Formal Dinner evening meal, late suppers can be pre-ordered using the following link: <http://goo.gl/forms/E715xxd6xE>

## **Rebates**

No financial rebates will be paid for missed meals. However, rebates will be paid for students attending formal occasions in College for which a ticket price has been paid. This will either be in the form of a reduction in the ticket price or a direct credit to accounts as appropriate.

## **Guests**

Guests at meals are welcome at all times. You are, however, on your honour to sign for your guest in the book provided in the Servery. There is no charge for one guest at Formal Dinner; third and subsequent guests at each meal are charged. Guests charges are:

Breakfast	\$15.00
Lunch	\$20.00
Informal Dinner	\$20.00
Formal Dinner	\$20.00 for second and subsequent guests

## **Rooms**

College Housemaids clean student rooms once a week. However, students are expected to keep their rooms in a tidy and hygienic condition so that the Housemaids can do their job. Nothing is to be taped, glued or tacked to the walls, doors, furniture, etc. as this causes damage for which the occupant will

be held liable and no repair work, painting or any other like activity is to be undertaken by the occupant. Unless specifically excluded, friends may visit and no one except College staff on specific work of cleaning, inspection, or maintenance has the right to enter a student room. Blankets and towels are not supplied but fresh bed linen is supplied every week into the rooms. It is the student's responsibility to make his/her own bed.

Doors and accessible windows should be kept locked at all times when not within the room. College insurance does not cover the loss of personal items.

### **Fireworks, Bangers and Explosives**

Candles, incense, naked flames of any kind and cigarettes are not permitted in the student rooms. If the fire alarm is set off you will have to pay for the NSW Fire Brigade false alarm fee of \$1,600 plus any administration fee incurred. All residents and staff in the building impacted will have to be evacuated in the event of a fire alarm.

No fireworks, explosives or like devices are to be brought onto College grounds by any person. No fires are to be lit on College grounds. The consequences for any breach of this policy include a minimum \$300 fine, suspension or exclusion from College.

### **Furniture**

All rooms are equipped at the commencement of the year with a bed, mattress, desk chair, desk, and tidy bin. These items are the personal responsibility of the student allocated that room. All lost or misplaced furniture is chargeable. A room check is made at the end of the academic year and all College furniture originally supplied must be in place on departure. Any College furniture removed or replaced by students' personal items must be re-instated to the room, or a re-instatement charge will apply.

Students are expected to provide their own personal needs and comforts such as desk lights, shaving or make-up mirrors, blower heaters, fridges, etc. (Bar heaters are strictly prohibited, and will be confiscated by house staff). Fridges must be installed on a protective surface that will be provided by the College upon request.

Any electrical appliances brought in by students must be submitted to College staff for electrical safety compliance, and only power boards which comply with minimum standards are permitted.

All furniture and appliances brought into college must be removed at the time of departure or a removal fee of \$100 per item of furniture. In addition, a \$100 cleaning fee will apply to any room that has personal effects left behind after departure.

Approximate charges for lost furniture are as follows:

Single Bed	\$330	Charges for misplaced items are levied at up to 50% of the value of the piece on both the loser and the illegal possessor
Single Mattress	\$220	
Double Bed	\$400	
Double Mattress	\$260	
Desk Chair	\$200	
Desk	\$230	
Tidy Bin	\$6	

### **Washing Machines and Driers**

Coin operated machines are provided in all buildings. The cost is \$2 per wash and \$2 per dry. The machines take either \$2 or \$1 coins, depending on the location of the machine. Please contact Ms Ana Gomes (General Office) if you require change.

### **Vacation Conference Guests**

The letting of rooms and facilities to Conference visitors during the summer vacation is an important source of College income. When rooms are vacated they must be left clean and tidy and all personal belongings removed. A \$100 cleaning charge will be debited to the account of students who leave their room in anything other than a clean and tidy state. During vacation it may be necessary to house students in rooms other than their own. No responsibility is taken for students' possessions left in College during vacation (or indeed at any time).

### **Summer Vacation 2017 - 2018**

The Summer Vacation is from 25<sup>th</sup> November 2017 to 26<sup>th</sup> February 2018.

**Students will be presumed to have departed at the end of the examination period (25<sup>th</sup> November 2017) unless they specifically submit a request to the Principal, in writing, of their wish to remain in College.**

During the summer vacation students must expect to vacate their rooms in December 2017, January and February 2018.

### **Parking**

Parking is provided for residents' vehicles in two College Car Parks, accessible via the Missenden Road, or Western Ave gates. **The College does not guarantee parking.** Applications should in the first instance be directed to the Honorary Assistant Treasurer of the year. If successful, please contact the Secretary, Ms Ana Gomes at the general office for registration.

The 2017 fee for parking is \$300 per semester. The College grounds are a Restricted Area as defined in the Traffic Acts and failure to register or parking in the wrong place can lead to NSW Police Service parking fines. No parking

or access is permitted on the Oval or on the Forecourt or its approaches, which are reserved for emergency vehicular access, except in special circumstances. No vehicles, except the Works vehicles, are to be taken across the Oval. Student vehicles are only to park in the spaces allocated to the Students' Club. Parking in the Staff Car Park is not permitted unless you have an allocated parking spot.

**Any student allocated a car space must display the correct parking permit issued by the College. Any vehicle failing to display correctly is subject to privileges being revoked and/or a fine of \$150.**

Parking is prohibited in front of all gates and access ways. This includes temporary parking in front of any gate or driveway. The College reserves the right to impose a fine of \$150 for each breach of traffic policy.

Vehicular access to Reid is not permitted unless by special permission of the Principal. If permission is granted vehicles are to be driven slowly round the northern edge of the Oval and not across it.

Residents who park in areas designated for others or display irresponsible use of a vehicle such as speeding, dangerous or thoughtless driving, making excessive noise, driving on the Oval, etc. may have College parking privileges withdrawn and their vehicles will then be subject to daily parking fines if located on College property during the year.

### **Access to vehicular gates**

Only those registered for car parking can access the vehicular gates in Missenden Road (Senior Carpark) and Western Avenue (Fresher Carpark).

All other residents must use the pedestrian gates.

### **Mail and Re-direction of Mail**

Mail for students will be placed in the pigeon holes in the Mail Room. Mail out is the responsibility of the individual. As a matter of policy the College will not re-direct mail. Mail is a personal responsibility and arrangements should be made to have mail re-directed as appropriate. Parcel deliveries may be collected from General Office from Monday to Friday between 9am - 5pm. College will retain mail during vacation by placing it in the mail boxes but at 31<sup>st</sup> December of each year the mail boxes will be cleared of all mail and returned to sender.

### **Oval**

The Oval is provided for sporting and recreational pursuits. St Andrew's Cathedral School (SACS) has funded the upgrade of the Oval and SU Sport maintains it. St Andrew's Cathedral School and SU Sport use the Oval and the Change rooms for training and for matches, and their use of the facilities must be respected. Newtown North Public School also has permission to use the

Oval. The Oval is not to be used when “Oval Closed” notices or boards are in place.

### **Students’ Club Gymnasium**

A gymnasium in Angus Hall is available for Student use. Please contact the Students’ Club to confirm membership eligibility.

### **Golf, Archery, Target Shooting, Javelin, Discus and Hammer Throw**

The playing of golf, archery or target shooting anywhere on the College grounds, or in the buildings, is prohibited for Workplace Health & Safety reasons. Any person who plays or practices any of the above activities whether using match or practice equipment is liable to a fine of \$200 or dismissal, unless prior written approval has been given by the Principal. The practice of javelin, discus and hammer throw on the Oval is restricted to the Intercollege Athletics preparation period only, and then only under strict supervision, and subject to “rifle range” restrictions.

### **Handball**

The playing of handball at the front entrance of College is banned and the playing of handball elsewhere if associated with noise, disrobing or other anti-social practices will be dealt with by a \$200 fine or dismissal.

### **Tennis**

The Tennis Courts are provided for the use of students attending College and are marked for tennis, basketball and netball. No bookings are necessary and Tennis court lights are to be turned off after use. Please report any unauthorised uses to College staff.

### **Damages**

All damages at College are assessed at the College Damages Committee meetings held during semester. Following these meetings the Students’ Club Damages Representative will apportion damages occasioned by individual students who will have the choice of paying direct or through their account. Students are encouraged to report all damages. The College and the Students’ Club take a serious view of malicious and wilful damage. Any outstanding costs relating to damages at the end of the year will be charged to the identified student/s responsible. In addition to the cost of repairs, fines will be levied to discourage damages.

### **Maintenance Requests**

A maintenance request should be completed for routine wear and tear and accidental minor damage, using the Online Portal (<https://portal.standrewscollege.edu.au/StarRezPortal>). The request will then be attended to as soon as possible. Major damage should be reported immediately to the Honorary Assistant Treasurer (HAT) and the Director of Operations.

## **Insurance**

Students are strongly advised to seek insurance cover for their private possessions as the College accepts no responsibility whatsoever for students' possessions lost, damaged or stolen at any time and in any part of the College or in activities associated with the College. Personal effects insurances tailored for University students are available on the insurance market, although the market is somewhat dynamic.

## **Perimeter Security**

All perimeter gates at the College are operated for both entry and exit by access control devices. Each resident will be issued with an access device and replacement access devices are charged at \$25 per device. Access devices are not permitted to be loaned, given away or traded for favours. Any visitor devices are to be issued by administration.

There is an intercom at the Carillon Avenue Gate to request visitor access during working hours. Visitors must register vehicle details at Reception or they may be fined for unauthorised parking. If you have guests please ensure that they alert you on or before arrival so that they can be met at the gate and always make sure you escort them off the premises when they leave.

Residents who invite guests onto College premises are responsible for their behaviour and will be held liable for any damages caused during their visit.

## **Building and Room Security**

The simple message is always lock your door whenever you exit your room, even for a few minutes. The security of the College is the responsibility of everyone in it and although student doors are fitted with security locks and building doors are fitted with self-closing coded deadlocks and single action emergency exit levers, *nothing is secure if doors are left open or self-closers are inhibited.*

To prevent illegal access students must, if only in their own interest, obey the security instructions which may be published from time to time.

## **Lost Access Device**

Replacements for lost access devices will be charged at \$25 per device.

## **Safety**

All students will be expected to know what to do in the event of fire or other emergencies in College. This information will be made readily available on arrival and all students must familiarise themselves with the emergency arrangements and escape routes. A fire drill is scheduled at regular intervals throughout the year.

Fire Wardens will be appointed at the beginning of each academic year and Evacuation instructions and plans will be displayed on each floor. All residents will be provided with an Emergency Procedures Manual.

*Corridors are the emergency escape routes and everyone must assist the Fire Wardens by keeping them clear at all times. Any clothing or other possessions found in the corridors and other common spaces will be collected and placed in the bins provided beside the Students' Laundry in Main Building. These bins are cleared once a month and useable items given to charity. If items reappear in corridors or other common spaces they will be placed in a waste bin.*

### **Store rooms over the Vacation period**

Some students decide to store by cooperating to share a facility such as SmartBox or using nearby commercial Self Storage facilities such as Kennards in Camperdown or Ultimo. All storage is at your own risk.

### **Electricity sub-boards in Main, Thyne, Reid and Hanks Buildings.**

It is important that the electricity sub-boards are kept clear at all times. Any items found in these cupboards will be discarded without any further notice.

### **Kitchenettes**

Kitchenettes are provided in many buildings for the use of residents for the preparation of food and drinks. The cleanliness of the kitchenette is the responsibility of the residents and food and other material must not be left lying around as this attracts the unwelcome attention of rodents such as cockroaches and rats. There will be a corridor charge for any additional cleaning incurred.

### **Licence**

The College holds a Permanent University Liquor Licence. The College's licence is currently held by Mr Edward Martin. All events involving the service of alcohol are subject to approval by the Licensee.

### **Kegs**

Kegs are not permitted anywhere on College grounds or in College buildings except when authorised by the Licensee for use at a licensed function.

### **OUT OF BOUNDS AREAS**

*All underfloor areas, roofs, towers, parapets and roof spaces are potentially dangerous and are, consequently, strictly out of bounds. Students may **not** under any circumstances, use these areas. Trespassers may be fined a significant amount or suspended, because trespassing constitutes a breach of the NSW Occupational Health and Safety Act 2000. The minimum fine for entry into Out of Bound areas is \$400 per person.*

*Students may only enter the Workshop compound during office hours (7.30am – 4.00pm), and even then only at the invitation of a staff member.*

## **COMMON FACILITIES**

### **Internet**

All Offices, Residences, Flats, Student Rooms and Suites are fitted for connection to College internet services via both ethernet cable and the Wi-Fi network. The College's internet service is provided by Big Air Community Broadband and Help Desk assistance can be obtained by contacting Big Air on 1300 739 822. Charges are the responsibility of the individual and cannot be charged through the College.

The student network has individually allocated ports. Students will be required to guarantee that their computers have suitable virus protection before being permitted to use the network. Any matters regarding network or computer access should be referred to Bursar's Secretary Ms Ana Gomes at the General Office.

### **Wi-Fi networks**

Wireless connection is available throughout all areas of the College.

A Big Air internet account has been created for each student providing 50GB of data per month during semester times. This monthly allowance renews on the first day of each month. Students may also purchase extra data if they wish from Big Air at their own cost. Any account setup enquiries are to be directed to the Ms Ana Gomes at the General Office.

## **ACADEMIC, PASTORAL CARE & SUPPORT**

The Principal, Resident Fellows, Deans of Students, Dean of Studies, Sub-deans, Resident Tutors and the Senior Student are available for advice and assistance. The College Chaplain is also available for this purpose.

### **Student Welfare**

Within St Andrew's College, please contact the following Deans of Students; Ms Jessica Harper, Mr William McNamara or any other senior member of College for advice or support.

The University Counselling Service provides professional counselling that is free and confidential. Problems with which they can assist include the transition to university, anxiety, depression, suicidal thoughts, substance abuse, eating disorders and family problems. They are located on Level 5, Jane Foss Russell Building G02, City Road (next to the Wentworth Building) and can be contacted on 8627 8433. They also have an informative web page: [www.usyd.edu.au/stuserv/welfare/counselling](http://www.usyd.edu.au/stuserv/welfare/counselling)

The University of Sydney Health Service is a bulk billing general practice health service (Medicare or Overseas Student Health Cover Scheme). You can turn up without an appointment or book in advance to see a doctor of your

choice. The UHS is located in the Wentworth Building and can be contacted on 9351 3484. For an afterhours service call General Practice Casualty, Balmain on 9395 2165.

For UTS students, the UTS Health and Counselling Services are located at Level 6, Tower Building, Broadway Campus. Telephone contact is 9514 1177.

## **Tutorials**

The College provides tutorial assistance in many subjects studied by residents. Increasing demand from both first year and higher years has led to an expansion of the tutorial programme in recent years.

The tutorials aim to help all students achieve their academic goals, whether that be in enabling a failing student to pass their subjects or to assist a high achieving student to maintain their high distinction average.

Where possible the casual tutor positions as are filled by residents living in College. This gives student tutors the opportunity to improve their teaching skills, allows an informal exchange of knowledge and enhances self-directed learning in the College environment. External tutors are either members of University staff or are graduate students.

All tutors are required to submit their CV, academic record and all references are checked. Tutors need to show a high level of academic achievement, achieving distinction or high distinction in the subjects they apply to tutor. Ideally they will have had previous teaching experience, however for resident tutors gaining teaching experience is seen as an important goal of the tutorial programme.

The cost of tutorials in College is a component of the standard residential fee and all students in their first year are expected to attend. The Students' Club fully endorses the importance of the tutorial programme as a significant component of academic success and encourages students' participation and attendance.

Students are invited to make comment to the Senior Tutor or the Principal on the quality and effectiveness of a tutorial series.

## **Tutorial and Study Rooms**

There are dedicated Tutorial and Study Rooms available for the use of all students in College. The Main Library is available for study and tutorials. The Davidson Law Library, Spann Library, Carol Raffan Room, Cameron Room and the JCR Tutorial Room are also available. The Chapel is available for quiet reflection and the practice of music between 5pm and 10pm on weekdays and 10am to 10pm on weekends. There are pianos in the Chapel, Reading Room and the Carol Raffan Room available for your use. There is also an acoustically secure music rehearsal room. Please treat these rooms and facilities with respect and leave them in a tidy state. No smoking, no eating and no drinking rules apply in all these rooms. Any breach of the above policy

will incur a fine of at least \$200 each plus any additional costs if the fire alarm is triggered in any of these rooms.

The use of all rooms is subject to availability. Students are able to check administration room bookings in the weekly Wittins publication as well as the electronic notice board at the entrance to the Dining Hall. Booking requests can be submitted to the Conferences Co-ordinator Ms Daiyana Hill at the General Office.

**Scholarships, Prizes and Bursaries in 2015 the scholarships available are:**

Janet Coutts Scholarship	D R Stewart Scholarship
James Coutts Scholarship	R C Robertson-Cuninghame Scholarship
E & M Grainger Scholarship	I M Jackman Scholarship
Thyne Reid Trust Scholarship	A J Taylor Scholarship
Samuel Deane Gordon Scholarship	S M Topp Scholarship
John Miller Ross Scholarship	A W J Cameron Scholarship
A C Christensen Scholarship	Thyne Reid/E12c
Scott-West Scholarship	CEF scholarship
Dr Stevenson Scholarship	Taylor scholarship for 4th/5th year students
Crane Stewart Scholarship	Blackwood Foundation Scholarship
Agnes Christensen Scholarship	Tony Damien Scholarship
Upcott Williams Bequest	Debate and Public speaking Scholarship
W A Barton Scholarship	Dance Scholarship
P Halse Rogers Scholarship	Visual Arts Scholarship
M L McCallum Scholarship	Scott West Organ Scholarship
S Castlehow Scholarship	Drama Scholarship
J R Hooten Scholarship	<b>University of Sydney Sport/SAC Foundation Sport Scholarships</b>
H K Denham Scholarship	Allan Kendall Sport Scholarship
T Lawton Scholarship	Adam Thomson Scholarship
A C Wallace Scholarship	John Kinross Scholarship
R Ashburner Scholarship	Andrew Harper Scholarship
I M Edwards Scholarship	Edward Anderson Scholarship
N K Lamport Scholarship	William Cumming Thom Scholarship
H C Barry Scholarship	John McIntyre Scholarship
Alan Dougan Scholarship	
Hugh Cairns Scholarship	
Clyde Paton Scholarships	
Peter Cameron Scholarshisp	
William Porges Scholarship	
Bryan C Fuller Memorial Scholarships	
Addison Estate Endowments	
H D Mackie Endowment	
Allan Kendall Drama Scholarship	

## Prizes

Ralph Salsbury Scholarship (Engineering)	Spann Scholarship
Stephen Salsbury Scholarship (Economics)	Robert Stein Scholarship (Law)
Stephen Salsbury Scholarship (Agriculture)	Principal's Essay Writing Prize
Stephen Salsbury Scholarship (Veterinary Science)	Principal's Creative Writing Prize
Stephen Salsbury Scholarship (Law, Science, Medicine)	Bill Caldwell Scholarship (All Round)
Stephen Salsbury (Memorial) Scholarship (Commerce)	Cairns, Hugh & Hilary Scholarship (Women)
Fullerton Scholarship (Medicine)	Page Memorial Prize (Leadership)
Horn Prize (Law)	W S Robertson Scholarship
Stafford Prize (Science)	K H Solomon Scholarship
Struth Prize (Arts)	Crane Scholarships Beesley Scholarship (Rowing)
Wood (Fell) Prize (Engineering)	SAC Society Awards
Gillespie Prize (IT)	

## Joint scholarships with University of Sydney

- Faculty of Agriculture, Food and Natural Resources - Rural Sustainability Scholarships.

## Scholarships, Bursaries and Prizes

In 2017 the College has increased the allocation of Scholarships, Prizes and Bursary awards to a total of \$1,500,000. Bursaries are awarded annually upon submission of a written application to the Registrar.

## START OF THE YEAR

### Initial Entrance into College (Freshers)

Semester I fees are normally calculated by Christmas for the following year and will be expected to rise annually at least by the underlying Australian inflation rate.

- The Application Fee of \$100 (non-refundable) is payable when first applying to the College;
- \$2,000 (or \$3,000 international) is payable on acceptance into College following an interview (redeemable against Semester II fees otherwise non-refundable);
- The Orientation Week accommodation charge is \$560;
- The First Semester's fees must be paid on or before arrival in College;
- The signed Guarantee and Undertaking Form must be returned to the Registrar.

- Before initial entry \$1,000 Caution Money is to be paid which is held as security for the duration of a student's residency. On departure the money will firstly be used to clear any outstanding individual debt, secondly \$395 will be transferred to the St Andrew's College Alumni Society to provide the Student with 10 year membership, thirdly \$105 will be donated on behalf of the student to the St Andrew's College Foundation and any residue will be returned to the student upon application.
- All fees should be paid to "St Andrew's College", and handed in or sent to the Assistant Bursar, Ms Crystal Yu in the Accounts Office.

### **Returning Students**

Each year, before the end of the November examination period, all returning students should return the Returning Students Application Form using the following link notifying College of their intention to return in the following year:

[https://docs.google.com/forms/d/1Dtjyx4jwkFdTWL1MPF3kdgm2zuS6pEPg-XA1DPT7N9Y/viewform?usp=send\\_form](https://docs.google.com/forms/d/1Dtjyx4jwkFdTWL1MPF3kdgm2zuS6pEPg-XA1DPT7N9Y/viewform?usp=send_form)

Students will be allocated a provisional place for the new academic year, subject to satisfactory academic performance, acceptable attitude and behaviour and a commitment to financial responsibility evidenced by the payment of all outstanding fees and charges. Places will be confirmed when the student provides evidence of University results as soon as they are available, recording for the archives relevant College and University material, and apply for residence for the new academic year. Students must enclose a Re-Registration fee of \$2,000 (or \$3,000 for international) redeemable against Semester II fees and a completed Guarantee and Undertaking Form. Returning students are reminded that failure to take up residency in College following acceptance and allocation of a room will require the student to pay the charges under the "Residential Commitment" on page 7. **The attention of all students wishing to re-enter College is drawn to the Personal Commitment on page 1.**

### **Applications for 2018**

Traditionally, St Andrew's College closing date for applications is the 31<sup>st</sup> December 2017. However, it is wise to apply during July, August, September and October. In recent years applications received after Christmas were not processed due to the large number of strong applications received during the previous six months. It is anticipated this will continue to be the practice.

### **Room Allocation**

Allocation of bedrooms is the responsibility of the Principal, who may elect to delegate such responsibility for allocation of some or all of these rooms to the Students' Club. In accordance with this delegation, the Students' Club Room

Allocation proposals are to be with the Principal for confirmation by 1<sup>st</sup> February, 2017.

Room changes are not permitted without the Principal's authority and will incur a service fee to both parties involved. In 2017 a fee of \$300 applies to room changes which are not part of the new resident allocation. This is based on an acknowledgement that new residents should not necessarily be able to move into "senior" rooms – that an existing resident whose "seniority" warrants it should be allocated the room at no charge. Existing residents, who just want to swap their room as a knock-on effect of the initial swap, or by mutual consent elsewhere, may only do so at a cost of \$300 each.

### **Mentors**

Mentors for First Year Students will be chosen by the Principal and the Senior Student. During Orientation Week Mentors will pay a reduced standard room rate of \$430 per week.

## **FEES AND CHARGES 2017**

### **General**

The College operates on small margins and the regular collection of fees and charges is necessary to ensure an adequate cash flow to meet operating costs. It is essential, therefore, that fees are paid promptly.

### **Delayed Payment Charges**

To encourage timely payment all accounts which are not paid within 30 days of the **due date** will attract an administration fee of 3% per month on the opening balance less any payment made.

If fees are not paid by the due date, the outstanding accounts will be referred to the Principal and a place at College cannot be guaranteed for the remainder of the year. If further action is required, the matter will be referred to a Debt Collection agency at the student's cost.

### **Definitions**

For fee purposes the year is divided up into semester weeks and vacation weeks. Semester weeks include standard lecture weeks, recesses, winter vacation weeks, Stuvacs and examination weeks. Vacation weeks - refer to Summer Vacation below.

### **Charging periods for 2017**

- The first College semester in 2017 is 6<sup>th</sup> March until 15<sup>th</sup> July
- The second College semester is from 16<sup>th</sup> July to 25<sup>th</sup> November
- The Summer Vacation is from 26<sup>th</sup> November 2017 to 25<sup>th</sup> February

- |                                      |          |
|--------------------------------------|----------|
| ▪ Fresher Semester Fees              | \$15,011 |
| ▪ 2 <sup>nd</sup> Year Semester Fees | \$13,699 |

- 3<sup>rd</sup> Year Semester Fees \$12,464
- 4<sup>th</sup>/5<sup>th</sup> Year Semester Fees \$11,704

### **Rooms Charges for Semester Weeks**

Semester weeks (standard lecture weeks, recesses, Stuvacs and examination weeks) attract the full semester fee.

The room fee may be reduced to the Room Retention Rate, which is the standard semester rate less \$20 for each day absent, as follows:

- A request in writing to the Principal for absences on University field trips or excursions or off campus activities as part of a course, or request to Council through the Principal for absences because of sickness, compassionate reasons or for reasons involving extreme hardship for self or family.

### **Residence during Summer Vacation**

**25<sup>st</sup> November 2016 to 25<sup>th</sup> February 2018**

Residence kitchen open \$92 per day

Residence kitchen closed \$69 per day

### **Undergraduates in Postgraduate Rooms**

Undergraduates residing in postgraduate accommodation may be subject to postgraduate conditions of residence, at the discretion of the Principal.

### **SCALE OF CHARGES**

#### **Credit card payments**

There is a bank service fee of 1.0% for credit card payments. Please note that credit card payments can be accepted via the College's online payment gateway.

#### **Payment methods**

1. Direct deposit into St Andrew's College account  
BANK: NAB BSB: 082-057 ACCOUNT #: 509015248  
REFERENCE FIELD: "Student's Name"
2. BPAY reference provided on student invoice
3. Mastercard or Visa (no other card acceptable)
4. By payment arrangement

#### **On Application**

Non-refundable Application Fee \$100

#### **On Initial Entry**

Residential Commitment Deposit (\$3,000 for international).

Redeemable against second semester fees on entry, otherwise

non-refundable \$2000

Caution Money	\$1,000
Orientation Week Fee (Freshers and early returns)	\$560
Orientation Week Fee (Mentors)	\$430
<b>Returning Students</b>	
Re-registration Fee (\$3,000 for international). Redeemable against second semester fees	\$2,000
<b>Room Retention Rates</b>	
During Semester for approved absence full fees less \$20 per day	
<b>COLLEGE WINTER VACATION</b>	
The Winter Vacation is from 1 <sup>st</sup> July 2017 to 29 <sup>th</sup> July 2017.	
<b>Residence During Summer Vacations</b>	
Kitchen open	\$92 per day
<b>Other Charges</b>	
Additional person in room for more than one night. (first night is free) \$45 per night (bed only – meals as per tariff)	
Replacement or non-returned Access Device	\$25
Room exchanges after 6th March, per person per exchange, including room exchanges between semesters	\$300
Guest meal Charges	
Breakfast	\$15
Lunch	\$20
Informal Dinner	\$20
Formal Dinner	\$20
(second and subsequent guest)	
Tutorials	no charge
Heating and lighting	no charge
Access to internet. Connection by Big Air	no charge
Coin operated washers and driers	\$2 per operation

## Vehicle Registration fees

### First Semester (and Second Semester) Charging

For vehicles registered before 10<sup>th</sup> April (28<sup>th</sup> August) \$300

Withdrawal of registration before 10<sup>th</sup> April (28<sup>th</sup> August),  
refund of \$50

For vehicles registered after 7<sup>th</sup> April (25<sup>th</sup> August) \$250

Withdrawal after 7<sup>th</sup> April (25<sup>th</sup> August) No refund

### Casual Meal rates during vacation

Charges	Breakfast	\$25
	Lunch	\$30
	Supper	\$30

Entry onto the Electoral Roll upon graduation only No charge

## PAYMENT SCHEDULES

### New students

On arrival	<b>Due date</b> for all first semester fees. New students will be expected to have paid all first semester fees by close of business on this day
31 <sup>st</sup> March	All first semester fees must be paid by this date. If fees have not been paid in full by this date an Administration charge of 3.0% per month on the outstanding balance applies from the <b>due date</b> .
30 <sup>th</sup> April	If all first semester fees have not been paid by this date a place at College cannot be guaranteed for the remainder of the year. Outstanding debts will be referred to the Principal for assessment of continuation or termination of residency.
30 <sup>th</sup> June	<b>Due date</b> for all second semester fees
31 <sup>st</sup> July	If the whole semester's fees have not been paid in full by this date an Administration charge of 3.0% per month on the outstanding balance applies to all outstanding amounts from the <b>due date</b> .
31 <sup>st</sup> August	If all fees have not been paid by this date a place at College cannot be guaranteed for the remainder of the year. Outstanding debts will be referred to the Principal for assessment of continuation or termination of residency.
31 <sup>st</sup> October	All outstanding fees and charges to be cleared before an application to return to College the following year will be considered.

## Returning Students

1 <sup>st</sup> March	<b>Due date</b> for all first semester fees
31 <sup>st</sup> March	If the whole semester's fees have not been paid in full by this date an Administration charge of 3.0% per month on the balance applies from the <b>due date</b> to all outstanding amounts.
30 <sup>th</sup> April	If all first semester fees have not been paid by this date a place at College cannot be guaranteed for the remainder of the year. Outstanding debts will be referred to the Principal for assessment of continuation or termination of residency.
30 <sup>th</sup> June	<b>Due date</b> for all second semester fees
31 <sup>st</sup> July	If the whole semester's fees have not been paid in full by this date an Administration charge of 3.0% per month on the outstanding balance applies to all outstanding amounts from the <b>due date</b> .
31 <sup>st</sup> August	If all fees have not been paid by this date a place at College cannot be guaranteed for the remainder of the year. Outstanding debts will be referred to the Principal for assessment of continuation or termination of residency.
31 <sup>st</sup> October	All outstanding fees and charges to be cleared before an application to return to College the following year will be considered

## Special Arrangements

*All requests to pay fees other than as described above should be on a basis of need and not convenience and are to be forwarded, in writing, to the Principal by 3<sup>rd</sup> March for first semester fees and 29<sup>th</sup> June for second semester fees.*

## Payment of Fees

College fees are to be paid to the Accounts Office. Students returning to College in 2017 must have paid all their 2017 accommodation and other charges by 25<sup>th</sup> November 2017 or a place cannot be guaranteed in 2018.

Fees and charges may be raised by Council at any time during the year.

It should be noted that students who receive the Youth Allowance may be eligible for full Rent Assistance providing they are resident at College on full board. See the Director of Operations office for details.

## **College Closure**

The College reserves the right to cease operations and close down to students in the event of extreme circumstances related to catastrophic events such as major fire, health risk, terrorism or the like.

## **STUDENTS' CLUB**

The Students' Club, which was formed in 1906 and to which members of College must belong unless they have been invited and have joined the Senior Common Room, is an incorporated body governed by its own constitution. The Students' Club is a co-operative body of members who work together to create a diverse 'college life' incorporating social events, College Formal, Charity Functions, Card Nights, Fishing Trip, etc., cultural aspects, Drama, Debating, Photography, Music, Chess, etc. and sporting pursuits including the Intercollegiate Rawson Cup and Rosebowl competitions and social sports such as Golf, Snooker and Darts.

The activities of the Students' Club are overseen by the elected members of the House Committee. Members of the House Committee are each responsible for a portfolio of Students' Club activities and have relevant sub-committees reporting to them. Sub-committees are groups of students who work together to organise an event or service for all other students to participate. All members are expected to contribute in some way to the life of the College and reap a rich experience in return.

The Student Body is represented at Council and other College meetings by the Senior Student (the elected Students' Club President) who attends on their behalf conveying a Students' Club voice in the running of College and maintaining a tradition of co-operative self-management by the Student Body. Students' Club levies are set and collected by the students. Membership is a condition of continued residence in College.

In 2017 the cost of membership will be at least \$485, excluding the 'O' Week levy of at least \$200 for first year students. All funds are used to support the diverse activities and functions which the Club hosts throughout the year, as well as for the provision of some basic services such as daily newspapers, Foxtel and maintenance of student owned facilities. Formal tickets at \$110 may be purchased in advance from the start of the academic year.

### **Academic Gowns**

Academic gowns can be purchased through the Students' Club. Cost in 2016 will be \$135 per gown.

## **SUB-DEANS**

Sub-deans may be appointed by the Principal and shall be responsible to the Principal for overseeing resident activities.

## CODE OF CONDUCT

St Andrew's College takes the view that students are role models in the community and as such should be aware that their behaviour at all times must be exemplary. Therefore all students should project a positive image to the University community and to the general public.

The following behaviour is unacceptable and non-compliance will render the student or resident liable to a fine or dismissal:

- Offensive and foul language
- Offensive behaviour
- Wilful and obscene exposure
- Alcoholic intoxication
- Possession, use or dealing in illegal drugs
- Violent behaviour
- Discriminatory language or behaviour based on gender, creed, culture, race or general vilification in any form
- Engage in any activity which inhibits the business, study practices or reputation of College
- Distribution or advertisement of scurrilous or obscene material on noticeboards or within the College
- All residents should ensure that they receive a copy of the College's Harassment Policy at the start of each academic year.

Harassment is a most serious – and potentially criminal – issue and is not tolerated in St Andrew's College. You have received a copy of the College Harassment Policy and you are expected to read it. Harassment is fully explained in the policy. In brief, it involves any unwanted attention or any actions (whether transient or ongoing), which cause a person to feel uncomfortable.

Stalking is intimidation and constitutes harassment. Stalking is the term given to persistent attempts to impose unwanted communication or contact on another person. Stalking can include, but is not limited to, the following actions toward a victim:

- spreading false rumours
- approaching in an unwanted manner
- maintaining surveillance
- making unwanted telephone, electronic or written contact
- sending unwanted gifts
- damaging property
- making personal threats or assault.

Anonymous or unattributable vilification/harassment (e.g. on Noticeboards) will cause a fine to be issued to the St Andrew's College Students' Club. It is

in your interest to remove such graffiti notices immediately.

## **UNAUTHORISED ACTIVITIES**

Neither the College Council, officers, agents, employees nor its insurers take any responsibility for death, personal injury, economic loss or damage of any nature which occurs as a result of, or in connection with, any unauthorised activity. Persons involved in such activities are liable to fines, suspension or expulsion. An unauthorised activity is any activity not authorised by the Principal.

*This means that any person or groups of persons arranging, contributing or taking part in any such activity will be personally responsible and, therefore, individually liable for any actions for damage, injury or death either directly or indirectly caused by or in the course of such activity, without the benefit of insurance.*

Individual students are responsible to ensure that they are fully informed of the potential consequences of any unauthorised activity before consenting to participate.

## **GRADUATES, SENIOR ACADEMICS AND OTHERS**

### **Contracts**

#### **Harper, Old Lab, Sulman and Gatehouse Rooms – Semester Contract**

When graduates have entered College and are accommodated in Harper, Old Lab, Sulman and Gatehouse rooms, they undertake to remain in residence and to be responsible for whatever fees may be payable for the whole of that semester or that part not yet expired.

Any resident arriving prior to February will receive invoices from January up to a maximum total of 40 weeks. Any resident arriving after January will be committed to 40 weeks of accommodation charges.

The overall effect is that graduates will benefit from up to 12 weeks of “free” accommodation for no extra charge.

If persons enter College under the contract above and leave prematurely either by their own choice or for any other reason, a charge will be levied equal to the actual cost to College.

This charge will include the Principal’s and Principal’s staff costs for preparation, interviews of new resident, documentation, telephone calls, stationery and other disbursements, maintenance check of room, any repairs, cleaning and preparation of room for new incumbent, Secretary to the Council’s and solicitors’ costs, if involved, and in all cases, one week’s fees while the room is being prepared.

The charge will be increased for each week or part of week that the room remains empty over and above the one week charge already included.

The minimum charge for 2017 will be \$1,500.

Any graduate who intends to permanently leave College on completion of Semester 1, and wishes to avoid any penalties, is to inform the Principal's Office in writing before the 30<sup>th</sup> of April.

Any person who wishes to petition for special treatment should do so to the Principal, in writing, and give reasons why the charge should not apply. The Principal may, at his discretion, forward the matter to Council whose decision shall be final.

### **Other Rooms – Annual Contract**

When graduates, senior academics and others have entered College and are accommodated in Flats 1, 2, 3, 4 or 8, they undertake to remain in residence and be responsible for whatever fees may be payable for the calendar year starting 1<sup>st</sup> January or for that part of the year not yet expired. In all cases of premature departure from College without the approval of the Principal, the unspent portion of the original contract will become due and payable.

### **Notice**

In all cases permanent residents are asked to give one month's notice of their intention to leave.

### **Undergraduate Accommodation**

Graduates, senior academics and others who are accommodated in undergraduate rooms at undergraduate rates will be subject to undergraduate conditions of residency.

### **Meals**

Meal rebates are not payable for missed meals.

### **Absence**

Residents on a Semester Contract may be released temporarily from their contract if they are away from College as part of their course of studies, sickness, accepted compassionate reasons or they are asked to leave their room so that it can be used for other College purposes. **All absences must have the Principal's approval.**

### **Release**

Residents may be released from their contracts permanently if they leave the University during their tenancy, their family size increases to make the

accommodation unsuitable or for compassionate reasons. **All releases must be approved by the Principal.**

### **Payment Schedules**

Permanent residents pay an initial deposit of \$2,000 (\$3,000 for international) on entry. This deposit will be held against the last month of residency.

### **Membership of Senior Common Room**

The permanent members of the Senior Common Room are the Senior Fellow (President), the Principal, the Councillors and the Fellows. Other persons may be invited to join the Senior Common Room by the Senior Fellow and the Principal acting together. All residents of College are considered to be members of the Junior Common Room unless they have been invited to and have joined the Senior Common Room.

A monthly levy of \$33 single, \$55 double is charged to resident members.

### **College Duties**

From time to time, graduates, senior academics and others will be required to perform duties in support of the administration of College with or without remuneration as appropriate, as required by the Principal.

### **Graduate Resident Accommodation Charges**

<i>(Weekly rates)</i>	
Room with or without ensuite	\$616
Flat	\$625
Gatehouse (self-catering)	\$469

### **Note for Gatehouse residents**

Residents are entitled to 5 meals per week which is included in the weekly fee.

### **Multiple occupations**

Extra family member below the age of 15 sharing room is an additional \$63 per week.

Shared accommodation is 75% of single rate each (where appropriate).

### **Casual Guest Room Accommodation Charges**

Full board                \$92 per night

### **Payment of Accommodation Accounts**

Accounts which are not paid within 30 days of the due date will attract an administration fee on the balance outstanding since the due date of 3% per month.

## **CONFERENCE VISITORS AND VACATION ACCOMMODATION CHARGES 2017**

Full Rates are published separately and are available on request.

A variety of accommodation options are available, including bed only and full board. For detailed information please visit the college website: [www.standrewscollege.edu.au](http://www.standrewscollege.edu.au)

To request a quote, please contact the Conferences Co-ordinator, Mrs Daiyana Hill at [conferences@standrewscollege.edu.au](mailto:conferences@standrewscollege.edu.au)

### **PUBLICATIONS**

**THE ANDREW'S BOOK.**

The Fourth Edition of The Andrew's Book (the Blue Book) is available to all new students at no charge

### **INCORPORATION ACT AND BY LAWS**

A copy of the current Act and By Laws can be found in this Calendar.

### **THE FIRST 125 YEARS IN PHOTOGRAPHS**

A beautifully produced record of St Andrew's College in pictures from 1870 - 1995. Hardback \$25.

### **ST ANDREW'S COLLEGE FOUNDATION TRUST**

The St Andrew's College Foundation Trust is a non-profit Trust, established by the College Council in 1985 to build a corpus of assets, the income from which will be used to ensure that St Andrew's College survives proud and independent through its second century and beyond.

Individuals, family groups, companies and organisations may join the Foundation by making a gift of not less than the amount appropriate to the desired classification of membership.

Gifts may take one or more of the following forms:

- a gift of cash or immediately realisable assets (which may be immediate or spread over five (5) years);
- notification of an intended bequest; property left in a bequest will be capital gains tax exempt;
- a deferred gift of real or personal property with the retention of a life interest;
- assignment of a right of income, usually for seven (7) years or more;
- a transfer of debentures, life insurance policies, works of art, etc.

Associate Memberships, designed as an attractive way for students to start contributing for the long term benefit of the College, are also available with a small contribution in the first five years and a covenant to attain full membership on completion of the initial non-statutory membership period. Call in to the Advancement Office for details.

Property values at over \$5,000 will be deductible regardless of when it was purchased or acquired. Gifts of cash, and of property, (which has been purchased by the taxpayer within twelve (12) months immediately preceding the making of the gift), will be tax deductible under Section 78(1)(a) of the Income Tax Assessment Act.

For further information and the prescribed application form contact the Director of Advancement, Ms Fiona McQueen on 9565 7303.

*On leaving, and after all deductions have been made, students donate a component of their Caution Money to the Foundation. In that way they can make a useful contribution to the future of College and assist those who follow as students at St Andrew's. It will also be a first step towards membership.*

## **ELECTORAL ROLL**

A graduate's name may be entered on the Electoral Roll as a Graduate Member on application. A graduate member on the Electoral Roll can then vote in any future elections for Councillors (see By Laws). Please contact the Director of Operations and Secretary to the Council, Mr Ian Smith on 9565 7565 or [bursar@standrewscollege.edu.au](mailto:bursar@standrewscollege.edu.au) for information about the Electoral Roll.

## **ALTERATIONS AND VARIATIONS**

**The Council reserves the right to change any of the above rates or conditions at any time.**

Any suggestions, amendments or corrections should be directed to the Director of Operations, Mr Ian Smith.

**UNIVERSITY OF SYDNEY**  
Semester and Vacation Dates: **2017 – 2018**

<b>FIRST SEMESTER</b>	<b>2017</b>	<b>2018</b>
O'Week	Tues 28 Feb	Tues 27 Feb
Lectures begin	Mon 6 Mar	Mon 5 Mar
Easter Recess	Fri 14 April – Mon 17 April incl	Fri 30 Mar Mon 1 April incl
Study Vacation	Mon 12 June – Fri 16 June incl	Mon 11 June – Fri 15 June incl
Examination Period (2 weeks)	Mon 19 June – Sat 1 Jul incl	Mon 18 June – Sat 30 June incl
Semester Ends	Sat 1 July	Sat 30 June incl
<b>SECOND SEMESTER</b>	<b>2017</b>	<b>2018</b>
Lectures begin	Mon 31 July	Mon 30 July
Mid-semester Recess	Mon 25 Sept – Fri 29 Sept incl	Mon 24 Sept – Fri 28 Sept incl
Study Vacation	Mon 6 Nov – Fri 10 Nov incl	Mon 5 Nov – Fri 9 Nov incl
Examination Period (2 weeks)	Mon 13 Nov – Sat 25 Nov incl	Mon 12 Nov – Sat 24 Nov incl
Semester Ends	Sat 25 Nov	Sat 24 Nov incl