

POLICY PORTAL

Please refer to policy portal for code of conduct, policy documents and respectful relationships factsheets;

<http://policy.standrewscollege.edu.au/index.php/policy-documents/code-of-conduct/>

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. Students must also demonstrate a commitment to financial responsibility and acceptable attitude and behaviour including an 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, 2018 places may be available for those students whose academic program in Sydney is due for completion at the end of Semester I, 2018.

When students enter College they undertake to pay for the whole of that year (or part not yet expired if entering after the commencement of the academic year). Fees are payable each Semester in accordance with the payment schedule. A Semester II Commitment Deposit of \$2,000 for domestic students (\$3,000 for international) is payable prior to entry in Semester I. The Deposit is then redeemed against Semester II fees.

If a student leaves prematurely either by their own choice or for any other reason, whether or not within their control, including suspension or exclusion, a minimum charge will be levied. This minimum charge will include the Principal's and administration's costs for time and preparation, interviews of new students, solicitor's costs (if applicable) 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. The minimum charge for 2018 will be \$1,500. Where the minimum charge applies, the Commitment Deposit of \$2,000 (\$3,000 for international) may be applied towards the minimum charge.

Any student who wishes to petition for a fee waiver based on exceptional circumstances should do so to the Principal, in writing. 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

St Andrew's College is a non-smoking precinct. Smoking anywhere in College will result in a fine of \$300 levied on the Students' Club, which will be passed on to the individual.

For a full copy of the College policy, please refer to the link below:

<http://policy.standrewscollege.edu.au/index.php/policy-documents/alcohol-smoking-medications-and-other-drugs-policy/>

DOMESTIC MATTERS

Dining Hall

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

Breakfast

Monday - Friday	7am to 9am
Saturday	8am to 11.30am

Brunch

Sunday	8am to 1pm
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During Stuvac Mon – Fri Breakfast will be served from 7am to 9:30am

Lunch	12.00 noon to 1.30pm – Mon to Sat
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Formal Dinner	6.45pm to 7.15pm Mon and Tues during lecture weeks until the Valedictory Dinner in October.
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Dinners are of a formal nature and visiting guests often attend.

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.
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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.

Common Rooms

The Dining Hall, Chapel, Junior Common Room, Main Library, Law Library, Spann Library, Carol Raffan Room are available for common use, and occasional bookings by request. Residents are required to keep the spaces presentable and tidy the room after usage. Music Rehearsal Rooms are also available.

Gymnasium and Bike Storage

These areas are available for residents use during the semester time. Residents are responsible for keeping the Gym clean and maintaining the equipment. Bikes are to be stored in the designated bike storage areas only.

Fines for removing Dining Hall glass or dinnerware

Glass, cutlery, crockery or other kitchen equipment is not to be removed from the Dining Hall. A fine of \$50 will be imposed per breach. They are expensive to replace, and students, either individually or the Students' Club, will be charged for the replacement of these items. Disposable items are to be placed in waste bins and not randomly discarded.

Formal dinner attire

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: <https://goo.gl/forms/G0ma1kMCwmZNEuOi2>

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 asked to sign for your guest in the book provided in the Dining Hall Servery. There is no charge for one guest at Formal Dinner; second and subsequent guests at each meal are charged at the following rates:

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

Rooms

Housemaids provide residents with a cleaning service weekly. However, students are expected to keep their rooms in a tidy and hygienic condition to allow Housemaids access and the mutual respect of the community. 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.

Residents will be charged for any damage to their room or common areas. Nothing is to be taped, glued or tacked to the walls, doors, furniture, etc. as this causes damage and no repair work, painting or any similar activity is to be undertaken by the occupant. Friends may visit (unless specifically excluded) and no one has the right to enter a student room, except College staff for the purposes of cleaning, inspection, or maintenance. Doors and accessible windows should be kept locked at all times when not occupying the room. College insurance does not cover the loss of personal items.

Fireworks, Candles and Naked Flames

Fireworks, candles, incense, cigarettes or naked flames of any kind are not permitted. Please refer to the College Non Smoking Policy for further information using the link below:

http://policy.standrewscollege.edu.au/index.php/policy-documents/alcohol-smoking-medications-and-other-drugs-policy/#_Toc484524174

If the fire alarm is activated, you will be liable to pay the NSW Fire Brigade false alarm fee of \$1,600 plus any administration fee incurred. In the event of a fire alarm, all residents and staff in the building will have to be evacuated.

No fireworks, explosives or similar 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 upon departure, or a 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 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 the College maintenance workshop for an electrical safety compliance check. Only power boards which comply with minimum standards are permitted.

All furniture, appliances and personal effects brought into College must be removed at the time of departure or a removal fee of \$100 per item will apply. In addition, a \$100 cleaning fee will apply to any room left in an unacceptable condition.

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	
Easy Chair	\$200	

Washing Machines and Dryers

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.

Summer Vacation 2018 - 2019

The Summer Vacation is from 24th November 2017 to 25th February 2019.

Students will be presumed to have departed at the end of the examination period (24th November 2018) 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 2018, January and February 2019.

Parking

Parking is provided for residents' vehicles in two College Car Parks only (Senior Carpark and Fresher Carpark). **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 2018 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 Sydney City Council parking fines. No parking or access is permitted on the Oval or on the Forecourt or its approaches, except in special circumstances. No vehicles are to be taken across the Oval without permission. **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 (including temporary parking) in front of all gates and access ways which are reserved for emergency vehicular access. A \$150 fine will apply for each breach of traffic policy.

Residents who park in unauthorized areas and display irresponsible use of a vehicle such as speeding, dangerous/thoughtless driving, making excessive noise, driving on the Oval, etc. may have College parking privileges withdrawn and will be subject to daily parking fines.

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 JCR 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 31st 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.

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

The playing of golf, archery or target shooting anywhere on Campus is prohibited for Workplace Health & Safety reasons. Any person who plays or practices any of the above activities will be liable to a \$200 fine and/or suspension, unless prior written approval has been given by the Principal. Limited exceptions may apply during the Intercollege Athletics preparation period only under strict supervision, and subject to "rifle range" restrictions.

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 usage to College staff.

Damages

The College and the Students' Club take a serious view of malicious and wilful damage. Students are encouraged to report all damages. All damages at College are assessed at the Damages Committee meetings held during semester whereby the Students' Club Damages Representative will apportion damages caused by individual students. In addition to the cost of repairs, fines will be levied to discourage damages.

Any damages identified at the end of the year will be charged to the identified student/s responsible.

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.

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.

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.

Lost Access Device

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

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.

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 and Junior Common Room

Kitchenettes are provided in many buildings for the use of residents for the preparation of food and drinks. Common areas are also provided throughout the College for shared use. The cleanliness of these areas are 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 Charles Hartson. 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 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.

The student network has individually allocated ports in each bedroom. 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 unlimited data during semester times. Guests may 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.

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.

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 \$619;
- 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

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". **The attention of all students wishing to re-enter College is drawn to the Personal Commitment on page 1.**

Applications for 2019

Traditionally, St Andrew's College closing date for applications is the 31st December 2018. 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 1st February, 2018.

Room changes are not permitted without the Principal's authority and will incur a service fee to both parties involved. In 2018 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 \$500 per week.

FEES AND CHARGES 2018

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 2018

- The first College semester in 2018 is 4th March until 14th July
- The second College semester is from 15th July to 24th November
- The Summer Vacation is from 25th November 2018 to 16th February

▪ Fresher Semester Fees	\$16,815
▪ 2 nd Year Semester Fees	\$15,352
▪ 3 rd Year Semester Fees	\$13,965
▪ 4 th /5 th Year Semester Fees	\$13,110

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

25th November 2018 to 16th February 2019

Residence kitchen open \$105 per day

Residence kitchen closed \$85 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
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On Initial Entry

Residential Commitment Deposit (\$3,000 for international). Redeemable against second semester fees on entry, otherwise non-refundable	\$2000
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Caution Money	\$1,000
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Orientation Week Fee (Freshers and early returns)	\$619
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Orientation Week Fee (Mentors)	\$500
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Returning Students

Re-registration Fee (\$3,000 for international). Redeemable against second semester fees	\$2,000
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Room Retention Rates

During Semester for approved absence full fees less \$20 per day

COLLEGE WINTER VACATION

The Winter Vacation is from 2nd July 2018 to 27th July 2018.

Residence During Summer Vacations

Kitchen open	\$105 per day
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Other Charges

Additional person in room for more than one night. (first night is free)	
\$50 per night (bed only – meals as per tariff)	

Replacement or non-returned Access Device	\$25
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Room exchanges after 5th March, per person per exchange, including room exchanges between semesters	\$300
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Guest meal Charges	Breakfast	\$15
	Lunch	\$20
	Informal Dinner	\$20
	Formal Dinner	\$25
	(second and subsequent guest)	

Tutorials	no charge
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Heating and lighting	no charge
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Access to internet. Connection by Big Air	no charge
Coin operated washers and driers	\$2 - 4 each

Vehicle Registration fees

First Semester (and Second Semester) Charging

For vehicles registered before 9 th April (27 th August)	\$300
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Withdrawal of registration before 9 th April (27 th August), refund of	\$50
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For vehicles registered after 9 th April (27 th August)	\$250
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Withdrawal after 9 th April (27 th August)	No refund
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Casual Meal rates during vacation

Charges	Breakfast	\$15
	Lunch	\$20
	Dinner	\$25

Entry onto the Electoral Roll upon graduation only	No charge
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PAYMENT SCHEDULES

New students

On arrival	Due date 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 st 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 due date .
30 th 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 th June	Due date for all second semester fees
31 st 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 due date .
31 st 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.

31st October All outstanding fees and charges to be cleared before an application to return to College the following year will be considered.

Returning Students

1st March **Due date** for all first semester fees
31st 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 **due date** to all outstanding amounts.
30th 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.
30th June **Due date** for all second semester fees
31st 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 **due date**.
31st 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.
31st 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 Director of Operations by 5th March for first semester fees and 1st July for second semester fees.

Payment of Fees

College fees are to be paid to the Accounts Office. Students returning to College in 2018 must have paid all their 2018 accommodation and other charges by 24th November 2018 or a place cannot be guaranteed in 2019.

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 2018 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 2018 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.

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 2018 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 30th 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 1st 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 written 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 in writing 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 semester levy of \$200 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	\$690
Flat	\$690
Gatehouse (self-catering)	\$525

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 \$105 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

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

To request a quote, please contact the Conferences Co-ordinator, Mrs Daiyana Hill at 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 Advancement department on 9565 7302.

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 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: **2018 – 2019**

FIRST SEMESTER	2018	2019
O'Week	Tues 28 Feb	Tues 19 Feb
Lectures begin	Mon 5 Mar	Mon 25 Feb
Easter Recess	Fri 30 Mar - Mon 2 Apr incl	Fri 19 Apr - Mon 22 Apr incl
Study Vacation	Mon 11 Jun - Fri 15 Jun incl	Mon 3 Jun – Fri 7 Jun incl
Examination Period (2 weeks)	Mon 18 Jun - Sat 30 Jun incl	Mon 10 Jun – Sat 22 Jun incl
Semester Ends	Sat 30 Jun	Sat 22 Jun incl
SECOND SEMESTER	2018	2019
Lectures begin	Mon 30 Jul	Mon 5 Aug
Mid-semester Recess	Mon 24 Sept - Fri 28 Sept incl	Mon 30 Sept - Fri 4 Oct incl
Study Vacation	Mon 5 Nov – Fri 9 Nov incl	Mon 11 Nov – Fri 15 Nov incl
Examination Period (2 weeks)	Mon 12 Nov – Sat 24 Nov incl	Mon 18 Nov – Sat 30 Nov incl
Semester Ends	Sat 24 Nov	Sat 30 Nov incl