



# St Andrew's College

ESTABLISHED 1867

## Handbook 2023

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# Welcome from the Principal

Welcome to St Andrew's College.

St Andrew's is a [welcoming and inclusive community](#). We are proud to support and celebrate inclusiveness and diversity, and cherish respectful relationships between equals.

The \$2 million awarded each year by St Andrew's College in bursaries, [scholarships](#) and prizes, including those that provide support on a means-tested basis, means we can welcome exceptional young people with talent and potential, regardless of their economic circumstances. A gender mix in College is crucial, and our long-standing commitment to those from rural, regional and remote areas helps to shape our diverse culture. The expanded [non-residential program](#) also allows a wider cohort of students to contribute to the richness of the St Andrew's experience.

The friendships that form here become ties that bind us for life, and help to form a valued and enduring community of Androvians. That sense of belonging, of making lifelong bonds in this community where friendship and fun are never far away, is a recurring theme for both our current students and our [alumni](#).

Each year we celebrate those Androvians who appear on the University Honour Roll, including University medallists, those who have been awarded first and second class honours and recipients of academic merit prizes and awards. The many students who continually achieve High Distinction and Distinction averages are to be commended, and our diverse talent is demonstrated across a broad range of academic study and disciplines.

At St Andrew's, we have always been – and will remain – committed to providing students with educational opportunities that enrich their lives. Each year the College offers a multi-layered, comprehensive [Education & Student Life program](#), designed to support our students to achieve their goals. This includes academic support tutorials, mentoring sessions, professional development seminars, courses, and other programs which provide our students with the capacity to think critically and solve some of the big problems facing society.

We are also committed to educating beyond our campus, and have been delighted to see the impact of our online [Pre-Tertiary Mentoring Program](#), where our students provide academic and pastoral support to rural, regional and remote Australians completing the HSC.

St Andrew's students are also high achievers on the sporting field and in the creative arts – last year we won all four Intercol Cups, yet again. In fact, we are the only College to have won the University Cup since its introduction in 2012. We have won the Rawson Cup (for male sport) and the Rosebowl (female sport) more years than all the other colleges combined. In the creative arts arena, we have been awarded the Palladian Cup many more times than any other College.

You may wonder what we look for when selecting students to join us at St Andrew's. Firstly, an ability to thrive and succeed in the context of the University's academic expectations is of great importance. We also look for those with leadership capabilities or potential, to lead in their chosen field, as so many Androvians have done before them. Students who have expertise or an interest in contributing to an extracurricular domain are also highly regarded, whether that is in sport, music, performing arts or simply the social environment.

St Andrew's seeks to educate, challenge and develop each of our students to lead lives of contribution and meaning.

Our College anticipates an exciting, progressive year ahead, and I look forward to sharing all of our news and updates with our extended St Andrew's community.

Please [contact us](#) if you have any questions.

Warmest regards,

Rob Leach  
St Andrew's College Principal

# The St Andrew's Difference

There are a few attributes that make St Andrew's College particularly distinctive:

## Culture of Leadership & Excellence

Our College has offered the world many extraordinary leaders and great minds, including Australia's only President of the UN General Assembly (Doc Evatt), the designer of the Sydney Harbor Bridge (John Bradfield) and 9 Wallabies (rugby union) Captains. Our commitment to excellence underpins everything we do. It explains why we have won each of the four intercollegiate cups more times than any other college, why we require all students to achieve at least a credit average in their degrees, and why our students exceed the University of Sydney average mark by more than 10 marks.

## Commitment to Student-Centred Responsibility

At St Andrew's College, we "prepare the student for the road, not the road for the student". Though we certainly have fences, we set them wide where possible. In practice, this means trusting students with a range of responsibilities, including the independent management of the student leadership team. Our Students' Club, a self-governing student organisation within the College, embodies these ideas. The Club is trusted with many disciplinary responsibilities consistent with the maintenance of a values-based community and manages its own financial affairs, with a turnover of up to \$500,000 per year. Many elements of our Education & Student Life program are run through the Students' Club.

## Comprehensive Range of Programs, Events, Societies and Other Activities

St Andrew's College offers one of the most expansive student programs in the world. There is always something for students to participate in.

## Scholarships

Andrew's offers the most scholarships per capita in the country: \$2 million in 2023. We award six types of scholarships from modest amounts up to full-fee relief.

## Scottish Heritage

St Andrew's College has a deep connection to the Scottish Enlightenment. Many of the foundational values and principles fostered by the College are derived from Enlightenment texts. These values and principles include challenging authority that refuses to explain itself, actively pursuing human progress, and using reason – not superstition – to solve problems. Our Scottish heritage manifests in more than intellectual life. From the tartan hanging in the Dining Hall to the presence of bagpipes at sporting events and formal occasions, the College's Scottish heritage is ever-present.

# College Members

## Principal

Dr R Leach *BA (Hons), MA, PhD*

## Vice Principal & Secretary to the Council

Mr I Smith *CA BBus (Acc) LLB*

## Chaplain

The Reverend Dr G H Clayton *OAM BA MA DMin AIMM JP*

## The Council of St Andrew's College

Ms S F H Kovic (*Chair*) *BEng (Civil) BCom*

Dr R Leach (*Principal*) *BA (Hons), MA, PhD*

Mr I M Jackman *SC, MA, BCL*

Reverend C Nixon *B Bus, B Th (Hons)*

Mr C Blair *B Eng (Civil), MBA*

Ms A Mostyn *GAICD, CAHRI, Grad Cert HRM*

Mrs K Harper *BA/LLB, LLM, GAICD*

Ms L Ronald *BA Media & Communications*

Mr S Niven *BA, Dip Law*

Reverend Dr R Clarke *B.Soc Sci (Hons); M.Education; B.Theology; PhD*

Reverend T Wall *Adv. Dip. Mech. Eng., B.Th.*

Mr J Hoffmann *B.Com, CA, DipFP*

## Visitor

The Chancellor of the University of Sydney

## Academic Committee

Dr D Tyler

Mr G De Souza

Dr J Chin

Ms K Button

Ms J Chawpradith

Students' Club Representative (TBH)

## Senior Executive Committee

Dr R Leach

Mr I Smith

Ms B Dixon

Dr D Tyler

Ms H Atwell

Director Student Life (TBC)

## Honorary Fellows

Mr W J Erickson

*MBA GradDipLegStud DipPE GradCertMnt FAIM JP,  
College Fellow*

Mr K J Rennie

*AM, FCA, Secretary to the Council 1980 – 1987*

Emeritus Professor C D Blake

*AO, formerly Vice Chancellor Charles Sturt,  
University (1990-2001) and The University of  
Adelaide (2001-2002).*

Mr L J Moore

*LLB, sometime Law Agent of the General Assembly  
of Australia*

The Reverend Dr H C Cairns

*MA BD PhD, Principal and Councillor 1975 – 1987*

The Reverend Dr Campbell

*Egan OAM RFD, BA BD TheoM DMin, Councillor  
1982 – 1984,*

Dr P M Elliott

*AM, MB BS MD DGO FRCOG FACOG FRACOG  
FSLCOG FAOFOG FKSOG CGO, Councillor 1973 –  
1984*

The Reverend Dr G R Fullerton	<i>AM, BA DMin, Councillor 1984 – 1992</i>
Mr S F Higgs	<i>BEc, Councillor 1982 – 1995</i>
Mr B H R Neil	<i>BE, Councillor 1983 – 1990</i>
The Reverend Dr C J Paton	<i>BA BD LTh DMin, Principal and Councillor 1988 – 1991</i>
Mr J B Reid	<i>AO, LLB, Councillor 1965 – 1972</i>
Mr D I Cassidy	<i>QC LLM, Councillor 1971 – 1997</i>
Mr I R L Harper	<i>AM, BA LLB, Councillor 1972 – 1997</i>
The Reverend N A C Ericksson	<i>JP, ADSW DipTh AIRT MAIW, Councillor 1992 – 1997</i>
The Reverend R A MacArthur	<i>BA, Councillor 1957 – 1978</i>
Dr H E C Taylor	<i>MB BS, Councillor 1976 – 1998</i>
The Reverend D F Murray	<i>BA, Councillor 1979 – 1999</i>
Emeritus Professor M M Bryden	<i>BVSc PhD DScVM DSc FAIBiol, 1988, Dame Leonie, Kramer AC DBE, Chancellor, University of Sydney 1991 – 2001</i>
Mr L A W Mactier	<i>BScAgr MAgDevEc, Councillor 1997 – 2001</i>
Mr D S Nicol	<i>MA EdB(Dip), Councillor 1995 – 2001</i>
Professor R F Croucher	<i>BA LLB PhD AMusA FRSA FACLM(Hon), Councillor 1999 – 2002</i>
Mr A D M Murray	<i>BSc BE MBA, Councillor 1984 – 2002</i>
Dr M Beesley	<i>MB BS DTM&amp;H DIH DPM DipCrim FRANZCP, Cdr R O Shellard, JP FCMI FAIM MNI RN, Secretary to the Council 1988 – 2004</i>
Mr M Townley	<i>BE MPS</i>
Emeritus Professor S W White	<i>AM, MB BS MD FRACS, Councillor 1998 – 2005</i>
Ms F T Reid	<i>Councillor 2002 – 2007</i>
Mr P J Plaskitt	<i>BEc DipBusAdmin, Councillor 1998 – 2007</i>



Mr A J Taylor	<i>BEC LLB MPhilEc, Councillor 2000 – 2007</i>
Dr W L Porges	<i>BVSc HDA PhD DipEd(Tertiary) MRCVS</i>
The Reverend Dr G H Clayton	<i>OAM, JP BA MA DMin AIMM Councillor 2001 – 2009</i>
Mr G L A Cohen	<i>BCom LLB FCPA Councillor 2002 – 2011</i>
Associate Professor J J Gordon	<i>MB BS BA PhD MPsyMed FRACGP FACPM Councillor 2002 – 2010</i>
The Reverend Dr R G McKinnon	<i>BA BD DipRE MSc PhD GDipFinPlan Councillor 1997 – 2009</i>
Mr C P Davidson	<i>OAM Councillor 2002 – 2010</i>
Mr R A Dougan	<i>BA CMC MIMCA Councillor 1997 – 2010</i>
Dr R Porges	<i>BA, Dipl.Lang.Studies, PhD 2012,</i>
Mr G Carabetta	<i>2012</i>
Her Excellency Professor The Honourable M Bashir	<i>2013</i>
Dr R R I Harper	<i>SC BA LLB PhD Councillor 2005 – 2014</i>
Reverend M E Pearson	<i>MA BTh Hons, Cert Ed Councillor 2006 – 2014</i>
Mrs J E Fagan	<i>Councillor 2007 – 2015</i>
Mr T Yim	<i>LLB Councillor 2010 – 2015</i>
Mr N J Palethorpe	<i>BSc MBA Councillor 2007 – 2015</i>
Mr S L Niven	<i>BA DipLaw GDip PLT Councillor 2007-2016</i>
The Reverend E Farmer	<i>BTh MTh Councillor 2010-2019</i>
Ms M Mackenzie	<i>BA MBA MAICD Councillor 2011-2019</i>
Mr C Hanan	<i>BEC EMBA FRICS FAPI Councillor 2015-2020</i>
Ms E Howse	<i>Dean of Students 2011-2013 Senior Tutor 2014-2020</i>
Mr A Wright	<i>B Arts (Hon I) M Phil</i>
Mr C Taylor	<i>Chair of Council 2014 – 2022</i>

Mr A Murray AM	<i>Councillor 1984 – 22002, Chair of Council 1999 – 2002</i>
Dr S Penicka-Smith	<i>BA / BMus (Hons), PhD</i>
Mr N Ryan	<i>B.Ed.</i>
Ms D Maher	
Dr E D G McIntosh	<i>AM MB BS MPH LLM PhD DCH(Lond) DRCOG(Lond) DipPharmMed FRSTMH FAFPHM(RACP) FRACP FRCP&amp;CH FFPM(RCP) AMusA, Honorary Clinical Senior Lecturer Faculty of Medicine, Imperial College, Honorary Professor Russian Academy of Medical Science, College Fellow</i>
Honorary Associate Professor R S Armstrong	<i>MSc PhD MRACI CChem, Faculty of Science, University of Sydney, College Fellow</i>
Professor D R Fraser	<i>BVSc PhD(Camb), Faculty of Veterinary Science, University of Sydney, College Fellow</i>
Emeritus Professor J W Longworth	<i>HDA BSc(Agr) PhD, Consultant to the Department of Agricultural Economics, University of Queensland, College Fellow, Dr T W Beed, BA PhD MMRSA AIMM, Former Vice Principal, St Andrew's College, College Fellow</i>
Mr J D Sergeant	<i>BSc BA(Hons 1) FMRS QPMR MAICD, College Fellow</i>

## Honorary Positions

### Senior Tutor

9565 7300; [seniortutor@standrewscollege.edu.au](mailto:seniortutor@standrewscollege.edu.au)

### Chaplain

Rev Dr Gareth Clayton OAM

9565 7399; [ghc\\_clayton@bigpond.com](mailto:ghc_clayton@bigpond.com)

### Head of Creative Arts

Ms Emily-Rose Sarkova

9565 7300; [music@standrewscollege.edu.au](mailto:music@standrewscollege.edu.au)

### Head of Sport

Mr Nick Ryan

9565 7300; [n.ryan@sport.usyd.edu.au](mailto:n.ryan@sport.usyd.edu.au);

## Administration

### Principal

Dr Rob Leach 9565 7300 principal@standrewscollege.edu.au

### Executive Assistant to the Principal

Ms Amber Bowmer 9565 7300 principalassist@standrewscollege.edu.au

### Vice Principal & Secretary to the Council

Mr Ian Smith 9565 7565 viceprincipal@standrewscollege.edu.au

### Marketing & Communications Manager

Ms Daniela Milanesi 95657313 communications.manager@standrewscollege.edu.au

### Marketing & Communications Officer

Ms Mycarla Wilson 9565 7307 communications@standrewscollege.edu.au

### Registrar

Ms Jip Chawpradith 9565 7301 registrar@standrewscollege.edu.au

### Executive Assistant to the Vice Principal

Ms Tracy Low 9565 7304 secretary@standrewscollege.edu.au

### Director of Operations

Ms Bonnie Dixon 9565 7330 operations@standrewscollege.edu.au

### Business Manager

Ms Lisa Zaman 9565 7332 businessmanager@standrewscollege.edu.au

### Facilities Officer

Ms Katelyn Fawbert 9565 7317 facilities@standrewscollege.edu.au

### Night Hawks

Mr Nathan Lange 0434 602 nighthawk@standrewscollege.edu.au  
994

### Food & Beverage Manager

Mr Robert Harper 9565 7502 catering@standrewscollege.edu.au

### Housekeeping Manager

Ms Meleane Taufu 9565 7503 housekeeping@standrewscollege.edu.au

### Works Manager

Mr Bill Wallis 9565 7306 works@standrewscollege.edu.au

### Assistant Bursar

Ms Ursula Botros 9565 7501 accounts@standrewscollege.edu.au

### Payroll & Accounts Payable

Ms Lisa Zullo 9565 7854 [accountsassist@standrewscollege.edu.au](mailto:accountsassist@standrewscollege.edu.au)

### Conferences & Events Officer

Ms Yulia Alder 9565 7587 [conferences@standrewscollege.edu.au](mailto:conferences@standrewscollege.edu.au)

### Student Life Director

TBH 9565 7300

### Student Life Manager

Ms Tessa Bruin 9565 7329 [student.life.manager@standrewscollege.edu.au](mailto:student.life.manager@standrewscollege.edu.au)

### Student Life Coordinator

Mr Hyam Cacerez 9565 7339 [student.life.officer@standrewscollege.edu.au](mailto:student.life.officer@standrewscollege.edu.au)

### Dean of Student Wellbeing

Ms Fouz Fatima 9565 7399 [studentwellbeing@standrewscollege.edu.au](mailto:studentwellbeing@standrewscollege.edu.au)

### Head of Creative Arts

Ms Emily-Rose Sarkova 9565 7300 [music@standrewscollege.edu.au](mailto:music@standrewscollege.edu.au)

### Director of Education

Dr Daniel Tyler 9565 7331 [director.ed@standrewscollege.edu.au](mailto:director.ed@standrewscollege.edu.au)

### Education Manager

Mr Gary De Souza 9565 7311 [education.manager@standrewscollege.edu.au](mailto:education.manager@standrewscollege.edu.au)

### Education Officer

Ms Kameka Button 9565 7326 [education.officer@standrewscollege.edu.au](mailto:education.officer@standrewscollege.edu.au)

### Director of Advancement & Secretary to SAC Foundation

Ms Hannah Atwell 9565 7303 [advancement@standrewscollege.edu.au](mailto:advancement@standrewscollege.edu.au)

### Alumni & Community Engagement Officer

Ms Marlies Hopman 9565 7302 [alumni@standrewscollege.edu.au](mailto:alumni@standrewscollege.edu.au)

### Advancement Officer

TBH 9565 7348 [advancedservices@standrewscollege.edu.au](mailto:advancedservices@standrewscollege.edu.au)

### Advancement Services Officer

TBH

### Archivist

Ms Tracy Bradford 9565 7314 [archives@standrewscollege.edu.au](mailto:archives@standrewscollege.edu.au)

## Foundation Board of Management

Mr Niall Cairns, Chairman (Fr 1981)  
Mr Andrew Murray, Deputy Chairman (Fr 1961)  
Mr Charlie Taylor, Deputy Chairman (Fr 1982)  
Mr Russell Bye (Fr 1973)  
Mr Randall Powell (Fr 1973)  
Mr Mitchell Taylor (Fr 2008)  
Mr Robert Stitt (Fr 1959)  
Mr Rob Leach, Principal  
Mr Ian Smith, Vice Principal & Secretary to the Council  
Ms Hannah Atwell, Secretary to the Foundation  
Mr Alex Rhydderch, President, SACAS (Fr 1994)

## St Andrew's College Alumni Society

### President

Mr Alex Rhydderch (Fr 1994)

### Vice President

Mr Cameron Ireland (Fr 1995)

### Treasurer

Mr Jeremy Hoffman (Fr 2003)

### Secretary

Mr Simon Ward (Fr 1994)

### Committee

Mr Andrew Huckel (Fr 1991)  
Mr Donald Nicol (Fr 1984)  
Mr Simon Ward (Fr 1994)  
Ms Georgie Quigley (Fr 2012)  
Mr Thomas Coolican (Fr 2008)  
Ms Emma German (Fr 2006)  
Mr Simon Carson (Fr 1994)  
Mr Jhoshan Jothilingam (Fr 2002)  
Mr Angus Pulver (Fr 2013)

The St Andrew's College Alumni Society was formed in 1946 and has amongst its objects the following:

- to promote the general welfare of St Andrew's College;
- to institute and promote College fellowships and scholarships;
- to promote reunions amongst the members of the Society;
- to sustain and strengthen the connection between the College and the Society;
- to promote unity and good fellowship amongst the members of the Society;
- to act as a custodian of the traditions and standards of St Andrew's College; and to promote the involvement of the members of the Society in College affairs.
- to promote the involvement of the members of the Society in College affairs.

On leaving College part of a student's Caution Money is applied to provide 10-year Membership of the Alumni Society.

The Society holds an Annual Golf Day and black tie Gala style reunion dinner in College in November each year, whilst also managing and providing funds for a number of scholarships for the benefit of students.

For more information, please contact the Advancement department on:  
[advancement@standrewscollege.edu.au](mailto:advancement@standrewscollege.edu.au) or 02 9565 7303

# 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, Hannah Atwell on 9565 7302 or [advancement@standrewscollege.edu.au](mailto:advancement@standrewscollege.edu.au).

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 Vice Principal and Secretary to the Council, Mr Ian Smith on 9565 7565 or [viceprincipal@standrewscollege.edu.au](mailto:viceprincipal@standrewscollege.edu.au) for information about the Electoral Roll.

## Alternations & Variations

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

Any suggestions, amendments or corrections should be directed to the Vice Principal, Mr Ian Smith.

# 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 2023 the cost of membership will be \$595 for Fresher subscriptions, and \$484 for all Returner Subscriptions, both residential and non-residential, excluding the 'Welcome Week' levy of \$200 for first year students and \$135 for Student Leaders.

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 \$145 may be purchased in advance from the start of the academic year. The Drew's Jersey is also available to purchase at \$85.

## Pastoral Care Leaders

Pastoral Care Leaders may be appointed by the Principal or his delegate and shall be responsible to the Principal for providing pastoral care to residents.

Pastoral Leaders are residential student members of College who are strongly engaged with the student community. They can help with various enquiries and all enquiries will be dealt with sensitively, confidentially and respectfully. We also have a dedicated Non-residential Liaison to support our non-residential members.



# Applications for 2024

St Andrew's College closing date for applications is the 31<sup>st</sup> December 2023. However, it is wise to apply during May, June, July and August to avoid disappointment.

In recent years' applications received after Christmas were not processed due to the large number of strong applications received during the previous six months. Due to this we are unable to guarantee all applicants an interview. You will receive an email from the college if your application is unsuccessful. It is anticipated this will continue to be the practice.

# College Policies

## 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 Alcohol, Smoking, Medications and Other Drugs College policy, please refer to [this link](#).

## Policy Portal

Please refer to [College Policies & Procedures](#) for code of conduct, policy documents and respectful relationships factsheets.



# College Life

# Dining Hall

## Meals

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

### Breakfast

Monday to Friday 7:00am to 9:00am  
Saturday & Sunday 7:30am to 9:00am

**Morning Tea** 9:00am to 10:30am

### Lunch

Monday to Sunday 12:00 noon to 1:30pm

**Afternoon Tea** 2:00pm to 4:00pm

**Formal Dinner** 6:45pm to approx. 7:15 pm (Mondays only)  
Dinners are of a formal nature and compulsory. Visiting guests often attend.

### Informal Dinner

Tuesday to Friday 6:00pm to 8:00pm  
Saturday & Sunday 6:00pm to 7:30pm  
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.

## Formal Dinner Attire

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

- 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. Residents are expected to participate in all Formal Dinners unless academic, sport or work commitments preclude attendance. Academic gowns can be purchased through the Students' Club. The cost in 2023 will be \$135 per gown.

## Late Meals (Formal dinner only)

If academic or sporting events prevent you from attending the Formal Dinner evening meal, late meals can be pre-ordered if you make a request via the [Student Intranet](#) before 1:00pm the day of.

## Formal Dinner Apologies

If you are unable able to attend a Formal Dinner due to work commitments or Sporting events you must submit an apology by 12:00pm noon on the Monday to Amber (Executive Assistant to the Principal) in writing.

## Removal of Glass or Dinnerware

Glass, cutlery, crockery or other kitchen equipment is not to be removed from the Dining Hall. These items are expensive to replace and a fine of \$50 will be imposed per breach to the individual or the Students' Club will be charged. Disposable items are to be placed in waste bins and not to be randomly discarded around the College.

## 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
Formal Dinner	\$20.00 for second and subsequent guests
Informal Dinner	\$20.00

# Rooms

Housemaids provide residents with a cleaning service weekly during semester. Fresh bed linen is supplied every week into the rooms, however blankets and towels are not supplied. It is the student's responsibility to make his/her own bed and students are expected to keep their rooms in a tidy and hygienic condition to allow Housemaids access and the mutual respect of the community.

Residents will be charged for any damage to their room or common areas. Pin boards are provided in rooms for personal use. Nothing is to be taped, glued or tacked to the walls, doors or furniture as this causes damage. No repair work, painting or any similar activity is to be undertaken by the occupant.

Friends are welcome to visit (unless specifically excluded) and no one has the right to enter a student room without permission, except College staff for the purposes of cleaning, inspection or maintenance. For your own safety, 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.**

## 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. See Katelyn Fawbert at Reception.

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.

## Hallways

Hallways should be kept clear at all time, as they are the evacuation route during an emergency. Students are expected to keep all personal items inside their bedrooms, including posters, shoes, drying racks and couches. Fines will apply for any breach of safety and the items will be collected and disposed of. For more information about Safety, please refer to the Security and Safety page.

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 Room Check Charges for damages or lost furniture are as follows:

## Room Check Charges

Desk	\$360
Desk Chair	\$210
Door Closer Detached / Damaged	\$100
Double Bed	\$600
Double Mattress	\$572
Flyscreen Replacement / Repair	\$135
Fridge Removal	\$100
Graffiti	\$500
Lounge Removal	\$100
Mattress Disposal	\$ 80
Mattress Professional Clean	\$ 75
Paint Chip Repairs	\$ 50
Single Bed	\$330
Single Mattress	\$219
Single Bed	\$330
Single Mattress	\$219
Sticker Removal & Repair	\$ 50
Tidy Bin	\$ 6
Wall Hook Removal & Repair	\$ 50
Whiteboard Removal & Repair	\$ 50

Charges for misplaced items are levied at up to 50% of the value of the piece on both the loser and the illegal possessor.

## 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 Honorary Secretary. In accordance with this delegation, the Students' Club Room Draw is to be with the Principal for confirmation by 1<sup>st</sup> February, 2023.

Once the Room Draw is finalised, room changes are not permitted without the Principal's authority and will incur a \$300 service fee to both parties involved.

## Room Inventory

You will receive an email with the portal log in details to assist in completing the online room inventory check within 2 weeks of arriving at College. This is to ensure you are not incorrectly charged upon your departure.

## 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.

# Common Rooms

The Dining Hall, Chapel, Junior Common Room, Main Library, Law Library, Spann Library, Carol Raffan Room and The Kenyon Common 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.

## Common Area Cleanliness

Common areas are also provided throughout the College for shared use. The cleanliness of these areas are the collective responsibility of the residents and food and other material must not be left lying around as this attracts the unwelcome attention of rodents and pests.

## Tutorial and Study Rooms

There are Tutorial and Study Rooms available for the use of all students in College. The Main Library, Davidson Law Library, Spann Library, Carol Raffan Room, JCR Tutorial Room and the David Kenyon Common Room & Tutorial Rooms are available for study and tutorials, as well as meeting spaces. The Chapel is available for quiet reflection and the practice of music between 10am and 10pm on weekdays and weekends. There are pianos available for your use in the Chapel, Reading Room, Carol Raffan Room, Gillespie Hall and 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.

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 notice board at the entrance to the Dining Hall. Booking requests can be submitted to the Conferences & Events Officer Ms Yulia Alder at the General Office.



# Facilities

## 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 shed. A permit is required for bike storage, please see Ms Katelyn Fawbert at Reception.

## Washing Machines and Dryers

Pay Wave operated machines are provided in all buildings. The cost is \$2.50 per wash and \$2.50 per dry. The machines operate using a debit or credit card. Please contact Ms Katelyn Fawbert (Reception) if you have any questions.

## 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.

## Tennis Courts

The Tennis Courts are provided for the use of College residents and their invited guests 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.

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.

# Common Facilities

## Mail and Re-direction of Mail

Mail for students will be placed in the pigeon holes in the Junior Common Room (JCR) Mail Room. Outgoing mail 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.

## Internet

All Offices, Residences, Flats, Student Rooms and Suites are fitted for connection to College internet services via Wi-Fi network. 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. If you require IT Support, you can place IT requests via the [St Andrew's College Help Desk System](#). Any matters regarding network or computer access should be referred to Ms Katelyn Fawbert at Reception.

## Internet Data Allocation

Students have unlimited data allocation. Any account set up enquiries are to be directed to Ms Katelyn Fawbert at Reception.

## Licensee

The College holds a Permanent University Liquor Licence. The College's licence is currently held by Mr Ian Smith. 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.

# Parking

Residential parking is limited and the **College does not guarantee parking for any resident.**

There are two College Car Parks which are allocated to residents' vehicles **only**: Senior Carpark on Missenden Road and Fresher Carpark on Western Avenue.

Applications should in the first instance be directed to the Honorary Assistant Treasurer (HAT) of the year. If successful, please contact Ms Katelyn Fawbert at Reception for registration.

The 2023 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 unauthorised 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. Temporary access must be requested in all other circumstances. All other residents must use the pedestrian gates.

## Visitor Parking

There is an intercom at the Carillon Avenue Gate for visitor access during business hours. Visitors must register their vehicle details at Reception on arrival to avoid a fine for unauthorised parking.

# 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 attended by the Students' Club Executive and the Vice Principal to 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 student/s responsible.

## Maintenance Requests

A maintenance request should be completed for routine wear and tear, using the [Online Portal](#). The requests will be processed as soon as possible based on priority.

## Fire Alarm Activation

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

No cigarettes, fireworks, explosives, candles or incense 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.

St Andrew's is a non-smoking campus. Please refer to the [College Non Smoking Policy](#) for further information.

# Security & Safety

## 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 1 access device and access devices are not permitted to be loaned, given away or traded for favours. Visitor devices are only to be issued by administration.

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

## 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. If you have lost your access device please see Ms Amber Bowmer at Reception.

## Safety

All students are expected to know what to do in the event of a fire or other emergencies in College. This information will be made available on arrival and all students must familiarise themselves with the emergency arrangements and evacuation procedures. 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 are given to charity. If items reappear in corridors or other common spaces, they will be placed in a waste bin.

## 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.

## Electricity sub-boards College Buildings

WH&S regulations require that the electricity sub-boards are kept clear at all times. Any items found in these cupboards will be discarded without any further notice.

# Summer Vacation 2023 – 2024

The Summer Vacation is from 25<sup>th</sup> November 2023 to 11<sup>th</sup> February 2024.

Students will be presumed to have departed at the end of the examination period (24<sup>th</sup> November 2023) unless they specifically submit a request to the Registrar, Jip Chawpradith, in writing, of their wish to remain in College.

During the summer vacation, students must expect to vacate their rooms in November and December 2023, January and February 2024.

## Store rooms over the Vacation period

College does not provide storage over the vacation period. Students may decide to share a facility such as SmartBox or use nearby commercial Self Storage facilities such as Kennards in Camperdown or Ultimo. All storage is at your own risk.

## Residence during Summer Vacation

### **25<sup>th</sup> November 2023 to 11<sup>th</sup> February 2024**

Daily rates for Summer Vacation residents are listed in the table below. The kitchen is closed to all residents from 25<sup>th</sup> November 2023 through to and including 4<sup>th</sup> February 2024. The kitchen will reopen on 5<sup>th</sup> February 2024 and the daily rate will change accordingly.

#### **25<sup>th</sup> November 2023 to 4<sup>th</sup> February 2024 inclusive**

Residence rate: Kitchen closed      \$105 per day

#### **5<sup>th</sup> February to 11<sup>th</sup> February 2024 inclusive**

Residence rate: Kitchen open      \$125 per day

## 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 relocate students into alternate bedrooms for operational reasons.

## Conference Visitors & 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](http://www.standrewscollege.edu.au)

To request a quote, please contact the Conferences & Events Officer, Ms Yulia Alder at [conferences@standrewscollege.edu.au](mailto:conferences@standrewscollege.edu.au)

# 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 Maintenance Workshop compound during operating hours (7.30am – 4.00pm), and even then only at the invitation of a staff member.

## 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 & Others

## Contracts

### Harper, Country Club, Sulman and Gatehouse Rooms – Semester Contract

When graduates have entered College and are accommodated in Harper, Country Club, 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 a new resident, documentation, telephone calls, stationery and other disbursements, maintenance check of the room, any repairs, cleaning and preparation of the room for the 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 2023 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> 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.

## 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 membership levy of \$200 per semester 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

(Weekly rates)

Room with or without ensuite	\$833
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### Multiple Occupants

Extra family member below the age of 15 sharing a room will incur the cost of an additional \$63 per week.

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

# Undergraduates

## Personal Commitment

All students whether entering St Andrew's College for the first time or making an application to return after the 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, 2023 places may be available for those students whose academic program in Sydney is due for completion at the end of Semester I, 2023.

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 2023 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 in writing to the Principal. 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.

# Fees & Charges

The regular collection of fees and charges is necessary to ensure an adequate cash flow to meet operating costs. It is therefore essential that fees are paid promptly.

## 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 \$150 (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 Welcome Week accommodation charge is \$742;
- 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 online prior to arrival or in person to the Assistant Bursar, Ms Ursula Botros in the Accounts Office.

## Returning Students

Each year, before the end of October, students will receive an email from our Registrar asking for their intention to return to St Andrew's College for the following year. On confirmation, a document will be emailed which will need to be sign by both student and parents.

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". **Students wishing to re-enter College are directed to read the Personal Commitment.**

## Mentors

Mentors for First Year Students will be chosen by the Principal and the Senior Student. During Welcome Week, Mentors will pay a reduced standard room rate of \$599 per week.

## 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. All debts will be rigorously pursued and any debt recovery costs incurred will be on-charged to the resident.

## 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 2023

- The first College semester in 2023 is 19<sup>th</sup> February to 8<sup>th</sup> July 2023
- The second College semester is from 9<sup>th</sup> July to 25<sup>th</sup> November 2023
- Summer Vacation is from 27<sup>th</sup> November 2023 to 18<sup>th</sup> February 2024

Fresher Semester Fees	\$20,185 per semester
2 <sup>nd</sup> Year Semester Fees	\$19,175 per semester
3 <sup>rd</sup> Year Semester Fees	\$18,166 per semester
4 <sup>th</sup> /5 <sup>th</sup> Year Semester Fees	\$16,652 per semester

## 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 \$30 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.

## 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

### Payment Methods

1. BPAY reference provided on student invoice
2. AMEX, Mastercard or Visa (no other card acceptable, 1% Service fee applies)
3. By payment arrangement

### 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](#).

#### On Application

Non-refundable Application Fee	\$150
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#### On Initial Entry

Residential Commitment Deposit (\$3,000 for international). Redeemable against second semester fees on entry, otherwise non-refundable	\$2,000
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Caution Money	\$1,000
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Welcome Week Fee (Freshers and early returns)	\$742
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Mentor Fee	\$599
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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 \$30 per day

#### Residence Room Rates during Summer Vacations

Kitchen closed	\$105 per day
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Kitchen open	\$125 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
Room exchanges after 4 <sup>th</sup> March, per person per exchange, including room exchanges between semesters		\$300
Guest meal Charges	Breakfast	\$15
	Lunch	\$20
	Informal Dinner	\$20
	Formal Dinner (second and subsequent guest)	\$25
<b>Tutorials</b>		no charge
<b>Heating and lighting</b>		no charge
<b>Access to internet</b>		no charge
<b>PayWave (card only) operated washers and dryers</b>		\$2.50 per operation

## Vehicle Registration fees

### First Semester (and Second Semester) Charging

For vehicles registered before 23 <sup>rd</sup> March (31 <sup>st</sup> August)	\$300
Withdrawal of registration before 23 <sup>rd</sup> March (31 <sup>st</sup> August), refund of	\$50
For vehicles registered after 23 <sup>rd</sup> March (31 <sup>st</sup> August)	\$250
Withdrawal after 23 <sup>rd</sup> March (31 <sup>st</sup> August)	No refund

### Casual Meal rates during vacation

Charges	Breakfast	\$15
	Lunch	\$20
	Dinner	\$25
Entry onto the Electoral Roll upon graduation only		No charge

# Payment Schedule

## New students

10 <sup>th</sup> February	<b>Due date</b> for all first semester fees. New students will be expected to have paid first semester fees by close of business on this day.
28 <sup>th</sup> February	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> March	If 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 termination of residency.
21 <sup>st</sup> July	<b>Due date</b> for all second semester fees. If semester fees have not been paid in full by this date an Administration charge of 12 13.0% per month on the outstanding balance applies from the <b>due date</b> .
30 <sup>th</sup> August	If second 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 termination of residency.
30 <sup>th</sup> September	All outstanding fees and charges to be cleared before an application to return to College the following year will be considered.

## Returning Students

17 <sup>th</sup> February	<b>Due date</b> for all first semester fees.
28 <sup>th</sup> February	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> March	If 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 termination of residency.
21 <sup>st</sup> July	<b>Due date</b> for all second semester fees. If semester 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> .
31 <sup>st</sup> August	If second 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 termination of residency.
30 <sup>th</sup> September	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 Business Manager Ms Lisa Zaman by 10<sup>th</sup> February for first semester fees and 21<sup>st</sup> July for second semester fees.

## Payment of Fees

College fees are to be paid to the Accounts Office. Students returning to College in 2024 must have paid all their 2023 accommodation and other charges by 30<sup>th</sup> September 2023 or a place cannot be guaranteed in 2024.

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 Business Manager's office for details.

## 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.

# Semester & Vacation Dates

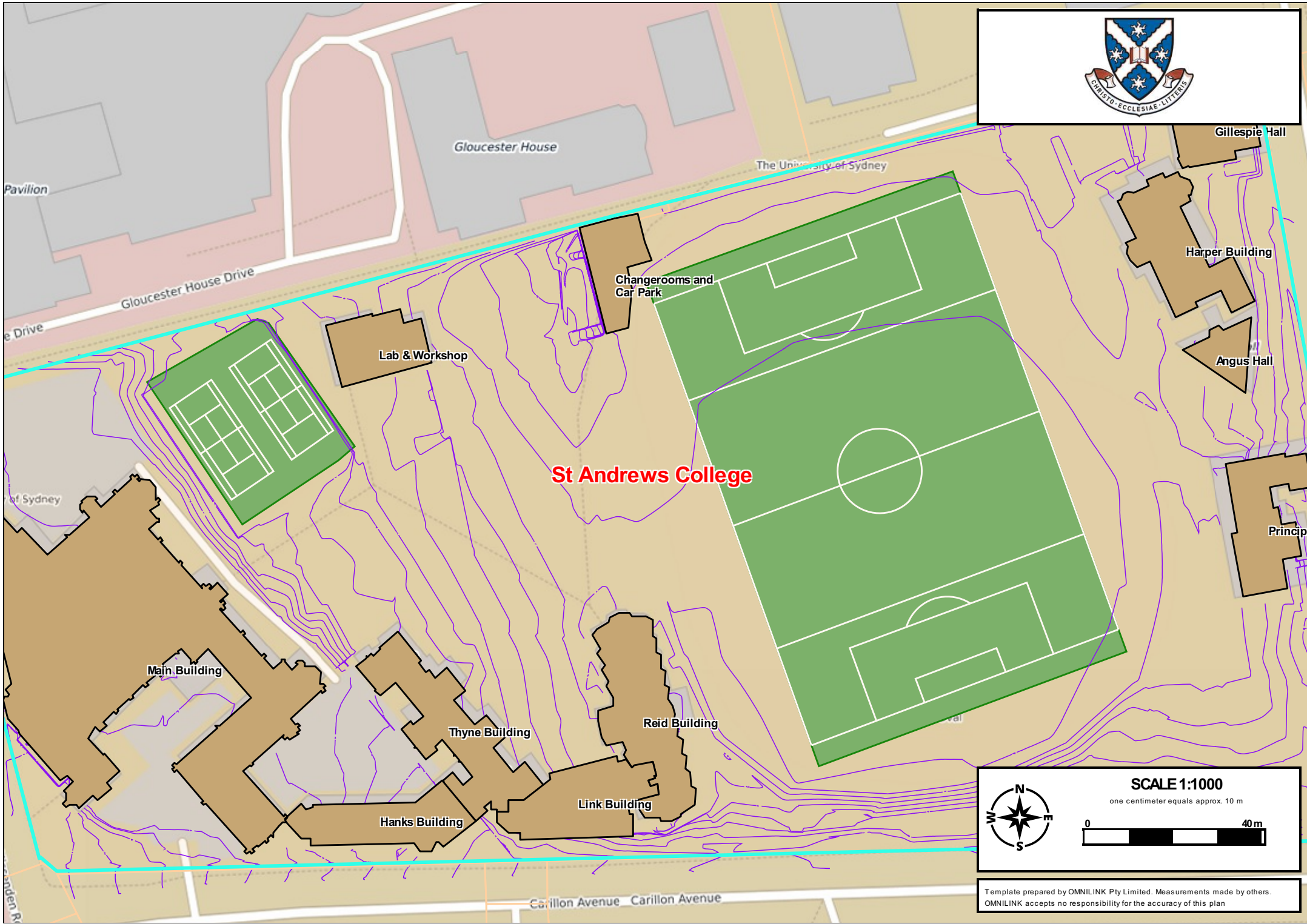
University of Sydney

Semester and Vacation Dates: **2023**

FIRST SEMESTER	2023
Welcome Program	Mon 6 February – Fri 24 February
Lectures begin	Mon 20 February
Easter Recess	Fri 7 April – Fri 14 April inclusive
Study Vacation	Mon 29 May – Fri 2 June inclusive
Examination Period (2 weeks)	Mon 5 June – Sat 17 June inclusive
Semester Ends	Sat 17 June inclusive
SECOND SEMESTER	
Welcome Program	Mon 17 July – Fri 4 August
Lectures begin	Mon 31 July
Mid-semester Recess	Mon 25 September – Fri 29 September inclusive
Study Vacation	Mon 6 November – Fri 10 November inclusive
Examination Period (2 weeks)	Mon 13 November – Sat 25 November inclusive
Semester Ends	Sat 25 November



# College Maps



**St Andrews College**



**SCALE 1:1000**

one centimeter equals approx. 10 m



Template prepared by OMNILINK Pty Limited. Measurements made by others. OMNILINK accepts no responsibility for the accuracy of this plan



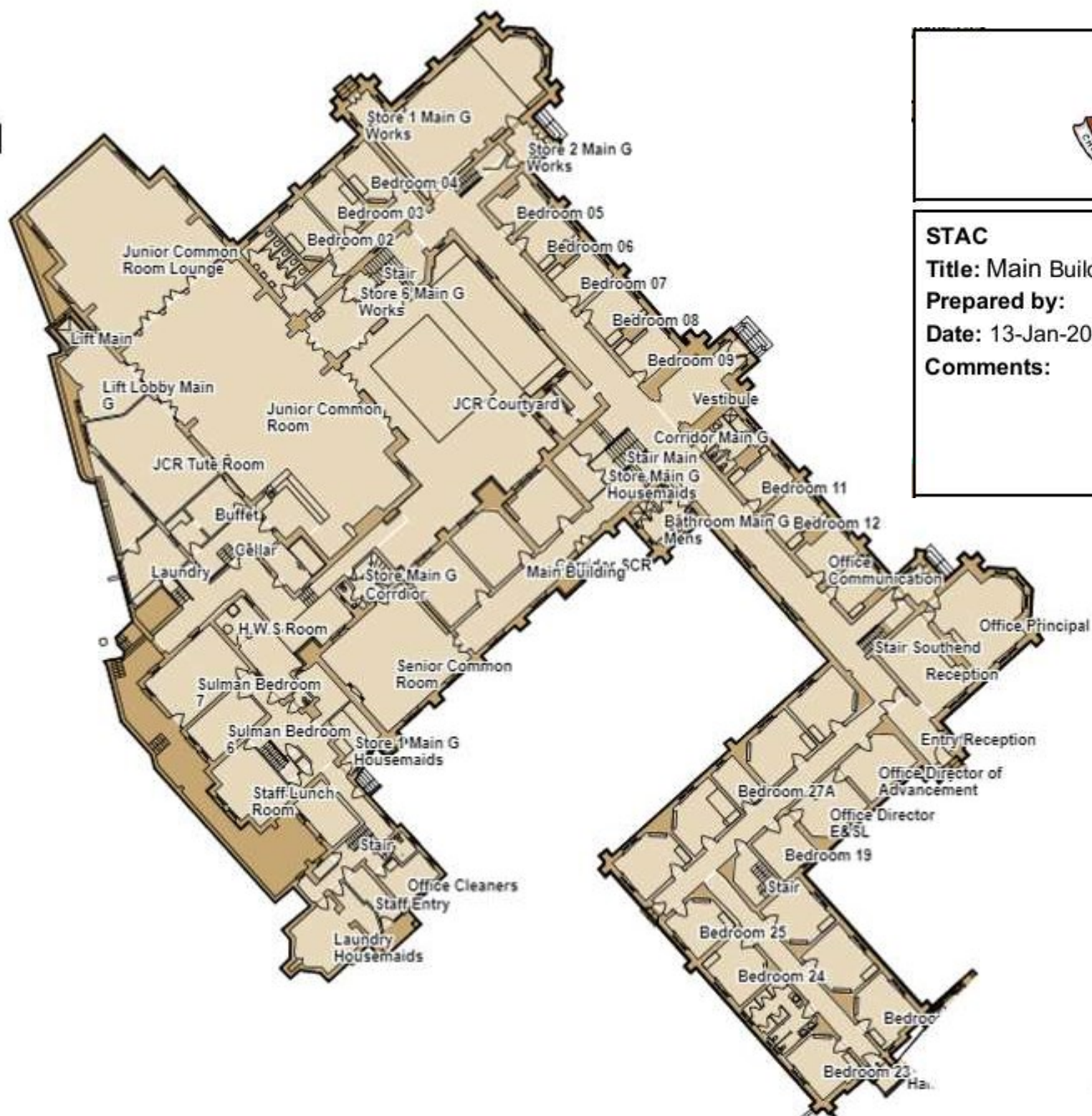
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**Prepared by:**

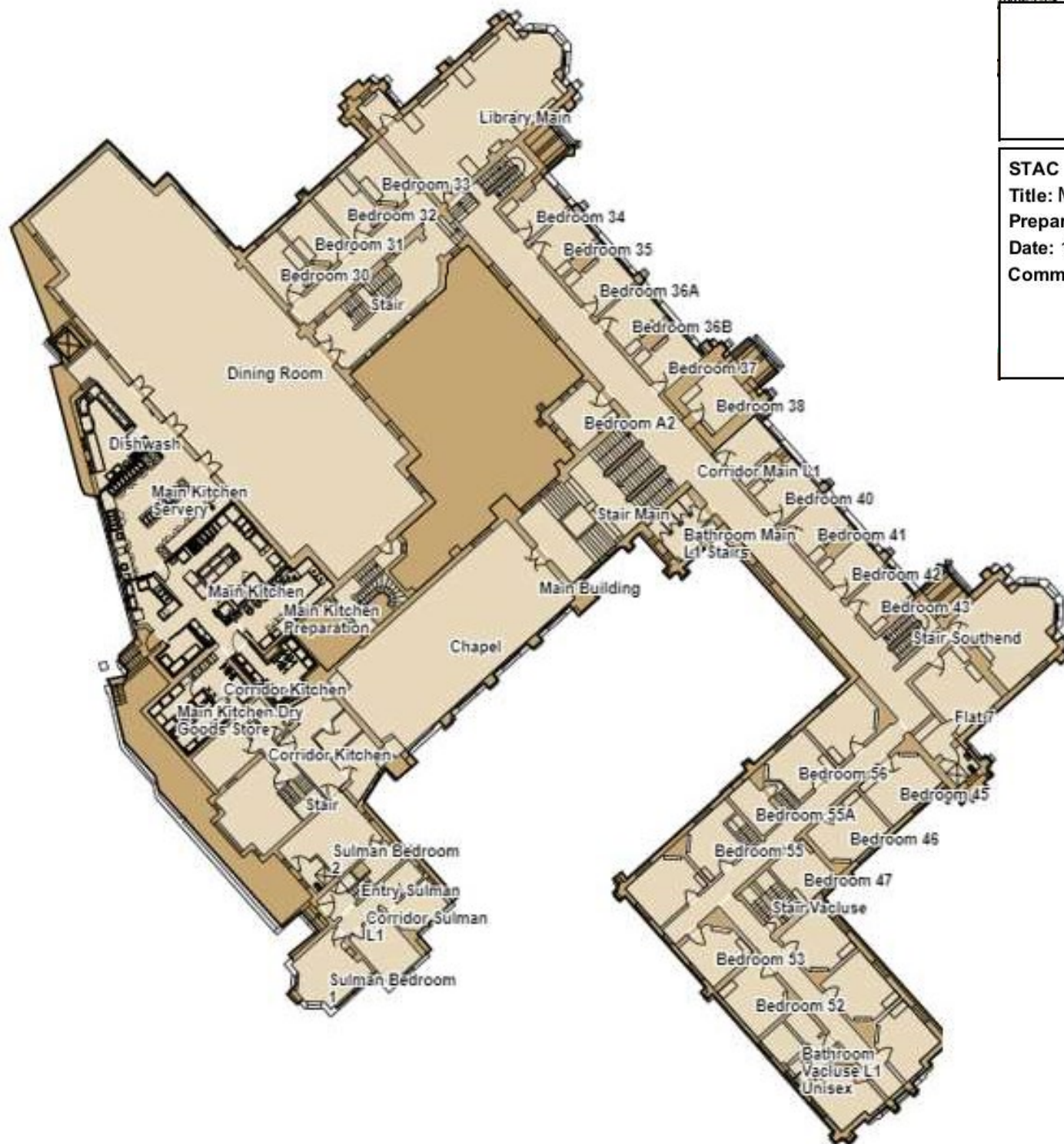
**Date:** 13-Jan-2022

**Comments:**





**STAC**  
**Title:** Main Building - First Floor  
**Prepared by:**  
**Date:** 13-Jan-2022  
**Comments:**





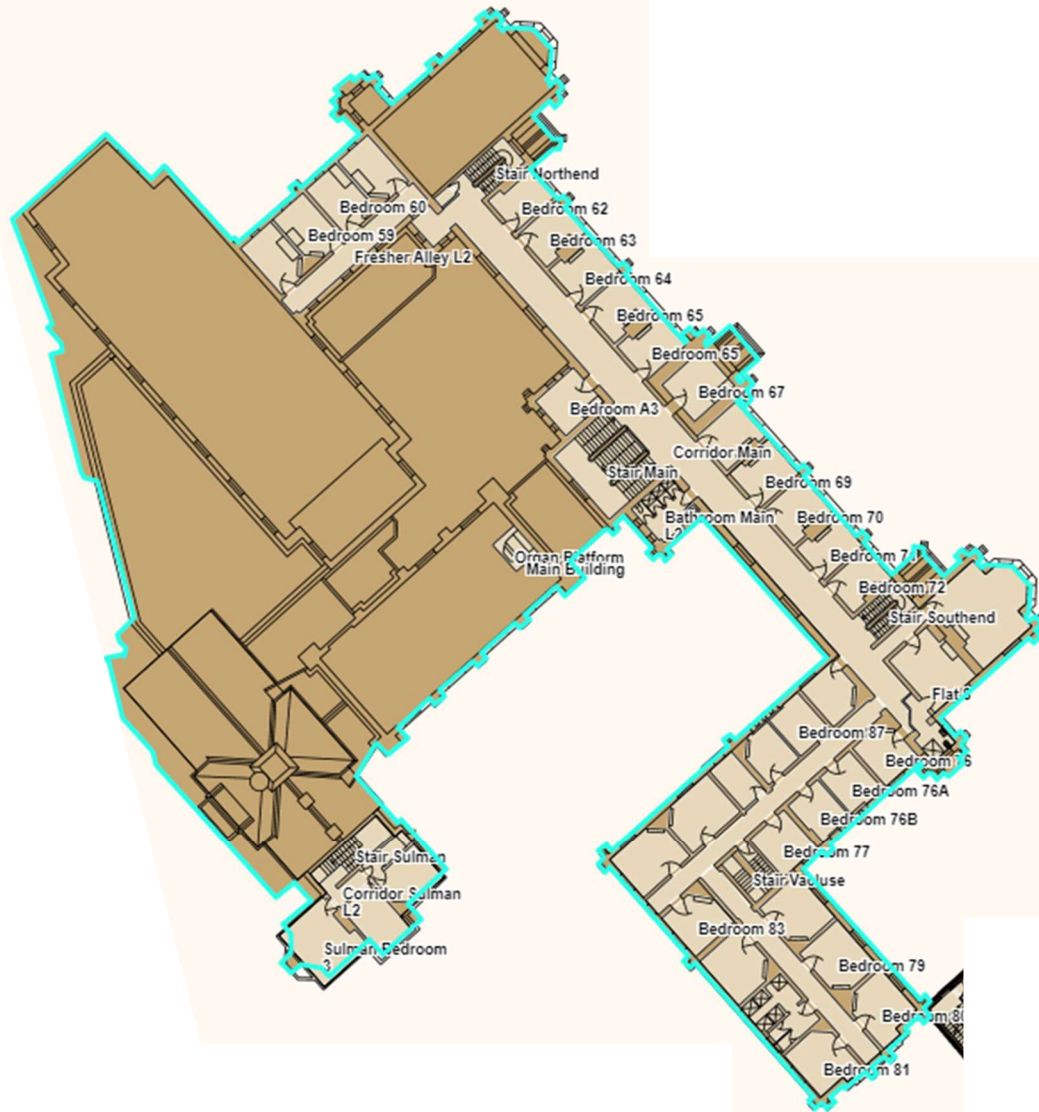
**STAC**

**Title:** Main Building - Second Floor

**Prepared by:**

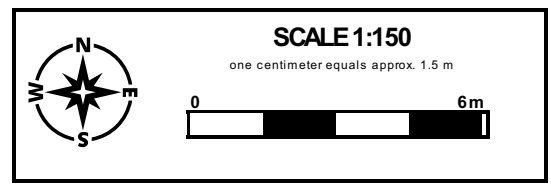
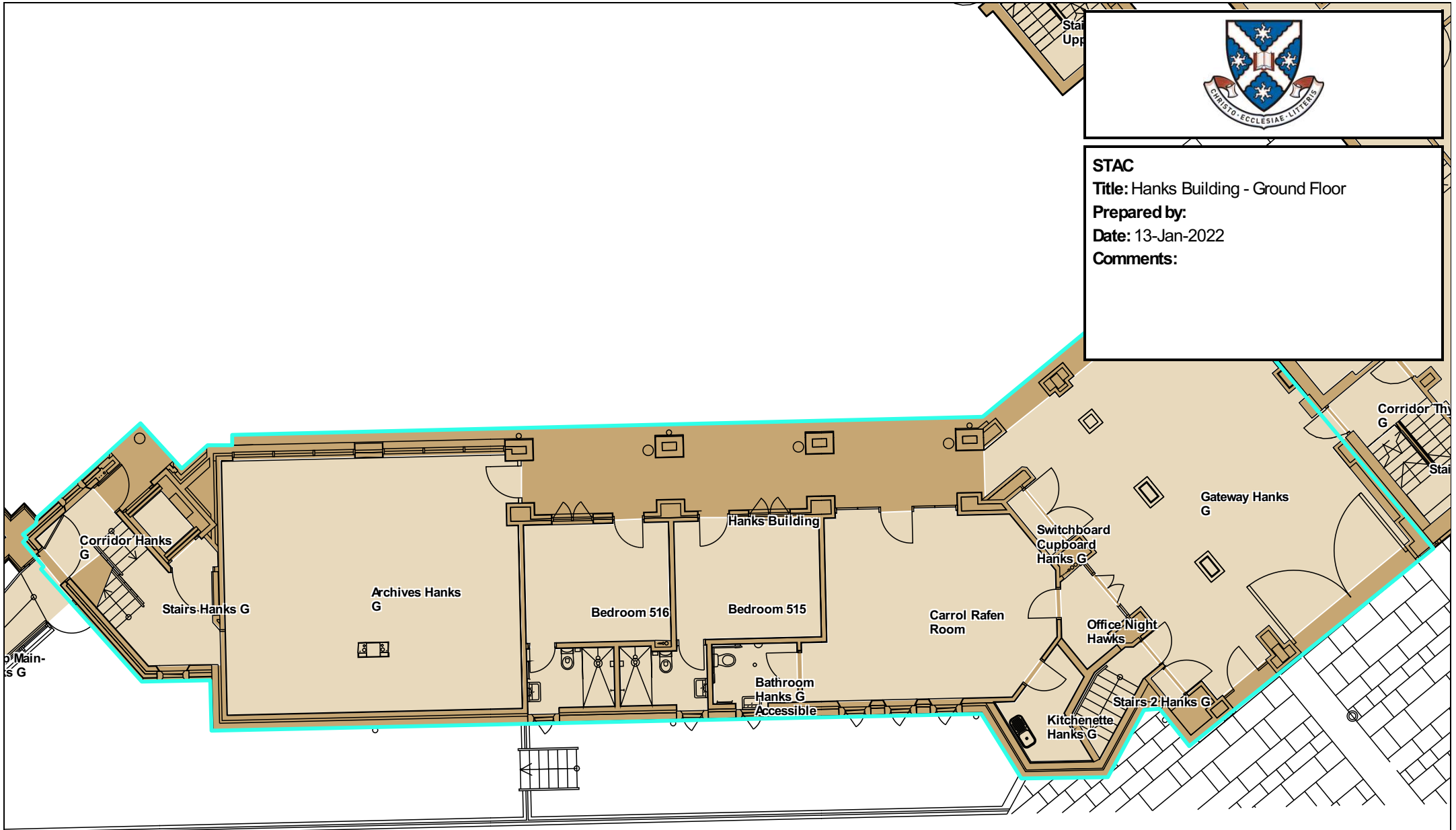
**Date:** 13-Jan-2022

**Comments:**





**STAC**  
**Title:** Hanks Building - Ground Floor  
**Prepared by:**  
**Date:** 13-Jan-2022  
**Comments:**

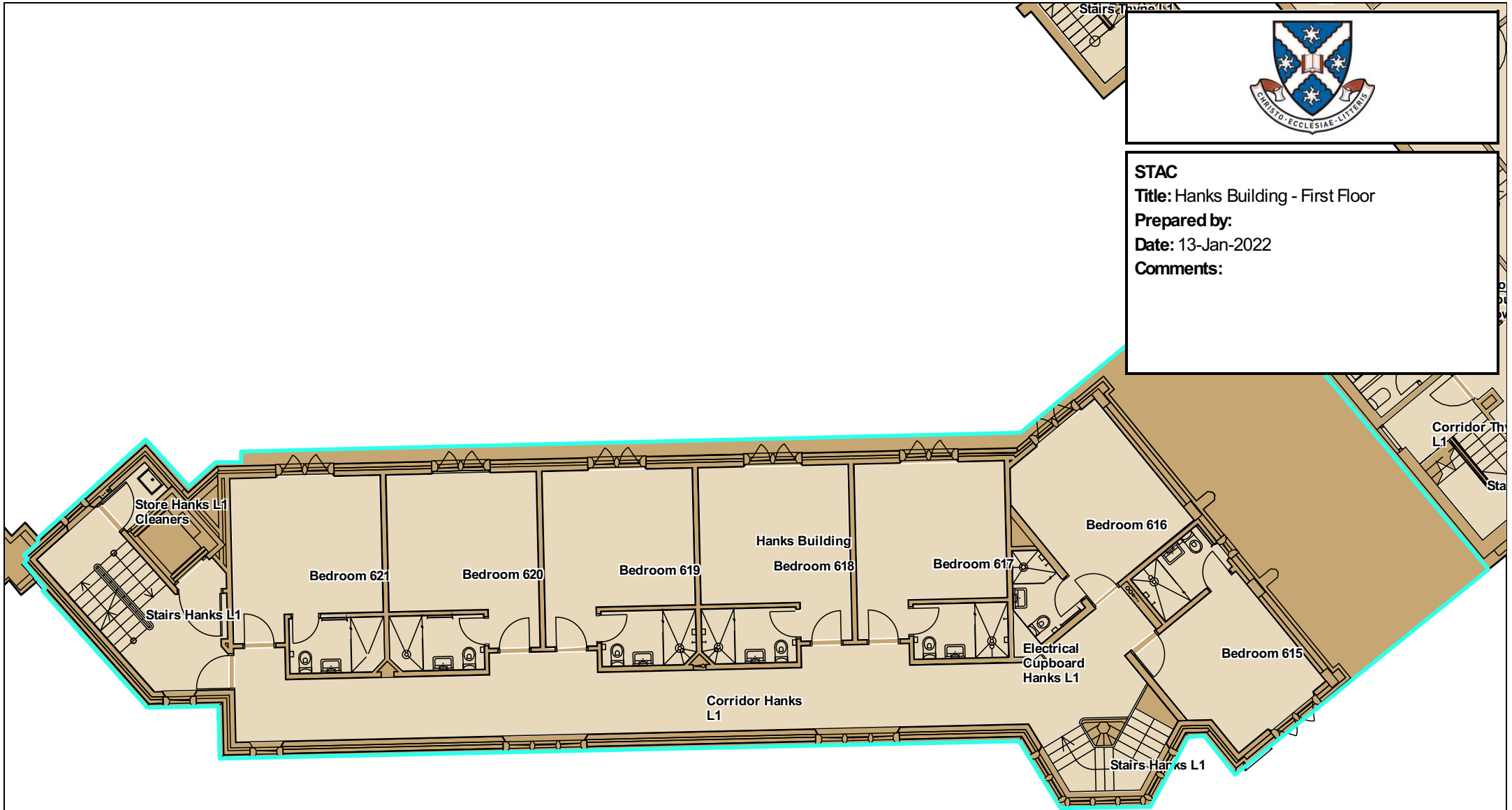


Template prepared by OMNILINK Pty Limited. Measurements made by others.  
OMNILINK accepts no responsibility for the accuracy of this plan





**STAC**  
**Title:** Hanks Building - First Floor  
**Prepared by:**  
**Date:** 13-Jan-2022  
**Comments:**

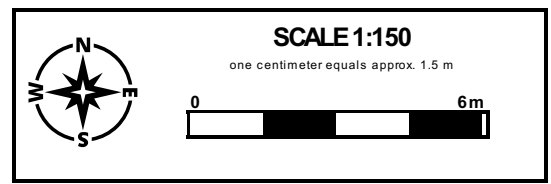
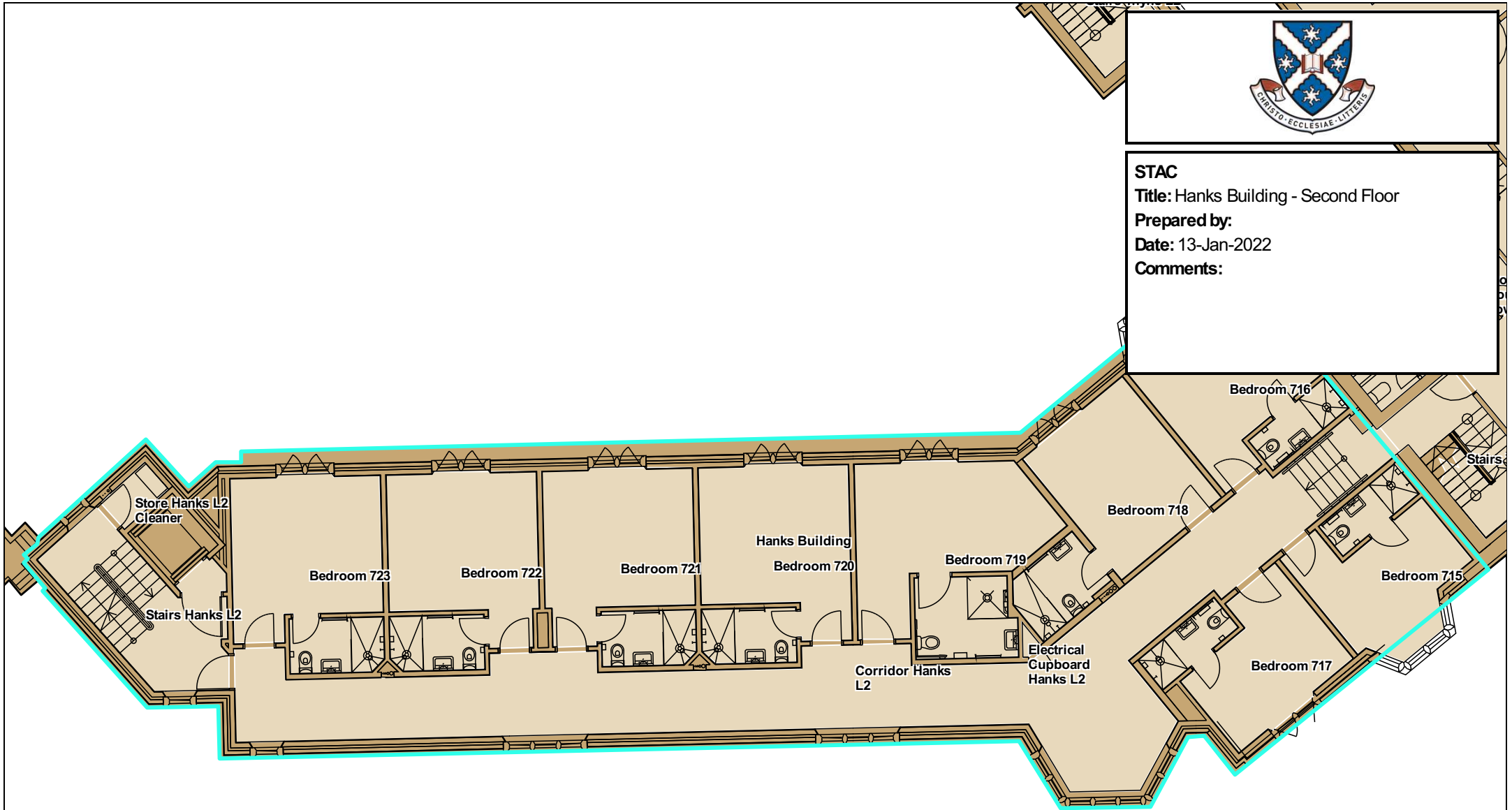


**SCALE 1:150**  
one centimeter equals approx. 1.5 m

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OMNILINK accepts no responsibility for the accuracy of this plan



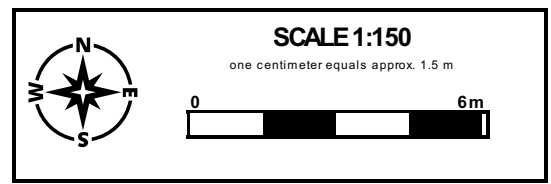
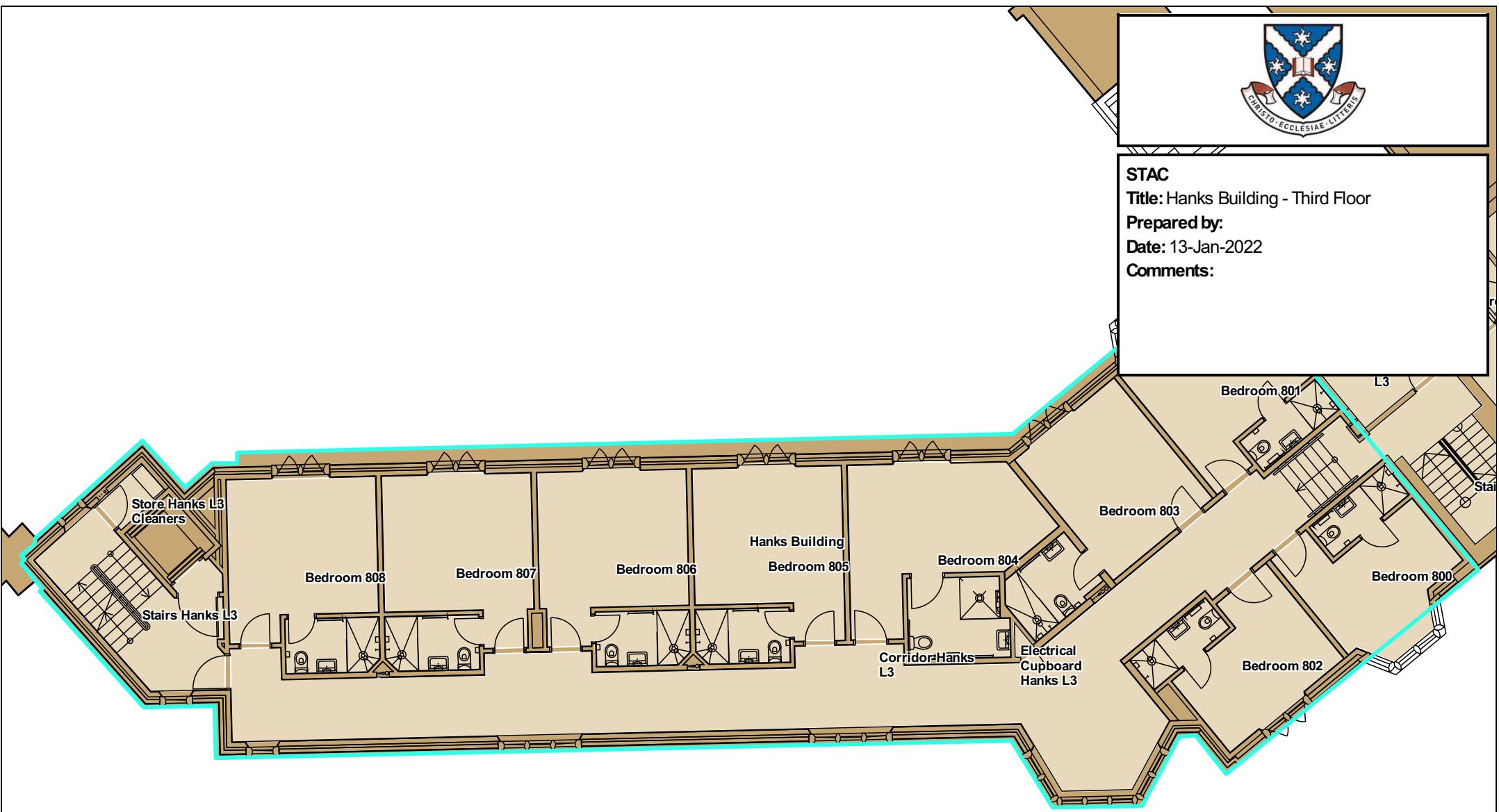
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**Title:** Hanks Building - Second Floor  
**Prepared by:**  
**Date:** 13-Jan-2022  
**Comments:**



Template prepared by OMNILINK Pty Limited. Measurements made by others.  
OMNILINK accepts no responsibility for the accuracy of this plan



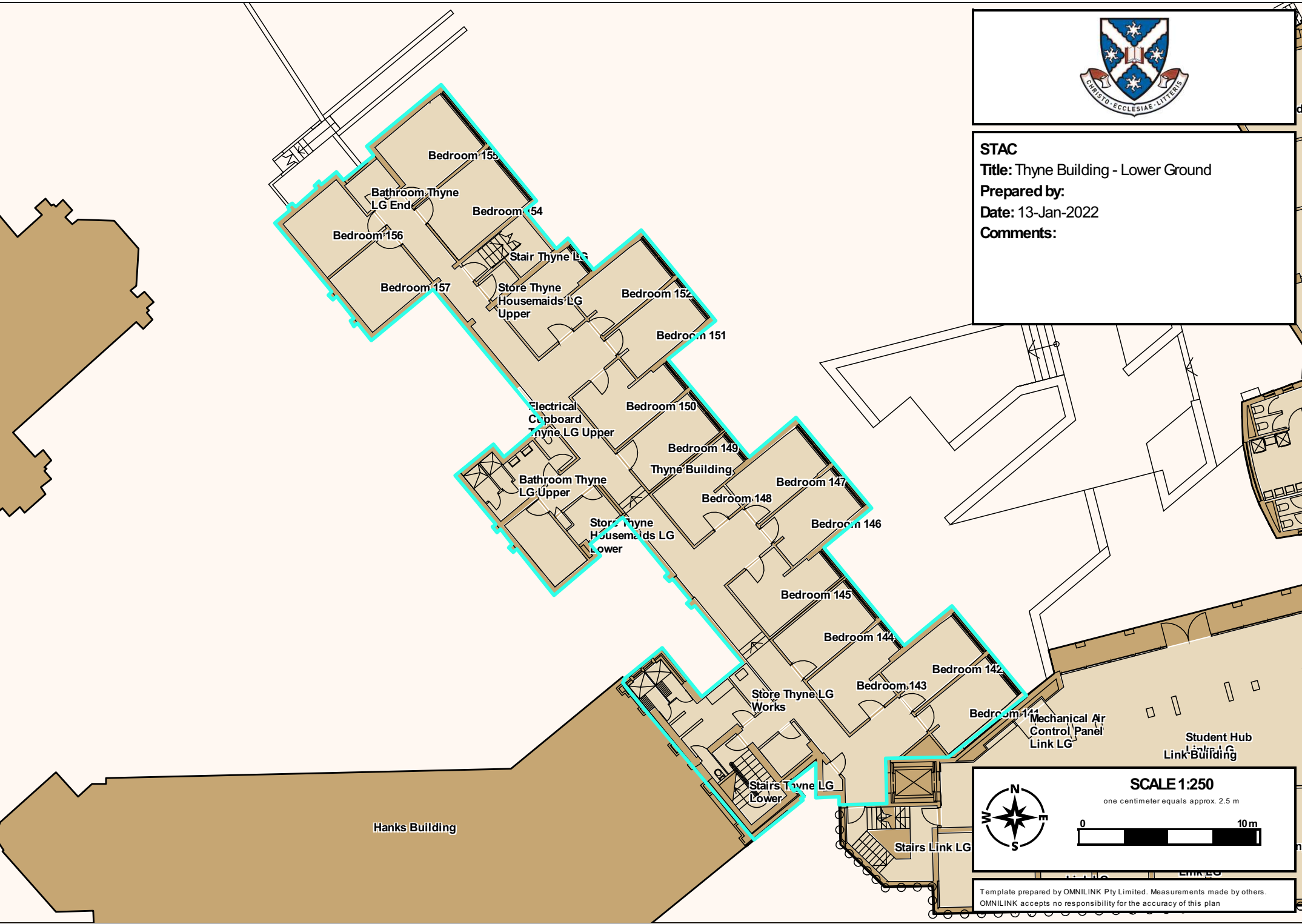
**STAC**  
**Title:** Hanks Building - Third Floor  
**Prepared by:**  
**Date:** 13-Jan-2022  
**Comments:**



Template prepared by OMNILINK Pty Limited. Measurements made by others.  
OMNILINK accepts no responsibility for the accuracy of this plan



**STAC**  
**Title:** Thyne Building - Lower Ground  
**Prepared by:**  
**Date:** 13-Jan-2022  
**Comments:**

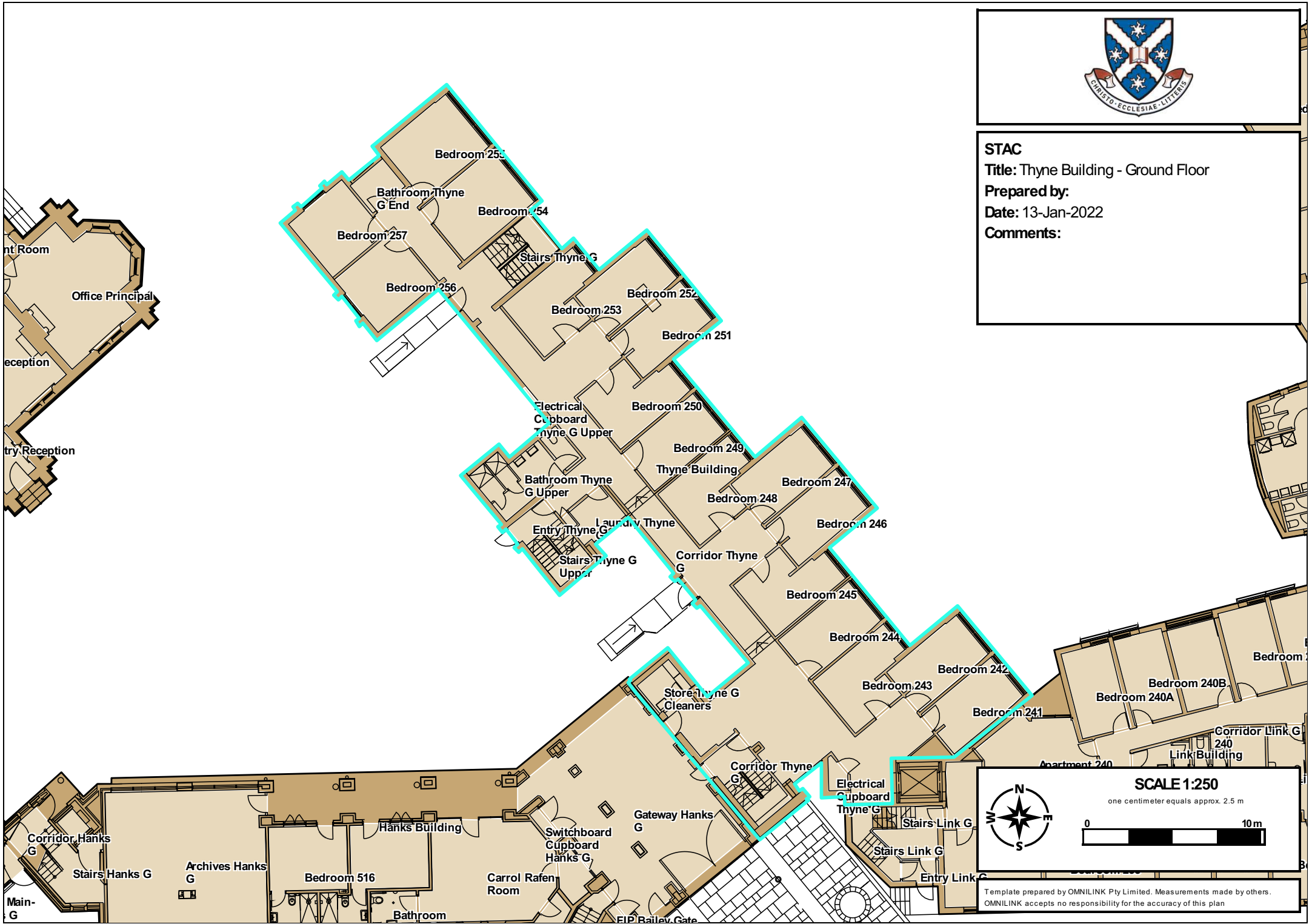


**SCALE 1:250**  
one centimeter equals approx. 2.5 m

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**STAC**  
**Title:** Thyne Building - Ground Floor  
**Prepared by:**  
**Date:** 13-Jan-2022  
**Comments:**



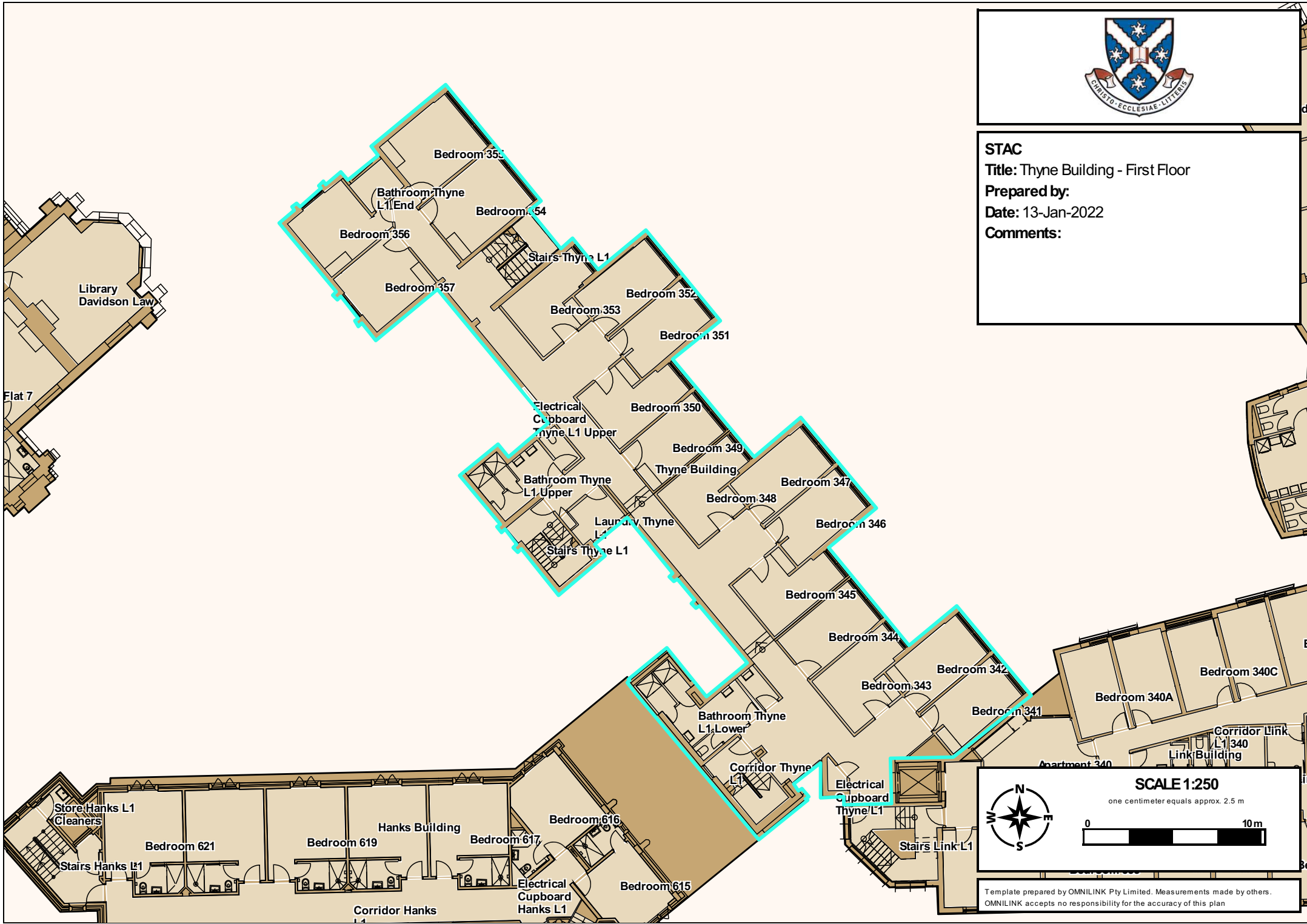
**SCALE 1:250**  
 one centimeter equals approx. 2.5 m

The scale bar shows a length of 10 meters. The north arrow indicates the orientation of the building.

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 OMNILINK accepts no responsibility for the accuracy of this plan



**STAC**  
**Title:** Thyne Building - First Floor  
**Prepared by:**  
**Date:** 13-Jan-2022  
**Comments:**

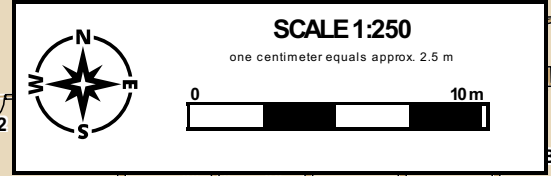
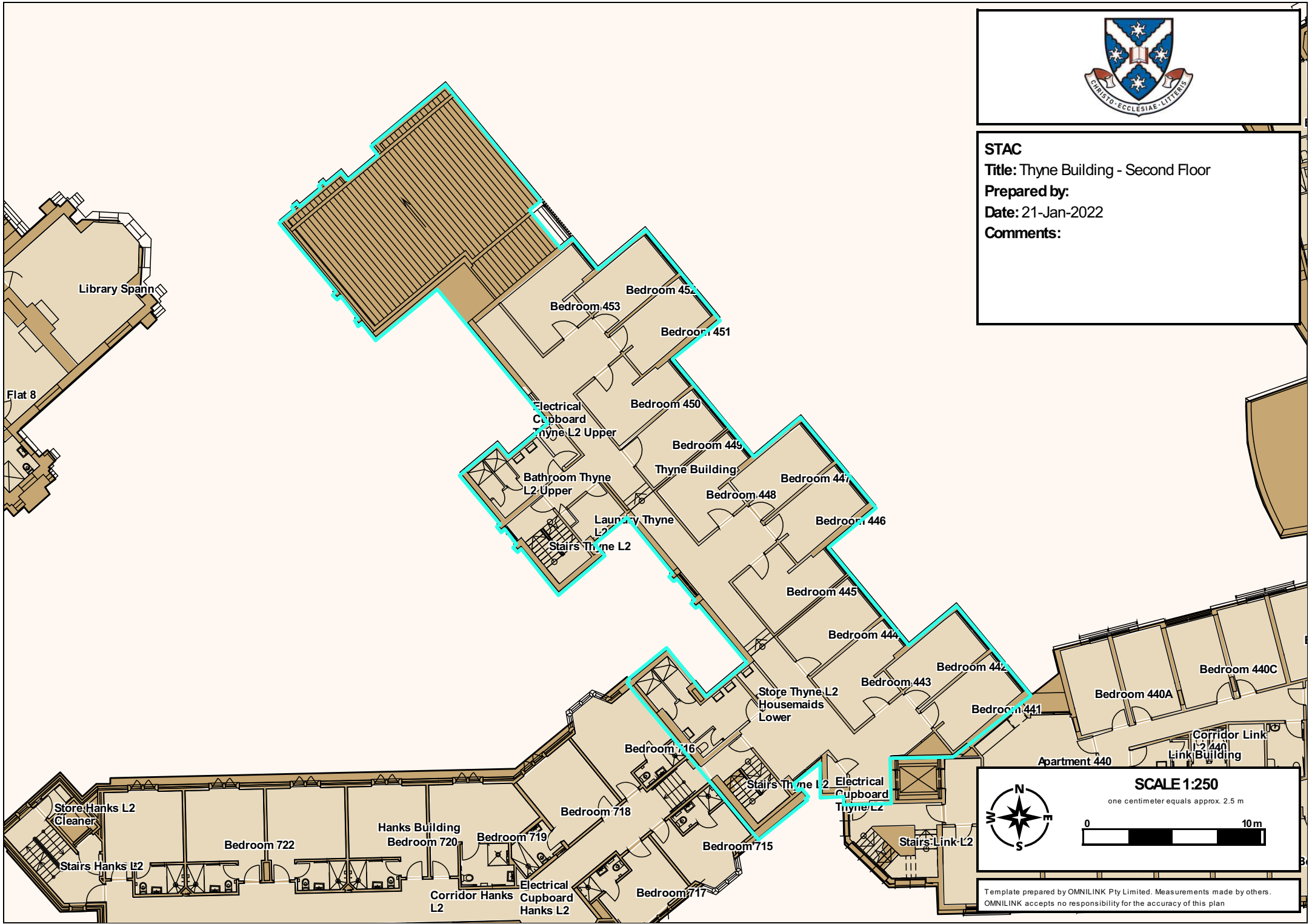


**SCALE 1:250**  
one centimeter equals approx. 2.5 m

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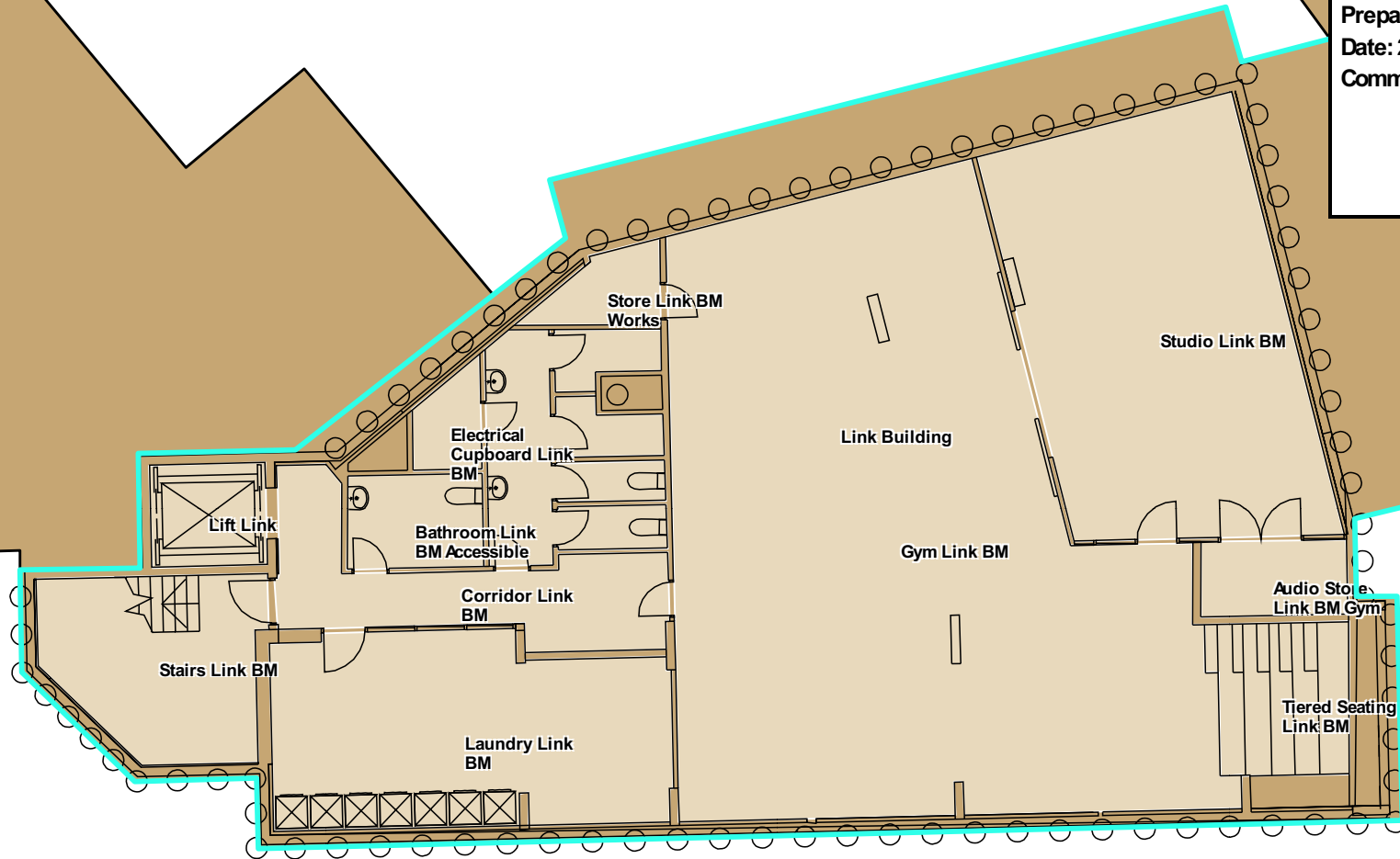
**STAC**  
**Title:** Thyne Building - Second Floor  
**Prepared by:**  
**Date:** 21-Jan-2022  
**Comments:**



Template prepared by OMNILINK Pty Limited. Measurements made by others.  
OMNILINK accepts no responsibility for the accuracy of this plan



**STAC**  
**Title:** Link Building - Basement  
**Prepared by:**  
**Date:** 21-Jan-2022  
**Comments:**



**SCALE 1:150**  
one centimeter equals approx. 1.5 m

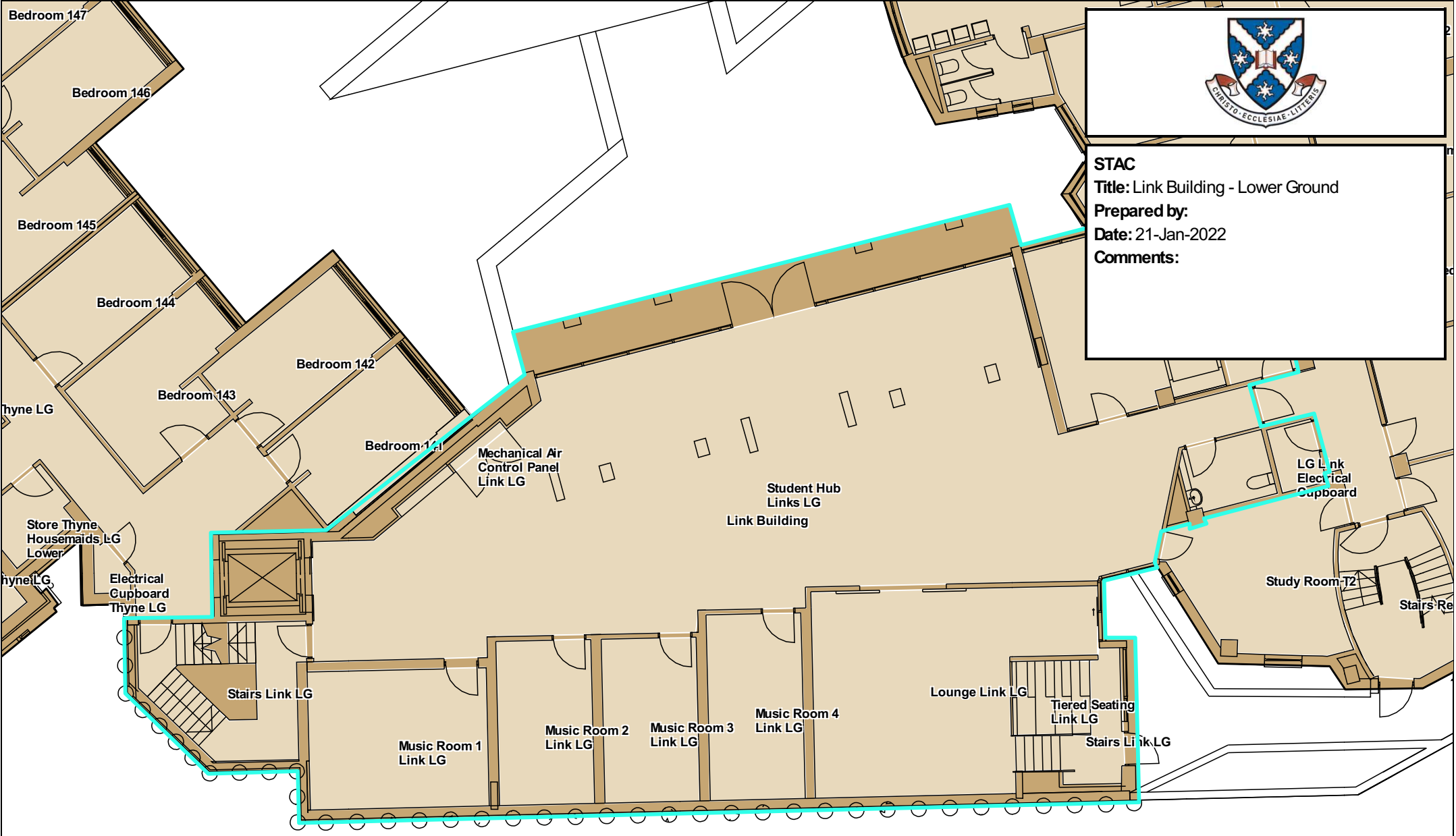
A north arrow is located to the left of the scale bar. The scale bar is a horizontal line with alternating black and white segments, labeled '0' at the start and '6m' at the end.

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OMNILINK accepts no responsibility for the accuracy of this plan





**STAC**  
**Title:** Link Building - Lower Ground  
**Prepared by:**  
**Date:** 21-Jan-2022  
**Comments:**

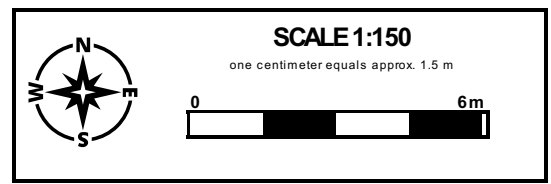
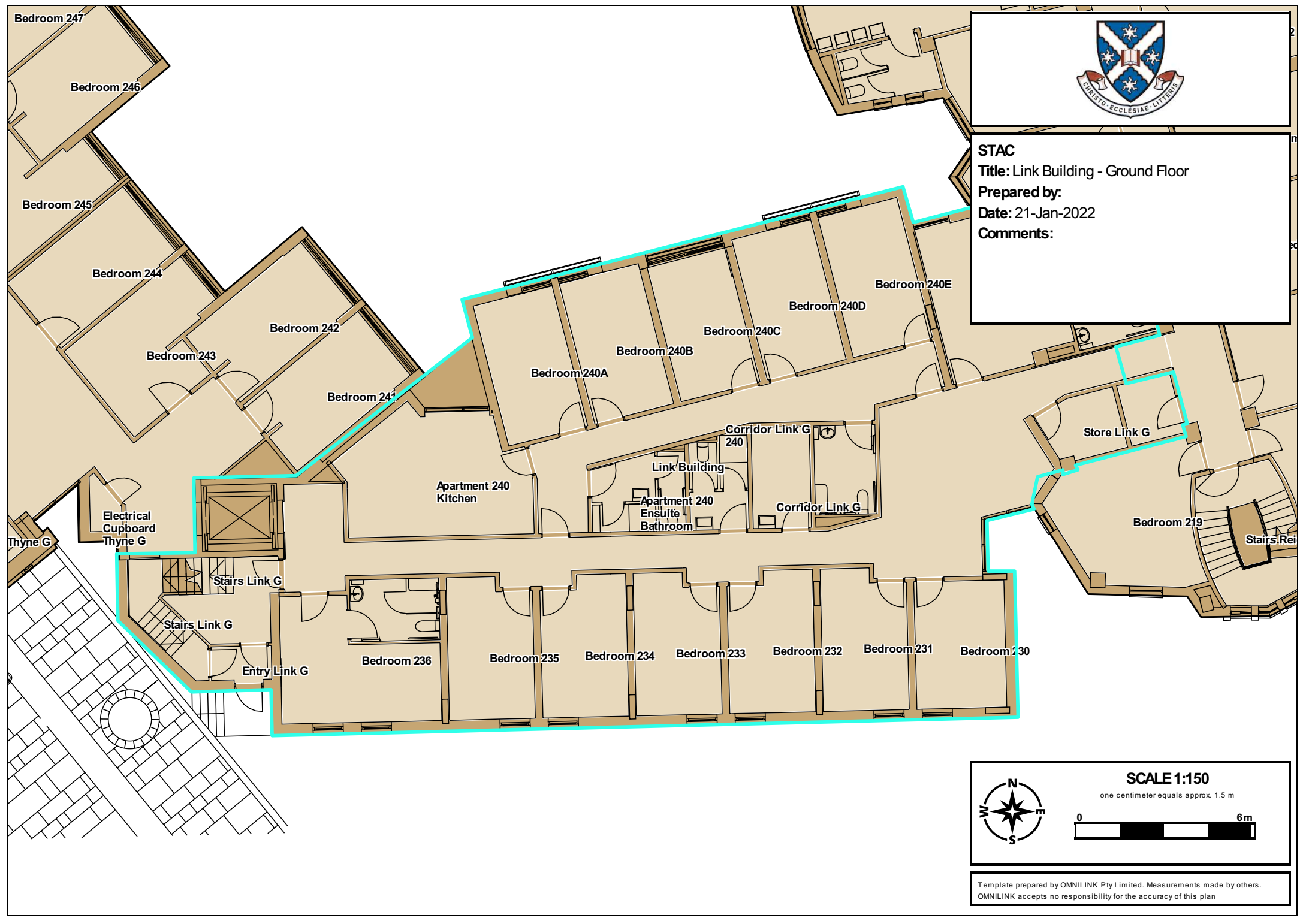


**SCALE 1:150**  
 one centimeter equals approx. 1.5 m

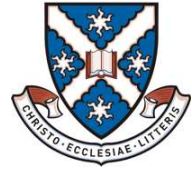
Template prepared by OMNILINK Pty Limited. Measurements made by others.  
 OMNILINK accepts no responsibility for the accuracy of this plan



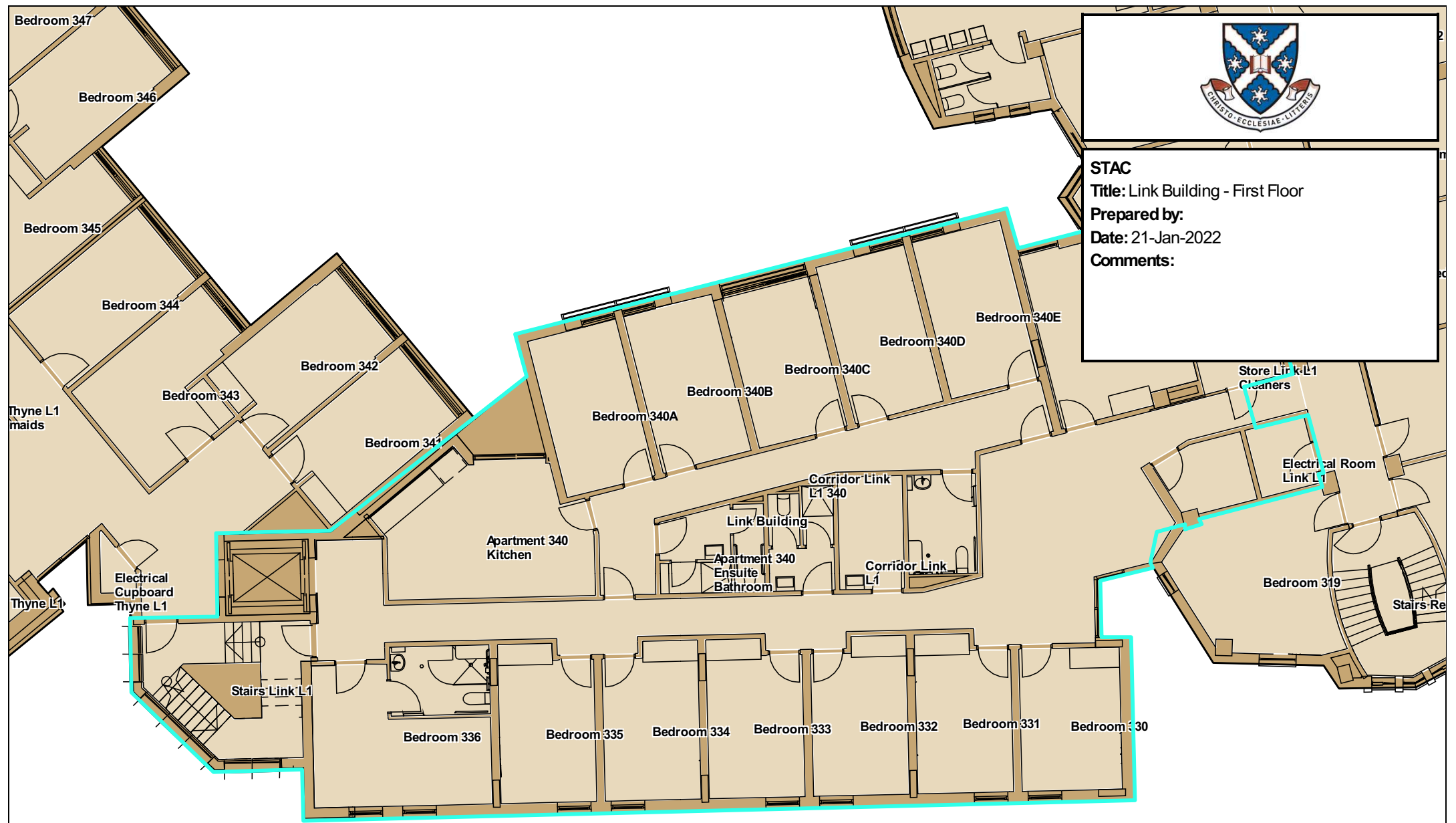
**STAC**  
**Title:** Link Building - Ground Floor  
**Prepared by:**  
**Date:** 21-Jan-2022  
**Comments:**



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OMNILINK accepts no responsibility for the accuracy of this plan



**STAC**  
**Title:** Link Building - First Floor  
**Prepared by:**  
**Date:** 21-Jan-2022  
**Comments:**

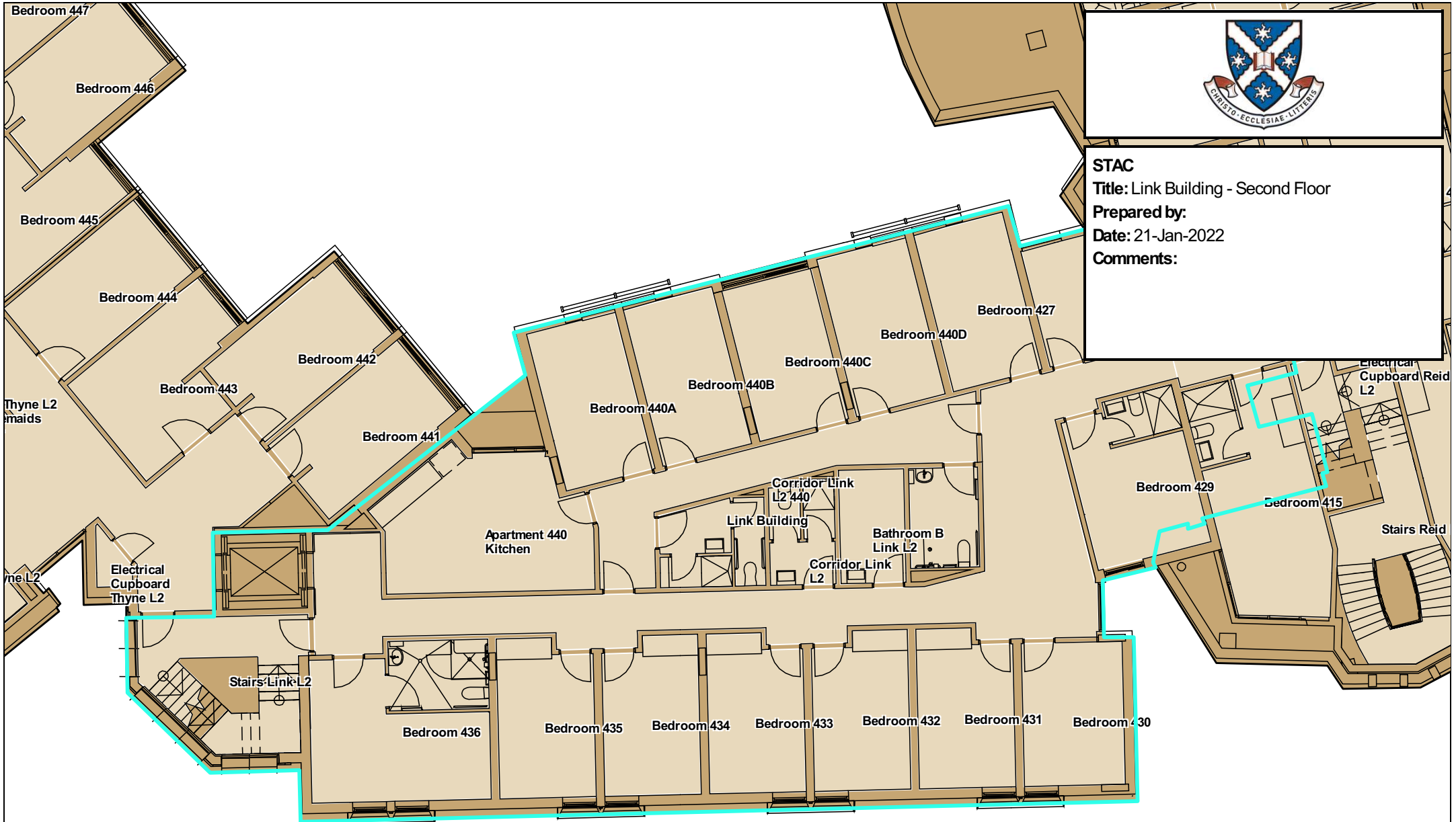


**SCALE 1:150**  
one centimeter equals approx. 1.5 m

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OMNILINK accepts no responsibility for the accuracy of this plan



**STAC**  
**Title:** Link Building - Second Floor  
**Prepared by:**  
**Date:** 21-Jan-2022  
**Comments:**



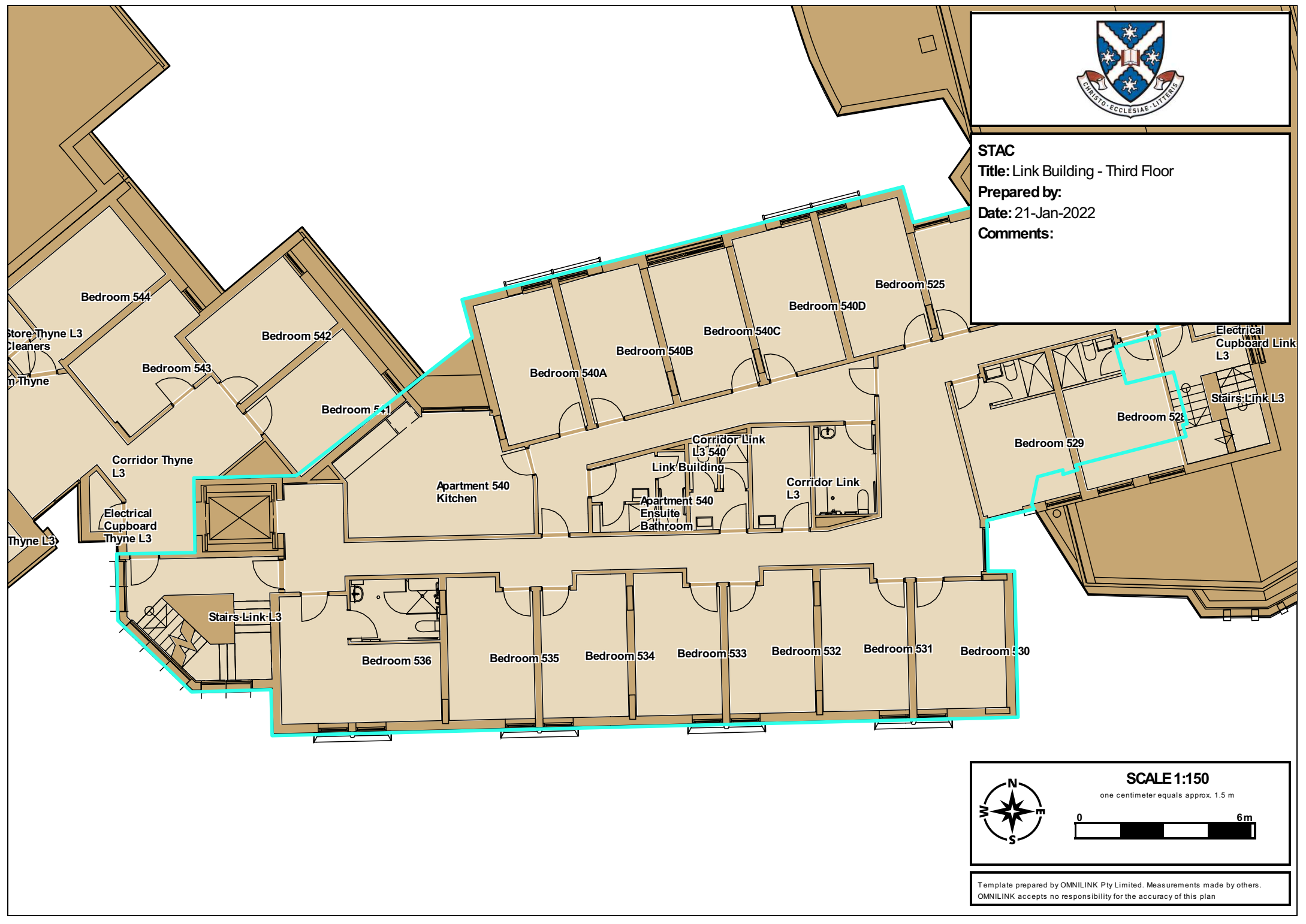
**SCALE 1:150**  
one centimeter equals approx. 1.5 m

A north arrow is shown with 'N' at the top, 'S' at the bottom, 'E' on the right, and 'W' on the left. Below it is a scale bar with markings at 0 and 6 meters.

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OMNILINK accepts no responsibility for the accuracy of this plan



**STAC**  
**Title:** Link Building - Third Floor  
**Prepared by:**  
**Date:** 21-Jan-2022  
**Comments:**

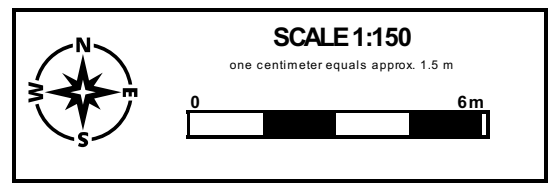
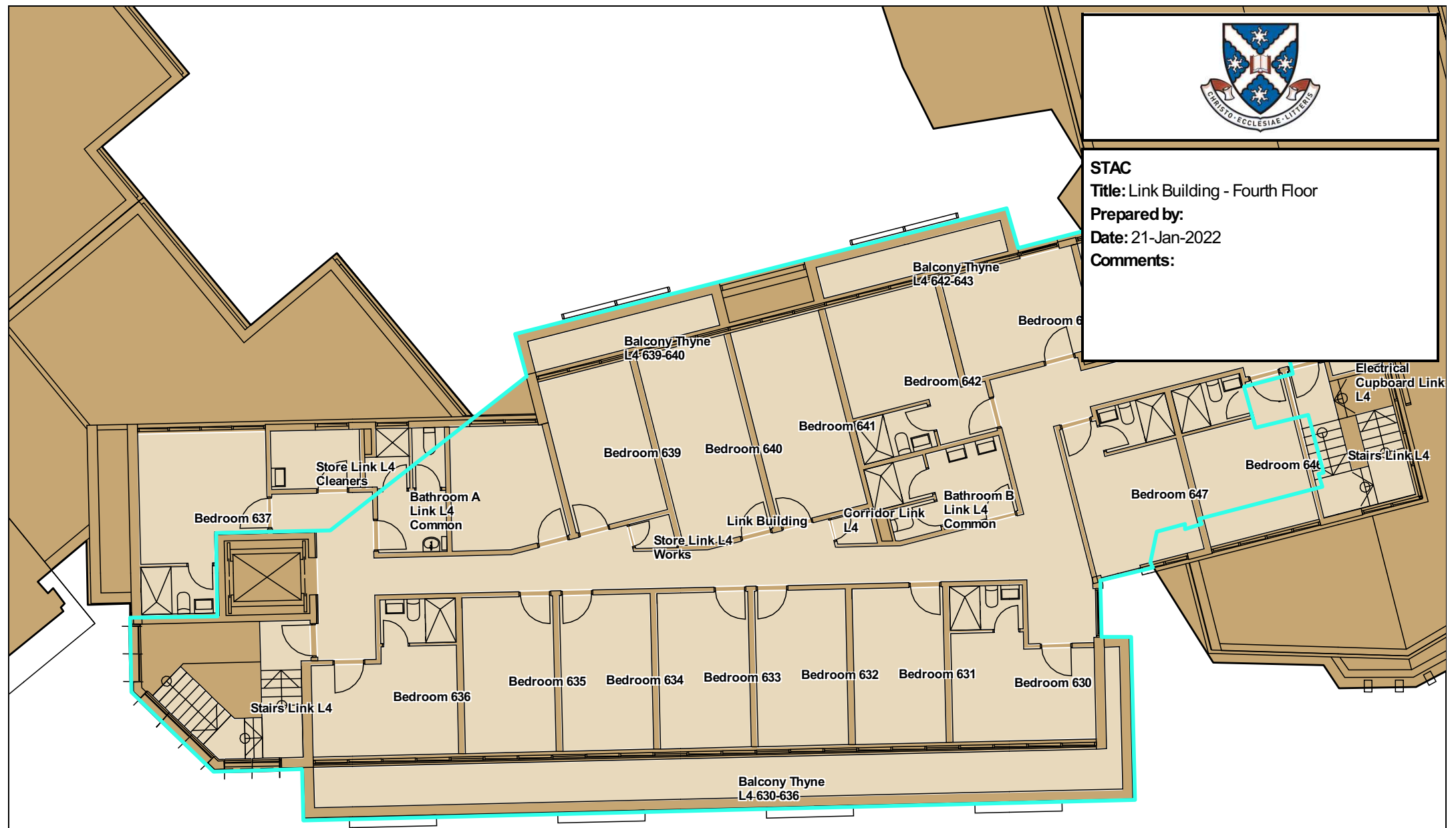


**SCALE 1:150**  
one centimeter equals approx. 1.5 m

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**STAC**  
**Title:** Link Building - Fourth Floor  
**Prepared by:**  
**Date:** 21-Jan-2022  
**Comments:**



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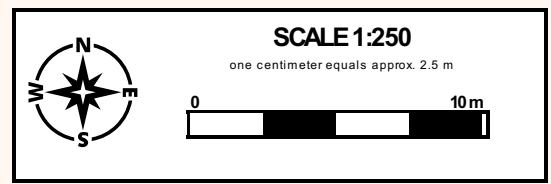
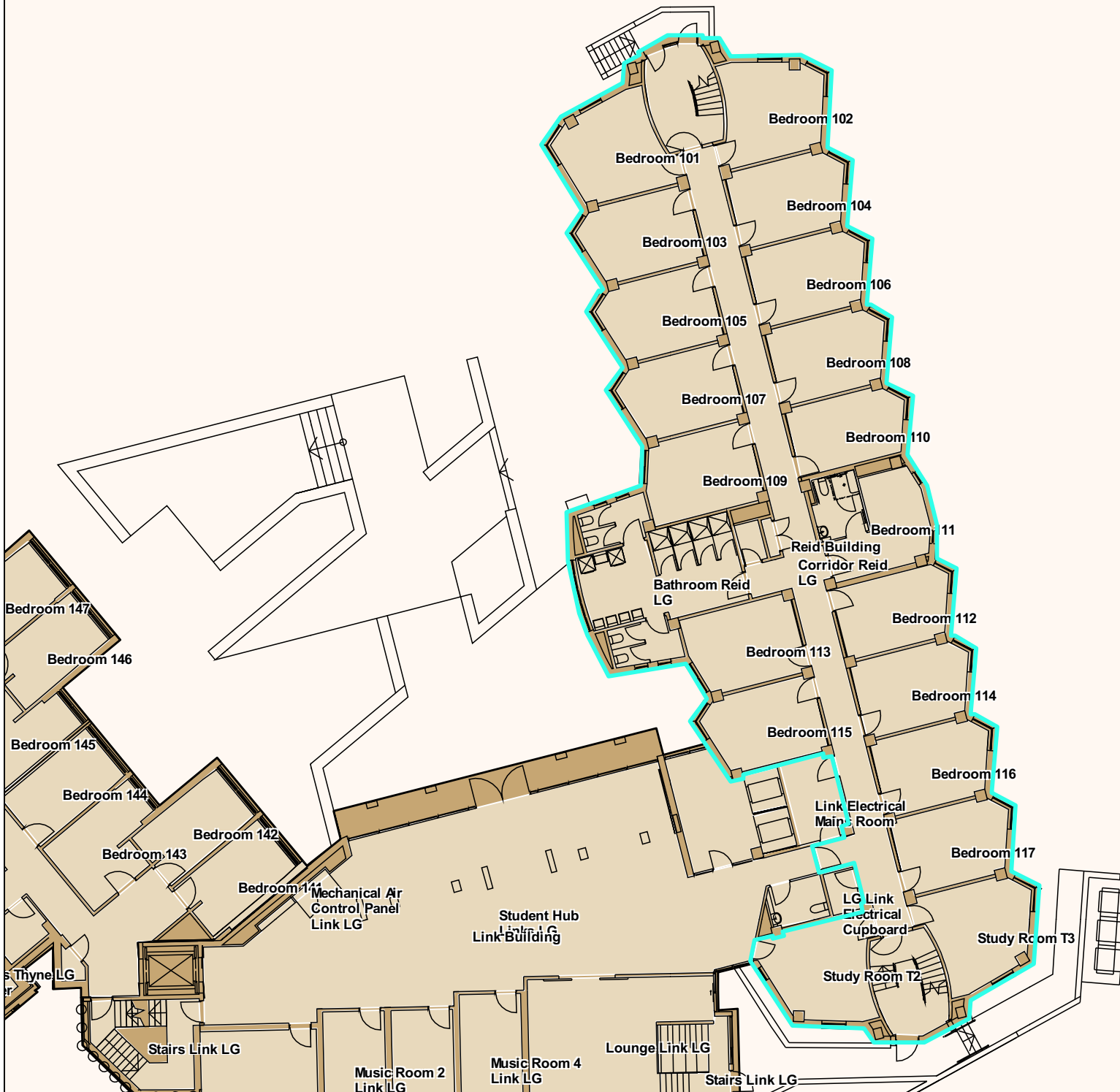
**STAC**

**Title:** Reid Building - Lower Ground

**Prepared by:**

**Date:** 21-Jan-2022

**Comments:**



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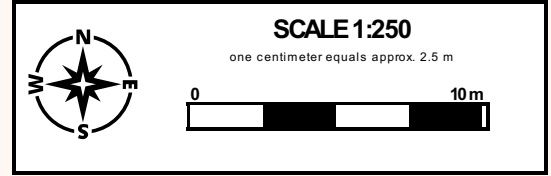
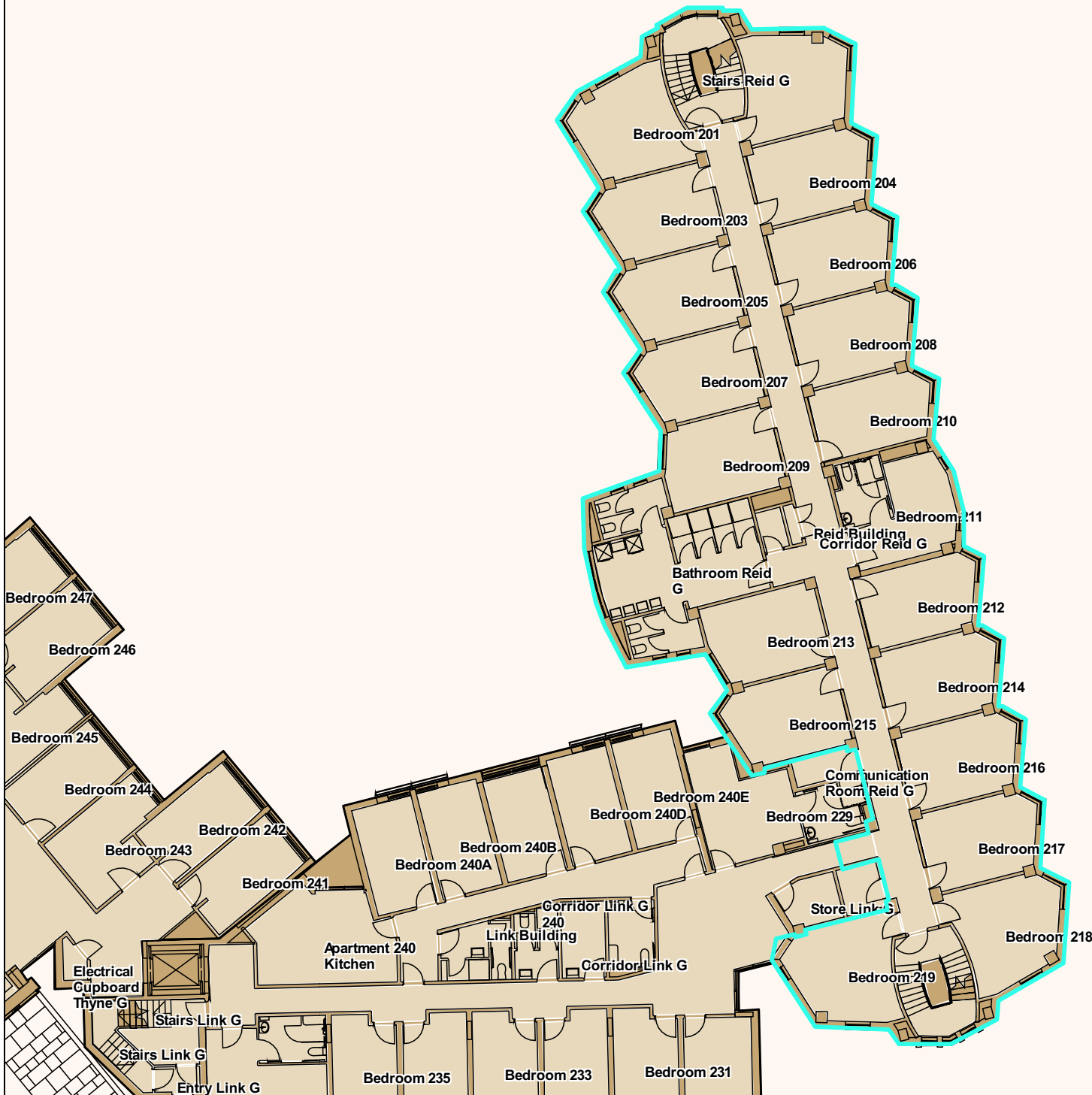
**STAC**

**Title:** Reid Building - Ground Floor

**Prepared by:**

**Date:** 21-Jan-2022

**Comments:**



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OMNILINK accepts no responsibility for the accuracy of this plan





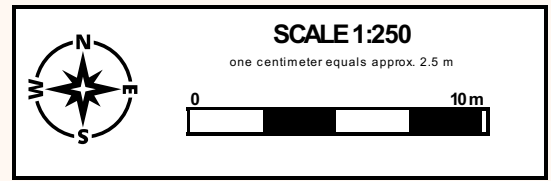
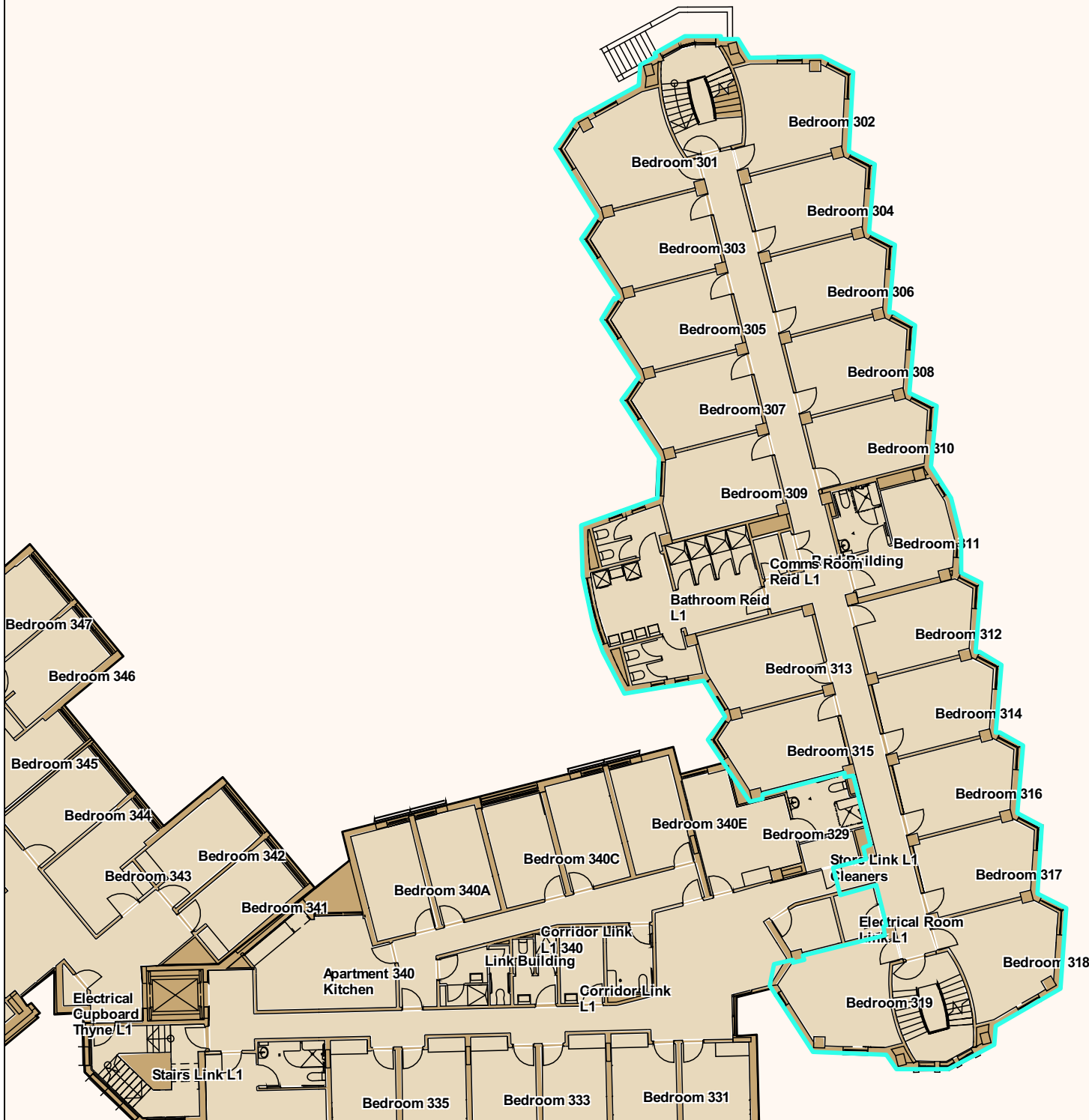
**STAC**

**Title:** Reid Building - First Floor

**Prepared by:**

**Date:** 21-Jan-2022

**Comments:**



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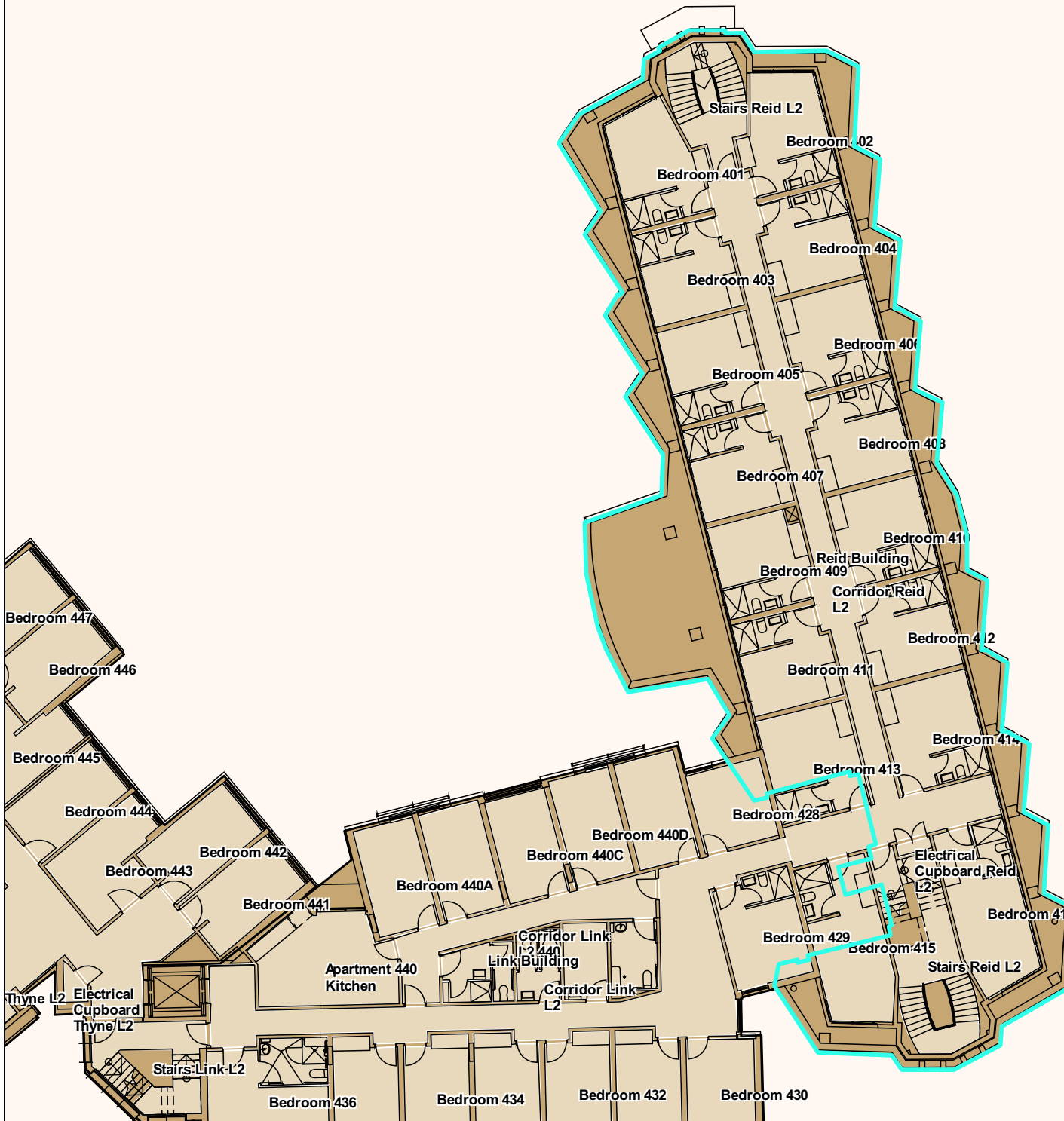
**STAC**

**Title:** Reid Building - Second Floor

**Prepared by:**

**Date:** 21-Jan-2022

**Comments:**



**SCALE 1:250**  
one centimeter equals approx. 2.5 m

A north arrow is positioned to the left of a scale bar. The scale bar is marked with 0 and 10m.

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OMNILINK accepts no responsibility for the accuracy of this plan