



St Andrew's College

ESTABLISHED 1867

Handbook 2024



# Table of Contents

## Introduction

Welcome from the Principal .....	4
St Andrew's College Council .....	5
Staff .....	7

## College Life .....

10

Undergraduates .....	11
Graduates, Senior Academics & Others.....	12
St Andrew's College Code of Conduct .....	14
College Policies & Procedures .....	15

## Education Programs .....

16

Tutorial Program .....	17
Academic Skills Workshops .....	17
Academic Support Program .....	17
Short Courses .....	17
Language Courses.....	18

## Student Life Programs .....

19

Wellbeing .....	20
Counselling .....	20
Pastoral Care Leaders .....	20
Wellbeing Workshops & Check-Ins .....	20

## Students' Club .....

25

History .....	25
Students' Club JCR Events, Activities & Societies .....	25
Students' Club Membership Fees .....	26
House Committee .....	26

## College Operations .....

28

Dining Hall .....	29
Guests .....	30
Rooms .....	31
Common Rooms & Areas .....	34

Facilities.....	35
Parking .....	37
Damages .....	38
Maintenance Requests .....	38
Security & Safety .....	39
Out of Bounds Areas.....	41
Unauthorised Activities.....	41
<b>Fees &amp; Charges</b> .....	<b>42</b>
Charging periods for 2024.....	44
Semester Fees for 2024.....	44
Payment Methods .....	45
Other Charges .....	47
Vehicle Registration fees .....	47
Payment Schedule.....	48
Delayed Payment Charges .....	49
Special Arrangements.....	49
Payment of Fees.....	49
<b>Semester Dates</b> .....	<b>50</b>
Summer Vacation 2024 - 2025.....	52
<b>St Andrew's College Alumni Community</b> .....	<b>53</b>
Alumni Society .....	55
Young Alumni Committee .....	56
St Andrew's College Foundation .....	57
The Foundation Board of Management.....	58
<b>College Map</b> .....	<b>59</b>

# Welcome from the Principal

Dear St Andrew's College Community,

As we embark on another exciting year at St Andrew's, I extend a warm welcome to both our new and returning students.

St Andrew's is a tapestry of diversity and inclusion, a place where all students, regardless of their background, find a home. Our commitment to fostering respectful relationships and celebrating diversity is the foundation of our vibrant community. Whether you are a fresher just starting this incredible journey or a seasoned Androvian, you are an integral part of our extended family.

The generosity of St Andrew's College, with its annual \$2 million in scholarships, reflects our dedication to providing opportunities for a wide range of talented individuals. Our commitment to a balanced gender mix, and including students from rural, regional, and remote areas, enriches the fabric of our diverse culture.

Friendships forged within our walls transcend time, creating a network of support that lasts a lifetime. This sense of belonging is a shared experience, weaving together the stories of current students and alumni alike.

St Andrew's provides an exceptional education and a holistic experience. Our Education & Student Life programs are designed to support each student's unique journey, offering tutorials, mentoring sessions, and diverse programs that foster critical thinking and problem-solving skills.

Our students' success extends beyond academics to the sporting field and the creative arts, where we continue to set records and lead the way.

Choosing students to join us at St Andrew's is not just about academic prowess but also about leadership potential and a commitment to contributing to the broader community. We seek individuals with diverse interests in sports, music, performing arts, and social engagement. St Andrew's College helps shape individuals who want to lead lives of contribution and meaning.

The year ahead promises excitement and, of course, plenty of challenges. If you have any questions, please don't hesitate to contact me.

Here's to a fantastic year filled with growth, learning, and lasting relationships.

Warmest regards,

Rob Leach

Principal, St Andrew's College

# St Andrew's College Council

Council is responsible under the Act for the control and direction of the affairs of the College, including the employment of staff, setting of fees payable by residents, allocation of educational assistance including an extensive scholarship program and any other function of a governance nature.

## The Council of St Andrew's College

Sasha Kovic ( <i>Chair</i> )	<i>BEng (Civil) BCom</i>
Dr Rob Leach ( <i>Principal</i> )	<i>BA (Hons), MA, PhD</i>
Amanda Mostyn	GAICD, CAHRI, Grad Cert HRM
Kate Harper	BA/LLB, LLM, GAICD
Leesa Ronald	BA Media & Communications
Stuart Niven	BA, Dip Law
Reverend Dr Rosalie Clarke MacLarty	B.Soc Sci (Hons); M.Education; B.Theology; PhD
Reverend Thomas Wall	Adv. Dip. Mech. Eng., B.Th.
Jeremy Hoffmann	B.Com, CA, DipFP
Katherine Suttor	MBA BEc

## Visitor

The Chancellor of the University of Sydney

## Senior Executive Committee

Dr Rob Leach	Principal
Ian Smith	Vice Principal
Bonnie Dixon	Director of Business
Steve Culpeper	Director of Operation
Dr Daniel Tyler	Director of Education
Alice Draffin	Director of Student Life
Hannah Atwell	Director of Advancement

## Chaplain

The Reverend Dr G H Clayton	<i>OAM BA MA DMin AIMM JP</i>
-----------------------------	-------------------------------

# Staff

## Principal's Office

### Principal

Dr Rob Leach                      9565 7300                      [principal@standrewscollege.edu.au](mailto:principal@standrewscollege.edu.au)

### Executive Assistant to the Principal

Samantha Cheevers              9565 7300                      [principalassist@standrewscollege.edu.au](mailto:principalassist@standrewscollege.edu.au)

## Vice-Principal's Office

### Vice Principal & Secretary to the Council

Ian Smith    [viceprincipal@standrewscollege.edu.au](mailto:viceprincipal@standrewscollege.edu.au)

### Executive Assistant to the Vice Principal

Tracy Low    [secretary@standrewscollege.edu.au](mailto:secretary@standrewscollege.edu.au)

### Registrar

Jip Chawpradith                                      [registrar@standrewscollege.edu.au](mailto:registrar@standrewscollege.edu.au)

### Marketing & Communications Manager

Daniela Milanesi                                      [communications.manager@standrewscollege.edu.au](mailto:communications.manager@standrewscollege.edu.au)

### Marketing & Communications Officer

Mycarla Wilson                                      [communications@standrewscollege.edu.au](mailto:communications@standrewscollege.edu.au)

### Chaplain

Reverend Dr Gareth Clayton OAM              [ghc\\_clayton@bigpond.com](mailto:ghc_clayton@bigpond.com)

### Nighthawk

Nathan Lange                      0434 602 994                      [nighthawk@standrewscollege.edu.au](mailto:nighthawk@standrewscollege.edu.au)

## Business Department

### Director of Business

Bonnie Dixon    [business.director@standrewscollege.edu.au](mailto:business.director@standrewscollege.edu.au)

### Assistant Bursar

Ursula Botros    [accounts@standrewscollege.edu.au](mailto:accounts@standrewscollege.edu.au)

### Payroll & Accounts Payable

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

## **Operations Department**

Director of Operations

Steve Culpeper

[operations.director@standrewscollege.edu.au](mailto:operations.director@standrewscollege.edu.au)

Facilities Officer

Katelyn Fawbert

[facilities@standrewscollege.edu.au](mailto:facilities@standrewscollege.edu.au)

Conferences & Events Officer

Isabel Blume

[conferences@standrewscollege.edu.au](mailto:conferences@standrewscollege.edu.au)

Works Manager

Bill Wallis

[works@standrewscollege.edu.au](mailto:works@standrewscollege.edu.au)

Works Supervisor

Adam Ward

[workshop@standrewscollege.edu.au](mailto:workshop@standrewscollege.edu.au)

Food & Beverage Manager

Robert Harper

[catering@standrewscollege.edu.au](mailto:catering@standrewscollege.edu.au)

Sous Chef

Jason Prasad

[souschef@standrewscollege.edu.au](mailto:souschef@standrewscollege.edu.au)

Housekeeping Manager

Meleane Taufa

[housekeeping@standrewscollege.edu.au](mailto:housekeeping@standrewscollege.edu.au)

Housekeeping Supervisor

Melissa Roberts

[housekeeping2@standrewscollege.edu.au](mailto:housekeeping2@standrewscollege.edu.au)

## **Education Department**

Director of Education

Dr Daniel Tyler

[director.ed@standrewscollege.edu.au](mailto:director.ed@standrewscollege.edu.au)

Education Officer

Callum Beaton

[education.officer@standrewscollege.edu.au](mailto:education.officer@standrewscollege.edu.au)

Head of Arts

Caitlin Anderson

[arts@standrewscollege.edu.au](mailto:arts@standrewscollege.edu.au)

Head of Business

Ryan Cheng

[business@standrewscollege.edu.au](mailto:business@standrewscollege.edu.au)

Head of Economics

Syed Atif

[economics@standrewscollege.edu.au](mailto:economics@standrewscollege.edu.au)

Co-Heads of Law

Dr Jason Chin

[law@standrewscollege.edu.au](mailto:law@standrewscollege.edu.au)

Dr Rachel Killean

[law2@standrewscollege.edu.au](mailto:law2@standrewscollege.edu.au)



Head of Science & Mathematics

Dr Reyne Pullen

[sm@standrewscollege.edu.au](mailto:sm@standrewscollege.edu.au)

Head of Technology & Medicine

[tem@standrewscollege.edu.au](mailto:tem@standrewscollege.edu.au)

## **Student Life Department**

Director of Student Life

Alice Draffin

[student.life.director@standrewscollege.edu.au](mailto:student.life.director@standrewscollege.edu.au)

Student Life Manager & Head of Sport

Tessa Bruin

[student.life.manager@standrewscollege.edu.au](mailto:student.life.manager@standrewscollege.edu.au)

Student Life Coordinator

Nick Radinoff

[student.life.officer@standrewscollege.edu.au](mailto:student.life.officer@standrewscollege.edu.au)

Student Counsellor

Leif Lawson

[studentwellbeing@standrewscollege.edu.au](mailto:studentwellbeing@standrewscollege.edu.au)

Head of Creative Arts

[creativearts@standrewscollege.edu.au](mailto:creativearts@standrewscollege.edu.au)

## **Advancement Department**

Director of Advancement & Secretary to SAC Foundation

Hannah Atwell

[advancement@standrewscollege.edu.au](mailto:advancement@standrewscollege.edu.au)

Alumni & Community Engagement Officer

Marlies Hopman

[alumni@standrewscollege.edu.au](mailto:alumni@standrewscollege.edu.au)

Advancement Officer

Venettia Miller

[advancementofficer@standrewscollege.edu.au](mailto:advancementofficer@standrewscollege.edu.au)

Advancement Services Officer

[advanceservices@standrewscollege.edu.au](mailto:advanceservices@standrewscollege.edu.au)

Archivist

Tracy Bradford

[archives@standrewscollege.edu.au](mailto:archives@standrewscollege.edu.au)





# College Life



# 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 2, 2024 places may be available for those students whose academic program in Sydney is due for completion at the end of Semester 1, 2024.

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 2 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 2 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 costs for time and preparation, interviews of new students, solicitor's costs (if applicable) and in all cases one week of fees while the room is being prepared.

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

The minimum charge for 2024 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.

# 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 2024 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.

## 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	\$946
------------------------------	-------



# St Andrew's College Code of Conduct

St Andrew's College Members, which include all students and staff, are role models in the community. As such they must ensure that their behaviour at all times is exemplary. All members should project a positive image to other College members, the University community and to the general public. You are expected to:

- Treat all College members (staff and students), visitors, and the College itself with respect
- Act ethically and honestly
- Respect others privacy and wellbeing
- Maintain a collaborative approach to all relationships within College and with those associated with College at all times

When undertaking any activity, seek freely informed consent from other parties

The following behaviours are unacceptable and non-compliance may render the College Member liable to a fine, suspension, or dismissal from College:

- Offensive language
- Offensive behaviour
- Violent behaviour
- Wilful and obscene exposure
- Undertaking any illegal activities
- Discriminatory language or behaviour based on sex, gender, religion, culture, disability, age, race or general vilification in any form
- Engaging in any activity which inhibits the business, study practices or reputation of College
- Distribution or advertisement of scurrilous or obscene material within the College through any medium (i.e. noticeboards, email or social media etc.)
- Any form of harassment, sexual harassment, physical or verbal assault, indecent or sexual assault, bullying, stalking, vilification or victimisation.

As a member of College you are responsible for the behaviour of any invited guests, friends or family who are also expected to adhere to the Code of Conduct while on College grounds. Failure to do so may result in a permanent ban from the College site for any invited guests, friends or family and a fine or warning for the involved College member.

College has a number of [policies and procedures](#) and all members must ensure that they receive and read the St Andrew's College policies and procedures at the start of each academic year.

# College Policies & Procedures

St Andrew's College seeks to support its members through their transition to adulthood with a breadth of intellectual, spiritual, cultural and social experiences. Rather than creating policy grounded in punitive measures, these policies aim to empower College Members by focusing on wellbeing and encouraging members to think critically, make informed choices and to hold themselves and others accountable for their actions. The implementation of these policies seeks to assist College members to always engage in respectful relationships, to actively seek informed consent and ethically negotiate all relationships and interactions.

## Policy Portal

Please refer to the [College Policies & Procedures](#) page on St Andrew's College intranet for a full list of policies including:

- Code of Conduct
- Diversity and Inclusion
- Alcohol, Smoking, Medications and Other Drugs Policy
- Respectful Relationships Policy
- Sexual Misconduct Policy
- Social Media Policy
- Academic Support Policy

## Response Matrix

The [Response Matrix](#) sets out the recommended response, contact person and possible consequences for a range of situations in line with our community's expectations and appropriate policies and procedures. The Response Matrix is available to be viewed on the St Andrew's College Intranet.



# Education Programs

# Education Programs

St Andrew's College offers one of the most extensive education programs of all the residential colleges in Australia. These programs are intended to support, enhance and supplement your undergraduate study. All College residents are encouraged to take part and utilise the educational offerings including the tutorial program, academic skills workshops, language courses and short courses.

## Tutorial Program

The College runs a comprehensive tutorial program. Our Academic Heads and Academic Tutors conduct tutorials in most university subjects studied by our students. Tutorials support and extend students' studies by providing a small-group context for active thinking, discussion, and learning. They provide a subject cohort for each student and are intended to extend students beyond the university course content.

Enrolment in the tutorial program takes place at the start of each semester, with registrations due by Friday of week 1. Students are strongly encouraged to participate in this program. Once enrolled, they should commit to attending the tutorials they have signed up for. If a student is unable to attend a tutorial in which they are enrolled, it is imperative to give the tutor at least 24 hours' notice.

## Academic Skills Workshops

These workshops are designed to cultivate skills that are applicable to multiple subject areas (such as using AI tools, research skills, referencing, and writing essays).

## Academic Support Program

The College requires students to maintain a 65-point credit-average in their studies. Students who fall short of this standard will be required, in the subsequent semester, to participate in the Academic Support Program, designed to help students achieve their academic potential. The program gives students the opportunity to reflect on their educational goals and learning strategies, and to receive support from an academic mentor, in addition to the provision of tutorials and Academic Skills Workshops.

## Short Courses

We offer a range of high quality short courses in areas that employers' are increasingly looking for. The College has successfully run courses in Complex Problem Solving for several years. We also offer two Leadership courses, and several other in-demand subjects. Courses are advertised at the start of each semester.

## Language Courses

All College students are invited to enrol in the College's language courses. We are currently offering courses in:

- Chinese
- French
- German
- Italian
- Spanish

Should you have any ideas, questions, comments or would like to speak with anyone in our education team, please visit our Education office anytime.





# Student Life Programs

# Wellbeing

At St Andrew's, we care about your wellbeing. Whether through peer assistance or professional support, our commitment is to be there for you. We take a holistic approach to students' wellbeing, acknowledging that so many factors contribute to it – provision of meals, quality of rooms, our facilities, and social opportunities in the Junior Common Room, Senior Common Room, and Intercollegiate Activities.

## Counselling

The College offers confidential counselling sessions through our professionally trained and qualified in-house Counsellor as well as guidance and support for accessing external services.

## Pastoral Care Leaders

The Pastoral Care Leaders' (PCLs) role is a student leadership position appointed by the College. PCLs are older students who provide peer support, which is highly valued in our collegiate environment. All PCLs are responsible for providing day-to-day wellbeing peer support to the student community, particularly in the form of referrals for professional support, College support, and university/external resources. Additionally, PCLs are required to complete specific wellbeing and community-building initiatives as determined by their appointed officer or portfolio role.

## Wellbeing Workshops & Check-Ins

Throughout the year, the College offers in-house workshops and partners with external organisations to provide students with fun and educational sessions. Additionally, the College offers check-in opportunities for all students throughout the year as a way to reflect on and address any current or emerging wellbeing issue.

## Chaplain

The College offers themed Chapel services and chaplaincy support for any students who wish to access it.

## No Wrong Door

The College recognises that we are all unique. Hence, we encourage students to reach out for support in the way that feels best for them. There is never a wrong door at St Andrew's.





# St Andrew's College

ESTABLISHED 1867

## 2024 Pastoral Care Leaders



**Ashley Hodges**



**Ben Wright-Smith**



**Dan McSweeney**



**Darcy Alexander**



**Elyne Tighe**



**Emma Woodcock**



**Ewan Jackman**



**Georgia Zhang**



**Gian Wynn**



**Harry Hartnell**



**Jamie Podmore-Taylor**



**Lily Webster**



**Mairi Menzies**



**Sterling Nasa**



**Tom Hosking**



**Yasmine Downes**

# Community Living Program

St Andrew's College is committed to providing a safe and inclusive environment for all College members.

Each year we run a mandatory Community Living Program for the incoming first-year cohort. It is designed to support students' transition into living and learning in a community of adults

Students are required to register and complete ALL five modules: Respect@Sydney, Healthy Relationships, Drug & Alcohol Education, Ally Training and LGBTQIA+ Inclusivity & Cultural Competence.

**Note that Respect@Sydney will only be offered 1 time this semester, on 22 and 23 February.** The University of Sydney's policy is that this needs to be completed at the start of the year. Do NOT miss this session please.

Registration details are below for sessions held outside of Welcome Week. Please ensure you book early for your chosen session date and time as group numbers are capped for each session. You can find the list of dates to book in your calendar and how to register for a particular time and date via the links below.

If you are unable to attend any sessions, please contact Nick Radinoff (Student Life Officer) [student.life.officer@standrewscollege.edu.au](mailto:student.life.officer@standrewscollege.edu.au) by Wednesday, 21 February to discuss alternative arrangements.

## Session Dates and Registration Links

Name	Date	Time	Registration link
Respect@Sydney (1.5hr)	Thursday, 22 February	9:00am, 11am, 1pm or 3pm	<a href="https://events.humanitix.com/respect-sydney">https://events.humanitix.com/respect-sydney</a>
Respect@Sydney (1.5hr)	Friday, 23 February	9:00am, 11am, 1pm or 3pm	<a href="https://events.humanitix.com/respect-sydney">https://events.humanitix.com/respect-sydney</a>
Alcohol and Drug Education (1 hr)	Tuesday, 27 February	3.30pm or 7pm	<a href="https://events.humanitix.com/alcohol-and-drug-training-ades">https://events.humanitix.com/alcohol-and-drug-training-ades</a>
Cultural Competency (2 hrs)	Monday, 4 March	3:30pm	<a href="https://events.humanitix.com/cultural-competency-nccc">https://events.humanitix.com/cultural-competency-nccc</a>
	Tuesday, 5 March	3:30pm	
	Wednesday, 6 March	3:30pm	
	Thursday, 7 March	3:30pm	

# Leadership Program & Training

Leadership is in our DNA at St Andrew's College. As such, we provide a Leadership Program designed to effectively educate students across a breadth of topics with the goal of developing ethical, inclusive, and transformative leaders not just here at College, but for life.

To be considered for a Leadership role, including House Committee, Pastoral Care Leader, or Welcome Week Mentor at the College the following year, students need to achieve a minimum of eight 'Leadership Points' by attending a combination of sessions.

We engage a range of providers, as well as leveraging the expertise of our College staff to provide an interesting and diverse range of workshops and seminars across the academic year.

## Student Leader Training

For those students elected and selected for formal leadership roles within the college, including House Committee, Pastoral Care Leader, and Welcome Week Mentor, a comprehensive mandatory training program is provided. Across two intensive training retreats held in November and February each year, incoming leaders are educated on core competencies to help set them up to achieve success in their roles here at St Andrew's, and in their future endeavours.

We engage leading external organisations and experts such as Elephant Ed, Habitus, Alcohol and Drug Education Specialists (ADES), In Your Skin, Fearless Fox, NAAUC, Mirri Mirri, and the University of Sydney, to deliver training and workshops.

These sessions are an interactive blend of strengthening leadership understanding, essential core competency and skills training, scenario and role-play-based learning, and thought-provoking discussion and reflection to prepare students for the leadership journey they will embark upon across the academic year.





# Students' Club



# Students' Club

St Andrew's College Students' Club is the representative body for our undergraduate residents, running a range of Junior Common Room (JCR) events and activities through a number of sub-committees, all overseen by the elected House Committee.

## History

The history of our Students' Club dates back as far as 1896. Sometime after 1902, a Student's Club constitution was adopted in which the students undertook the duty of controlling the students' JCR, recreation, social life and sport.

By 1906 the Students' Club was in full operation, with annual elections for Senior Student, Secretary, Treasurer, and year representatives. By 1910, the House Committee included nine members, and sub-committees began to form to organise various Students' Club activities, in a manner similar to today.

## Students' Club JCR Events, Activities & Societies

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.

There are more than 70 student sub-committees at St Andrew's College, ensuring there is something for every student. Some of the sub-committees include:

- St Andrew's College Formal sub-committee
- Merchandise sub-committee
- The Drama Society (DramSoc)
- Mothers' and Fathers' Day Dinner sub-committee
- Social Sport sub-committee
- Sustainability sub-committee
- Community Service sub-committee

Students' Club levies are set and collected by the students. Membership is a condition of continued residence in College and applies to both residential and non-residential students.

All funds are used to support the diverse activities and functions which the Club hosts throughout the year.

## Students' Club Membership Fees

Fresher student membership	\$585
Returning student membership	\$470
'Welcome Week' fee (first year students only)	\$200
Academic Gown	\$135
Drew's Jersey	\$85
Formal Ticket (can be purchased in advance)	\$150

## House Committee

The appointment of the Student's Club representative body and voice, the House Committee, is a democratic decision. Students are elected by students, for the students, at the end of the preceding academic year.

In October 2023, the Students' Club annual elections were held to determine the 2024 House Committee. This is the 120th year in which the College has hosted a Students' Club election.

Previously, individuals were elected for specific positions, but in 2018 the election process changed whereby with the exception of the Executive (Senior Student, Honorary Secretary, and Honorary Treasurer), students are voted onto the House Committee and then placed into roles in consultation with their fellow House Committee members. The elections are split to represent a gender balance.



# St Andrew's College

ESTABLISHED 1867

## 2024 HOUSE COMMITTEE



**EWAN JACKMAN**  
SENIOR STUDENT



**GEORGIE BEER**  
TREASURER



**PHOEBE LOTZ**  
HONORARY SECRETARY



**ANNA HUNT**  
CULTURAL SEC



**MORRIS FREDRIKSSON**  
SOCIAL SEC



**CHARLOTTE DAMIAN**  
SOCIAL SEC



**AUSTIN WALLACE**  
HON ASSISTANT TREASURER



**CLANCY ABOUD**  
INTERCOL REP



**CHARLOTTE SCOTT**  
ROSEBOWL



**BRAY DOWNING**  
RAWSON



**ARCHIE CRAIG**  
ALUMNI SEC





# College Operations



# Dining Hall

## Meals

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

### Breakfast

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

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

### Lunch

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

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

### Informal Dinner

Monday, Tuesday, Thursday & Friday 6:00 pm to 8:00 pm  
Saturday & Sunday 6:00 pm to 7:30 pm

### Formal Dinner

Wednesday only 6:15 pm to approx. 7:00 pm  
Dinners are of a formal nature and compulsory. Visiting guests often attend.

## Formal Dinner Attire

The dress code for Formal Dinners are formal or professional attire with an academic gown. This includes:

- Dress, dress pants, skirts
- Collared shirt and tie

Inappropriate attire includes: Jeans, sportswear, sneakers, and thongs.

Academic gowns are compulsory. Residents are expected to participate in all Formal Dinners unless scheduled academic, sports or work commitments preclude attendance. Academic gowns can be purchased through the Students' Club. The cost in 2024 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 1:00 pm the day of.

## 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 Students' Club. 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

St Andrew's College contains various types of modern student accommodation. All residential students of St Andrew's College have their own room.

Students are able to inhabit their rooms from the start of the academic year through to the end of the academic year (they are not required to move out over the winter break).

Rooms are allocated on the basis of 'room points': the more points a student acquires over the course of an academic year (by contributing to College and achieving high university marks), the better their room.

## 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 confirmed with the Principal for confirmation by 1 February, 2024.

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 Draw

The Students' Club encourages and values involvement and contribution to all aspects of college life. Over the year, students can earn and accumulate room points by getting involved in volunteering, sport, music, art, and other specified activities. At the end of the year, student will accumulate a 'Room Point Score', which will then be used by the Honorary Secretary for the following year, who will allocate students a room for next year that aligns with their preferences. The more points students earn over the year, the better/bigger room is allocated to the student, and the more likely students are to receive their room first preference. Getting involved pays off.

## Housekeeping

Housekeeping provides residents with a weekly cleaning service 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 their own bed and students are expected to keep their rooms in a tidy and hygienic condition to allow Housekeeping 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.

Window limiters and door closures are legal requirement for each room and are not to be removed. A fine of \$300 will be applied for damages or removal of these fixtures.

Friends are welcome to visit (unless specifically excluded) and no one has the right to enter a student's 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.**

## Room Key

On the day of your arrival, you will be given a plastic dot in a yellow envelope which is the electronic key to your room and other entry points around the College.

This is an adhesive device and you can peel off the back of the "dot" and can stick behind a card or a hard surface. DO NOT attach straight to your mobile or on a card with a magnetic strip (this wipes the data), it can be attached to a cover or non-magnetic card only.

**Replacement of this dot is \$25.**

If you notice your door lock is flashing red, please log a maintenance request ASAP, as your battery is most likely flat or almost running out. Once it stops working you will not be able to re-enter and you will need to ask staff (Nighthawk or Katelyn) to conduct an 'emergency open' procedure. You need to keep your room locked for security at all times. Housekeeping are instructed to lock your door after they finish their weekly clean. It is important that you always carry your key on you. We keep a register of people locking themselves out and repeat offenders will get fined by the Students' Club.

## Furniture

All rooms are equipped at the commencement of the year with a bed, mattress, desk, desk chair, 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 beginning, mid-semester and end of the academic year. All College furniture originally supplied must be in place on departure. Any College furniture removed or replaced by students' personal items must be reinstated 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 Ms Samantha Cheevers in 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.

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 \$300 cleaning fee will apply to any room left in an unacceptable condition. Room Inspections will take place before student arrival, mid-year and at time of leaving a room. Approximate Room Check Charges for damages or lost furniture are as follows:

## Room Inventory & Room Check

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.

If there are any damages to your room when moving in, it is recommended that you take a photograph and report it immediately, otherwise you will be liable to pay cleaning and/or damage fees at the end of the year.

Upon your departure, a room check will be held to verify that all items are in the room and in the same condition as found.

When you depart College ensure your room is locked. If your room is left open after your departure you will be held responsible for any missing items or damage if reported during this final room check.

Room check charges can be found under Fees & Charges on page 46.

## 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.

**Please ensure that the door to your room is closed and locked whenever you are not present in the room.**

## Noise Curfew

Residents are entitled to quiet enjoyment in the evenings to allow sleeping and quiet study. Consideration for your neighbours is a standard expectation of collegiate accommodation. For this reason, a noise curfew commences between 11pm and 7am daily, except on Friday and Saturday nights when it commence at midnight.

Examination time sees the noise curfew change to 9pm through to 7am to allow residents to study in peace. The Nighthawk regularly patrols buildings to remind students to be respectful of others, and will report any breaches to the Vice-Principal for disciplinary action.



# Common Rooms & Areas

The Dining Hall, Chapel, Junior Common Room, Main Library, Law Library, Spann Library, and The Kenyon Common Room are available for common use, and occasional bookings by request. 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, 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. There are pianos available for your use in the Chapel, Erickson 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. Booking requests can be submitted to the Conferences & Events Officer, Isabel Blume in the Accounts Office.

## Hallways

Hallways must be kept clear at all times. This is a legal requirement 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 39.

# Facilities

## The Taylor 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 on the edge of the Oval. A permit is required for bike storage, please contact Katelyn Fawbert in the Operations Office.

## Washing Machines and Dryers

Pay Wave operated machines are provided in all buildings. The cost is \$3.00 per wash and \$3.00 per dry. The machines operate using a debit or credit card. Please contact Katelyn Fawbert in the Operations Office 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 & Fitness maintains it. St Andrew's Cathedral School and SU Sport & Fitness use the Oval and the Change Rooms for training and for matches, and pay for the use of clean facilities. 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 to protect the playing surfaces from damage.

## 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. Be mindful of external bookings in the midweek evenings. 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 \$300 fine and/or suspension, unless prior written approval has been given by the Principal.

Limited exceptions may apply during the Intercollegiate Athletics preparation period only under strict supervision, and subject to appropriate safety restrictions.

Booking enquires for the Oval and Tennis Courts are to be directed to Isabel Blume in the Accounts Office.

# Common Facilities

## Mail and Re-direction of Mail

Mail for students will be placed in the pigeon holes in the Carol Raffan 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.

College will retain mail during vacation by placing it in the mail boxes but at 31 December of each year the mail boxes will be cleared of all mail and returned to sender.

## Internet & Wi-Fi Registration

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 Katelyn Fawbert in the Operations Office.

Your Wi-Fi account details will be sent to you via email from our Network Help Desk. Instructions on how to connect to the internet will be included in the email along with where to go if you have any issues with any of your devices connecting to the internet. This email may go to your junk/spam folder. If you have not received this email by Welcome Day please check your junk/spam folder.

## Internet Data Allocation

Students have unlimited data allocation. Any account set up enquiries are to be directed to Katelyn Fawbert in the Operations Office.

## Assetwhere / Maintenance Requests

Assetwhere is a web-based program that you are able to submit any maintenance requests directly to our Work Department. These maintenance requests can include any missing furniture items, door locks not working, bathroom fan not working or anything you may notice in the common areas around college that require repairs. You will also receive your Assetwhere account details via email. If you have not received your login details by Welcome Day please contact Katelyn Fawbert via email on [facilities@standrewscollege.edu.au](mailto:facilities@standrewscollege.edu.au)

# 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) Austin Wallace. If successful, please contact Katelyn Fawbert in the Operations Office for registration.

The 2024 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 or given away. 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 Samantha Cheevers 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.

## Nighthawk

Nighthawk is our evening security service. Operating seven days a week from 5:30 pm through to 3 am. Their office is located next to the Bailey Pedestrian Gate under the archway. Their contact number is 0434 602 994.

Nighthawk provides assistance to students during this time and can also assist if you are located out of your room.

## Emergency Procedures

Fire Wardens and Runners 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 is a legal requirement to keep them clear at all times.** Everyone must assist the Fire Wardens by keeping corridors and common spaces clear.

Any student clothing, footwear or other belongings must be kept in the student's bedroom at all times. Anything found in the corridor will incur a \$25 fine.

## 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.

## Licensee

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

# 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 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 or suspension. 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.





# Fees & Charges



# 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 1 fees are normally calculated by the end of the year 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 College;
- \$2,000 (or \$3,000 international) Commitment Deposit is payable on acceptance into College following an interview (redeemable against Semester 2 fees otherwise non-refundable)
- The signed Guarantee and Undertaking Form must be returned to the Registrar
- The Welcome Week accommodation charges are as follows:
  - Indigenous Orientation (7 nights) is \$1,075
  - Resident (6 nights) is \$921
  - Non-resident (5 nights) is \$768
- 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
- The First Semester's fees must be paid on or before arrival in College.

## 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 signed 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 2 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**, see Undergraduates page 11.

## 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 2024

- Semester 1: 18 February to 6 July 2024
- Semester 2: 7 July to 23 November 2024
- Summer vacation: 24 November 2024 to 15 February 2025

## Semester Fees for 2024

Fresher Semester Fees	\$21,497 per semester
2 <sup>nd</sup> Year Semester Fees	\$20,422 per semester
3 <sup>rd</sup> Year Semester Fees	\$19,347 per semester
4 <sup>th</sup> Year Semester Fees	\$17,735 per semester
5 <sup>th</sup> /6 <sup>th</sup> Year Semester Fees	\$16,848 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.

## 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
--------------------------------	-------

### On Initial Entry

Residential Commitment Deposit (\$3,000 for international). Redeemable against Semester 2 fees on entry, otherwise non-refundable	\$2,000
---	---------

Caution Money	\$1,000
---------------	---------

Welcome Week Fees;

Indigenous Orientation (7 nights)	\$1,075
-----------------------------------	---------

Residential (6 nights)	\$921
------------------------	-------

Non-Residential (5 nights)	\$768
----------------------------	-------

Training Week Levy (Previously Mentor Fee)	\$638
--	-------

### Returning Students

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

### Room Retention Rates

During Semester for approved absence full fees less \$30 per day



## Room Check Charges\*

Desk	\$378	Charges for misplaced items are levied at up to 50% of the value of the piece on both the loser and the illegal possessor.
Desk Chair	\$220	
Door Closer Detached / Damaged	\$105	
Double Bed	\$630	
Double Mattress	\$600	
Flyscreen Replacement / Repair	\$141	
Fridge Removal	\$105	
Graffiti	\$500	
Lounge Removal	\$105	
Mattress Disposal	\$ 84	
Mattress Professional Clean	\$ 78	
Paint Chip Repairs	\$ 50	
Single Bed	\$346	
Single Mattress	\$229	
Sticker Removal & Repair	\$100	
Tidy Bin	\$ 10	
Wall Hook Removal & Repair	\$100	
Whiteboard Removal & Repair	\$100	
Bluetac Removal	\$ 25	

\* Main Building furniture may differ

# Other Charges

Additional person in the 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 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 guests)	\$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>		\$3.00 per operation
<b>SU Sport &amp; Fitness</b>		no charge

## Vehicle Registration fees

### Semester 1(and Semester 2) Charging

For vehicles registered before 23 March (31 August)	\$300
Withdrawal of registration before 23 March (31 August), refund of	\$50
For vehicles registered after 23 March (31 August)	\$250
Withdrawal after 23 March (31 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

- 9 February **Due date** for all first semester fees.  
New students will be expected to have paid Semester 1 fees by close of business on this day.
- 28 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 **due date**.
- 30 March If Semester 1 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.
- 19 July **Due date** for all Semester 2 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 **due date**.
- 30 August If Semester 2 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 September All outstanding fees and charges to be cleared before an application to return to College the following year will be considered.

## Returning Students

- 16 February **Due date** for all Semester 1 fees.
- 28 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 **due date**.
- 30 March If Semester 1 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.
- 19 July **Due date** for all Semester 2 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 **due date**.
- 31 August If Semester 2 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 September All outstanding fees and charges to be cleared before an application to return to College the following year will be considered.

## Delayed Payment Charges

To encourage timely payment, all accounts which are not paid within 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.

## 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 Accounts Office by 9 February for first semester fees and 19 July for Semester 2 fees.

## Payment of Fees

Students returning to College in 2025 must have paid all their 2024 accommodation and other charges by 30 September 2024 or a place cannot be guaranteed in 2025.

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 a resident at College on full board. See the Business Director'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.

## Students' Club Membership Fees

Fresher student membership	\$585
Returning student membership	\$470
'Welcome Week' fee (first year students only)	\$200
Academic Gown	\$135
Drew's Jersey	\$85
Formal Ticket (can be purchased in advance)	\$150





# Semester Dates

# Semester Dates

University of Sydney

Semester and Vacation Dates: **2024**

SEMESTER 1	2024
Welcome program	Monday 5 February – Friday 16 February
Classes begin	Monday 19 February
Mid semester break	Friday 29 March – Friday 5 April inclusive
STUVAC	Monday 27 May – Friday 31 May inclusive
Examination period (2 weeks)	Monday 3 June – Saturday 15 June inclusive
Semester ends	Saturday 15 June inclusive
SEMESTER 2	
Welcome program	Monday 22 July – Fri 2 August
Classes begin	Monday 29 July
Mid-semester break	Monday 30 September – Friday 4 October inclusive
STUVAC	Monday 4 November – Friday 8 November inclusive
Examination period (2 weeks)	Monday 11 November – Saturday 23 November inclusive
Semester ends	Saturday 23 November

# Summer Vacation 2024 - 2025

The Summer Vacation is from 23 November 2024 to 15 February 2025.

Students will be presumed to have departed at the end of the examination period (23 November 2024) 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.

## Store rooms over the Vacation period

The 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

### 23 November 2024 to 15 February 2025

Daily rates for Summer Vacation residents are listed in the table below. The kitchen is closed to all residents from 23 November 2024 through to and including 2 February 2025. The kitchen will reopen on 3 February 2025 and the daily rate will change accordingly.

	Kitchen Open per Day/Week	Kitchen Closed per Day/Week
Short Term Stay – Fresher	\$154/\$1,075	\$124/\$865
Short Term Stay – 2 <sup>nd</sup> Year	\$150/\$1,048	\$120/\$838
Short Term Stay – 3 <sup>rd</sup> Year	\$146/\$1,021	\$116/\$811
Short Term Stay – 4 <sup>th</sup> /5 <sup>th</sup> Year	\$135/\$946	\$105/\$736

The above Summer rates apply to the 2023-2024 summer period. 2024-2025 rates will be published in late 2024.





# St Andrew's College Alumni Community



## Enduring Community and Lifelong Relationships

St Andrew's College is an inclusive and diverse community; membership begins here as a student and continues thereafter, leading to life-long mutually respectful and beneficial relationships as alumni. The College values its connection with our alumni and how these relationships advance our enduring community; connecting, engaging and cultivating Androvians for life.

Our College has over 6,000 alumni living throughout Australia and around the world. Through the many events and activities the Advancement Office facilitates, St Andrew's College aims to engage and form enduring relationships with each member of our community, something that is at the core of our overall vision and mission.

There are many ways for alumni to be involved with the College, whether it be attending events, reading our regular publications and e-news, volunteering to be part of Androvation, mentoring our current students, or even taking on a leadership role with the Alumni Society, Council or Foundation Board of Management.

If you would like to get involved, please contact us: [alumni@standrewscollege.edu.au](mailto:alumni@standrewscollege.edu.au) or +61 2 9565 7300.

# Alumni Society

The St Andrew's College Alumni Society (SACAS) was incorporated in 1948 to help organise reunions and promote fellowship between alumni, and to strengthen the connection between alumni and the College.

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.

The Society contributes by:

- holding alumni reunions and events, including the Annual Golf Day and Annual Dinner
- awarding scholarships to students who contribute to College life and expanding the scholarship base
- contributing to the College magazine **Blue & White**
- helping the Students' Club in relation to careers evenings, finding sporting coaches and other matters
- acting as a custodian of the traditions and standards of St Andrew's College
- encouraging alumni to be actively involved in College life

On leaving College, part of a student's Caution Money is applied to provide 10-year Membership of the Alumni Society. Your membership is used to fund scholarships and activities of the Society, such as reunions.

The Society is led by a Committee which consists of the following members:

## St Andrew's College Alumni Society

### President

Mr Alex Rhydderch (Fr 1994)

### Vice President

Mr Donald Nicol (Fr 1984)

### Treasurer

Ms Samantha McEncroe (Fr 2005)

### Committee

Mr Simon Carson (Fr 1994)

Ms Emma German (Fr 2006)

Mr Andrew Huckel (Fr 1991)

Mr Cameron Ireland (Fr 1995)

Mr Jhoshan Jothilingam (Fr 2002)

Mr Donald Nicol (Fr 1984)

Mr Angus Pulver (Fr 2013)

### Secretary

Mr Simon Ward (Fr 1994)

## Young Alumni Committee

Young alumni at St Andrew's constitute fresher years 2002-2023. Each year the Society host a range of events specifically for this group. A Young Alumni Committee has been established to better cater to the needs of this era of Androvians. They work with the Advancement Team to organise a range of social and professional development events throughout the year.

For more information, please contact the Advancement Office on:  
alumni@standrewscollege.edu.au or 02 9565 7303

# St Andrew's College Foundation

The St Andrew's College Foundation 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.



## The 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)

The St Andrew's College Foundation supports and assists the College to encourage and foster the interest and financial support of alumni, current parents and friends of the College.

## 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

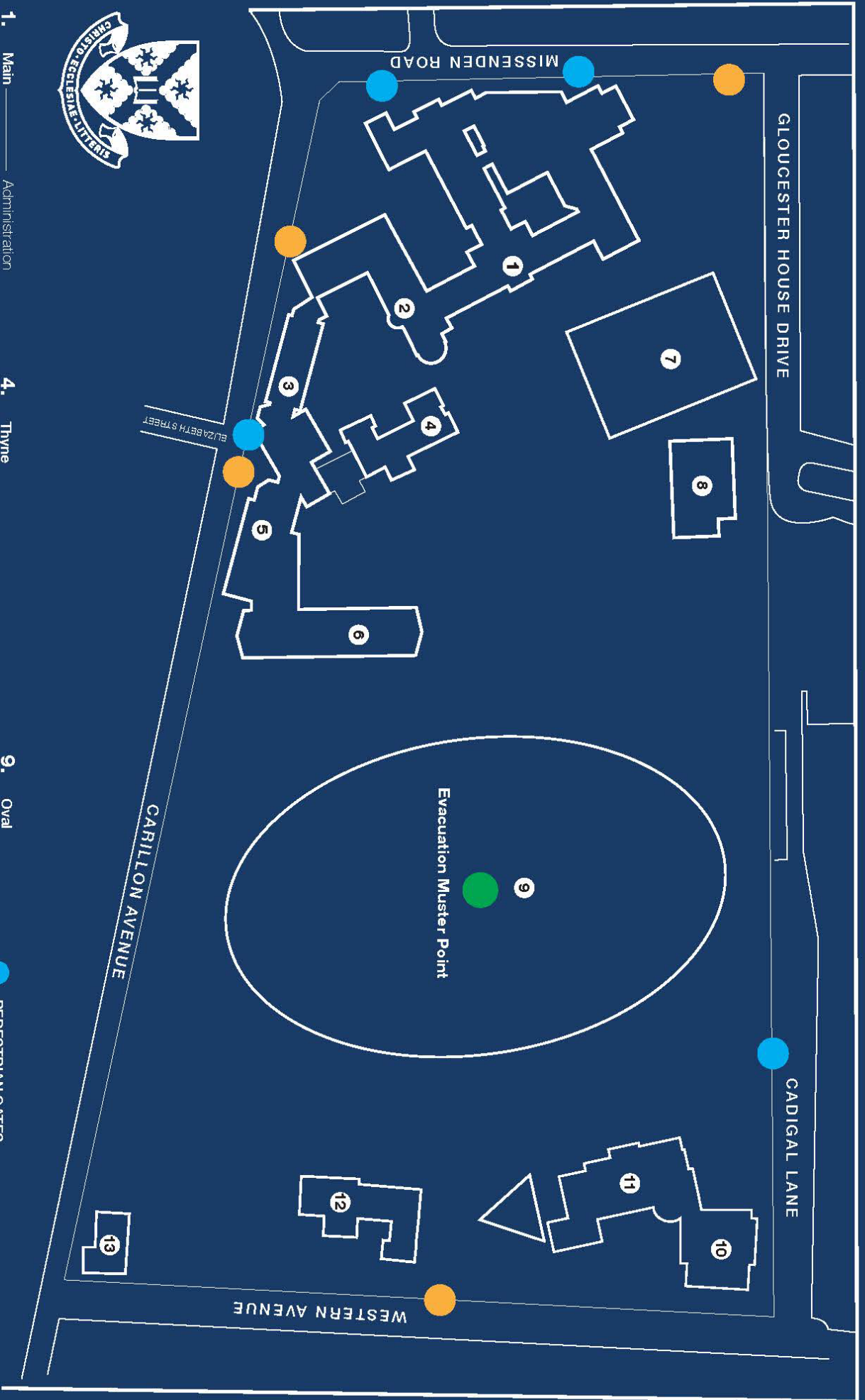
**The Council reserves the right to change any of the rates or conditions at any time.**

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



# College Map





- 1. Main — Administration  
Dining Hall  
Junior Common Room  
Kinross-Mackie Chapel  
Libraries  
Reading Room  
Senior Common Room
- 2. Reception
- 3. Hanks — Carol Raffan Room  
Jill Dougan Archives
- 4. Thyne
- 5. New Wing — The Taylor Gym  
Music rooms  
Kenyon Common Room
- 6. Reid
- 7. Tennis Courts
- 8. The Old Laboratory/Workshop
- 9. Oval  
Evacuation Muster Point
- 10. Gillespie Hall
- 11. Harper House
- 12. Dougan Lodge
- 13. Gatehouse

- PEDESTRIAN GATES
- VEHICLE GATES
- MUSTER POINT