

Accommodation Orientation Tariff Guidelines

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| Version | 1.1 |
| TRIM file number | 11/XXXX |
| Short description | Guidelines on Accommodation Payments for students staying on campus for Orientation Week and New Student Orientation Tariff Payments |
| Relevant to | Students, Residence Life Staff |
| Approved by | This Guideline has been approved by Director, Residence Life, in accordance with the Policy on Delegations and Authorisations - Delegation Schedule 1, GOV10. |
| Responsible officer | Director, Residence Life & Commercial Services |
| Responsible office | Residence Life |
| Date introduced | 14 March 2014 |
| Date(s) modified | |
| Next scheduled review date | July 2017 |
| Related University documents | Residence Life Code of Conduct, Residence Life Residential Agreement |
| Related legislation | |
| Key words | Account, finance, payment |

1. PURPOSE

These guidelines describe the requirements for paying for an accommodation package during Orientation Week prior to the commencement of Session 1.

2. FIRST YEAR RESIDENTS

2.1 Payments

- 2.1.1 All first year students applying for full time on campus accommodation must pay the Orientation Tariff at the time of application.
- 2.1.2 Applications without the Orientation Tariff payment will not be processed.
- 2.1.3 The Orientation Tariff includes all accommodation and meals from the first check in day to the final Friday of Orientation Week.
- 2.1.4 Payments are made via the [Additional Student Payments](#) webpage.

2.2 Refunds

- 2.2.1 When a student is given an Offer of Accommodation, the Orientation Tariff is not refundable regardless of acceptance.
- 2.2.2 When a student is given an Offer of Accommodation in an accommodation package which was not a preference listed on their application, the Orientation Tariff is not refundable.
- 2.2.3 When a student does not receive an Offer of Accommodation due to nil vacancy in any package, the Orientation Tariff is refundable.
- 2.2.4 Refunds are paid to the student bank account. See [Refund Information](#) to record bank details.

3. CONTINUING STUDENTS

- 3.1 Continuing students who have accepted an Offer of Accommodation from CSU can apply for [Temporary Accommodation](#) if their course starts prior to the official date on the [CSU Principal Dates Calendar](#).
- 3.2 Applications for Orientation Week accommodation must be approved by the Manager Residence Life.
- 3.3 Approved applications are required to pay the Orientation Tariff.
- 3.4 All Orientation Week accommodation includes meals from the first check in day to the final Friday of Orientation Week.
- 3.5 Payments must be made by the due date on the invoice provided.
- 3.6 Cancellations must be received 2 weeks prior to the first Monday of Orientation Week to be eligible for any refund.

Table of amendments

| Version number | Date | Short description of amendment |
|-----------------------|-------------|---------------------------------------|
| 1.1 | 29/7/16 | Hyperlinks updated |
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