

BERWICK RESIDENTIAL ACCOMMODATION FEE REGULATIONS FOR 2009

Monash Residential Services (MRS) reserves the right to change the Accommodation Fee Regulations and Conditions of Residency at any time. Please refer to www.mrs.monash.edu.au/ for the current Accommodation Fee Regulations and Conditions of Residency.

1. **Residency Agreement:** 28 February 2009 up to and including 4 December 2009. It should be noted that residents are only required to stay in residence for a total of ten (10) months/40 weeks in 2009. MRS does not follow rental policies such as those used in the private rental market. Most importantly, MRS does not require its residents to stay in accommodation for a full year. Generally, most private rental accommodation is fixed for a period of one-year (12 months). Further MRS residents are not required to pay a month's rental as bond nor are they required to pay a month's rental in advance. The cheapest accommodation fees are payable by those residents who stay for the entire duration of their residency agreement.
2. **Building & Amenities Fee:** Each resident is required to pay an initial non-refundable Building & Amenities Fee of \$315.00 prior to admission to Berwick Halls or Berwick Flats. The date by which the Building & Amenities Fee is due is advised in the letter of offer.
3. **Orientation Week Levy:** Orientation is the week preceding the commencement of 1st and 2nd Semester. The Orientation Program offered by Monash Residential Services is for new students only. During this week a comprehensive program of activities, free dinners and events are offered to our new students to help them settle into their new living environment. The cost for this program in 2009 will be \$105.00 (incl GST). The date by which the Orientation Week Levy is due to be paid is advised in the letter of offer.
4. **Rental rates:** applicable to residents staying at Berwick Halls and North Flats from 28 February 2009 up to and including 4 December 2009. **Please note:** Students moving into Berwick Residential for the first time in February can start their residency earlier than 28 February 2009 by prior arrangement with the Residential Services Office. In that case the Residency Agreement and the room charges as per the rates below will commence from the date the new student collects their room key:

Type of Accommodation	Rental Rate (per day)	Services which are included in the rental rate (for 10 month period) and for which there are no additional charges
North Flats (5 bedroom Flats)		
Single bedroom (in a 5 bedroom flat)	\$27.25	North Flats (5 bedrooms): Electricity, water and gas; and fortnightly cleaning by domestic personnel of the common areas (bathrooms, toilets, kitchen, passage way and lounge/dining areas) within each flat.
Hall of Residence (includes single ensuite bedrooms and single bedrooms in 4 bedroom apartments)		
Ensuite Rooms (single bedroom with private bathroom)	Rental Rate (per day)	Services which are included in the rental rate (for 10 month period) and for which there are no additional charges
Concession Rate (40 weeks)	\$23.85	Hall of Residence; Electricity, water and gas; and weekly cleaning by domestic personnel of the common areas (lounge/dining, kitchen areas and passage ways) within the dormitory area.
Standard Rate (min 20 weeks, but less than 40 weeks)	\$28.38	
Short Term Rate (min 4 weeks, but less than 20 weeks)	\$32.92	
Guest Rate (less than 4 weeks)	\$40.16	
Apartment Rooms (single bedrooms in a 4 bedroom apartment)	Rental Rate (per day)	Services which are included in the rental rate (for 10 month period) and for which there are no additional charges
Concession Rate (40 weeks)	\$22.35	Hall of Residence (4 Bedroom Apartments); Electricity, water and gas; and fortnightly cleaning by domestic personnel of the common areas (lounge/dining, kitchen area, bathroom area, toilet area and passage way) within each apartment.
Standard Rate (min 20 weeks, but less than 40 weeks)	\$26.56	
Short Term Rate (min 4 weeks, but less than 20 weeks)	\$30.81	
Guest Rate (less than 4 weeks)	\$37.60	

Hall of Residence Students: Monash Residential Services will charge all residents living in the Hall of Residence for the accommodation at the concession rate. Residents choosing to depart prior to the end of their residency agreement will receive an adjustment rate charged based on the period in residence (see table above). This adjustment rate charge is the difference between the concession rate and the advertised rate associated with their period in residence. The adjustment rate charge will be applied for all time spent in the accommodation (see table above).

North Flats Students: Monash Residential Services will charge all residents living at North Flats the accommodation at the advertised North Flats rate. All residency agreements for North Flats are a fixed 10 month agreement. Adjustment rates as listed for the Hall of Residence do not apply to residency agreements for accommodation at North Flats. Any student, who wishes to end their North Flats residency agreement earlier than the agreement end date, will be obligated to continue to pay rent on their room at the advertised North Flats rate, until such time as a suitable student is found to take over that room, or the agreement comes to an end, whichever comes first.

5. **Internet and telephone point rental levies:** are compulsory irrespective of whether the connection is activated or not. \$285.00 inclusive of GST per year and residents will be invoiced \$142.50 inclusive of GST at the beginning of each semester, once in March and the other in July. Residents are further advised that internet use is regulated by the university. Monash University passes on internet use charges to all faculties and MRS. More information about internet access at Monash University is available at <http://www.mrs.monash.edu.au/on-campus/internet-use-charges.html>
6. **Room Transfer:** Those residents wishing to transfer to another room or hall may do so by filling a Room/Hall Transfer request. Depending upon the availability and the approval of the Manager, Berwick Residential residents are granted one transfer in a year free of charge. Any subsequent transfers during the year 2009 will be charged at the rate of \$30 per transfer. *Residents wishing to transfer during the mid year or the summer break must be able to do so when requested.*
7. **Debts to MRS:** Monash Residential Services (MRS) will issue monthly invoices to all residents on or about the 1st of each month. The invoice is for the current month's rental period and must be paid by the last day of that month. Invoices not paid by the last day of the month will automatically incur a flat monthly charge of \$50.00. This charge of \$50.00 will apply on all outstanding debts.
Example: Invoices for accommodation in July will be issued to residents at the beginning of July and must be paid by the end of July. Invoices for July not paid by the end of July will incur the \$50.00 outstanding debt surcharge.
8. **Non-Payment of Accounts:** Any resident who has outstanding accounts will NOT be allowed to continue their residency without the full payment of overdue accounts. If a resident is required to vacate their room as a result of overdue accounts, misconduct, etc., the resident will remain responsible for the rental payment for the room allocated to them for the whole period of their Residency Agreement or until such time that a suitable replacement is found (whichever comes first).
9. **Termination:** Those wishing to leave Berwick Residential (Berwick Halls or North Flats) must inform the Residential Office by completing a Departure Form at least one month prior to departure. Please take into account the Residency Agreement requirements for the ongoing payment of rent to the end of the agreement or until a replacement is found (which comes first), when deciding to move out.
10. **Mid Year Completion of Studies:** Owing to second semester intake, MRS accepts that some residents may officially complete their final year of study at the end of first semester 2009. Residents, who officially complete their course of study at the end of first semester, 3 July 2009, must make a written application to the Manager, Berwick Residential at the start of their residency agreement seeking exemption from the mandatory Residency Agreement requirement which states that residents must continue to pay the rent to the end of the agreement or until a replacement is found (whichever comes first). Residents who have submitted a written application are only permitted to stay until 11 July 2009.

Residents making a written request to terminate residency under the Mid-year Completion of Studies option, must provide a forecast completion letter from Student Services as proof that they will officially complete their final year/course of study at the end of the Semester. However, it must be noted that there is no implicit guarantee that residents applying for exemption owing to early completion of their course will be successful in their application.

11. **Summer Residency:** Residents wishing to stay at Berwick Residential over the summer period (1 December 2009 to 26 February 2010) must complete and hand in a Request to Stay Over Summer Application Form. All residents who have stayed at Berwick Residential over the summer period and who have not submitted a Re-admission Form for residency in 2009 must vacate their room by 31 January 2009.

Monash Residential Services will charge all residents living on campus over the official university summer period a rate which is 50% of the advertised concession rate, if they are living in the Hall of Residence; and 50% of the advertised North Flats room rate, if they are living at North Flats for any period of time during the official summer semester period.

12. **Damage in Resident Bedrooms:** Additional invoices will be issued for damage to residents rooms. To determine damage and/or loss, Residential Office Staff refer to the Room Condition Report completed by all residents on their arrival.
13. Monash Residential Services will immediately dispose of any item found in a vacated resident room. A \$50.00 charge will be incurred by the departing resident for the removal and disposal of such items.
14. **Enrolment Status:** Monash Residential Services has offered you accommodation on the condition that you remain a full-time Monash University/Monash College student throughout the year and if you discontinue your enrolment or change from full-time to part-time study or transfer to distance education, you may be required to vacate your room.
15. **Room Keys:** Residents must return all keys to the Berwick Residential Office or designated place as determined by Monash Residential Services on the designated day of departure, failing which Monash Residential Services will change the locks at the cost of the resident. Residents are not permitted to give their keys to family, friends or members of the Residential Support Team (RST), to be returned on their behalf. Residents must return their own keys to the Residential Office on departure. To facilitate this Berwick Residential has provided an after hours drop off box in the Residential Pavilion, for the return of room keys outside office hours, weekends and on University holidays.
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