



**OFFER OF ACCOMMODATION – OTAGO POLYTECHNIC
CITY COLLEGE**

2017

7th October 2016

Dear Prospective Resident,

I am delighted to offer you a place at City College for 2017.

City College is a comfortable, safe and friendly college that will become a home-away-from-home for over 200 young students from all around New Zealand, and overseas, studying at either Otago Polytechnic or the University of Otago. At City College you will find on offer both a vibrant residential experience and also a learning environment that will encourage you to enjoy a fulfilling and rewarding year.

You are being offered a place at City College as a student enrolling at Otago Polytechnic. If you are considering any change of plan regarding your study, it is important that you contact me as soon as possible. If the change includes changing the institution at which you intend to study, it may not be possible to guarantee a place at City College. Please note that if you change institutions without informing City College you may forfeit your place with us.

The offer of a place at City College remains open for two weeks from the date on this email. If we do not hear from you within the allotted time your place may be reallocated to another student. Subsequently, if the initial deposit payment is not received by the due date then your offer of accommodation may be withdrawn.

I look forward to receiving your acceptance of a place with us at City College and also look forward to welcoming you in February 2017.

Andy Walne
Head of College

www.citycollege.co.nz

<https://www.facebook.com/citycollegedunedinnz/>



BETWEEN CITY COLLEGE

AND (“the Resident”)

[PLEASE PRINT FULL NAME CLEARLY]

AND (“the Guarantor”)

[PLEASE PRINT FULL NAME CLEARLY]

- 1 The Resident accepts the offer of residence at City College for the academic year in 2017.
- 2 This contract will become binding on the parties so long as it has been signed by the Resident and the Guarantor and has been returned to City College together with the Deposit detailed in the Contract Payment Schedule and the completed College Acceptance Form by the date advised in the College’s letter of offer. If the contract and/or the completed College Acceptance Form is returned, or the Deposit paid, later than that date City College may, but is not bound to, accept the contract as binding. If the contract does become binding, but the Resident decides not to come to study at the Otago Polytechnic, this contract may be cancelled by the Resident in writing at any time up until 25 January 2017. In the event of such cancellation the Resident’s liability shall be limited to that part of the Deposit which the College Acceptance Form notes as being non-refundable.
- 3 The dates to which this contract applies and the fees payable by the Resident are set out in the Contract Payment Schedule.
- 4 The following provisions apply between the parties:
 - a) the General Conditions of Residence below;
 - b) the College Handbook as made available with this offer and online at www.citycollege.co.nz, and as amended from time to time;
 - c) all other policies and requirements of City College as notified to the Resident by notice, or other means.
- 5 By signing this agreement, the Resident:
 - a) acknowledges having read, understood and accepted the General Conditions of Residence and the information detailed within the College Handbook;
 - b) declares that all information provided in connection with the Resident’s application for residence and in the College Acceptance Form is true and correct and that no relevant information has been withheld;
 - c) agrees that payment of fees will be made under Option 1 or 2 of the Contract Payment Schedule: (tick one option)
option 1 Quarterly payment ☐ option 2 Lump sum/weekly AP ☐
- 6 By signing this agreement, the Guarantor:
 - a) confirms that they are a parent or guardian of the Resident;
 - b) acknowledges that they have read and understood the conditions of this contract and that in consideration for City College providing accommodation to the Resident agree to meet all of the Resident’s financial obligations arising under this contract if required.

Signed by the Resident: Date:

Signed by the Guarantor: Date:

Name of Guarantor:

Address of Guarantor:

Street.....Suburb.....Post Code.....

Town/City.....Country.....

Telephone:.....Mobile:.....

Email:.....

Relationship with Resident:

(Note: If you have difficulty in obtaining the signature of a Parent or Guardian as a guarantor you should discuss your situation with the Head of College)

**1. Agreement**

- 1.1 Under this accommodation Contract, City College agrees to provide:
 - a) a supportive collegiate environment in the College which encourages learning;
 - b) access to the College's programme of social and community activities.
- 1.2 The Resident agrees to:
 - a) comply with the obligations of this contract and all requirements and directions provided for under this contract;
 - b) participate and contribute to the supportive and harmonious atmosphere of College showing consideration towards other Residents and neighbours, and to College property;
 - c) pay all required fees in the manner and time established by the *Contract Payment Schedule* together with any penalty provided for.

2. Resident to be Full-time student

- 2.1 The Resident understands and agrees that it is a condition of residence at the College that the Resident be enrolled as a full-time student at the Otago Polytechnic.

3. Termination or Transfer

- 3.1 The Head of College shall be entitled to terminate this contract at any time:
 - a) if any information provided in support of the application for residence or in the *College Accommodation Contract* is found to be false or incomplete in any material particular;
 - b) if the Resident ceases to be a full-time Polytechnic student;
 - c) where justified on disciplinary grounds;
 - d) for the failure to make timely payment of fees;
 - e) where City College is satisfied that the Resident's state of mental or physical health makes termination appropriate having regard to the interests of the Resident or of the College community;
 - f) in the event the College premises or any part of them are rendered uninhabitable by storm, fire, flood, earthquake or any other similar event beyond City College's control, or should City College require the premises or any part of them to be vacated as a result of the risks associated with potential such events, or for the purposes of undertaking works intended to protect the premises against them. In the event of such termination: (a) the Resident's liability for fees shall cease from the time of termination and (b) City College shall be obliged to use its best endeavours to offer the Resident suitable alternative accommodation or to secure such an offer for the Resident.
- 3.2 In the circumstances described in 3.1 (f) or in other circumstances making it necessary for it to do so City College may vary this agreement by transferring the Resident to another affiliated College all references in this agreement including fees shall be read as references to that College.

4. Liability of Fees

- 4.1 When you accept a place in City College you undertake to pay costs of collection including debt collection costs, interest on overdue amounts, reasonable legal fees and court cost in any action to collect past due amounts.
- 4.2 This contract is in respect of residence for the period shown in the *Contract Payment Schedule*. No refund or reduction of those fees is available in respect of any period of the Resident's absence from the College.
- 4.3 In the event of early termination of this agreement (other than under clause 3.1 (e) and (f)) the Resident is liable for an early termination fee of 2 weeks of the accommodation fee and remains liable for payment of all outstanding fees for the balance of this contract, provided that City College may in its discretion reduce this liability in light of the circumstances of the Resident's departure from City College and/or its ability to arrange for another party to fill the vacancy left by the Resident.

A Resident who chooses to leave the College during the year is liable for the fees payable in respect of the full term of this agreement.

- 4.4 When you accept a place at City College you acknowledge that the privilege of residence at the College is afforded only to full-time students of Otago Polytechnic and the University of Otago and the successors of these institutions and is based on quotas for each institution. If, after taking up residence at the College, you cease to be enrolled in a course of full-time study at the institution stipulated in this offer, you undertake to leave City College within 24 hours of ceasing to be enrolled unless prior arrangements have been made with the Head of College.

A Resident of the College who is required to withdraw from the College under this clause is liable for the fees payable in respect of the full term of this agreement.

- 4.5 Where a Resident is required to withdraw from the College during the year as a result of serious misconduct or repeated breaches of the City College Conditions of Residence for 2017, the departing Resident will be liable for the fees payable in respect of the full term of this agreement.

5. Information Relating to Student

- 5.1 The Resident consents to the disclosure of any of their personal information (including any information regarding disciplinary matters or potential criminal activity) to the Resident's parents or guardian or other nominated contact, or relevant authority.
- 5.2 The Resident consents to City College releasing to the staff of the College the Resident's enrolment details and academic results, provided that such information be maintained confidential to those staff and used solely for purposes in connection with the welfare of the Resident or for statistical purposes which do not allow the Resident to be identified.
- 5.3 The Resident authorises any health professional whom they may consult during the period of their residence at City College to release to the staff of the College such health information as reasonably necessary in the interests of the welfare of the Resident or other members of the College community.
- 5.4 The Resident agrees that City College shall have the ongoing right to make use for its purposes the Resident's image and written and verbal statements in connection with the College.

6. Rights in Respect of Rooms

- 6.1 The allocation of rooms is made by the College, and may be changed by the College at any time. The Resident may not change rooms except with the College's agreement.
- 6.2 This contract is personal to the Resident and allowing the use of the room by any other person is not permitted.
- 6.3 The staff of the College shall have the right to access the Resident's room at any time for any purpose reasonably connected with the welfare of the Resident or of any other member of the College community or reasonably connected to the inspection and maintenance of College property.

7. Disciplinary Process

- 7.1 The Resident consents to the disciplinary processes and sanctions established by the College, and specifically acknowledges the right of the College to impose sanctions on the Resident for the breach of any provision of, or requirement established in accordance with, this contract. Such sanctions may include (but not limited to):
- a) formal and informal warnings;
 - b) requirements to undertake work and/or attend programmes or counselling;
 - c) fines and reparation (including those made on groups of which the Resident is part in respect of damage the cause of which cannot be specifically attributed) and directions to make reparation;
 - d) restrictions on activities, including alcohol free periods and not-association or non-attendance requirements;
 - e) suspension of the right of residence, or termination of this contract neither of which shall affect a Resident's ongoing liability for fees.

- 7.2 City College has adopted a zero tolerance policy in respect of the possession, use or distribution of illegal drugs by members of its College while on College property or while attending a College event. Where disciplinary process establishes that the Resident has committed a breach of this policy this contract will automatically be terminated by the Head of College, but this sanction may be reviewed through the appeals process below.
- 7.3 The process to be followed in relation to any specific incident shall be appropriate to the nature of the allegation involved and the range of penalties under contemplation, provided that in any process the Resident shall be entitled to be fairly informed of the matter of concern, and shall have the opportunity to provide a response or explanation before any penalty is imposed.
- 7.4 Where a Resident faces an allegation that amounts to criminal behaviour, or where the circumstances otherwise make it inappropriate for the Resident to remain in the College while the matter is considered, the Head of College may suspend the Resident from the College until the process is complete. In such circumstances the Resident may be offered accommodation at another College but shall not be entitled to such an arrangement being made.
- 7.5 Where any sanction is imposed by a person other than the Head of College, the Resident shall be entitled to have the sanction reviewed by the Head of College. Where a sanction has been imposed by the Head of College, or where the Resident is not satisfied with the outcome of the review performed by that person, the Resident may, within seven calendar days of being notified of the relevant decision, submit any appeal against the sanction to The Secretary, The Dunedin City Tertiary Accommodation Trust, on the grounds that it (a) may cause significant hardship to the student; (b) may be manifestly unfair; (c) may have been imposed without due process having been followed. An appeal shall be in writing and set out the grounds the Resident relies on for the appeal.
- 7.6 The Trust may determine any appeal as they think fit, or, in their absolute discretion, refer the matter to an Appeals Panel for determination. Each Appeals Panel shall comprise not less than three persons appointed by the Trust including a student representative. An Appeals Panel shall regulate its own procedure and its decision on any matter shall be final.



PAYMENTS

All figures quoted are inclusive of GST.

Deposit:

Due on acceptance to confirm College place.

\$330.00

The deposit is made up of:

- Administration Levy \$165.00 (Non-refundable)
- Development Levy \$165.00 (Refunded if student withdraws before 25th January 2017)

2017 Accommodation Fees are \$370.00 per week.

Fees are charged for the whole of the academic year including exams, study periods, postings, semester breaks, and work experience. These fees are for 41 weeks or the length of your course, including semester breaks, whichever is greater. All payments must be made in advance.

Accommodation Fee Payment Options

There are two payment options available:

1. Quarterly in advance, (with approx. 8-11 weeks between payments).
2. Initial Lump Sum + Weekly Automatic Payments. If you choose this option, a lump sum first initial payment is required, followed by automatic payments of \$165.00 per week.

PAYMENT SCHEDULES

Otago Polytechnic Students (41 weeks) 2017 Accommodation Fee \$15,825.00

1. Quarterly in advance:

Deposit – due on acceptance	\$ 330.00
Instalment 1 Due 02/02/17 (includes Resident Activity Fee, Uni Network Fee)	\$ 4,117.50
Instalment 2 Due 12/04/17	\$ 3,792.50
Instalment 3 Due 14/06/17	\$ 3,792.50
Instalment 4 Due 09/08/17	\$ 3,792.50
	<u>\$ 15,825.00</u>

2. Initial Lump Sum + Weekly Automatic Payments:

Deposit – due on acceptance	\$ 330.00
Lump Sum due 02/02/17 (includes Resident Activity Fee, Uni Network Fee)	\$ 8,730.00
Plus 41 Weekly automatic payments of \$165.00	\$ 6,765.00
	<u>\$ 15,825.00</u>

Please indicate on the attached form which payment option you prefer. The appropriate bank authorisation forms and payment schedules for the payment option you choose will be sent out to you. All payment arrangements outside of stated payments must be set up before you move into City College. Please contact the Finance Manager between 9am-3pm (Phone 03 479 5595 or email barbara.wilkes@otago.ac.nz) if you have any queries.

Payments can be made by Cheque, Cash, EFTPOS, or Direct Credit. We do NOT accept Credit Cards.

The first Instalment, due before moving in to City College, includes the Resident Activity Fee of \$265.00 which funds Resident activities and amenities and Uni Network Fee of \$60.00.

Additional nights (at the end of this contract period) are charged at \$53.00 per night.

A 10% penalty may be charged if fees are not paid within 7 days of the due date.

PLEASE NOTE

A Payment Agreement and Schedule will be sent out in December 2016; the first payment which is due on 2nd February 2017 must be made before moving into City College.

Study Link payments do not cover any upfront or lump sum payments as they are paid on a weekly basis. Study Link payments are made directly to students who must arrange payment to City College.

If you are applying for a Student Loan or Allowance, it is important that you do so as soon as possible so that there are no delays in payments at the beginning of the academic year.



Name:

Date of Birth (D/M/Y)

About My Living Environment

We make every effort to accommodate the needs of anyone requesting to live with people of the same gender. This means that some people who request a mixed living environment may be placed in a same gender unit and in some instances people who request a single gender unit may be placed in a mixed gender unit. Whilst we make our placements with the utmost care, we cannot guarantee to place you with people whose interests and lifestyle are similar to yours. Upon sufficient request we may have Alcohol-Free units. Room changes are not permitted unless in exceptional circumstances and with the permission of the Head of College. Changes are not usually granted and there must be a very sound and extraordinary reason for this permission to be given.

I would prefer to live with:	All Males	All Females	Mixed	Don't mind
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I would prefer to live in an apartment with people who drink alcohol:	Regularly	Sometimes	Or prefer alcohol free
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Do you have any specific areas you might need our support with? (Such as study, adjusting to College life, making friends, homesickness, anything else?)

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Please list your Interests and Hobbies:

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.....

**Height if over 183cm (6 feet tall)
(we do have some longer beds)**

**Catering Information:** (Please tick one of the following boxes only)

- ☐ Standard Meals
 ☐ Vegetarian (we are not able to cater for Vegan diets)
- ☐ Gluten sensitive
 ☐ Lactose sensitive
- ☐ Food allergies or other (please provide full details on following page)

Please indicate severity of any sensitivity or allergy listed: ☐ High (Epipen) ☐ Medium ☐ Low

If you have a moderate or highly severe dietary sensitivity or allergy, please check with the College before accepting our offer of accommodation. To talk about meals and any special needs you can email brent.cowie@otago.ac.nz

T-Shirt Size:

Please circle option.
Choose carefully as we order one t-shirt for each resident, and exchanges are not possible.

Women's	8	10	12	14	16	18
Men's	S	M	L	XL	2XL	3XL

Additional Charge:

I wish to reserve a car park (paid in advance and non-refundable), for the annual fee of \$400 ☐
We have limited spaces available so it is allocated in order of payment received.

YOU MUST SELECT <u>ONE</u> PAYMENT OPTION ONLY ✓			AMOUNT	PAYMENT DUE DATES
Option 1 <input type="checkbox"/>	Quarterly Payments	1st Payment includes Resident Activity Fee, Uni Network Fee	\$4,117.50	2-Feb-17
		2nd Quarter	\$3,792.50	12-Apr-17
		3rd Quarter	\$3,792.50	14-Jun-17
		4th Quarter	\$3,792.50	9-Aug-17
Option 2 <input type="checkbox"/>	Lump Sum and Weekly Automatic Payments	Lump Sum includes Resident Activity Fee, Uni Network Fee	\$8,730.00	2-Feb-17
		41 weekly payments of \$165.00	\$6,765.00	13-Feb-17 to 20-Nov-17

4. Payment Details

- a) Cheques should be made out to "City College" and posted to City College, PO Box 6065, Dunedin, 9059.
- b) When paying via internet banking, it is very important that you include the information below to ensure that transactions are clearly identifiable on City College's bank statement.
- Bank Account Name: Dunedin City Tertiary Accommodation Trust
 Bank Account Number: 06 0901 0380477 00
 Particulars: "Resident Name"
 Swift Code: ANZBNZ22 (International payment)
- c) Please note that Study Link payments **do not cover** any upfront or lump sum payments as they are paid on a weekly basis. Study Link payments are made directly to students who must then arrange for payment on to City College.

Please send 1 recent named passport sized photo or scan and email a photo as a JPEG file.



The information you provide us regarding your health and wellbeing remains confidential to staff involved with your pastoral care. Our aim is to support you and we ask that you advise us of your health history so that we can monitor your wellbeing throughout the year. Please complete the following information honestly, as we believe that if we are fully informed about your health we can work with you to establish strategies to deal with any issues should they arise.

Name:

Date of Birth (D/M/Y):

Please list conditions or disabilities that you have or have had that require or have required treatment (e.g. asthma, epilepsy, food/other allergies, anorexia/bulimia/other eating disorders, diabetes, low mood, phobias, depression, anxiety etc.):

In relation to the information you have given us above, please list the arrangements or support you have in place, or require, to manage your wellbeing (i.e. details of treatment, medication, special diet, etc.):

If you have listed anything in the boxes above, please tell us the level of assistance you may require either from us or a health professional:

Completely self-managed	or	Occasional assistance required which is:	or	Weekly assistance required which is:	or	Daily assistance and monitoring needed which is:

What additional support from us may assist you?

.....

I have enclosed supplementary information Yes No

Please provide medical certificates where appropriate.

Emergency Contact Information: (At least one of these **must be** your parent or guardian)

Next of Kin (1)

Name

Address

Phone (Home) Phone (Daytime)

(Mobile)

Email

Relationship to you

Next of Kin (2)

Name

Address

Phone (Home) Phone (Daytime)

(Mobile)

Email

Relationship to you

I certify that the above information is complete and correct, and that I have not withheld any relevant information. I authorise you to contact the above named people in the event of an emergency.

Resident Signature:

Date

Guarantor Name Guarantor Signature Date

(Please update us if there are any changes to these details)



Should you choose **not to accept the offer** of a place at City College, please complete this form and return it to us immediately, so that your place can be offered to someone else on the waiting list.

SURNAME _____ FIRST NAME(S) _____

Email: _____

Home Telephone _____ Mobile Phone _____

For Statistical purposes, we would appreciate it if you would please indicate below your reason for not accepting this offer of a place at City College.

- ☐ I would like to decline this offer, but remain on the general accommodation waitlist. Please state reason here: _____
- ☐ Received scholarship from another Polytechnic. Which Polytechnic? _____
- ☐ Attending another Polytechnic
- ☐ Attending Otago Polytechnic, but have found alternative private accommodation
- ☐ Cannot afford to attend Otago Polytechnic
- ☐ Cannot afford to live in a Residential College
- ☐ Attending Otago Polytechnic or Foundation Year
- ☐ Do not have the necessary entry requirements for Polytechnic
- ☐ Taking a GAP year
- ☐ Other (please state): _____

DECLARATION:

I do not wish to accept the offer of a place at City College for the 2017 academic year. I understand that my place will be offered to someone else on the waiting list.

Signature: _____ Date: _____