

Pastoral Care



The Head of College (HOC) has overall responsibility for the pastoral care of residents. Every resident is interviewed by the HOC at the beginning of every year in an attempt to establish relationships and find out about any special needs they may have. We rely very heavily on residents to supply us with information about their health and well-being. The HOC works with the Health and Counselling Services at the institutions to provide support for residents. The Head of College and the Associate head of College both live in the college and are available 24 hours.

Residential Assistants (RAs) are senior students who live in the college and are available in the evenings and at weekends to give advice and assistance. Their role is to help residents with hall life and study problems. The RAs work in pairs and have responsibility for the residents in a stairwell. The Stairwell RA should be the first person a resident approaches with a problem.

Health - We expect residents to be responsible for their own health, eat sensibly, sleep properly, take medication, and make doctor's and dentist's appointments. We do not supply pain medication or band aids.

Please contact us if you have concerns about the health of a resident.

We will contact you if we are concerned about health and welfare, when there is clear or imminent danger to a resident; when there have been serious breaches of the rules; when payment of accommodation fees are in arrears or we have serious concerns regarding health or study. You can contact us at any time.

Food



City College has a policy of providing an interesting and varied menu encompassing styles from all over the world. We try to expand residents' food horizons by selecting dishes from all cultures. Our core food philosophy is based around the Heart Foundation food triangle, with an emphasis on fresh produce, prepared on site. Our food is nutritious and plentiful, however it will never be quite like the food you prepare at home. Ingredients are available each weekday morning for residents to make a cut lunch if they unable to make it back to City College at lunch time. Late meals are available Sunday to Friday. Second servings are available at dinner after all residents have had their first serving.

Rebates & Holidays



Food Rebate - We expect that most residents will leave the college for course holidays and semester breaks. Residents who are away during these times, OR because of course placements/postings OR due to illness (as evidenced by a medical certificate) are entitled to a food rebate of \$49 per week for each full week of absence, provided (except in the case of illness), that the dates of absence are confirmed at least 3 weeks in advance and keys are handed in on departure. The full accommodation fee is still payable for each week of absence.

All rebates are calculated and paid by direct credit in December after all residents have left the college.

Holidays - Residents **MUST** apply for **PERMISSION TO STAY** if they wish to remain at the college during any semester and/or course holidays, or if they wish to return early. Permission **WILL ONLY BE GRANTED** if the resident has applied to the Head of College at least **three weeks in advance**. Granting permission to stay is at the discretion of the Head of College. Those with outstanding fees will not have keys returned.

End of Year - All residents are required to check out no later than the day following his or her final examination or final course day. No resident may remain in residence beyond this day other than by prior arrangement with the Head of College.

Visitors



Residents are allowed to have visitors. Friends and family can stay one night for free.

Permission from the Head of College must be sought prior to the visitor's arrival.

Visitors will not be permitted to stay during arrival weekend during careers expo weeks, orientation, graduation, exam periods or tertiary information days or at times when there are big sporting fixtures in Dunedin.

- Linen and bedding is not supplied.
- One person only can stay at any one time.
- There is a charge of \$10.00 per person per night for any further nights.
- Meals must be paid for separately.
- Visitors who stay without prior permission will be charged \$43.00 per night.
- No visitor can stay for more than five nights per semester.
- Flatmates must be consulted before guests arrive.
- The Head of College has the right to refuse permission for any visitor or to ask them to leave the college at any time.
- Visitors are not to bring alcohol into the college.
- Residents are responsible for ensuring that visitors know about City College rules and expectations.
- Visitors must park in the street.

Having a visitor to stay is a privilege not a right.



City College

Information for Parents 2011

Mission Statement

To provide a quality accommodation service that is efficient and safe, is responsive to the needs of residents, and encourages opportunities that will allow residents to get the most out of their time.

We aim to prepare residents for life beyond City College by helping them to develop study and life skills.

Emergency Contacts:

Office Hours: 03 479 5590
After Hours: 03 471 6313

Postal Address:

Letters: PO Box 6065, Dunedin, 9059.
Packages: 911 Cumberland Street, Dunedin, 9016.

Contacts:

Phone: 03 479 5590
Fax: 03 479 5591
Email: city.college@stonebow.otago.ac.nz

Bank Account Details:

Dunedin City Tertiary Accommodation Trust
National Bank, Octagon Branch, Dunedin.
Account Number: 06-0901-0380477-00

Prior To Arrival



All of the information in this pamphlet is set out in detail in our contract. Please ensure that your son/daughter has read and understands the contract before moving in.

Things to send/bring

- Cutlery, mug, plate and tea-towels for use in apartment
- Sheets and Pillow cases
- Bath Towels

Optional:

- An extra blanket, duvet or pillow. (A pillow and a tuck-in blanket are provided.)
- Hot water bottle.
- Drying rack
- Wet weather gear
- Laundry powder
- Stereos and TVs **must** have headphones.

Do not send/bring:

- Kitchen appliances.
- Heaters
- Firearms or weapons of any type.
- Pets

Please Note: Fire regulations prohibit the use of electric blankets, heaters, kitchen appliances and multi boxes. Electric drying racks have recently been withdrawn from sale in New Zealand because they cause fires.

Send/bring only essential items, the College has limited storage.

We do not encourage residents to bring cars to Dunedin. The campus is small and everything is within walking distance.

Insurance is important, please arrange in advance, your home contents insurance MAY cover personal goods during the period of residence.

Payment Information

- The first accommodation payment is due on 1/2/11.
- Time payment arrangements **must be set up prior to moving in.** We try to be flexible. Weekly direct credit payments are the most usual method.
- We cannot take **credit card** payments.
- **Study Link does not under any circumstances pay the full cost of student accommodation.**

Finance Enquiries Contact:

Phone: 03 479 5595
Office Hours: 9am-3pm Monday to Friday

Moving In



City College will open for Otago Polytechnic residents on Saturday February 12th 2011, and for University of Otago residents on Saturday 19th, February 2011.

Residents must arrive **no earlier than the weekend** (Saturday or Sunday only) immediately prior to course commencement. We have been advised by Otago Polytechnic that **all courses** begin on Monday 14th February. **Requests to move in earlier will not be granted.**

The City College office is open from 10am to 6pm during arrival weekend. Please inform us if arrival will be outside those hours. We can not collect students from the airport. Reasonably priced airport shuttles leave at regular intervals from directly outside the airport terminal.

Residents moving in should come directly to the office to complete sign in procedures and collect keys and information about the college.

All payments and financial arrangements need to be made before moving into the College, keys will not be issued unless the first payment has been made in full.

It is not possible for parents, relatives and friends to stay at City College during arrival weekend or during orientation. This is to encourage residents to get to know others in the college.

Many of our residents live within two hours of Dunedin. If you live close by please discourage your son/daughter from going home for a month or two so that they can settle in properly.

All of our car parks are assigned. Please park in the street when you visit the college.



A Successful Year



Research shows that almost 30% of students fail in their first year of tertiary study, we endeavour to help our residents to develop good study, social and life habits which will help them succeed in their first and subsequent years of study.

We aim to be flexible and responsive to resident needs while providing an atmosphere that facilitates learning and social development. Our primary purpose is to provide a residential learning environment.

Our main responsibility is to help residents make it through the year successfully. Our rules and expectations are designed to ensure that our residents have a successful year academically. That does not mean they cannot enjoy themselves but it does mean that the main focus for everyone should be study and we are not going to allow people who do not want to study to disrupt those that do.

One of the ongoing issues we deal with is the expectation that the student lifestyle includes excessive alcohol consumption. We have straightforward alcohol rules and would appreciate your support in setting healthy standards. If you or your son/daughter think our rules are too strict you should consider alternative accommodation.

Alcohol Rules

The City College limit, based on ALAC safe drinking guidelines, is:

Half a dozen cans of beer OR
One litre of cask wine only OR
Three cans of premixed spirits

- Kegs, bottled beer, fortified wines, spirits, casks of pre-mixed spirits, liqueurs and yard glasses **are prohibited and will be confiscated.**
- Glass bottles and containers are prohibited.
- **Alcohol is not permitted in communal areas or in the college grounds.**
- Drinking games are prohibited.
- Irresponsible behaviour may result in an alcohol ban being placed on individuals or apartment groups.
- Delivery of alcohol to residents is not permitted.
- Visitors are not to bring alcohol into the college.

City College is not a block of Scarfie flats. Parties and loud drunken gatherings are banned, we will not tolerate loud music at all hours of the day and night and destructive behaviour will not be tolerated.

Smoking

Because smoking is a health hazard it is not permitted on the City College site. Breaches of this rule are treated very seriously and will be subject to instant fines.