

City College Resident Booklet 2012

Tēnei rā te mihi atu ki a koe, otirā, ki a koutou katoa kua tae mai ki Te Whare Wānanga o Otago, Te Kura Matatini ki Otago. Nō reira, nau mai, haere mai. Kia Kaha mai ki te kimi ka whakamārama mō ngā akoraka e pīraki ana koe. Ko tō mātou hiahia kei tō mātou nei whare wanaka ngā akoraka e hangai ana ki tāu e hiahia ai.

Congratulations, you have been accepted for a place at City College in 2012. We hope that your year with us will be academically rewarding, safe, comfortable, and good fun. We aim to be flexible and responsive to your needs, while providing an atmosphere which facilitates learning and social development. Our primary purpose is to provide a residential learning environment.

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.

The college exists for the residents and their welfare is our main concern. We provide a warm and supportive environment, academic help, companionship and cultural, musical, sporting and social opportunities.

This booklet outlines our rules, which are based on common sense and consideration for others. We give you as much freedom as possible while safeguarding rights and comfort of all residents. **Bring this book with you at the beginning of the year.**

City College

The Dunedin City Tertiary Accommodation Trust was formed as an initiative of the Dunedin City Council and comprises six trustees, appointed by each of the two tertiary institutions in Dunedin: the University of Otago and Otago Polytechnic. The Trust administers City College. The Head of College is responsible to the Trust for the welfare of residents and the running of the College.

The Name City College was chosen to reflect the involvement of the Dunedin City Council, and the institutions involved. The Mayor of Dunedin officially opened the College on March 25th 2000. Each Block of the College has been named for the owners of the Original Crown Land Grants of Block 34 North Dunedin in 1858.

Management Staff

Ms Joy Crawford

Barry White

Ben Pereira

Barbara Wilkes

Brent Cowie

Marianne Sherer

Danny Taimalie

Graeme Boyes

Bruce Moir

Shene Holtzhausen

Head of College

Deputy Head of College/Building Manager

Associate Head of College

Administration & Finance Manager/Privacy Officer

Food Services Manager

Reception/Administration Assistant

Night Supervisor

Caretaker/Gardener

Librarian

Senior Residential Assistant

Residential Assistants

RAs are available in the evenings and at weekends to give advice and assistance. (You should contact the office at all other times, 9am to 5pm weekdays). The RA role is to help with College life and your studies. The RAs work in pairs and have responsibility for a group of apartments. Your RA should be the first person you talk to if you have a problem.

For specific advice about your tertiary institution, you may need to talk to an RA who is a senior student from your institution. The Head of College, Associate Head of College and Senior RA live on site and are available at all times for urgent matters. All staff are here to help and make your stay as worthwhile as possible.

OTHER STUFF YOU NEED TO KNOW

Absence from College

If you intend being absent overnight or longer please sign out at reception. We need your contact address and phone number for emergency purposes.

Alcohol

The use of alcohol is subject to the maintaining of a good standard of behaviour. Alcohol is allowed only within strict limits based on ALAC guidelines which are:

- Half a dozen cans of beer **or**
- 1 litre of cask wine only **or**
- 3 cans of premixed spirits.

Only residents of City College can drink in College apartments and on College premises.

THE FOLLOWING ITEMS AND ACTIONS ARE PROHIBITED AT CITY COLLEGE

- | | |
|---|--|
| Alcohol in communal areas | Glass bottles and containers |
| Alcohol in the grounds | Kegs |
| Bottled Beer | Liqueurs |
| Delivery of alcohol to residents | Parties |
| Drinking funnels | Scrumpy |
| Drinking games | Spirits |
| Fortified wines | Visitors who bring alcohol into the College |
| | Yard glasses |

Drinking after 10pm at night.

This list is not exhaustive, we reserve the right to add to the list or amend the alcohol rules at any time. Noisy gatherings will result in visitors being asked to leave and alcohol confiscated.

City College has a policy of ZERO TOLERANCE of breaches of the alcohol rules. If bottles are found in an apartment, the apartment will be placed on an automatic alcohol ban.

Gatherings where there are bottles will be immediately closed down. Individuals caught with bottles will have an instant fine of \$100.00. Repeat offenders will be placed on individual alcohol ‘contracts’.

There will be times of the year, e.g. exams, when a total alcohol ban will be imposed. A whole college alcohol, visitor and noise ban will be in place during all official institutional holidays and semester breaks.

Irresponsible behaviour may result in an alcohol ban being placed on individuals or apartment groups.

The government has indicated that the laws regarding to the purchase and consumption of alcohol may change during 2012; this may lead to a change in the City College rules regarding the consumption of alcohol on the College premises. We reserve the right to change our rules without consultation with residents.

Accommodation Fees

Accommodation fees are \$326.50 per week. Fees are charged for the whole of the academic year including exam, study periods, semester breaks, postings and work experience. These fees are for 38 weeks (University); 41 weeks (Polytechnic); or the length of your course whichever is greater. Additional nights will be charged at \$47.00 per night. A 10% penalty will be charged if fees are not paid within 7 days of the due date. Please note, keys may be withheld from residents returning from holiday and semester breaks when fees are outstanding.

Automatic payment options must be arranged before moving into City College.

Accommodation Fee Payment Options

There are two payment options available:

1) **Quarterly in advance.**

2) **Initial Lump Sum followed by Weekly automatic payments.** If you choose this option, a lump sum first instalment payment is required, followed by automatic payments of \$150 per week, the lump sum must be paid before moving into City College.

The first instalment in both options includes the Student Club and computer lab fee (applicable only to Otago Polytechnic students).

Payment Schedule

<u>University of Otago students (38 weeks)</u>		<u>Total 2012 Fees (Uni)</u>	<u>\$13,257.00</u>
<u>1) Quarterly in advance:</u>			
Deposit	Due on acceptance		\$ 650.00
Instalment 1	Due 1/2/12 BEFORE moving into City College		\$3,301.75
(This includes student club fee)			
Instalment 2	Due 1/4/12		\$3,101.75
Instalment 3	Due 13/6/12		\$3,101.75
Instalment 4	Due 15/8/12		\$3,101.75
			<u>\$13,257.00</u>
<u>2) Initial Lump Sum + Weekly Automatic Payments:</u>			
Deposit	Due on acceptance		\$ 650.00
Initial Lump Sum	Due 1/2/12 BEFORE moving into City College		\$6,907.00
(This includes student club fee)			
Plus			
38 Weekly automatic payments of \$150.00			
		First payment due week of arrival,	
		Final payment due finishing week of course (38 pmts)	<u>\$5,700.00</u>
			<u>\$13,257.00</u>

<u>Otago Polytechnic Students (41 weeks)</u>		<u>Total 2012 Fees (Poly)</u>	<u>\$14,293.25</u>
<u>1) Quarterly in advance:</u>			
Deposit	Due on acceptance		\$ 650.00
Instalment 1	Due 1/2/12 BEFORE moving into City College		\$3,603.36
(This includes student club fee and internet charge)			
Instalment 2	Due 1/4/12		\$3,346.63
Instalment 3	Due 13/6/12		\$3,346.63
Instalment 4	Due 15/8/12		\$3,346.63
			<u>\$14,293.25</u>
<u>2) Initial Lump Sum + Weekly Automatic Payments:</u>			
Deposit	Due on acceptance		\$ 650.00
Initial Lump Sum	Due 1/2/12 BEFORE moving into City College		\$7,493.23
(This includes student club fee and internet charge)			
Plus			
41 Weekly automatic payments of \$150.00			
		First payment due week of arrival,	
		Final payment due finishing week of course (41 pmts)	<u>\$6,150.00</u>
			<u>\$14,293.23</u>

PLEASE NOTE

A **Payment Agreement and Schedule** will be sent out in December 2011; the first payment, which is due in early February, **must** be made before moving into City College. Student loans do not cover accommodation costs.

PAYMENT METHODS

We accept payments **made by cheque, Cash, EFTPOS or Internet banking**. We do **NOT accept credit cards**. Please do not send cash payments by mail.

If using **Internet Banking** please make payments direct to:

The Dunedin City Tertiary Accommodation Trust

National Bank account no: 06-0901-0380477-00

You MUST use your NAME as a reference so we can identify your payment.

Additional Charges

Additional Charges

(a) Deposit		\$650.00
The deposit is made up of:		
• Administration Levy	\$250.00	<u>Non-refundable</u>
• Development Levy	\$250.00	<u>Non-refundable after 20th January 2012</u>
• Refundable Bond	\$150.00	
(b) Student Club fee		\$200.00
(Paid with the first instalment, this fee is used to fund resident activities)		
(c) Internet Charge		\$56.73
Paid with the first instalment, (applicable only to Otago Polytechnic students), this fee covers Internet access through the University Computer Network.		

Optional Payments:

(d) Car Park (paid in advance and non refundable)		\$400.00
(e) Computer Port connection in own room (paid in advance and non refundable)		\$305.00

A change from quarterly to weekly payments, (or vice versa) if made after March 1st will incur an administration charge of \$30.00.

Apartments

You must not move extra furniture into your room. Kitchen appliances, heaters or electric blankets are a fire risk and **must not** be used. Fire regulations require hallways to be kept clear of furniture. Please do not move furniture and appliances into other apartments.

Residents should provide their own crockery and cutlery for use in Apartment kitchens; the College does not provide food or utensils for use in apartments.

All apartment members will be jointly responsible for replacing any damaged or lost equipment. Where apartment facilities, rooms or contents are misused they may be withdrawn from student use.

Bicycles

There are two bike sheds. Bikes must be kept in the bike sheds, not taken into apartments or bedrooms, leaned against fences or walls in the college grounds. We take no responsibility for the security of residents' bicycles. Locking bikes is the responsibility of residents. Do not ride bikes inside the College grounds.

Car Parks

We do not encourage residents to bring cars to Dunedin. The campus is small, and everything is within walking distance. City College has a very limited number of car parks available for \$400.00 per year, payable in advance. Residents are allocated a numbered parking place. Residents' visitors must park on the street. Residents who park cars in the car park without permission will be fined \$50.00; unauthorised cars may be clamped or towed.

The car park gates are locked every night at 9pm. They are opened again at 7am. It is not possible to take cars out of or into the car park in the intervening period.

Cleaning

Apartments – Are cleaned on Monday, Wednesday and Friday each week.

Bedrooms - Residents are expected to keep their own bedrooms clean. Vacuum cleaners are provided in each apartment. Rubbish is collected from outside bedrooms on cleaning days. At the end of Semester I rooms must be left tidy so we can clean each room including the windows. Residents will be charged extra if the room needs to be tidied.

Lounge/Kitchenette –This area is your responsibility, dishes must be done and the bench and floor left clear. It is the responsibility of the person making the mess to clean up. The cleaners vacuum and wipe down the benches. They are instructed **not** to pick-up after you or clean up your mess. Any area that is unacceptable will be reported to the Head of College who will treat the matter as a discipline issue. Failure to remedy the issue may result in the lounge/kitchenette being locked. Stacks of cans will be removed.

The bathrooms are cleaned three times a week. Residents are supplied with a basket to hold toiletries, (e.g. shampoo and soap etc); anything not in a basket will be thrown out.

Communal Amenities

City College has two TV lounges, one with a 50" plasma screen TV a DVD player, video recorder and Sky TV, the other with 40" TV. We have a piano, a pool table, table tennis table, a foosball table, and air hockey table; there is a Petanque court outside. There is an exercise room with a cross trainer, treadmill, rowing machine and exercycle, med ball/swissball etc. The communal areas and equipment are for the use of City College residents only. Visitors must be entertained in apartment lounges.

Communication of Important Information

Keeping in touch with over 200 people is challenging for us. We use a variety of methods to attempt to pass on information that you urgently need to know, including:

- This handbook
- Regular emails – to the address that YOU provide
- Posters
- Stairwell meetings
- Individual letters
- Newsletters
- Whole college meetings
- Residents' area of the web page www.citycollege.co.nz
- Reception Information Screen
- City College Facebook page

It is up to you to make the effort to attend meetings, read emails and newsletters, and keep yourself up to date. "I didn't know" is NOT an adequate excuse for failing to follow up or act on information that has been communicated. If you have any questions ask a member of staff.

Computer Lab

City College has 16 computers and a printer available to residents. For Otago Polytechnic students an annual fee of \$56.73 per resident is payable for access the university computer network, the fee is compulsory and will be invoiced with the first instalment. (University students pay this fee directly to the university as part of their enrolment).

The fee covers free internet access to a limit set by the university. Students are responsible for meeting the costs of internet use over the limit. N.B. *Most students will not reach this limit within any given year.* For extra information go to:

<https://blogs.otago.ac.nz/sits.the-university-computer/your-responsibilities/>

Confidentiality

Staff and RAs will treat all residents' concerns and private details with respect and confidentiality. However there are rare occasions when it may be necessary for the Head of College to contact, or disclose information to, concerned parties (usually parents, health professionals or financial guarantors). This may occur when:

- there is a clear or imminent danger to a resident, RA or staff member
- there have been breaches of the rules
- payment of accommodation fees are in arrears
- we have serious concerns regarding health or study

The full text of the City College privacy policy is on pages 22/24 of this booklet.

Courtyards and Outside Spaces

The City College outdoor spaces are not appropriate for throwing Frisbees and balls. The Botanical Gardens and Alhambra Rugby Club grounds are a short distance away. Bikes and skateboards MUST NOT be ridden in the College grounds. Our paths are not suitable for Bike riding, skateboarding or riding scooters because they are made from concrete tiles and break easily and Residents should consider the rights of others to move around safely. There is a speed limit of 5km/h in the car park.

Damage

Please let us know promptly of any damage you notice to any part of the building or facilities. If you break something let us know immediately. Large notice boards are provided in every bedroom, **nothing should be pinned or blue tacked to the walls.**

IT IS A SERIOUS OFFENCE TO THROW ANYTHING OUT OF THE WINDOWS. THIS WILL RESULT IN AN INSTANT \$50.00 FINE.

EFTPOS

EFTPOS facilities are available at the office and may be used for the payment of City College accounts, purchase of university printing funds, or any of the stationery or services offered at the office. We are not able to provide “**cash-out**”. There are EFTPOS machines available at various sites within a short walk of the College. The minimum EFTPOS transaction is \$5.

Emergencies

In the event of fire or other emergency vacate the college as stipulated in the Evacuation Plan. Close all windows, turn off all electrical equipment and leave doors closed and unlocked. Put on warm clothes and sensible footwear. There will be regular fire drills to prepare for emergencies. Front doors are fire doors and must be closed at all times. Fines will be imposed if doors are jammed open.

There will be serious consequences for anyone misusing the fire alarm system or fire hoses.

The fire brigade has a minimum call out rate for a false alarm of \$1,000 +GST.

Candles and incense burners are banned. Electric blankets, heaters and kitchen appliances are dangerous. The use of these devices will result in confiscation, fines, and or suspension.

FIREWORKS ARE BANNED AT CITY COLLEGE. ANYONE FOUND BRINGING FIREWORKS INTO THE BUILDING OR GROUNDS WILL BE SUSPENDED IMMEDIATELY.

Evacuation Information for All Residents

If you discover a fire:

1. Operate the nearest fire alarm call point
2. Ensure the Fire Service is called on **1-111**, tell them:
 - Name and address: **Your name and City College, 911 Cumberland St**
 - Nearest cross street: **Howe Street**
 - The nature of the emergency
3. Leave the building via your designated escape route.
4. Report to your designated assembly area.
5. Do not return to the building.

In the event of an earthquake:

Immediately take cover under a desk, table or in an internal doorway.

Stay away from windows and wardrobes.

Remain in the sheltered position for at least 60 seconds

Do not go outside; remain inside until the RA has checked the stair well.

Wait for instructions.

If outdoors, move away from buildings, trees and overhead wires.

YOU MUST FOLLOW THE INSTRUCTIONS OF THE BUILDING WARDENS DURING AN EMERGENCY

Food Service

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 pyramid, with an emphasis on fresh produce, prepared on site.

Meals Times

Breakfast	Monday to Friday	7.00-9.15am
Breakfast	Saturday	8.00-9.30am
Brunch	Sunday	10.30am-12.30pm
Lunch	Monday to Friday	11.30am-1.30pm
Lunch	Saturday	11.30am-12.30pm
Dinner	Daily	5.15-6.15pm

The Dining room is only open at meal times and closes half an hour after the end of service.

It is not possible to extend meal times without significant cost increases. Food quality and taste is affected by being kept warm for long periods of time.

In order for us all to identify and get to know each other we wear name tags for the first few weeks. This will be especially important at meal times for kitchen staff to identify residents.

Dress in the Dining Room

For health and safety reasons footwear must be worn in the dining room. Because many cultures find it offensive if people wear a hat while eating, hats are not to be worn in the dining room or servery. Please do not sit on the tables in the dining room, nor place clothing or hats on the tables, as this is both unhygienic and culturally offensive. We expect a tidy standard of dress. On some occasions we may expect a more formal standard of dress. **Pyjamas must not be worn in the dining room after 9.15am.**

Breakfast

Includes a selection of cereals, varieties of bread for toast and a selection of spreads, yoghurt, preserved fruit and juice. In winter a hot option will occasionally be served and on Sunday there is a full cooked brunch.

Lunch

We make a determined effort to provide tasty interesting lunches and a longer lunchtime to make it easier for you to return to the College for a mid-day meal. Lunch includes seasonal salads, a cooked meal and in winter, homemade soups, fresh baking and fruit.

Ingredients are available each weekday morning for residents to make a cut lunch if they can't make it back to City College at lunch time. It is not possible to make a cut lunch then come back to the college at lunch time and have a second lunch.

Dinner

A cooked meal with meat and vegetables. Fresh fruit is available most nights; dessert is served three times a week.

All Meals

Chilled water, cordial and milk are available at dispensers. Tea, coffee and hot-chocolate are available at meal times.

Removing food, crockery or cutlery from dining room is regarded as theft.

Please use the tongs and servers supplied to serve food.

Grace may be said on appropriate occasions.

You are welcome to sit anywhere in the dining room. Sometimes a reserved sign may be placed on tables to reserve them for guests, please respect this.

Do not bring outside visitors into the dining room at meal times.

You must not bring takeaway food into the dining room.

Students who are unwell and unable to come to the dining room should contact reception or the duty RA to arrange meals.

Clean up

Return dishes and cutlery to the slide and place them in the appropriate receptacles. Try to be considerate of others and leave tables clean and tidy. Please let us know about spills and marks on the carpet.

Late meals

This service is provided primarily to enable residents to fulfil study commitments. It is impossible to maintain the quality of food and presentation under these circumstances.

Residents are urged to return to City College at meal times.

Orders are made in the “Residents” area of the City College webpage at www.citycollege.co.nz before 4.30 weekdays and before 12.30 Sunday. You will be supplied with a login.

Late meals are available Sunday to Friday. There are no late meals on Saturday.

Meals must be collected from the duty RA **between 7pm and 10pm**. Residents who try to collect late meals after 10pm may be barred from further late meal orders.

Residents who fail to collect a late meal may be barred from further late meal orders.

The rules relating to late meals, particularly relating to times and procedures, will be strictly enforced.

Seconds

Second servings are available at dinner after all have had their first serving. Watch for the seconds flag outside the servery door. Do not ask kitchen staff to break rules by giving extra food. Rudeness to staff will result in appropriate punishments, which may include kitchen duties or exclusion from meals. Serving sizes are generous and based on healthy nutritional guidelines, please take a fair share; there is always plenty of bread, vegetables and salads to fill up on.

Vegetarians & Special Dietary Requirements

Please advise the Head of College if you require a vegetarian meal or have philosophical, religious or health reasons for not eating particular foods. Residents who require a special diet for medical reasons should be aware that it is possible to cater for low risk allergens and gluten free diets, but we cannot cater for those who have high risk allergies. You should contact the College to discuss your requirements urgently. (i.e. Before the college closes at the end of the 2011 year)

Those who choose the vegetarian option will keep that option for the entire semester. The vegetarian option is not available for those who have not notified the Food Service Manager. Because they require special preparation by the kitchen staff the vegetarian option will not be available for those who regularly do not come to dinner.

Visitors Meals

Breakfast	\$ 5.00
Brunch	\$12.00
Lunch	\$ 8.00
Dinner	\$12.00

Visitor meals must be paid for in advance. You will be issued with a meal receipt that must be shown to the kitchen staff in the servery. **Non-dining visitors are not welcome in the dining room at meal times.**

Healthy Communal Living

City College is concerned with your health, safety and well-being while you are a resident.

ILLEGAL DRUGS: City College has adopted a “zero tolerance” policy in respect of the possession, use or distribution of illegal drugs by residents. A resident, whose possession, use or distribution of illegal substances has been established, will be immediately suspended from the College. Other authorities such as the Police or University Proctor might be involved.

In accordance with the discipline processes and policies established by the College the Discipline Committee, a sub-committee of the City College Council will then be convened within 7 days to consider the case and make a determination of the outcome of the suspension. Under City College discipline procedures the resident will be able to submit a case for “special reasons” as to why the suspension should not be confirmed as an expulsion.

LEGAL SUBSTANCES: At any given time a substance can be classed as legal and yet it can have a serious effect on your mental and physical health, some of these are not yet known. The legality of substances is something that can change suddenly as a result of government passing laws. The fact that a substance has become illegal after you purchased it will not be accepted as an excuse by the law or the College.

While we recognise that some readily available substances are classed as legal, we cannot condone the use of these substances due to the unknown health effects they will have. Our expectation is that you will not have any drugs apart from normal medication. The only ‘legal substance’ that we allow to be used at City College is alcohol and this is subject to college rules and current legislation.

Any resident found in the possession of, under the influence of or using a legal high will face disciplinary action.

DRUG PARAPHERNALIA: It is expected that there is no reason for you to be using or in possession of drug paraphernalia such as a bong while you are a resident of City College. Therefore, these are prohibited and any resident found in the possession of drug paraphernalia will face disciplinary action.

ALCOHOL: As detailed above, alcohol is a legal substance that is allowed at City College. However, its use within the college must be appropriately limited and considerate of others. Any incidence of behaviour contrary to the rules and regulations in this handbook will be subject to disciplinary action, and the influence of alcohol will normally not be viewed as an excuse for unacceptable behaviour.

It is possible that New Zealand laws relating to the purchase and consumption of alcohol may soon change, this may lead to a change in the College rules regarding the consumption of alcohol at City College.

Holidays

HOLIDAY ARRANGEMENTS: Residents can remain in the College during semester and/or course holidays for study purposes; permission to stay is conditional on good behaviour and is at the discretion of the Head of College. A whole college alcohol, visitor and noise ban will be in place during all official institutional holidays and semester breaks.

We reserve the right to use any or all of the rooms at City College during the vacation periods. If your room is to be used you will be advised and all personal effects will need to be locked in the wardrobe. If we use your room you will get a full refund for that week. Keys and sil’keys must be handed in before you go on holiday.

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, any application to remain in residence for a longer period of time must be made at least three weeks in advance, this is to

avoid disturbance to others who still have exams and course work to complete. **There is no food rebate for early departure at the end of the year.**

Illness

Please let reception or your RA know when you are unwell so that we can arrange proper care and meals.

Insurance

It is advisable that you obtain some form of insurance for your personal effects.

Internet Connections in Bedrooms

Ethernet broadband internet connections to the university network are available in all bedrooms for a total cost of \$305 which must be paid in FULL, in advance. This is made up of: connection fee (\$80.00) monthly rental charge of (\$25.00) which is charged for 9 months (the academic year). This service is only available if requested and paid within three weeks of the beginning of the semester. We make every effort to set up internet connections in a timely manner but we cannot guarantee that these connections will be made BEFORE residents move into the college.

Wireless Routers are prohibited as they can interfere with the University and City College building's network connections. (In plain English, the wireless routers can prevent other students and campus staff from accessing the Internet).

If the university tracks a wireless router to a resident's Ethernet port, their Internet access will be blocked by the University and may not be re-instated during the year, the resident will also be fined.

Computers cannot be connected to the internet through the shared apartment phone.

Connection to the University network authorises free internet access to a limit set by the University. Students are responsible for meeting the costs of internet use over that limit. Most students will not reach this limit within any given year. For extra information go to: <https://blogs.otago.ac.nz/sits.the-university-computer/your-responsibilites/>

Keys

You will be issued with a key and a sil'key that will give you access to all the areas accessible to Residents. Replacement keys will cost \$50.00. We suggest that you keep your room locked when you are out. Loss or theft of keys must be reported immediately as this can compromise the security of the entire complex and everyone in it. Your key bond of \$50.00 will be refunded when you return the keys issued at the beginning of the year. In the event that a resident gives their key or sil'key to anybody at any time, a fine will be imposed.

YOU MUST NOT give your key or sil'key to anyone at anytime

Laundry

There is a central laundry for the use of residents. Residents are expected to provide their own washing powder and to look after the equipment – Dryers must have the lint removed before each use. Plastic boxes are provided for unclaimed washing but must NOT be removed from the laundry. It is unwise to leave washing in the Laundry room for long periods of time it should be collected on the same day. We cannot be responsible for the security of property left in the laundry. A small number of apartments have laundry facilities.

Library

Books can be taken out of the City College` library for a Calendar month. Issues must be recorded in the issue book on the desk.

Outside visitors are not welcome in the library; it is for the use of City College residents only.

Please return books promptly making them available for others.
Books are to be returned through the “Returns” slot in the Library.
The Library should be a quiet Study Space: no music, no chatter, and no book parking.
The Book issue system relies on resident honesty; if it is respected the library and the books will be available without restriction. If the system is abused, access to the library and book issue will be restricted to times when supervision can be arranged.

Reference Books and current magazines are clearly marked and must only be used **in the library.**

Mail/Postal Address/Photocopying/Fax

Mail is received at the College and collected from our post box Monday to Friday, usually prior to lunch time.

Outgoing mail (other than parcels) can be posted at the post box in Reception; this is collected by University Campus Courier staff Monday to Friday just after 9 am.

Postal Address:

Our street address is	911 Cumberland St, Dunedin, 9016 <i>(Parcels should be sent to this address)</i>
Our mailing address is	PO Box 6065, Dunedin, 9059
Our fax number is	03 479-5591.

Photocopying and the use of the fax are available from reception at a nominal charge. See the Stationery List in Appendix 2.

Noise

211 residents and associated staff can create quite a lot of noise. Please consider the right of others to study or sleep without disturbance. Stereos and TVs must be used only with headphones. City College should be completely quiet after 10.00pm weeknights and after midnight at weekends.

Office Hours

The City College office is open: Monday to Friday, 9am to 5pm
Phone 479 5590

All resident enquiries are welcome at the office during these times; there are also some stationery items and services available for purchase at the office.

After Hours:

Residents should contact the duty RA on 6313 for any urgent requirements after 6pm. Don't ring the RA phone during office hours.

Pets

Pets are not allowed at City College (this includes fish and caged animals). You must not encourage stray cats to visit apartments.

Printing Funds

You can purchase University printing funds at the City College office during office hours. You may purchase any amount, as long you purchase at least the minimum required for us to process your transaction:

Min Payment (cash)	\$2
Min Payment (eftpos)	\$5

Please ensure that you give office staff your **University username** when purchasing printing funds. Funds will be credited to your University printing account within a few minutes of completing the transaction.

City College **Otago Polytechnic residents** can also purchase printing funds through the University system. City College staff will arrange for you to receive a University username and password at the beginning of the year.

You will require printing funds if you intend to use the College Computer Lab printer.

Rebates

Food Rebate – We expect that most residents will leave the college for course holidays and semester breaks. A food rebate of \$49 per week will be made to Residents who leave City College for a full week of absence (Saturday – Saturday) during official institutional holidays OR are absent because of course placements/postings provided that the dates of absence are confirmed at least 3 weeks in advance and keys are handed in on departure. Keys and sil'keys must be handed in before you leave the college.

The full accommodation fee is still payable for each week of absence. There is no food rebate for early departure at the end of the year.

Residents who are absent from the College due to illness (as evidenced by a medical certificate) can apply in writing for a food rebate for each full week of absence.

End of Semester One - There will be no refund for departure before the end of semester. The Head of College reserves the right to require the immediate departure of anyone not abiding by the Conditions of Residence, particularly with regard to quiet hours and use of alcohol.

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 consent with the Head of College, any application to remain in residence for a longer period of time must be made at least three weeks in advance, this is to avoid disturbance to others who still have exams and course work to complete. **There is no food rebate for early departure at the end of the year.**

All rebates are calculated and paid by direct credit in December after all residents have left the college. Overseas students need to keep bank accounts open.

Room/Apartment Allocation

Residents cannot change rooms or apartments. Conflict and disputes should be discussed with your RA who will help you to negotiate solutions, it is better to do this early in the year when problems are easier to solve. It is not possible to move people between apartments or rooms. We reserve the right to place residents in apartments without consultation. Rooms cannot be sub-let.

At the end of the year we may move a small number of residents into one block or apartment to enable cleaning and maintenance to start in November.

Security

We advise residents to keep their bedroom doors locked at all times. Do not leave your belongings lying around the college, if they go missing City College is not responsible.

Apartment doors lock automatically; use the peephole to check who is knocking at the door. If you are in doubt don't let anyone in. Fines will be imposed if doors are jammed open. Phone reception, the Duty RA, the Senior RA on Duty or college staff if unwelcome visitors are bothering you.

YOU MUST NOT give your key or sil'key to anyone at anytime.

Smoking

Because smoking is a health hazard it is not permitted on the City College site. Breaches of this rule will be treated very seriously and a considerable **instant** fine will be imposed.

Student Club

This is a body that you elect to represent you. They are responsible for organising social events throughout the year. The student president represents you on the City College Advisory Council. Elections are held early in the academic year.

Study Night

Monday Night is “**Study Night**”. Attendance/participation is NOT compulsory however the whole college is encouraged to be involved from 7.30-9.30pm, and noisy activities are actively discouraged. The TVs in common rooms are turned off during this time and the gym and games room are closed.

Residents can study: In Bedrooms
In Central Study rooms
In the Dining Room

In the **Dining Room** there is:

- A formal generic study programme.
- Help with specific problems.
- Proof readers and study “Assistants”.
- Help to set-up study groups.
- Opportunities for “peer tutoring”.
- Food and Drink!

Study Night 2012 will begin early in Semester 1.

Telephones

Each apartment has a telephone for local calls. Telecom calling cards, Clear cards and 0800 numbers can be used to make toll calls.

Dial 1 for an outside line, then the number.

To call elsewhere in the college or other university numbers, dial the four digit extension.

To call City College from outside, Dial 471 for resident phones and 479 for administration phones, then the four digit extension.

Theft

Unfortunately, theft can sometimes be a problem in Residential Colleges. For this reason, you are encouraged to insure personal possessions either as a part of your parents ‘Homeowners’ Policy or by a separate policy. It would be helpful to engrave an identification number on your valuable possessions and have a list of items including description, value, model number, and serial numbers prepared in advance, and mark or name your clothes. Remember, “if you like your stuff, someone else will, too!” It is important for you to protect your possessions and those of your fellow students. **Keep your room door locked.**

When you see strangers who do not appear to belong in the College, find out who they are and what they’re doing. Don’t leave your possessions in lounges, the dining room, study rooms, computer lab or library.

Tutorials

These will be organised early in Semester One. Extra tutorials will be arranged where there are sufficient numbers and when Tutors can be arranged, speak to Ms Crawford about tutorial requests.

Visitors

Visitors are welcome but your visitors behaviour is your responsibility and they must obey City College rules. **Having a visitor to stay is a privilege not a right.**

Visitors:

- **Must not bring or consume alcohol in the college.**
- Must vacate the building by 10.30pm Sunday-Thursday & midnight Friday-Saturday and must be escorted to the gates when they leave the College.
- Are not to be in any area of the College unless accompanied by the person they are visiting.

Friends and family can stay one night for free:

- **permission must be sought prior to your visitor's arrival from The Head of College** (*The application form is available from Reception*)
- Linen and bedding is not supplied
- One person only can stay at any time.
- There will be 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 \$45.00 per night.
- No visitor can stay for more than 5 nights per semester.
- Flatmates must be consulted before guests arrive.
- The Head of College has the right to withdraw permission from any visitor.
- Visitors will not be permitted to stay at times when there are big sporting fixtures in Dunedin, during Careers-Expo weeks, Orientation, Graduation, and Exam periods or Tertiary Information days. Institutional holidays and semester breaks.
- **You must not give visitors your key or Sil'key, there is an instant fine for giving outsiders your keys.**

Website

Our web page is located at: www.citycollege.co.nz

What to Bring with You

Bring

- Cutlery, mug and plate for use in your apartment
- Towels and Tea-towels
- Sheets and Pillow cases
- Laundry powder

Optional

- You may wish to bring an extra blanket, duvet or pillow; a pillow and tuck-in blanket are provided,
- Hot water bottle
- Drying rack
- Wet weather gear
- **If you bring a stereo it must have headphones.**

Do Not Bring

- **Furniture, electric blankets, heaters or kitchen appliances.**
- **Firearms or weapons of any type.**
- **Pets.**

Withdrawal

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 strict 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 on your Applicant's Personal Statement, you undertake to leave City College within 24 hours of ceasing to be so 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 is liable for the fees payable in respect of the full term of the contract unless a replacement resident acceptable to the College is found. If withdrawal is within ten weeks of the end of the academic year, liability will be limited to the fees payable for the balance of the year.

APPENDIX 1

A) Policy Governing Breaches of Conditions of Residence

Rationale

City College is a Community of learners. We provide quality accommodation and an atmosphere which facilitates learning and social development. The purpose of this policy and our rules and expectations is to ensure that residents have a safe year and a successful one academically. The College will intervene when residents behave in a way that disturbs and/or disrupts others as well as putting themselves at risk. This policy is designed to ensure that rules are clear; that consequences are appropriate and aimed at modifying resident behaviour; and that any investigation of inappropriate behaviour is conducted in a way that insures fairness and natural justice.

Guidelines

- 1 “Conditions of Residence” are as set out in the Accommodation Offer documents and the formal Accommodation Contract. These conditions are subject to annual review.
- 2 The Head of College, Management Staff, Senior Residential Assistant and Residential Assistants share the responsibility for the welfare and discipline of the College, and for the observance of the “Conditions of Residence”.
- 3 Any advice, request or warning given to a Resident by a Senior Residential Assistant or Residential Assistant about his/her conduct or behaviour is official, and the Head of College will be informed.
- 4 Non-observance of, or refusal to accept, or failure to comply with the “Conditions of Residence” may result in or render a resident liable to suspension from residence.
- 5 Any investigation of inappropriate behaviour will be conducted by the Head of College taking into account issues of fairness and natural justice.
- 6 Prior to the implementing of any suspension a resident will be advised of the conduct which is unacceptable and the possible consequences of continuing the behaviour. The resident may be asked to sign a behaviour contract.
- 7 The Head of College has the authority to fine residents up to a maximum of \$200.00 and suspend residents from residence at City College for a maximum of seven days.
- 8 Return to residence following suspension may be conditional upon payment of a “Good Behaviour Bond” of \$200.00. (Refundable)
- 9 Serious breaches of the “Conditions of Residence, or serious misbehaviour may lead to instant dismissal and forfeiture of fees, at the discretion of the City College Advisory Council.
- 10 Any resident who feels that their treatment has been unjust, can apply for mediation or submit an appeal to the Council – see clauses 13-19 below.

Written Reports

- 11 A confidential copy of any incident report concerning a breach of conditions of residence will be given to the resident concerned. The copy will include information, which will enable the resident to contact the mediator should they consider their treatment unfair.
- 12 A copy of each incident report and the consequent action will be kept on the resident’s file until the end of the year the resident ceases to be a resident of the College.

Mediation

- 13 The Council will appoint a mediator who will be available to talk to residents who feel that their treatment has been unjust.
- 14 If requested by the resident, the mediator may advise the Head of College or the Council on behalf of the resident.
- 15 A member of the Council appointed as a mediator may not act in any other capacity connected with that complaint.

Appeal

- 16 A resident may appeal to the Council against a disciplinary decision to fine, suspend or expel. All appeals should be addressed to the City College Advisory Council Chairperson in the first instance.
- 17 The City College Council shall adopt an appeal procedure that enables residents to seek reconsideration of any disciplinary action such as suspension, fining or expulsion.
- 18 Where an appeal cannot be satisfactorily resolved within City College, the Council Chairperson must then refer it to the Dunedin City Tertiary Accommodation Trust.
- 19 The resident has right to legal representation in an appeal to the Council.

Process

Breach of Conditions of Residence

Minor Breach

- a) The appropriate City College staff member writes an incident report.
- b) The resident is given a copy of the report, and warned in writing, and/or appropriately fined or otherwise penalised by a Associate Head of College or Head of College.
- c) This outcome is reported on the resident's file.

Repeated Breaches

- d) A report is written for the Head of College and a copy given to the resident.
- e) The Head of College interviews the resident.
- f) A letter is given to the resident recording the interview, the Head's decision, and the possible consequences of continued offending.
- g) The resident is warned, fined, suspended for a short period, and/or given an alcohol or behaviour contract as appropriate.
- h) If the resident could be liable for suspension or dismissal on a repeated offence the parent or guarantor is contacted.
- i) The report and letter are kept on the resident's file.

Serious Breach

- j) The Head of College investigates the incident.
- k) A report is written for Council and a copy given to the resident.
- l) The resident is suspended for seven days.
- m) The case is referred to the Council who will usually meet within seven days of the commencement date of the suspension.
- n) The Council, at their discretion, may require the resident to leave City College and forfeit fees paid.
- o) The resident is notified of their right of appeal against the Council decision.

B) Privacy Policy

Rationale

City College (“the College”) is committed to ensuring that the privacy of residents residing at the College (“Residents”) is protected during and after their residency. The purpose of this policy is to specify how personal information collected by the College is protected and respected, with reference to the Privacy Act 1993.

This Privacy Policy advises Residents of the answers to the following questions:

1. What personal information will the College collect?
2. How long will the personal information be kept by the College?
3. Who will have access to the personal information held by the College?
4. What will the College use the personal information collected for?
5. How can Residents change the personal information about themselves held by the College?
6. Who can Residents contact with any queries or concerns they may have regarding this Privacy Policy?

1. What personal information will the College collect?

- a. During the period that Residents reside at the College, the College collects information relating to individual Residents. The information usually collected relates to pastoral care issues, financial matters, discipline issues and breaches of the College Conditions of Residence.
- b. Residents are required to sign an Information Consent Declaration upon acceptance of a place at the College, authorising the College Staff to contact the educational institution at which they are enrolled to study, their health professional and their parent(s)/guardian(s) in order to obtain any personal information regarding the Residents which the College deems necessary to acquire.
- c. A failure to adequately complete the Information Consent Declaration may result in a Resident’s enrolment at the College being cancelled.
- d. All authorisations given in the Information Consent Declaration are irrevocable.
- e. Security cameras are placed in key areas of the College to maintain and enhance the security of Residents and College Staff and identify those responsible for damage and inappropriate behaviour. Signs identify areas where security cameras are operating.

1. How long will the personal information be kept by the College?

- a. The personal information regarding Residents will be held by the College while Residents reside at the College and archived for seven years.
- b. Should Residents consent in the Information Consent Declaration to the retaining of their name and address for the purpose of establishing alumni associations, that information will be held by the College for a period of 20 years from the date Residents cease residing at the College.

- c. At the end of the period referred to in paragraph (a) above (or if consent is not given, at the end of the period referred to in paragraph (b) above), all personal information regarding Residents will be destroyed.
- d. The security camera system records images from the cameras onto a hard disk. The images recorded are held for no longer than eight weeks. Images required as evidence, including stills, will be copied and may be kept on file while Residents reside at the College and archived in College records for seven years.

2. Who will have access to the personal information held by the College?

- a. Primarily the Head of College and College Staff entrusted with a pastoral care role will have access to Residents' personal information. In some circumstances it may be necessary for information to be disclosed to members of the College Advisory Council and/or members of the Dunedin City Tertiary Accommodation Trust.
- b. While College Staff will treat Residents' personal information with respect and confidentiality, it may be necessary for Residents' personal information to be disclosed to concerned parties (usually Residents' parent(s)/guardian(s) or financial guarantor(s).)
- c. By way of example Residents' personal information may be disclosed to their parent(s)/guardian(s) or financial guarantor(s) if:
 - There is current or imminent danger to the Resident, fellow Residents or College Staff.
 - The Resident has been involved in activity which could amount to a breach of the College Conditions of Residence.
 - The payment of the Resident's accommodation fees are in arrears.
- d. The College Staff have serious concerns regarding the Resident's health or study.
- e. By accepting residency at the College Residents authorise the disclosure of their name to the Student Club, and the University of Otago, and/or Otago Polytechnic.
- f. Should Residents consent in the Information Consent Declaration, their personal information may be disclosed to persons appointed by the College to establish alumni associations.
- g. The College may also be required by law or regulation to disclose Residents' personal information to other agencies.
- h. Any information collected for security purposes will be accessed by those who have a security and discipline role at the College. When justified, for security or discipline purposes, images may be made available to the Police, University Proctor or other appropriate authorities.

3. What will the College use the personal information collected for?

The College will use Residents' personal information for the purpose of:

1. Placing Residents in apartments.
2. Calculating fees and other charges payable by Residents.
3. Monitoring Residents' academic progress.

4. Providing Residents with tuition, academic advice and learning support.
5. Providing Residents with student services.
6. Maintaining order and discipline within the College.
7. Providing computer services to Residents.
8. Liaising with the institutions at which Residents are enrolled to study.
9. Supporting the welfare of Residents in urgent situations.
10. Maintaining College security.
11. Should Residents consent in the Information Consent Declaration, their name and address may also be used for the establishment of City College alumni associations.

4. How can Residents change the personal information about themselves held by the College?

The College will, in accordance with the Privacy Act, on the Resident's request:

- Make available to the Resident the personal information which it has collected regarding that Resident; and
- Make corrections to that personal information to ensure that the information held by the College is accurate.

5. Who can Residents contact with any queries or concerns they may have regarding this Privacy Policy?

a. The College will appoint a Privacy Officer, whose role it will be to:

- Ensure compliance with the information privacy principles contained in the Privacy Act and other provisions of the Privacy Act.
- Handle requests for access to personal information and issues concerning personal information generally.
- Work with the Privacy Commissioner when they are investigating complaints of “interference with privacy” where a Resident claims that such interference has been caused by the College.

b. The name of the Privacy Officer will be published within the College.

c. If Residents or College Staff have any queries or concerns about this Privacy Policy, or wish to discuss any privacy concerns they have, they should contact the Privacy Officer.

d. If Residents or College Staff are not satisfied with the Privacy Officer's response to their concerns, they may contact the Privacy Commissioner at:

Office of the Privacy Commissioner

P O Box 10094

Wellington

Phone: 0800 803 909

Fax: 04 474 7595

Email: information@privacy.org.nz

APPENDIX 2

A) Staff Phones

When dialling from outside add (479)

Office		5590
Fax		5591
Head of College		5592
Head's Residence		5593
Associate Head of College		5594
Administration Manager		5595
Food Services Manager		5596
Building Manager		5597
Kitchen		5598
Duty RA Phone	(471)	6313
SRA	(471)	6302

B) Apartment Phones

When dialing from outside add (471)

Hepburn	1	6315
Hepburn	2	6316
Hepburn	3	6317
Hepburn	4	6318
Hepburn	5	6319
Hepburn	6	6320
McIvor	1	6321
McIvor	2	6322
McIvor	3	6323
McIvor	4	6324
McIvor	5	6325
McIvor	6	6326
McIvor	7	6327
McIvor	8	6328
McIvor	9	6329
McIvor	10	6330
McIvor	11	6331
McIvor	12	6332
Ford	1	6333
Ford	2	6334
Ford	3	6335
Ford	4	6336
Ford	5	6337
Ford	6	6338
Ford	7	6339
Ford	8	6340
Ford	9	6341
Ford	10	6342
Ford	11	6343
McKenzie	1	6344
Dawson	1	6345
Dawson	2	6346
Dawson	3	6347
Mitchell	1	6348
Mitchell	2	6349
Sandland	1	6351
Sandland	2	6352

C) Stationery/Services Available

Please enquire at City College Reception during office hours for any of the following:

Small Envelopes	\$0.10
Business Paid Envelope	\$0.80
A4/A5 Envelope	\$0.20
A5 Business Paid Envelope	\$1.50
A4 Business Paid Envelope	\$2.00
Transparencies	\$0.20
Photocopying A4 per page	\$0.10
Photocopying A3 per page	\$0.20
Fax	\$1.00
Stamps	\$0.60
Stamps	\$1.80
Stamps	\$2.00
Laminating A4	\$1.00
Laminating A3	\$2.00
A4 Paper, 5 pages for	\$0.10
A3 Paper, 5 pages for	\$0.20
Rewritable CD	\$1.80
E-Phone Card \$5	\$5.00
E-Phone Card \$10	\$10.00
E-Phone Card \$20	\$20.00
City College Beanie	\$17.50

Postage Rates - Domestic

	Standard	Fast Post
Medium	\$0.60	\$1.20
A5	\$1.20	\$1.80
A4	\$1.80	\$2.40
Oversize	\$2.40	\$3.00

Postage Rates - International

	Standard	International/Air
Australia & South Pacific Medium		\$1.90
Australia & South Pacific Large (A5)		\$2.40
Australia & South Pacific Extra Large (A4)		\$2.90
Rest of World Medium	\$1.90	\$2.40
Rest of World Large (A5)	\$2.40	\$2.90
Rest of World Extra Large (A4)	\$2.90	\$3.40

All Prices shown are as at the time of publication. We reserve the right to alter prices where necessary.

D) Map

