



## ***SUMMER STORAGE OF STUDENT PERSONAL EFFECTS***

***Date Approved by Board: 7th April 2017***

### **Policy**

Summer Storage of Personal effects of students is allowed for Interstate and International students. A storage fee of \$10 per week will be charged and needs to be paid prior to the student departing from the College for the Summer Break.

### **Procedures**

1. Summer storage is only available for International and Interstate students as it limits summer use of their room for casual accommodation.
2. Whilst the College will act to ensure both the Cottage and the Room where items are stored are kept secure, storage is at the risk of the student and the college takes no responsibility for any loss, theft or damage that may occur. This includes any damage caused by pests, water, fire or any other occurrence beyond the College's control. Students are responsible for organizing their own Contents Insurance if required.
3. Items must only be stored in the room wardrobe. The student is responsible for liaising with the cleaners to have the wardrobe cleaned before they pack items in the wardrobe for storage. No items may be left on floors, desks, bookshelves or bed drawers.
4. No food or perishable items are to be stored over the summer and all kitchen items must be clean and dry so as not to attract vermin.
5. A storage fee of \$10 per week will be charged (generally the summer break is a 17 week break so this would total \$170). This fee must be paid upfront before the student departs the College for the break.
6. Students must read and sign a Summer Storage Contract (attached).
7. If students do not return to the college and fail to collect their items by 4pm Friday Session 1 Week 1, the college retains the right to dispose of or sell items not claimed.

St Martin's College



Building hope and faith

## **SUMMER STORAGE OF STUDENT PERSONAL EFFECTS**

### **Summer Storage Contract**

Family Name: \_\_\_\_\_

First Name: \_\_\_\_\_

Cottage/Room Number: \_\_\_\_\_ Student ID Number: \_\_\_\_\_ Email: \_\_\_\_\_

Personal Mobile Phone No. \_\_\_\_\_

**Note: This is a legal document and must be read carefully before signing.**

Please tick each box to indicate your agreement and understanding. If you do not understand any part of this document you should ask for an explanation or seek advice from an independent party or solicitor.

- I acknowledge that whilst the College will act to ensure both the Cottage and the Room where items are stored are kept secure, storage is at my own risk and that St Martin's College takes no responsibility for any loss, theft or damage that may occur. This includes any damage caused by pests, water, fire or any other occurrence beyond the College's control. I acknowledge that I am responsible for organizing my own Contents Insurance if I want my items insured.
- I understand that items must only be stored in the room wardrobe and that I am responsible for liaising with the cleaners to have the wardrobe cleaned before I pack items in the wardrobe for storage. I understand that no items may be left on floors, desks, bookshelves or bed drawers.
- I declare that I am an International/Interstate student.
- I agree to pay a storage fee of \$10 per week (generally the summer break is a 17 week break so this would total \$170). I agree to pay this fee upfront before I depart the College for the break.
- I acknowledge that no food or perishable items are to be stored over the summer and all kitchen items must be clean and dry so as not to attract vermin.
- I understand that I am responsible for the security of my cottage and room and that the college is not responsible for any injury, damage, illness or loss to myself, my personal goods or my visitors whilst I am in the college or participating in any college activity unless such injury, loss or damage is the result of gross negligence of St Martin's College.
- I acknowledge that if I do not return to the college next year and fail to collect my items by 4pm Friday Session 1 Week 1, the college has the right to dispose of or sell all items in storage not claimed by me.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Payment of \$\_\_\_\_.00 received on \_\_/\_\_/201\_\_