



*St Martin's College*



*Building hope and faith*

**Handbook  
2021**

# Welcome from the Head of College



A very warm welcome to you as you take up residence in St Martin's College. The College has a nearly 30 year history of providing welcoming, safe and life-affirming experiences for more than 1000 students whom we have been fortunate to have stay with us.

Our aim is that students accommodated with us have a great University experience. Our 8-bedroom cottages and two three-way bathrooms and common room are designed to promote a community and family-like environment that is a secure, inclusive and positive base from which students can explore University-life. Our Fairfax Centre is a central meeting point of the College that provides opportunity to meet with students from across the 8-bedroom cottages. It has recreational facilities, a commercial grade kitchen, a piano, a keyboard, table tennis and darts as well as large screen TV with Netflix/Foxtel access and IT facilities and a common study area. We run a number of programmes from it which are available to any student that would like to attend. We aim to assist in the development of the academic, social, intellectual, community, physical and spiritual development (broadly defined) in order that graduates of the university who have lived at St Martins are well-equipped for the challenges of the their future careers and can offer leadership in a society that is in constant development. We believe that a great University experience is a life-affirming experience in the present and an excellent foundation for the future which in many ways is yet to be imagined.

The community of St Martins is looking forward to your unique and valued contribution to the development and enhancement of this great College. I am so glad you could join us and look forward to opportunities to engage with you.

Susan Bazzana  
Head of St Martin's College  
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Charles Sturt University, Wagga Wagga

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PO Box U1  
Charles Sturt University NSW 2678

St Martin's College is a self-catered Residential College for students studying on campus at Charles Sturt University in Wagga Wagga. The College is operated by the Anglican Church of Australia and is jointly administered by the Anglican Diocese of Canberra & Goulburn and the Anglican Diocese of Riverina. We are proudly an **inclusive College** and do not discriminate in relation to religion or culture. We welcome all students and have a steady flow of International students throughout the academic year.

### **Contact Details**

St Martin's College  
PO Box U1  
Charles Sturt University  
Wagga Wagga NSW 2678  
Phone 02 6933 4966 Fax 02 6933 4967  
Email [stmartins@csu.edu.au](mailto:stmartins@csu.edu.au)  
[www.stmartinscollege.org](http://www.stmartinscollege.org)

### **A brief College History**

The College was established in 1992 through the vision of the Right Reverend Barry Hunter (Anglican Bishop of Riverina), Glenn Maytum (the first Chaplain to the College), and the generosity of Mr George Tassell whose bequest made possible the building of the first cottage and St Mary's Chapel.

The College was named after the Anglican Church in Moulamein where George Tassell worshipped faithfully for many years. St Martin is a saint from the 4<sup>th</sup> century and is best known as the Bishop of Tours, France. He cared for the poor, fought for truth, spread the good news of Jesus Christ and lived simply. Martin was conscripted into the army when he was 15 years old. Whilst in the army, on a bitter winter day, during a severe frost, Martin saw a near naked man at the city gate trembling from the cold begging for charity from passers by. Seeing that the passers by took no notice of the man, Martin cut his cloak into two pieces. He gave one half to the beggar and wrapped himself in the other half. While he was sleeping that night, Martin saw Jesus Christ dressed in the piece of cloak he had given away. He heard Jesus say "Martin... has covered me with this garment".

### **The College Today**

The College has grown from 8 residents in 1992, to a current capacity of 98. The College offers accommodation, pastoral care, and academic support, spiritual and sporting & social activities for the College residents during the academic year.

The College has 12 "cottages" of eight bedrooms as well as a 2 bedroom flat. Each room has an individually controlled reverse cycle air conditioner for heating and cooling. Cottages have secure access using your CSU Student Card.

Each bedroom has a bed, wardrobe, wireless internet, desk, chair, small refrigerator and a rubbish bin.

All cottages have a kitchen and common room with lounges and TV. The kitchen has a convection microwave oven, gas cook-top, kettle and toaster. Each cottage has a chest freezer for students to share. Each resident has a food storage cupboard in the kitchen. Cottages have a washing machine, clothes dryer & clothes lines for the use of St Martin's students only. Residents need to provide their own pillow, sheets, pillowslip, doona and cover, bath towel/s, crockery, cutlery, cooking utensils, tea towel, iron, first aid supplies, desk lamp and any other cooking items.

The College also provides a central community area - the Fairfax Centre. The Fairfax Centre provides recreational space for music, table tennis and pool table, a study common with computers, photocopier, an area for small group discussion, a fully equipped kitchen with oven, BBQ area and office space. The St Marys Chapel offers space for worship and quiet reflection. There is also a student vegetable and herb garden.

***Any electrical items you wish to use in the College including frypans, grills, hair straighteners, computers, printers, etc must be tested and tagged.***

***Double adapters, fan heaters & bar heaters are not allowed in the College.***



### **St Martin's College Board**

The St Martin's College Board has the overall responsibility for the College and its policies. All St Martin's College Policies may be accessed on the college website – this includes the Privacy Policy <http://stmartinscollege.org/about/>. The Board has representatives from the Diocese of Riverina, the Diocese of Canberra Goulburn and Charles Sturt University. There is one Student Representative Position on the College Board and this person is appointed annually from the student community.

## College Staff

***The Head of College***, is responsible for the operation of the College, its administration, management and pastoral care of students.

**Head of College - Susan Bazzana**



Susan Bazzana is Head of St Martin's College. She commenced in the role on 1 February 2021 having spent the previous six and a half years as Dean of Residents at New College Postgraduate Village at UNSW in Sydney.

Susan grew up in rural NSW and was one of the first members in her extended family to attend university. She has a Bachelor of Arts; Graduate Diploma in Communication (Distinction); Graduate Diploma in Christian Studies; Masters of Management and is a Graduate of the Australian Institute of Company Directors. She is a Board member of Reventure Ltd and Kids Hope. Susan is also involved in a number of Christian organisations and is an active member of South Wagga Anglican Church.

She has worked in Communications, Marketing, and Management roles for a range of organisations including the Queensland Farmer's Federation; Rural Industries Research and Development Corporation; Church Missionary Society (Victoria) and World Vision Australia. She has a passion for developing flourishing communities and loves working with young adults. St Martin's residents are enjoying their invitations to dinner in her home.

In her spare time she is involved with the local Urban Landcare group and enjoys gardening and reading.

Susan acknowledges the extraordinary contribution St Martin's has played a vital role in the lives of many people since it opened in 1992. As we approach our 30th Anniversary she is keen to ensure the stories of our St Martin's collegians and the impact they have made in so many areas is widely celebrated.

**The College office** is open Monday to Friday from 9.30am to 1.30pm to assist students and deals with the financial & office management of the College. Lucille and Lesley work in the Office in a shared arrangement. They also help with the pastoral care of the students.

**The College Cleaners** are responsible for cleaning the student residences, but they also spend much of their time as “mum” to the students.

**The Janitor** assists with repairs, maintenance and cleaning and works to maintain the day to day functioning of the College plant.



Pat



Kirsty



John



Lesley



Lucille

**The Senior Students, known as RAs or Residential Advisors** assist in pastoral care and have current first aid training. The Senior Students take on special responsibility for Academic, Sporting, Christian, and Social development programs. The positions are advertised at the end of Term 3 of each year. Training is undertaken in February each year.

### RA's for 2021



Anna



Siarne



Josh

## Comments from current and recent residents

Kate:

I have lived at Marties for two years and have thoroughly enjoyed it! It is in a very convenient location, close to uni facilities (within walking distance) and the community is welcoming and fun! I have had such great times with my cottage mates and revelled in the social events throughout the year (balls, sport, meals). A very supportive place to live during studies for which I am most grateful.

Anna:

I am so glad that I chose to live at St Martin's College. It has everything you could want in on campus accommodation. I love the opportunities that we get to socialise with everyone and the supportive family feel that the college has. Couldn't recommend it enough!

David:

Amazing place to start or continue your adventure at Uni, where you get plenty of opportunities to meet new people and gain great friendships. Wouldn't live anywhere else on campus.

Meg:

The best place to stay on campus in Wagga Wagga. A great community and family feel with lots of fun social activities as well.



## Services and Facilities

The full range of student services and facilities can be found on the CSU website [www.csu.edu.au](http://www.csu.edu.au)

### **Buses**

There is limited parking on campus. Busabout offers hourly buses from the campus into Wagga 9am-5pm. Travel within the campus is free. For travel into Wagga Wagga by bus, please see timetable and fares on the below website; <https://busaboutwagga.com.au/>

### **Laminating/Binding**

A Laminating machine is also available at 50 cents per A4 page. A comb-binding machine is available for students' use at a fee of \$1.00 per document.

### **Medical Needs**

GP's are available in Estella & Wagga Wagga. You will need a current Medicare card.

### **Mini-Mart and Post Office Agency**

There is a small shop and post office within walking distance of the College which also has bank@post facilities. Milk, bread, snacks, soft drinks, frozen goods, a small range of groceries, newspapers, telephone cards and other necessities can be purchased here.

### **Photocopying**

A photocopier is maintained for the use of St Martin's College residents and is also available for scanning to email. Residents will be invoiced for copies made at the end of each term. A student computer is also provided in the Study Common and is linked to the photocopier for printing of student assignments.

### **Security, Campus Watch**

The University Security Officers patrol the campus buildings and grounds every night and weekend. If you are concerned about your safety or there is an emergency please contact Security on 0438 624 039 or 400 (internal). To ring for outside emergency services you need to dial 000. Please report any incidents to the Head of College. After hours RAs can be contacted on their personal mobile numbers, or in an emergency contact the Head of College for lockouts and emergencies. Students are required to advise the College Office of any changes to the contact details including mobile phone numbers and email addresses. Students may also register with CSU Safe by texting "Wagga Wagga" to 0409 513 136 to get the campus security app for their phone.

### **Sporting Facilities**

All Charles Sturt University students have free access to the University's sporting facilities. There is a gymnasium, squash courts, swimming pool, tennis courts, and football field within a short walking distance from the College.

### **Student Services**

CSU student services include careers advice, chaplaincy services, counselling, disability support, financial advice and student loans, international student support, and learning and study skills.



## Fees & Charges for 2021

<b>Application Fee</b>	\$100* (non-refundable)
<b>Orientation Week</b>	\$250 (first year students)
<b>Refundable Deposit</b>	\$200# (payable upon commencement of residency and held until exit from College in accordance with conditions outlined below)
<b>IT Network Fee</b>	\$288 (subject to change by CSU, 50% invoiced each Session for those in residence more than 4 weeks of Session)

\*\* All accommodation fees are based upon a GST-free position for accommodation

# Deposit - see conditions under \$200 Deposit (refundable)

### **Accommodation Fee (36 week package includes term breaks) \$185/wk**

This includes the use of student room for the mid-semester and mid-year breaks. Students are required to advise the Head of College of their holiday movements for cleaning, organisational and security purposes.

First year students may arrive on the Saturday prior to the start of O week.

Returning students may move into their room after 2pm on the Sunday prior to the commencement of classes.

At the end of Session 2 all students must vacate by 9am on the Monday one week after end of final exams unless they have applied and received approval to stay at St Martin's College during the Session 3 / summer holiday break for work or study reasons. A reduced weekly summer rental rate may apply.

Any additional nights outside these times will be charged at the Casual Accommodation rate of \$60 per night.

### **Payment of Fees**

Fee payments can be made by Cheque, eftpos, and credit card or direct into the College Account.

You may make a Direct Deposit into the St Martins College Bank Account using the following details:

*Name of Account:* St Martins College Inc

*Bank:* Westpac Banking Corporation

*BSB:* 032-769 *Account No:* 556063



### **Non-payment of Fees**

Rent is due by the first Friday of each term. Other payment arrangements may be made with the Head of College **prior** to that date. Rent should always be 2 weeks in advance. Payment is preferred by direct credit to the St Martin's account. If you have difficulty paying your fees please inform the Head of College **prior to the payment due date**.

1. If payment is not received by the due date the student will be issued a Final Notice Charge of \$100.
2. The student will be requested to make the full payment of the amount outstanding by a due date or vacate their room on the following working day of the due date. If the student wishes to remain in the College they ought to seek financial advice from the Division of Student Services. If no acceptable payment or arrangement is made then the student is to vacate the College. In addition, in accordance with an agreement between the College and the University, the University will withhold results until the outstanding amount (including the Final Notice Charge) has been paid. The College may also take legal action against the student to recoup all fees.

### **#\$200 Refundable Deposit**

The Deposit of \$200 is refunded to residents who have been in residence at the College from the 1<sup>st</sup> teaching week of the academic year in March to the Monday of the first week of the Exam period in October or who are leaving College due to completion of their degree. Should a student complete all “on campus requirements” of their degree mid-year or part way through Session 2, this refund will be applied proportionally – 50% (\$100) for part-year completion of the degree.



The \$200 is refunded upon exit from the College after an initial minimum time of one academic year in residence at St Martin’s. Continuing students who cancel their accommodation after 4pm Friday 4th December 2020 will forfeit their Deposit and will also be required to pay in addition a \$200 cancellation fee. Continuing students who cancel their accommodation after 15<sup>th</sup> January 2021 will forfeit the Deposit and will also be required to pay, in addition, a \$500 cancellation fee.

### **Cancellation Fee**

As ***the accommodation agreement is for 36 weeks and is a contractual obligation***, it is expected that students who apply for residence in St Martin’s College will stay in residence for the complete 36 week academic year. Students who choose to leave before the end of the academic year are required to give at least two week’s notice in writing, and will also be required to pay a Cancellation Fee of \$500 or the balance of the ***Annual*** fees, whichever is greater. They will also forfeit their full loyalty rebate. The Cancellation Fee will not be applied to students who complete the “on-campus requirements” of their degree mid-year, nor to International students on a 6 month exchange. This 36 week contract includes the mid-session and mid-year breaks and no discount is applicable if students are not in residence during the breaks.

### **Casual Accommodation**

Casual accommodation may be available if there are vacant rooms. All College rules apply to Casual Accommodation clients including noise, alcohol, cohabitation, smoking and visitor rules. If the student is in residence for more than 4 weeks they will be required to pay the College Administration Fee (\$100 per session for Sessions 1 & 2) and the CSU IT fee (\$144 per Session for Sessions 1 & 2). Clients in residence for 4 weeks or less will be required to allow College staff to visually inspect their electronic items to check they are safe; those in residence more than 4 weeks will be required to have these items “test tagged”.

### **Room Lockout Charge**

Campus Security allows each student two, after hours, free of charge lockouts per calendar year (i.e. outside the hours of 8am and 5pm on weekdays, public holidays and weekends are considered as out of hours). Each additional lockout will be charged at \$50 per lockout.

### **Replacement of Missing Items Charge**

When a student vacates their room there will be a fee charged for any college items missing from the room – this includes office chair and privacy oak. This fee must be paid within 14 days of being issued after which CSU will place a “Hold” on the student’s grades until such time as payment is made.

## Reduction of Rent

Residents may apply for a rent reduction (max.4 weeks/academic year) for the following:

1. The full period of hospitalisation or period of convalescence not spent at the College (minimum of 7 days) ordered by a Medical Practitioner. (100% of weekly rent – a copy of Medical Certificate required).
2. Absence due to a death in the immediate family (away for at least 7 consecutive days) (100% of weekly rent).
3. Absence due to compulsory practical work as part of their University course, provided it is at least 50kms away from College and at least 7 consecutive days.



- a. Students in 1<sup>st</sup> year of residence in St Martin's College will receive a rent reduction of 50% of weekly rent.
  - b. Students in 2<sup>nd</sup> and following years receive a rent reduction of 60%.
  - c. The maximum rent reduction claimable is 4 weeks (28 days) per year.
4. During Exam periods, no rent reduction will be given when students either complete their exam commitments early (before official end of session date) or when students do not have exam commitments.

***Application forms for rent reduction are available from the College Office and it is the student's responsibility to organise and lodge this paperwork.***

## Summer Session (Session 3) Accommodation

Accommodation for the Summer Session is available for St Martin's students by arrangement. Those in residence during the Summer Session will be required to occupy the accommodation allocated to them by the Head of College – this may not be their usual room – to assist with cleaning and administration over the Summer Session. It is the College's preference not to have anyone in residence during the Christmas/New Year shut down of the College. If however, clients are in residence in the "shut down" period they will be required to pay the full accommodation rate, but will not be provided with cleaning or rubbish removal etc during that period. Campus Security staff will be advised of their presence on campus and residents will be advised to practice safe behaviours, and are obliged to ensure that they keep the accommodation clean & tidy and put all rubbish in outside bins on a regular basis.

## Mid-Year Entry

A "needs based scholarship" to the value of \$300 may be awarded to assist with transfer to St Martin's College for students applying for mid-year entry. The needs based scholarship is to be applied for in person to the Head of College and approved by the Board Chairperson and may be awarded to those who can exhibit financial need as well as evidence that a move to St Martin's will assist in the completion of their degree and an enhanced CSU student experience.





### **Allocation of Accommodation**

Students accepted into St Martin's College may reside in the College for the full extent of their undergraduate studies as long as they abide by all College rules.

Students are not necessarily guaranteed the same room in the College from year to year, and room allocations are at the discretion of the Head of College.

Normal practice at the start of an academic year will be to place at least two first year students in each cottage wherever possible. Should this require the movement of other students, the Head of College will initially ask for volunteers to move to another Cottage. If no one volunteers then the Head of College will hold a ballot to choose two occupants to move from the cottage.

Allocation of rooms will be effected to give and maintain, as far as is reasonably possible, a mix of occupants on the basis of year of study, gender, discipline of study and country of origin.

The College reserves the right, with 7 days notice in writing, to move students to another room in the College should the need arise, for repair or maintenance, to avoid difficulties between residents, or to ensure the good running of the College.

Students in residence are expected to be full-time internal students on the Wagga Wagga campus studying no less than two subjects internally. Consideration for special circumstances (eg health reasons or subjects being offered in distance Mode) may be given at the discretion of the Head of College.



### **Academic Transcripts**

All students resident in St Martin's College are required to submit a copy of their academic transcript to the Head of College in July and December each year. These transcripts must include a copy of the subjects enrolled in for the next semester. Failure to submit transcripts or consistent failure of subjects may result in a student forfeiting their place in St Martins College.

## St Martin's College Scholarships and Awards

### **The Helen & James Faulks St. Martin's College Scholarships**

Is for residential students at St Martin's College. For applications see St Martin's Website and click on Future Students tab and go to Scholarships. In 2021 the College will be offering two scholarships to assist students in need with the cost of their residential fees. The scholarships, known as the Helen & James Faulks, St Martin's College Scholarships, have been made possible by bequests from the late Helen & James Faulks from Narrandera. The scholarships will be open to residents of the College and application forms are available on the College website through the CSU Foundation. The value of the scholarship in 2021 will be \$4,000.

### **The St. Martin's College Richard Johnson First Year Scholarship**

Applicants must be commencing their first University degree and must intend to be residents of St Martin's College for all of Sessions 1 & 2 in 2021. Applicants must be able to demonstrate that: (i) they have been residents in Anglicare operated Homecare **or** (ii) they are from a rural/regional area of Australia and able to demonstrate financial hardship. The scholarship will contribute \$4,000 towards the St Martin's College accommodation fees payable in 2021. The scholarship is only available for the payment of accommodation fees to St Martin's College and is not transferrable to other accommodation. For applications please see St Martin's website, Future Students Scholarship link.

### **The Sharon Golconda Leadership Scholarship**

The Golconda family in memory of Sharon left her car which was sold for \$1,000 as the start of a Christian Leadership Scholarship. The College Board have matched this amount. The family made this donation in recognition of the wonderful support and life that Sharon had at St Martin's. The Scholarship is administered by CSU and is directed to a St Martin's Student. The Scholarship of \$2000 p.a will be awarded to any student that demonstrates a history of Christian leadership and is currently active in some form of ministry work in the local area.



For further information and application please see the link on the College website Future Students, Scholarships link.

### **The Charles Houen Citizenship Award**

This plaque is awarded to a student who is actively involved in generously serving others in the wider community. Nominations are called from the student community each year during Term 3.

The recipient of the award is selected by the Head of College and the Board President and the award will be presented at the College Annual Dinner.

### **The Marie Thompson Award for Outstanding Excellence**

This plaque is awarded to a student who exhibits outstanding achievement on a National or International level. (May not necessarily be awarded annually but when there is someone who qualifies). Nominations will be called from the student community each year during Term 3.

The recipient of the award is selected by the Head of College and the Board President and announced at the College Annual Dinner.

### **The St Martin's College Dux**

The recipient will have their name recorded on an Honour Board and receive a \$200 bursary sponsored by the Australian Bedding Company. The College Dux is awarded to the student who has the highest grade point average in the three semesters prior to the Annual Dinner and whose personal character reflects the ethos of St Martin's College in their day to day life.

Students are requested to lodge a copy of their results with the Head of College at the start of Term 3.

The recipient of the award is selected by the Head of College and the Board President, who will take into account the academic transcripts of the student as well as the behavior and attitude of the student within the college community.



### **The Cottage of the Year**

A plaque, \$50 Coles Myer voucher and a meat tray for a cottage BBQ is awarded to the cottage that has actively participated in college community activities, worked to enhance college life, and kept itself and its surrounds clean and tidy.

The recipient of the award is selected by the Head of College and the Board President, in consultation with the Student Representative on the College Board and announced at the College Annual Dinner.

### **Green Shield**

This is awarded to the cottage exhibiting the best environmentally friendly practices throughout the year. Points are awarded for the most economical energy use, turning off electrical items not in use, use of clotheslines and composting, recycling toner cartridges and batteries, and work in the College vegie garden. The winning cottage residents will each receive a \$50 gift voucher and the College Board will donate \$150.00 towards an appropriate charity.



## Student Responsibilities, Rules and Regulations

***Breaches of the following rules and regulations will incur disciplinary action.***

### **Alcohol**

Excessive use or abuse of alcohol will not be tolerated. The Head of College retains the right to determine what constitutes excessive use or abuse of alcohol. Intoxication will not be accepted as a defence against anti-social or unacceptable behaviour. If there is a party, the students must seek permission from the Head of College. To gain permission an application is to be made in writing to the Head of College, outlining the nature of the function. Gatherings or parties where excessive amounts of alcohol are consumed are prohibited: no kegs are allowed, the making or provision of punch or bulk "goon" is prohibited, beer bong is prohibited and any event promoting alcohol consumption as the primary activity is prohibited. Please note that CSU regulations specify that the Residential area is a "**Dry Campus**" during O week, exam weeks and for St Martin's College during mid-session exams. ***A Dry Campus means that no alcohol is to be consumed in residences and no parties are allowed at these times.***

### **Behaviour**

*It is important to allow people to occupy their own space and feel safe. Residents are not to enter other residents' rooms, except when invited.*

Residents are expected to behave in a way that is respectful of other residents, staff and visitors. Students will be cautioned and disciplined for any anti-social behaviour and/or behaviour that affects the health and safety of residents, visitors, and/or staff. Anti-social behaviour is behaviour which might reasonably be considered to cause offence and/or infringe on the rights of others. Such behaviour is not acceptable. If such behaviour is persistent or seriously imposes on another's health and safety or infringes on the rights of others, the person responsible will be directed to seek alternative accommodation or will not be re-admitted to the College in the following year/s.

### **Breakages**

Residents must inform the College Staff when breakages or damage occurs in the accommodation. The resident/s responsible for the breakage must pay for the repair. Any damage to a cottage will be paid for by all cottage residents if the person who caused the damage cannot be identified. Students will have 14 days to pay such costs and if they fail to pay these costs in that time CSU will place a hold on the student's grades until such time as payment is made.

### **Candles**

Candles and incense are a fire hazard and therefore are totally banned. All naked flames are banned with the exception of the gas stove in the kitchen.

### **Cohabitation**

The College operates a "**no cohabitation**" policy out of respect for other residents (see the paragraph on Visitors). Parents, family members and friends of the same sex may stay for short periods (one or two nights maximum). The Head of College must be notified beforehand and for security reasons **all guests (including parents) must be signed in at the office.**

### **Dangerous Items**

Guns, firearms, live ammunition, fireworks or weapons of any sort are not permitted in the College or on campus. The Head of College retains the right to decide what is considered a dangerous item. Breaches of this regulation will be dealt with by Charles Sturt University in accordance with their policies/procedures.

## **Drugs**

Any cultivation, distribution or use of illegal drugs is prohibited in the College, College grounds and on the University campus. Breaches of this rule will be referred to the Police and will result in automatic expulsion.

## **Electrical Appliances**

All appliances must comply with Australian electrical standards and be "Tested and Tagged". Power points should not be overloaded in the bedrooms. Do not use double adaptors. Power boards with a safety cut-out switch may be used. No bar heaters or fan heaters are allowed. Washing machines & clothes dryers may not be used at the same time.

## **Harassment, Violence**

At no time will any form of harassment, threats or acts of violence, verbal or physical, be condoned. Residents are encouraged to report any such incident to a member of College Staff or staff from Student Services. Incidents will generally be reported to the Police.

## **Insurance**

The College does not accept responsibility for any loss or damage to your personal property. Therefore, you are advised to take out private All-Risk Insurance on your possessions.

## **Maintenance**

Any maintenance requirements are to be advised in writing (maintenance request forms are available in the Fairfax Centre Foyer) and delivered to the College office.

## **Motor Vehicles and Parking**

All vehicles are to be parked in the car parks provided and designated for residential parking. There is to be no driving or parking of a vehicle on the grounds of the College. This includes the area around all Cottages, Fairfax Centre and the chapel/office. This is to protect and prevent damage caused to the grounds, provide access for maintenance vehicles, removal of rubbish and sheet replacement, and to ensure the safety of people using this pedestrian zone. Loading and unloading is allowed at the start and end of terms only but vehicles must immediately be parked in the car parks as soon as unloaded. Bicycles are not, under any circumstance, permitted inside cottages and should be stored in the racks provided. For extenuating circumstances permission must first be sought from and approved by the Head of College. Students must not drive in a manner that is careless, dangerous, and erratic or in any manner that will endanger property or people. Breaches of this regulation will be disciplined and students may be issued fines by Charles Sturt University Security staff.

## **Noise**

Noise is to be kept to a low level to avoid disturbing other students and the Head of College. Residents and their visitors are required to keep noise to a minimum after **10pm**. Noise must not disturb another resident or the Head of College after these times. This is particularly important during assessment and exam periods. A room door must be kept closed at all times if music is being played so as not to disturb other students. If you like it loud please bring headphones!! Please keep all noise and activities at all times to a level that does not disturb other residents.

## **Occupancy**

Student accommodation is allocated to a specific student. At no time shall an allocated student be permitted to sub-let or allow their room to be used by another person. No room change may occur unless organised with the Head of College. People found occupying a room without permission will immediately be escorted from the College site. In this case the student allocated to that room will be fined \$100.





## OH&S

The College conducts regular OH&S inspections to ensure the safety of staff, students and visitors to the College.

Please note the following safety matters:

- no cords on floors
- no razors to be left in showers
- no double adaptors allowed
- no electrical heaters allowed
- drying racks are not allowed in common room areas
- no flammable liquids or combustibles are allowed in St Martin's College.

Should you identify any hazards around the College please do what you can to remove the hazard or contact the Head of College.

## Oaks (hanging on the inside of your door)

These are part of establishing a College tradition and are also a privacy indicator and are to be used with respect. If a person has their oak hanging on the outside of their door no student may knock, phone or disturb that student. The only people who may do so are the Head of College or RAs in an emergency. An Oak may not be used to avoid having your room cleaned and may only be hung on the outside of your door if you are actually in your room. There will be a \$100 fine for loss of your Oak. When students leave the College or move into a new room they are invited to write their name, years of residence in St Martin's College, and Course studied on their Oak.



## Pets

Generally, CSU policy is - No animals, birds, fish, reptiles or other pets are permitted in the Cottages or any CSU student residences or in the vicinity of residences. Guide dogs will be permitted but are subject to approval by CSU's Student Services Disability Office and the Director of CSU Residence Life (see Head of College for requests or clarification on this issue).

## Right of Entry

The Head of College or their nominee (which includes janitor & cleaning staff) has a right of entry to all areas of a cottage including bedrooms, at any time without notice in order to: attend to maintenance or service requirements, conduct health and safety inspections, to clean rooms and conduct cleaning inspections, or at any other time as deemed necessary by the Head of College or nominee.

## Room Inventory

When you move in you will receive a room inventory form. This is a legal document and must be completed and signed and returned to the College Staff **within 24 hours of arrival**. You will be charged for damaged or missing items not included in your Room Inventory form when you vacate your room. No college furniture or bedding may be removed from rooms or cottages at anytime without permission of Head of College. Furniture from areas intended for general use are not to be taken into student rooms and must not be taken outside the cottage.

## Room Key

You are responsible for the room key that is issued to you. It must be returned at the end of term to the Head of College or Administration Officer. There is a charge of \$30 if you lose or do not return the key. You are not permitted to have keys cut.

## Room and Cottage Cleanliness

Student rooms and common areas must be kept tidy to enable cleaning staff to do their jobs effectively. This is as much about courtesy as it is about cleanliness and hygiene. It is the responsibility of residents to make their beds, clear rubbish and maintain the cleanliness of refrigerators. All spills are to be cleaned immediately. All waste is to be put in laundry rubbish bins. Cooking in bedrooms is prohibited. **Kitchen benches are to be kept clean.**

Cleaners are not expected to vacuum bedrooms that are not cleared of personal belongings. Nor are they expected to clean kitchens that are in an unacceptable condition.

Personal items are not to be left in Common rooms, bathrooms, hallways or in areas of the kitchen that prevent other students from preparing meals.

Laundry sinks are not to be used for washing up, soaking dishes or to store kitchen utensils. No fat is to be poured down sinks. No washing is to be left in laundry sinks. Bathroom sinks are not to be used to wash laundry.

No horse blankets or riding gear are to be washed in college machines – please use the machines at the CSU stables.

If the cleaner cannot clean a room, this will be reported to the Head of College. Any student whose room is in an unacceptable condition will be given forty-eight (48) hours to return the room to an acceptable condition. If the room remains in an unacceptable condition the resident will be fined \$50 and allocated 5 hours community service. The resident will have fourteen (14) days to pay the fine. If payment is not made by the due date the amount will double to \$100, with fourteen (14) days to pay.

Any resident who fails to keep their room in an acceptable condition on a regular basis may be asked to vacate their room.

Cooking and eating utensils must be washed and put away the same day they are used. Dirty dishes and cooking equipment, food and crumbs attract cockroaches, ants and mice. It is also unhygienic and can cause food poisoning. Dirty dishes and cooking equipment will be removed after 24 hours and may be retrieved from the Head of College within 48 hours of removal. These items will be disposed of – ie THROWN OUT if they are not collected within this time frame.



Please use blu-tac to fix posters or any other items to walls – **all blu-tac must be removed** at the end of the year. Do NOT use glue, double-sided tape or nails. Do not put stickers on any of the furniture or fittings of the College.

College property is not to be taken out of the College without permission from the Head of College.

### **Security**

Security is everyone's responsibility. Bedroom doors should be locked at night and when the resident is out of the room. Exterior doors to the buildings must be kept closed at all times. Any interference with the automatic locking of electronic doors to cottages will result in exclusion from the College. Students must not loan cards or keys to other people to allow access. Students gaining access or attempting to gain access through windows will be found to be in breach of the College Regulations and will be automatically placed on Level 2 of the College Discipline Processes.

### **Smoking**

All buildings are non-smoking areas. Smoking inside is prohibited. Smoking outside cottages must be away from open windows and not where there is pedestrian traffic. The University policy on smoking applies to all areas of the Halls of Residence (as defined within the CSU General Regulations) and includes evidence of smoking – e.g. odour, ash, butts, etc. All residential areas, including St Martin's College are included as prohibited areas for smoking. The use of a smoking device, known as a "hookah" or "shisha" (or its equivalent) is prohibited within the Halls of Residence and immediate surrounds. The preparation of articles/items (e.g. coals, embers, etc) for use within a device such as the "hookah" is expressly prohibited within St Martin's College and immediate surrounds.

### **Social Media**

Students are expected to abide by CSU's Social Media Guidelines Policy. Inappropriate use of social media will constitute a breach of College Regulations and students breaching this policy will be subject to discipline processes.



### **Summer storage of personal items**

Summer storage is only available for International and Interstate students as it limits summer use of their room for casual accommodation. 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. 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. A storage fee of \$40 per week will be charged (generally the summer break is a 17 week break so this would total \$680). This fee must be paid upfront before the student departs the College for the break. Students must read and sign a Summer Storage Contract.

### **State and Federal Laws**

The College is subject to State and Federal laws. Police will enforce the laws of the State or Commonwealth as appropriate in the College.

### **University By-laws, Rules, Regulations and Policies**

The College is subject to the University's By-laws, rules, regulations and policies. These will be enforced in addition to the College's rules and regulations. These can be accessed on the CSU Student Residences website.

## Visitors

Each resident is responsible for the conduct of his or her visitors at all times, this includes the responsibility to pay for any damage caused by a visitor. Visitors must not disturb the residents or College staff. Visitors are not permitted between 10pm and 10am without permission of the Head of College. The Head of College **must** be notified of overnight visitors, including parents, at least two days in advance and they must be signed into the visitor's book at the office. Overnight visitors are only permitted to stay for a short period and other members of the cottage must be consulted. The College has a no cohabitation policy by either members of the same sex or opposite sex. If a visitor is given permission to stay longer than two nights they are required to pay a contribution towards power/water of \$10 per night. Anyone who has an overnight visitor without permission will be disciplined in accord with College policy. No visitor may be left unattended in a cottage or student room – if the host student is not in the cottage then the visitor must leave the cottage.

## Wilful Damage, Vandalism, Graffiti

Any form of graffiti, vandalism or wilful damage to furniture, tables, cupboards, doors, carpet or any other furnishing or fixture of the College, staff property or other residents' property is prohibited. You are responsible for any damage to your bedroom (other than that resulting from normal wear and tear). An inventory of your room is kept and your room will be inspected on departure. You are responsible for any damages or losses and you will be charged for the repair or replacement of the item/s. You are also responsible for reimbursement of any damage caused by your guests.

**NOTE: You will be informed, in writing, of any damage to your room as well as the cost of repairing that damage. Such costs must be met by the student or CSU may be authorised to withhold you subject results.**



## Fairfax Centre Conditions of Use



- ❖ The Fairfax Centre is the Community centre and focus for St Martin's College students and staff. It is a place that we encourage students to use and we want them to feel free to enjoy what we offer in the Centre.
- ❖ Determination of the use of the building lies with the Head of College and should be consistent with supporting the St Martin's College student community. The use must also be consistent with the Christian ethos and philosophy of the College and its Board.
- ❖ CSU Students using the Building and Facilities for recreational or study purposes may only do so at the invitation of and in the company of St Martin's College students, or the invitation of the Head of College.
- ❖ Students using the building are responsible for cleaning up all rubbish and tidying the building, BBQ and kitchen areas after each use. Failure to do so will result in:
  - any cleaning costs incurred for each occurrence or
  - **exclusion** from use of the recreational and study facilities in extreme cases.
- ❖ Hours of use for the building are at the discretion of the Head of College but must not breach College noise rules. Senior students (RAs) have the responsibility of closing each night to ensure the building is secure - includes weekends. Generally, in Semester time, students may access the building at any time by use of their CSU Student Card.
- ❖ The "Study Common" must be booked with the Head of College or RA's prior to use by groups. These bookings will be displayed on the door.
- ❖ The Kitchen is there for the use of students. For student functions the Kitchen is to be booked through the Head of College prior to use.
- ❖ The photocopier in the foyer is only for use of St Martins College staff and students. Student access is by CSU student ID number.
- ❖ Unacceptable behaviour is not allowed and those who are inebriated will be asked to leave immediately and will be excluded from further use. Alcohol may be consumed in the Centre. The RAs and/or Head of College are to be advised in regard to any gathering of students where alcohol is consumed. Activities that have the consumption of alcohol as the prime focus will not be allowed.
- ❖ No sporting equipment is to be used in the building without permission of the Head of College.
- ❖ **Any breach of these rules, failure to vacate the building at the request of the RAs or Head of College, may result in immediate exclusion from use of the building and possible exclusion from the College.**

## Disciplinary Action

Discipline should not be seen as a negative. In any community the concepts of justice, law and authority are essential for the good order of that society. It is a community based on Christian values which is the over-riding motive for discipline. If a College or University rule or regulation is broken, disciplinary action will occur. Generally this disciplinary action will consist of a fine (not exceeding \$500), reimbursement of any damage or cleaning costs – in extreme cases it may mean exclusion from the College and a suspension of a student's degree program.

If a State and/or Federal Law is broken the matter will immediately be reported to the Police in addition to the College disciplinary process.

The College Board retains the right to ask a person to vacate their room immediately if the behaviour of the person compromises the welfare and safety of other residents, visitors and/or College staff.

A student whose behaviour consistently works against the interests of the College community and breaches College standards will be asked to leave the College.

Students have the right of appeal against any disciplinary action. This appeal must be made in writing to the College Disciplinary Committee and must be received within seven days of receiving written notice of disciplinary action.

### Student Disciplinary Committee

The College has a Student Disciplinary Committee that is kept informed of breaches of regulations. Students may be asked to face the Committee as part of the disciplinary process. The Committee consists of two College Board Members and the Head of College.

### NSW Police MOU

CSU has a Memorandum of Understanding with the Riverina Police. Senior Police are assigned to work in consultation with Heads of Residences and the Campus Manager in relation to criminal offences or matters that effect the safety and security of residents that come under the notice of NSW Police.

**Note: CSU may withhold the grades of any student owing money to St Martin's College.**

*These are examples of activities not permitted in the College, however, common sense and hopefully maturity should prevail in use of the building.*

Incident/Activity
Smoking in Residences
Illegal Parties, Breach of Visitors Policy, Excessive use of alcohol, repeated noise complaints
Tampering with Fire Detection/ safety/alarm equipment or Refusal to participate in Emergency evacuation and fire drills