

The following are an overview of the rules & regulations important to residents of the La Trobe University on campus residences. Please use this as a guide only; it is not a complete listing of all University or Residential Services policies. Residents should familiarize themselves with the terms of their Residential Agreement and the handbook for the residence that they reside in. **Many site-specific regulations are set out in separate documents (for example, college *Rough Guides*), in resolutions discussed and adopted through resident committees (for example, General Committee), and in advice and updates issued by the Warden.** Should you have any queries, please contact the Warden for your area, the reception area or Rod Coade at R.Coad@LaTrobe.edu.au -

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A.

Alcohol

Excessive and/or disruptive behavior associated with alcohol consumption will not be tolerated and will lead to fines or eviction from the premises.

Alcohol and drug related incidents are subject to State and Federal Law provisions. Residents are also bound by the Residential Services regulations and the University's Code of Conduct.

Empty drink containers must be disposed of properly

See also: [Litter](#)

[Drug & Alcohol Policy of the Division](#) (this web site)

Animals

Pets, whether animal, reptile, bird or insect may not be kept within the residential environs (excluding Plenty Road house where written permission may be sought to keep a pet).

Access to Rooms

Residential Services Management, Senior Residential Assistants, Wardens, Administration/Reception staff, or any member of the Residential Services staff authorised by them, shall have the right to enter any room or tenancy for inspection purposes. The Management (or those authorised by Management) may also enter a room if University or tenancy regulations are suspected of being breached

See also: - [Cleaning](#).

Air Conditioners

No private window air conditioners or portable air conditioners are permitted to be installed or operated, with the exception of Barnes Way and Waterdale Road flats, where portable air conditioners may be used, as long as they do not require any fixings to windows or buildings.

In air conditioned rooms such as lounge and computer rooms, windows are to remain closed when you have the unit on.

Appliances

No portable electric space heaters or other appliances with a heating element are allowed.

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Ball Games

No ball games are permitted where there is a likelihood of the ball hitting buildings. Outdoor games such as football, cricket, golf, etc, must not be played inside any buildings.

Balconies

For safety reasons, residents must not climb on or sit on balcony railings in DRS building

Barbecue

The barbecues must be turned off and cleaned immediately after the conclusion of the meal.

The barbecues should be booked in advance through the office or the Duty RA.

A booking will be cancelled if it is not kept within 30 minutes of the designated time.

Repeated instances of a resident not honouring a booking can lead to that person being denied the convenience of pre-booking

The Rules for the use of the barbecues are as follows:

- The barbecues must be turned off and cleaned by 6.00 p.m. if used for an afternoon meal, and by 11.00 p.m. if used for an evening meal.
- The barbecues should be booked in advance through the RSO or the Duty Tutor.

Users of the barbecues are responsible for cleaning and may be held financially liable for repairs if the barbecues are damaged whilst being used by them.

Bicycles

All bicycles are to be kept in the rooms, lockers or racks provided. They may not be kept in bedrooms, stairwells, walkways, or laundry rooms. Residential Services staff will remove bicycles found in these locations. You will be required to pay an impound fee if staff remove your bicycle. Bicycles should always be locked when not in use. Chain locks are not recommended as they can easily be cut. U-Bolt locks are a much better choice. Please contact the office for more information.

Bicycles left in DRS properties for more than one month after the owner has permanently vacated will be deemed abandoned and shall be disposed of by DRS staff.

Bond

Residents are required to pay a bond. If you have given notice that you are permanently vacating your residence, your bond may be accessed to help pay outstanding fees, damages, costs, etc. Whilst you remain in residence, however, you will be charged separately for damages each semester.

See also: [Damages](#).

You are not permitted to use the bond to pay for your last rental payment.

Bond Refund

When you advise the DRS of your intention to vacate permanently, your bond will be refunded (in full or in part) when all debts are cleared (see also "[Debt](#)"). If you advise the DRS that you intend to return in the New Year you will have until the end of the second week in January to change your mind. After this date you may forfeit your bond. Please note the clauses in the Residential Agreement

Breaking your Residential Agreement

Residents who vacate prior to the expiration of their Residential (tenancy) agreement will remain responsible for the rental up until the original termination of the Residential Agreement, or until another suitable tenant is found. There is a breaking Residential Agreement fee payable by any resident who breaks the tenancy term.

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Cancellation of tenancy

Should a resident cancel his/her residential place prior to the date specified in the Residential Agreement, there will be an administration charge levied. The resident still remains liable for the rental payment up to the date specified for termination in the Residential Agreement.

Candles

Candles are considered a fire hazard and must not be used within the residence. There is also a high probability that candles will activate fire monitoring equipment.

See also: [Smoke Detectors](#)

Cell Phones

Cell phones must not be used in the hallways, stairwells, or outside near the building - especially close to other resident's windows.

Children

Children are an important part of Graduate and Family Housing. It is important to ensure that they are safe while playing in our complexes. Children should always be supervised by an adult. It is also important to ensure that they do not disturb other residents. Parents are responsible for their children's behavior. Children should not play in the stairways, laundry room, or mail room. Children should not play in the car parks. Their toys should not be left in hallways, stairways, car parks, or in breezeways and other walking paths.

For primarily safety reasons, children are not permitted to reside at College or Hall style accommodation.

Cleanliness

Residents are required by their Residential Agreement to maintain their apartment/room in a sanitary condition. Residents must pay particular attention to the kitchen area, tub, toilet, and floors. For safety reasons, floors should be kept free of excess clutter. Trash must be disposed of regularly in outdoor bins provided. You are in violation of your Residential Agreement if you do not keep your apartment clean. You may be subject to financial or other disciplinary proceedings. Please review the "Fire Safety Policies" and the "Pest Control Policies" for more information.

Cleaning

When the management or Administration Staff considers that an excessive amount of cleaning is necessary in a resident's room or other area (due to lack of care by a resident) the cost incurred will be charged to the resident(s) where identifiable, or by a charge to all residents as 'damages' (See [Damage](#))

It is the responsibility of residents to keep their rooms in clean and good order.

Where cleaning is part of the service provided to residents, it is a condition of residency that cleaners have access to rooms at least once a fortnight for cleaning purposes.

Computers

All bedrooms are connected to the University network. Residents must provide their own computer. No personal computers are permitted to be connected to the La Trobe University computer network unless it has had an approved virus protection program installed.

Computer Laboratories

Applications include Microsoft Word, Excel each Lab has a laser printer. The computers are linked to the University network. Please do not take food or drink into the Labs, and please also show consideration for other people in the Lab. Vandalism and theft will be treated as a crime and charges will be laid. Changing of the software or computer setup is not permitted and will result in access rights to the lab being removed. Food, drink and mobile phones (except Duty RA phones) are not to be taken into Computer Labs. All students must abide by the La Trobe University Internet Code of Practice and Computer regulations. It is prohibited for any resident to connect a personal computer into a connection in a computer lab.

Contract

See [Residential Agreement](#)

Construction

Residents are not allowed to construct shelves, partitions or other additions inside their room or apartment. Residents are not allowed to affix items (such as satellite dishes) to the outside of the buildings.

Contacting your Emergency Contact

All residents are to provide us with a person who we can contact in the event that you are injured or are presumed missing. Residents must ensure that the contact persons details that we have on record are current at all times. We reserve the right to contact this person if we believe that your wellbeing is in jeopardy.

Cooking

When cooking, the stove or oven should always be supervised. Do not leave food cooking or beverages boiling when you leave your kitchen or apartment. You will be financially responsible for all damage caused by fire due to unattended cooking. Additionally, you may be fined even if there is no damage if the smoke alarms are activated and maintenance or fire personnel are dispatched to the apartment.

Cooking in bedrooms is prohibited. This rule also applies to the use of toasters. Electric jugs with automatic cut-out are permitted; although the resident will be liable for all costs should the steam activate the fire detector. Uncovered food must not be kept in bedrooms. Cooking is permitted only in the kitchens or the BBQ areas.

Cricket

Students wishing to use the grassed areas, or driveways as makeshift cricket pitches are to use a tennis ball, not a hard cricket ball. Those wishing to use a hard ball should use the sports fields on campus.

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Damage by guest of a resident

Residents are responsible for any damages to property that occurs as a result of actions taken by the residents or their guests. This responsibility includes any charges that result from their guests damage.

Damages charge

Residents will be charged separately for damage to DRS property beyond normal wear and tear, except where such damage can be attributed to a particular resident. (In this case, full costs will be recovered as well as an administrative fee of at least \$50.) The charges may be taken from the Non

Attributable Damages Levy or from separately-established floor/tower/wing funds, as necessary. In general a Room Condition Report will be given to residents on checking-in, and used as a basis for estimating damage beyond wear and tear at the time the resident vacates. The DRS recognises that vibrant student communities are based, amongst other things, on respect for property and asks residents to treat their residences with the respect they deserve.

Debt

Debt will not be allowed to rise above one month's residential fees. Otherwise residency may be terminated. Termination will not cancel the debt due. An encumbrance may be placed on your academic results until the debt is settled.

See also: [Rent](#), [Fees](#).

Disrupting others

Disrupting other residents will not be tolerated. This includes noise, offensive behavior, or unsocial or unsanitary practices.

Decorations

- Combustible materials shall not be used for decorations.
- Decorations must not be attached to walls or ceilings with sticky tape.
- Decorations must not be attached to or interfere with fire fighting/detection equipment.
- All decorations, including Christmas Trees, must be flame retardant.
- Christmas tree lights shall bear the label for the intended use. No lights are to be used on a metallic tree.
- Extension cords cannot be used as permanent wiring (over 4 weeks).
- surge protectors should be used for each circuit.
- Decorations shall be arranged in a manner not to obstruct exits, emergency lighting, exit signs or corridors.
- Exterior decorations shall not be attached to a flat.
- Do not use open flames such as candles.

Diversity

The Division of Residential Services is committed to diversity. Our resident population is highly diverse. Our community offers the unique opportunity of meeting and living with people from all across the globe. Our staff and residents are expected to respect each other at all times. Our residents are expected to be good neighbours at all times.

Diversity includes, but is not limited to; age, ethnic heritage, gender, mental/physical abilities and characteristics, race and sexual orientation.

Doors

Always lock your doors when you leave your room or apartment. The entrance and fire exit doors must remain closed and locked at all times for the security of residents and their belongings. It is therefore essential that all residents carry their access cards with them at all times. The fire doors must not be propped open, and failure to comply with this will be considered a serious breach of University Regulations.

Double Bunking

Double-bunking without payment or for extended periods without authority is regarded as a serious breach of regulations and first-time offenders may be heavily fined. Second-time offenders may be

required to leave their residence. Please note that visitors are encouraged, but that residents are responsible at all times for their visitors and for their visitors' behaviour.
See also: '[Guests](#)'.

Drains

Charges will be assessed for cleaning out drains when it has been found that the stoppage was caused by food or articles put down them.

Drugs [non-script]

The La Trobe University is a drug-free institution. Use of illegal drugs is prohibited. Residents must not have in their possession any substance or article when the possession of such is forbidden by a Law of the State of Victoria or the Commonwealth of Australia. Please refer to the Student Code of Conduct for more information.

Drugs Legally Prescribed

Residents are to ensure that individually prescribed drugs and medicines are maintained in a safe and secure place. Out of date or no longer required drugs or medicines must be disposed of in an appropriate and safe manner.

Residents are not permitted to give or share personal prescription drugs with other residents.

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Electrical Equipment

It is the responsibility of each resident to ensure that all personal electrical equipment is properly tagged prior to being used in La Trobe University residences

No resident is to tamper with any electrical tagging on Residential Services equipment.

Residents are to immediately report any faulty electrical equipment to the RA or office staff. (If possible, it is best for the resident to unplug the device and deliver to the office)

Residents are not permitted to attempt to repair any faulty Residential Services electrical equipment (this must be done by a qualified electrician)

Emergency Equipment – Tampering with

Fire equipment is to be used only as necessary in the case of fire. Its use or misuse must be reported to the Office of the Division of Residential Services immediately so that it may be restored to useful condition with no unnecessary delay. Tampering with fire alarms, extinguishers, hoses, exit signs, instruction signs, sprinkler systems, smoke detectors, exit door hardware and other safety equipment is unlawful and punishable by a fine plus repair/replacement costs and/or disciplinary action including possible expulsion from the University.

See also: '[Fire Alarms/Smoke Detectors](#)'

Emergency Contact details

You are required to advise us of who we can contact should there be a situation whereby your health or safety is in jeopardy. You must ensure that the details we have on record are correct at all times.

See also: '[Contacting your Emergency contact](#)'

Ending a tenancy

You are committed to pay the rental for your tenancy up until the date specified in the Residential Agreement. If you are leaving at the date specified in your Residential Agreement, you must confirm this 28 days prior to the date. If you want to remain in tenancy, you must re apply through the Starnet Portal at least six weeks prior to the expiry date in the Residential Agreement.

Entry

The staff of Residential Services reserve the right to enter your apartment without notice under certain conditions i.e. fire, flood, emergency maintenance needs, and other unexpected situations. A request for maintenance submitted by a resident indicates that resident's permission for our staff to enter the apartment. Whenever possible, we will provide written notice in advance if we need to enter your apartment for non-emergency reasons.

Evacuation Drill

All residents are to conform with the directions of Fire Wardens, Fire Marshall's and University personnel during any fire evacuation training.

See also:- [Fire Drill](#),

Extension Cords

Extension cords cannot be used as permanent wiring (over 4 weeks). No extension cord should run across a room or hallway where it could be a tripping hazard.

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Fees

Residential fees are to be paid at the relevant reception area, or at Cashiers. Fees are due (in advance) on the first of the month. (Please be aware that fines apply if payment is late; a late fee applies on 7th of each month.) If you have problems paying fees due to an Austudy difficulty or for other reasons, please make an appointment to discuss the matter with the Reception Staff. A late payment fee will not apply if arrangements have been with the Reception Staff. If you receive a bill which you don't understand please make an appointment to see the Reception Staff.

See also: [Debt](#), [Rent](#), [Receipts](#)

Fire Safety

University Fire Safety Guidelines

- All bicycles are to be kept in the racks provided. They may not be kept in stairwells, walkways, or laundry rooms. Staff will remove bicycles found in these locations
- Each type of room or apartment has a maximum occupancy number. Contact the Accommodation Services Office for clarification.
- Halogen Lights are prohibited due to fire safety concerns.
- Candles and incense are also prohibited as they are a fire hazard. If they are found in an apartment they are subject to removal.
- Space heaters are not permitted.
- There may be sprinkler heads located throughout your apartment and common areas of your building. It is imperative that the sprinkler head is not damaged in any way, either by accident or malicious intent. Do not hang anything on a sprinkler. If it is found that a sprinkler head has been damaged to cause a release of water that has flooded the building, you will be charged accordingly. The leaseholder is responsible for the actions of anyone living or visiting their apartment. If a sprinkler head is damaged in the common areas of a building and the culprit is found, they will be charged accordingly. If you notice any problems with a sprinkler head, please report it immediately to the office.
- Do not take your smoke detectors down. They are there for your protection. When one is removed, the circuit is broken and from that point on, there is no protection. If you remove a detector, you are not only endangering your life but the lives of your neighbors as well. You can be cited by the fire brigade and charged for any damage that may be done to the system,

including the detector. There will be a re-installation charge of \$55.00 (minimum) plus the technician's hourly rate, and the cost of a new detector if applicable.

- Do not cover stove, walls, cabinets, or countertops with foil, plastic, paper, etc. Keep surfaces free of food and grease. This creates a fire hazard.
- Do not leave food unattended while cooking. A \$55.00 (minimum) fine will be assessed regardless of damage if University personnel or fire department personnel discover unattended cooking.
- If a fire starts, attempt to extinguish with equipment provided if safe to do so. If not, evacuate the building immediately, and then dial 000. At Barnes Way, there is a fire alarm call button next to the fire control panel adjacent to the office entry door. If the fire alarm sounds, evacuate the building immediately.
- The "Means of Egress" such as stairwells, hallways, and exterior walkways, cannot be utilized for any purpose other than exiting the building. Rubbish bins, plants, boxes, toys, furniture, or other personal items are prohibited and subject to removal.

Fire Alarms/Smoke Detectors

All rooms are fitted with extremely sensitive analogue smoke detectors which provide an early warning alarm by operating immediately smoke is detected. Kitchens, bathrooms and other areas have self indicating thermal detectors, which only operate when a temperature build up is detected. The fire board which controls these detectors is able to locate the room which is the cause of the alarm.

PLEASE NOTE THAT WHEN THE FIRE BRIGADE RESPONDS TO AN ALARM SET OFF IN A ROOM OR UNIT, THE RESIDENT(S) WHO OCCUPIES THAT ROOM WILL BE RESPONSIBLE FOR PAYING THE FIRE BRIGADE ATTENDANCE COST - POSSIBLY \$1800.00.

Claimed ignorance of this clause will not be accepted as an excuse. Be warned! The least severe penalty for anyone found responsible for unlawfully setting off a fire alarm or interfering with fire equipment will be the maximum fine permitted under University Regulations, plus any costs incurred by the Company or imposed by the Fire Authority. Any attempt to interfere with your bedroom smoke detector will be subject to an automatic \$50 plus GST.

You should also be aware that aerosol sprays (air freshener and personal deodorant types) are able to trigger smoke detectors. In such circumstances, any resident concerned will be held liable for fire brigade attendance costs.

Fire/Emergency Equipment – Tampering with

Fire equipment is to be used only as necessary in the case of fire. Its use or misuse must be reported to the Office of the Division of Residential Services immediately so that it may be restored to useful condition with no unnecessary delay. Tampering with fire alarms, extinguishers, hoses, exit signs, instruction signs, sprinkler systems, smoke detectors, exit door hardware and other equipment is unlawful. The person(s) responsible will be accountable for the repair/replacement cost and/or disciplinary action which may include expulsion from the residences.

Firearms

No firearms are allowed on the University's Housing complexes or on University property.

Fire Drill

Fire Drills are designed to prepare residents should the unexpected happen. There will be a minimum of two fire drills per year. Residents should never treat a fire drill as a joke. You will not know the difference between a drill and the real emergency, so treat all drills as emergency situations. It is essential that you follow the directions of the Fire Officers and Wardens when evacuating.

Fly Screens

Fly screens must not be removed from windows. Residents are responsible for the cost of replacement or repair of damaged fly screens. Full replacement and installation costs for bent or torn screens will be charged to the resident, irrespective of the age of the damaged screen.

See also: [Windows](#)

Furniture Policy

General Information

Each type of apartment in each complex is furnished in a like manner differing only by size. Furniture substitutions will not be made unless there is a medical reason. Documentation is required.

Extra beds and other furniture will not be provided for guests visiting the resident.

Halogen lamps are prohibited.

Waterbeds are prohibited.

Upon request, we can remove furniture. Individual pieces of furniture (other than beds) will only be removed at the discretion of the management.

Single Residents Bedroom

Single Residents receive a single bed. Single residents do not qualify for a double bed.

Each Resident will have in their bedroom one single bed and mattress, a desk with bookshelf and desk lamp, an ergonomic study chair and a wardrobe.

Family Residents

Married Residents (if the spouse is living in the apartment) receive one double bed upon request and subject to availability and length of stay.

Additional desk and desk lamp provided if both husband and wife are full-time students and for children year six and up. Based upon availability.

A Single bed will be provided for children age two years or older. Cots or special toddler bedding is not supplied.

Maximum Occupancy – Flats & Apartments

Single

Definition: A single resident is defined as an individual that does not have a legal spouse or partner living in the apartment.

No more than one resident extra to the number of bedrooms in the apartment is permitted to live in an apartment. A signed Residential Agreement must be on file in the office for all people residing in a room/apartment.

Family

A family resident is defined as an individual that will occupy the apartment with legal or biological family members.

Furnishing Standards Units/flats/Apartments

Dining Table (1 per apartment)
Dining Table Chair (nominally 4 per apartment plus)
Sofa (1 per apartment)
Lounge Chair (nominally 3 per apartment plus)

Desk (1 per bedroom)
Desk Lamp (1 per desk)
Bed (1 per bedroom [2 if twin share])
3-Drawer Chest (1 per bedroom)

Furnishing Standards

Bedroom In Collegiate Style Accommodation

Double Bed (1) or
Single Bed (1 or 2 in twin share)
Mattress to suit
Linen (one set per bed – sheets, doona, pillow & pillow case)
Towel (1 per resident)
Desk (1 per resident)
Ergonomic Desk Chair (1 per resident)
Desk Lamp (1 per desk)
3-Drawer Chest (1 per resident)
Wardrobe (1 per resident)

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Garage Sales

Garage sales or auctions are not permitted to be held in the premises or in the grounds or car parks.

Gardening

There are to be no gardens, plants or other types of landscaping by residents. Flowerpots can be placed on private balcony or patio areas as long as they do not obstruct means of egress, or provide a tripping hazard.

Guests

Residents are responsible for the behaviour of their guests in and around the residence as well as at public functions. If property is damaged and the guest fails to compensate the residence the onus will be on the resident who extended the invitation. Day visitors are not permitted to use common room or kitchen facilities. DRS residential facilities are provided for residents and paying guests only.

Guests [Overnight]: Rooms may be available for occasional, short-term guests staying in College overnight. Charging schedule is available from the office. The resident should, in the first instance, discuss room availability and the guest's proposed length of stay with the RSO.

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Heat

Where Hydrostatic heating (wall heaters), or any other form of heating is provided by the Landlord, it must not be in use if your windows are open. Fines may be imposed if management considers a resident is blatantly wasting heating resources.

Hygiene

Residents are expected to observe standards of personal hygiene which are acceptable within the community. Students who, after counseling, insist on ignoring hygiene regulations (misuse of kitchens, toilets, showers or baths) will be required to leave the residence.

See also [Cleaning](#) | [Cooking](#) | [Pest Control](#)

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Identification

Management, Reception, the Warden or the Residential Assistant, may require residents and others to produce evidence of residency. This also applies to your guests.

Incense

Incense is considered a fire hazard and should not be used in the apartment. Incense may activate smoke detectors, for which the occupier will be liable for costs.

Insurance

It is the responsibility of each resident to provide personal cover for their own valuables. The University or the DRS does not provide insurance cover or assume any liability for any personal items or motor vehicles lost, damaged or stolen on or within any University property. See also: [Personal Items](#)

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Jokes are only permitted if they are funny.

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Keys

Keys to apartment doors and mailboxes are provided by the Residential Services. The keys remain the property of the Residential Services. Keys cannot be duplicated except by appropriate personnel of the University. This is for the safety of our residents. Lost keys must be reported immediately. Residents are financially responsible for the cost of changing locks due to lost keys. Single residents are issued one door key. Married residents are issued two door keys only when the spouse is a resident. All requests for additional keys must be approved by DRS Management. For flats and apartments, one mailbox key per apartment is issued. Additional mailbox keys will not be approved.

Kitchens

Kitchens and food lockers must be kept tidy and clean according to the Health Act (Vic.). Stoves must be turned off immediately after use and left in a clean state. Please wash your dishes after use and put them away. Dirty pots and dishes may be confiscated. Confiscated dishes will be held until a fine of (minimum) \$5 plus GST is paid. Cleaners are not to be expected to wash residents' dishes.

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Laundry Rooms

Laundry rooms are provided for our residents. You must adhere to laundry room rules. These rules and laundry room etiquette are posted in the laundry rooms. Rules may differ slightly from building to building, but in essence are as follows:

The rules for the use of the laundry:

1. The laundry is for the use of residents only. Please do not prop the laundry door open. Unauthorised use should be reported to the Office. Any unauthorised users will be reported to Security and/or the Police. If invited or permitted to use the laundry by a resident, this resident will be liable to a fine (of up to \$150) as well as further punitive measures.
2. Clothing must not be left in machines after cycles have ended. Residents should attend to their washing and drying promptly.

3. Wet clothes may be removed from an unattended drier after waiting for at least five minutes for the owner to return.
4. Residents must not remove other residents' clothing from the machines before cycles are complete.
5. Residents must have a full load in one drier before using another.
6. Users of the laundry are responsible for damage they cause and may be held financially liable for repairs or replacements.

Lawn Furniture

Personal lawn furniture (outdoor furniture) can be used at all sites. All privately owned furniture is to be taken inside after use. Furniture supplied by the Residential Services should be treated with respect and stored away after use. Furniture belonging to the DRS, or the university which is not designed for external use such as kitchen chairs and lounge furniture, is not to be used externally.

Leaving your residency

Residents must vacate their rooms by 10:00 a.m. on the day for which their notice was given, whether on vacation or at the expiry of the residential period. Occupancy beyond that time will be charged at the maximum daily rate. People who have not returned their keys will be deemed still to be resident and charged accordingly. Keys must be returned to the office during working hours, handed to the Residential Assistant on duty, or placed in the key chute (as appropriate).

See also: [Vacating Notice](#)

Linen & Blankets

In those residences where bedding is provided, it is expected that residents will maintain this bedding in a clean condition. In certain locations, clean sheets and pillowcases are available as indicated in your residence information sheets. Blankets and bedspreads are available on request but must stay in your room (not in your car or other people's rooms)

Litter

It is not only irresponsible, it is also an offence under state law to drop litter (rubbish) in a public place. Please ensure that all cigarette butts, bottles, cans, paper and food scraps are placed in proper receptacles provided.

Lock Outs

If you are locked out of your residence during business hours, you must call the relevant office at the site and request staff to let you in. After business hours, you should go to your Resident Assistant. You will be held financially responsible if we are forced to call in an off-duty staff member to unlock your apartment.

Students who are locked out inadvertently more than once a semester will be cautioned then fined as per the charges listed in the [schedule of fees](#).

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Maintenance

Residents are responsible for reporting maintenance problems. You may be held financially responsible for damage caused by unreported maintenance problems. Either report faults to the relevant reception area, or log on to the Maintenance Request Form.

Maximum Occupancy

No more than one additional adult above the number of beds supplied in any room/apartment is permitted to reside overnight. Residents must gain prior written permission from the relevant office or Warden prior to allowing visitors to reside overnight (charges may apply).

See also: [Maximum Occupancy – Flats & Apartments](#).

Medicines

See: [Drugs \(Legally Prescribed\)](#)

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Noise

Noise must be confined to the inside of your room/apartment at all times.

Noise is defined as any sound that can be heard outside the immediate area in which the person is present, e.g. a room or a kitchen.

Unreasonable or excessive noise is defined as noise which is controllable or avoidable and which interferes with the ability of other persons to study or sleep.

UNREASONABLE NOISE AT ANY TIME WILL NOT BE TOLERATED.

In particular, amplified sound from sources such as radios, record players and tape decks must be carefully contained so as not to intrude upon the activities of others. Furthermore, the use of amplified musical instruments (e.g. electric guitars) and drums is specifically forbidden within the residential areas.

Any ruling by an RA or a member of staff on such matters must be complied with by the resident(s) concerned.

Any resident has the right to ask noisy residents (and/or guests) to quieten down if sleep or study is being interrupted - this applies during any time of the day or night. Such disturbances during curfew (if requests for quiet are ignored) should be reported immediately to your Residential Assistant. RA's have a responsibility to monitor noise and to recommend fines as appropriate.

Students will be fined a maximum of three times (\$10, \$25, \$50) after an initial warning and will be evicted if they persist in noise violations beyond that point.

Noise Curfew

Noise is not permitted within the residences or the immediate environs after noise curfew times.

Infringement of the noise curfew may result in a resident being fined. Persistent breaching of noise curfew will result in termination of residence.

Noise Curfew Times are:

11.00 p.m. Sunday to Wednesday

12.00 midnight Thursday to Saturday.

Any noise which encroaches upon a sleeping area shall be regarded as a breach of the noise curfew.

See also:- [Quiet Hours](#)

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Occupancy

Only those persons named as residents on the Residential Agreement are permitted to reside at the premises.

See also:- [Maximum Occupancy](#) | [Maximum Occupancy – Flats & Apartments](#)

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Parking

Residents are permitted to park one currently registered and road worthy vehicle free of charge at those locations not in the core of the campus. The vehicle registration details are to be advised to the office. See Vehicle Information Form. Vehicles that are illegally parked may receive a parking fine and are subject to be towed at the expense of the owner. Those residents living within the core of the campus, which comes under the jurisdiction of the Traffic and Parking section, must abide by University rules.

Residents may purchase access to the security car compounds. Users of the compound are not permitted to use their access card/key to allow other vehicles to enter the compound. Allowing access

to the compound of non authorized vehicles may lead to the users access being withdrawn.

Personal Items (Property)

Public areas such as laundry rooms, stairwells, hallways, and exterior walkways are to be kept clear of rubbish, plants, boxes, toys, furniture, or other personal items. Anything left outside your room or apartment is subject to removal.

The University or the Residential Services is not liable for damage to personal property. Personal property (including automobiles) is the responsibility of the owner. It is recommended that you purchase "private contents Insurance" to cover the items inside your room/apartment in the event of theft, flood, fire, and other tragedies. Insurance is usually inexpensive and can protect you in the event of loss. Victorian State law requires that you maintain third party insurance on your automobile. See also: [Insurance](#)

Pest Control

Pest Control Guidelines

Recommendations for minimizing cockroach infestations

- Clean all cookware, cooking/prep surfaces, and dishes on a daily basis.
- Do not leave wet sponges, mops, rags, towels, etc. laying on floors or countertops.
- Keep all areas of apartment free of clutter. Clean up spills immediately.
- Do not use contact paper or any other type of paper in cabinets or drawers. This creates more harborage for cockroaches.
- Minimize storage of plastic bags, paper bags, boxes, etc. All of these items create ideal harborage for cockroaches.
- Trash should be placed in lined containers that have a lid that can be closed.
- All food items should be stored in closed containers (boxes, plastic containers, etc.)
- Please have all areas accessible for pest treatments on scheduled service days.
- Important! Do not spray insecticides in any room where cockroach bait has been placed.
- Send a works request form for any vermin infestation that is noticed

Pets

No pets are allowed. If a pet is found to be in an apartment, the resident will be charged \$55.00 (minimum) for treating the apartment upon their departure.

Privacy

All Residential Services Staff, Students and Residents are bound by the relevant Federal, State and University privacy laws.

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Quiet Hours

Quiet hours are generally from 9:00pm to 7:00am. Please be considerate of your fellow students in other rooms or apartments and maintain activity levels that do not disturb others. During the University's "swat vac" and exams, we will maintain 24-hour quiet time. Noise should always be confined to the inside of your room or apartment.

See also:- [Noise](#)

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Racism

The policy of the DRS is to provide positive support for a multi-cultural community. Any manifestation of racism will be regarded as a major breach of the conditions of residency and will attract severe penalties

Refrigerators

In certain locations only, residents may, on receiving approval from the office, have a small refrigerator in their room. Should the size of their refrigerator be too large, thereby making the room unsuitable for casual occupancy, no vacation rental concession can be considered. Your refrigerator must not remain in your room when you leave your residence in the summer vacation. Any refrigerators left behind for more than a month after permanently vacating will be disposed of as considered appropriate by the DRS staff. Costs of removal and disposal will be charged to the resident.

Rent

Rent is due on the first day of each month. Rent payments must be received on or before the 7th day of the month or a late fee may be imposed.

See also: [Debt](#), [Fees](#),

Receipts

Receipts are issued for all payments received. Receipts should be kept in a safe place in case they are required for a problem at a later date.

Residential Agreement

All residents are to sign a residential agreement prior to staying in a Residential Services property. It is the responsibility of the resident to attend the relevant office during business hours to fulfil this task as soon as practical from taking occupancy.

Returning Next Year

There is no actual or implied obligation on your residency to admit any resident into a subsequent year. In particular, a resident with a record of unacceptable behaviour, poor academic progress or continual late payment of fees must not expect to be accepted into residency again. The Warden is not obliged to give reasons for refusing to re-admit a resident.

Room Change

Residents may apply for a change of room. Room change request forms are available at the office. Room change requests must be justified and are considered by the Warden and the Coordinator of Seniors/RAs.

See also: [Transfers](#)

Roommates

Roommates on a short term occasional basis are permitted, but for security reasons, the office must be notified prior to any person spending the night

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Satellite Dishes

Satellite Dishes are not permitted to be installed or fixed to any part of the buildings, or placed on window ledges or balconies.

Sexual Harassment

This is defined as communication or conduct of a sexual nature which is unsolicited and/or unwelcome. Incidents should be reported through the Warden or the Coordinator of RAs/Seniors. The Equity and Access office on campus can also advise and assist. Sexual harassment will be regarded as a major breach of the conditions of residence, and will be subject to the University Anti Sexual Harassment procedures

Smoke Detectors

Any person found to have tampered with a fire detection device will be dealt with in accordance with criminal law, and may also be immediately evicted from the residence. All costs for rectifying the function of the detector will be charged to the resident.

See also: [Fire Alarms](#)

Smoking

Smoking is not permitted inside, or within three meters of buildings, such as laundry rooms, stairwells, and hallways. Smokers should dispose of their cigarette butts properly. Do not litter the ground with cigarette butts. Do not put them out on the sidewalks, hallways, tile floors, or in the grass.

See also: [Litter](#)

Subletting

Only the resident(s) listed in the Residential Agreement are permitted to reside at the residence. Assigning or subletting any or all of the tenancy is prohibited.

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Telephones

Telephone equipment is not provided by the Residential Services at Barnes Way or Waterdale Apartments, residents must make their own arrangements with a telecom provider of their choice. Residents are responsible for contracting of their telephone service.

At The University Lodge and Graduate House, the Division provides hall phones. Please be courteous and thoughtful when using these phones and consider the noise effect on near bedrooms. Where radio phones are provided, residents must return the handset immediately they have concluded their call. Handsets must not be taken into bedrooms to await an incoming call.

Transfers

There is a transfer fee for residents transferring from one bedroom, apartment or site to another. A transfer request form must be completed in the office or the relevant reception area if you want to move to another room, apartment or location. Transfers within DRS sites are assessed on an individual basis.

See also: [Room Change](#) | [Breaking Residential Agreement](#)

Trespassing

Unauthorised persons, or those not able to provide adequate identification or a valid reason for being on the premises will be asked to leave. Non-compliance should immediately be reported to the Warden, RA or Duty Tutor.

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Vacating Notice

Residents are not permitted vacate prior to the final date listed in their tenancy agreement. If they do, they will be responsible for the rental up to that date, or until a suitable replacement tenant is found to accept their liability. Additionally, a charge (as listed in the schedule of fees <http://www.latrobe.edu.au/accommodation/bundoora/fees.html>) is charged as an administration fee for breaking the Residential Agreement.
See also: [Leaving your tenancy](#)

Visitors

Visitors are not permitted to reside overnight without the prior permission of the management. Residents are responsible for the actions of their visitors or invitees whilst they are in the premises or on the property.

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Warning Notices

"Warning Notices" are issued by staff of the Residential Services. A "Warning Notice" indicates that you are in violation of your Residential Agreement. You must immediately correct the condition listed on the "Warning Notice". Uncorrected conditions will result in disciplinary action.

Weapons

Weapons of any type or description, whether real or ornamental are not to be brought in to, or stored in the residences.

Windows

Windows must be kept closed if you are using the heating or air conditioning. You may be fined if in the opinion of management you are blatantly wasting energy resources.
The cost of any broken bedroom window is chargeable to the resident of that room. If you or anybody else breaks it (or the window mysteriously just happens to get broken) you will be held responsible, and will have to pay for repairs.
Damage to fly screens on bedroom windows will be charged to the occupier of the room. Fly screens must not be removed.
Windows are not to be used as a means of egress or ingress. Penalties will apply if residents are found to be using windows for this purpose.
It is prohibited to climb out or on to window ledges, or use them for any other purpose.
See also: [Fly Screens](#)

Note: This is not to be construed as a complete list of all regulations pertaining to on campus accommodation. Please see your Residential Agreement and the relevant handbook relating to your accommodation for additional information. We reserve the right to alter, add to or update these rules at any time. It is the residents responsibility to maintain a knowledge and understanding of these rules

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Approved by the Quality Manager.

S:\Policies & Procedures\Policies