

## STUDENT ACCOMMODATION VILLAGE WHYALLA CAMPUS

### GENERAL INFORMATION FOR CASUAL BOOKINGS

The University will provide accommodation to external University of South Australia students only if rooms are available. Please email or ring the Campus Facilities Coordinator to confirm availability prior to sending any payment.

The Whyalla Student Village is made up of 11 individual units with each unit accommodating 8 people. Bedrooms are in single configuration, supplied with bed, mattress, built-in robes, book shelves, desk, lamp, chair and reverse cycle air conditioning. Bathrooms and toilets are shared with one other person and are located directly opposite your bedroom door. The living area is shared by the 8 people, and is fully furnished with crockery, cutlery, cookware etc. Fridge, microwave, stove and television are also supplied in the shared area. Laundry and ironing facilities are available in each unit, and there is also a coin operated automatic washing machine and tumble dryer available in a separate building.

- You will need to provide your own sheets, quilts, blankets, pillowcase and bathroom linen. If it is not practical for you to supply your own linen please nominate in the Application Form that you need linen supplied (at the listed cost).
- 1 x mattress protector and 1 x pillow will be provided. It is unacceptable to sleep on the mattress without sheets. You must provide and cook your own food.
- You need to provide all other consumables including laundry detergent and toilet paper (1 roll provided on arrival).
- Cleaners are employed in the Village to do general cleaning work, e.g. bathrooms, toilets, vacuuming, etc. The residents are, however, responsible for washing dishes and general tidiness of all areas, and for cleaning in between weekly visits. Although the normal schedule is for every unit to be cleaned once each week on the same nominated day, there are times when staff shortages or other priorities may bring about changes to that schedule.
- All linen can be supplied at additional cost. Please contact the Campus Facilities Coordinator for details.
- Although telephones are in each room, they are not available for short term stayers.
- To call Security, lift the Security telephone in the living area. In a few seconds you will be automatically connected.
- Alternatively you can dial 88888 or 26050 from the telephone in your room at no charge.
- Security is on Campus from 7.00am – 9.00pm, Monday to Friday, and from 11.00am – 3.00pm on weekends and public holidays. Calls outside this time frame should be for emergency situations only. Please note that calls outside of this time frame will incur a call out fee – refer IMPORTANT information below within Arrival and Booking In details.

- Emily Chatfield is contactable on 8647 6069. Office hours are 9.00am – 5.00pm Monday – Friday. In the event of any emergency please contact security.
- Should there be any maintenance requirements in your unit, please call Emily Chatfield or notify Security.
- Should you wish to use the barbeque area while you are here, please contact Emily, allowing 24 hours' notice.

### **CHILDREN STAYING IN STUDENT VILLAGE**

- A parent/caregiver who requests that a child/children stay with them in the Student Village must abide by the normal guidelines as set out in the Information and Policy Handbook.
- Children staying with a parent/caregiver in student accommodation may only be a short term arrangement.
- All rooms in the Student Village are configured for single person use. A corridor suite within a unit consists of two bedrooms sharing bathroom facilities.
- The parent/caregiver should be aware that the Student Village is a communal adult environment, and that children must be supervised at all times.
- When a parent/caregiver is attending a workshop or summer school and they need to have a child/children staying with them, a room must be rented for each child. Each additional room will be charged at the normal room rate.
- The Campus Facilities Coordinator must be advised prior to booking, of the need for additional room/s for children, and every effort will be made to place parents/caregivers and children in units and corridors next to each other. This will be confirmed at the time of the booking, together with the total costing.
- In the case of infant children, they may share the parent's/caregiver's room for an additional fee. The cot and bedding will be supplied by the parent/caregiver.

The accommodation you are booking is a single room for one person only. The Village does not have double or twin rooms. If you have friends, partners, etc coming with you, separate bookings must be made with the Campus Facilities Coordinator.

For further information contact:

Emily Chatfield  
 Campus Facilities Coordinator  
 Phone: (08) 8647 6069  
 Mobile: 0434 846 198  
 E: [emily.chatfield@unisa.edu.au](mailto:emily.chatfield@unisa.edu.au)

## STUDENT ACCOMMODATION VILLAGE WHYALLA CAMPUS

### APPLICATION FORM FOR SHORT TERM ACCOMMODATION

#### PERSONAL DETAILS:

Title: Mr / Mrs / Ms / Dr / Other \_\_\_\_\_

Family Name: \_\_\_\_\_ Other Names \_\_\_\_\_

Address – Number and Street \_\_\_\_\_

\_\_\_\_\_

City and Suburb \_\_\_\_\_

\_\_\_\_\_ Postcode \_\_\_\_\_

Telephone \_\_\_\_\_ Mobile \_\_\_\_\_

E-mail \_\_\_\_\_

Arrival Date: \_\_\_\_\_ Departure Date: \_\_\_\_\_

Approx. arrival time: \_\_\_\_\_

I Agree to the 'Terms and Conditions' as set out below. I enclose full payment.

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

#### TERMS AND CONDITIONS OF RESIDENCY

I agree to abide by the rules and conditions operating for residents of the Student Village as detailed in the Information & Policy Handbook – a copy of which is in each unit.

I agree to follow instructions from the Campus Facilities Coordinator, Security personnel or other authorised persons.

I agree to pay **IN ADVANCE** the full amount due for my accommodation.

I agree to make good and pay for all loss or damage caused by me, or any person invited by me, to any part of the Unit or to the fittings or fixtures contained in the Unit or in the Student Village.

## STUDENT ACCOMMODATION VILLAGE WHYALLA CAMPUS

### PAYMENT DETAILS

Room per night \$50.00 - **Guest to provide own sheets, quilts, blankets, towels and pillow case.**  
Pillow and mattress protector will be supplied.

*If it is not practical for you to bring linen, please nominate below that linen is required for the listed charge.*

Full payment must be made in advance to secure your booking.  
Please send cheque, money order, (both payable to UniSA) or provide credit card details.  
Internet Transfer is acceptable to:

**Institution:** National Australia Bank  
**Acct Name:** University of South Australia General Account  
**BSB:** 085-005  
**Account #:** 516545570  
**Reference:** RENT – SURNAME (for example: RENT – SMITH)

Please email copy of receipt to: [emily.chatfield@unisa.edu.au](mailto:emily.chatfield@unisa.edu.au)

#### Credit Card Details:

Please tick Mastercard  Visa

Name on Card \_\_\_\_\_

Card Number: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Expiry Date: \_\_\_\_\_ / \_\_\_\_\_

No. of nights \_\_\_\_\_ @ \$50.00 per night

Linen required @ \$5.00 supply charge: Yes  No

**Total Amount Payable: \$ \_\_\_\_\_**

Signature \_\_\_\_\_ Date \_\_\_\_\_

- Application forms and payments must be received prior to arrival. Full refunds will be made if cancellation is received at least 48 hours prior to the arrival date.
- Cancellations received without appropriate notice will still be refunded, but will have a \$40.00 administration fee deducted.
- No refund is available to anyone leaving early, unless 24 hours notice is given to the Campus Facilities Coordinator.
- Please note that all refunds take up to 30 days to process, and are sent by cheque to the postal address given or to a nominated bank account. Credit card reversals are not available.

#### Return Application and payment to:

Emily Chatfield  
Campus Facilities Coordinator  
111 Nicolson Avenue WHYALLA NORRIE SA 5608  
P: (08) 8647 6150  
E: [emily.chatfield@unisa.edu.au](mailto:emily.chatfield@unisa.edu.au)

## STUDENT ACCOMMODATION VILLAGE WHYALLA CAMPUS

### ARRIVAL AND BOOKING IN INFORMATION

#### **If you are travelling to Whyalla by private car:**

You will need to come to the University of South Australia campus itself to collect the room key from Security. Drive into the Campus from Nicolson Ave, and follow the roadway around to the front of the building that is facing Nicolson Ave. When facing the main front doors – to your right is a Security office. Go to this office where the Security person on duty will give you your key and information package, and will then direct you to your unit in the Village.

#### **Arriving by bus or plane:**

You will need to get a cab to the University of South Australia, and ask the driver to take you to the Security office on the Campus. If the driver doesn't know where to go you can give them the same directions as above, but most taxi drivers would know where to take you. Once on the Campus, you can let your cab go, and the Security officer will drive you around to your unit.

If on arrival you find the office door locked, to the left of the Security entry door and next to the automatic doors is a Security Telephone. Lift the handset and you will be connected to the officer within a few seconds.

#### **All arrivals, please note the following information:**

Security personnel are available on the Campus during the following times:

Saturday and Sundays:	11.00am - 3.00pm
Public Holidays:	11.00am - 3.00pm
Monday – Friday	7.00am - 9.00pm

If your bus or plane arrives outside of this time frame, please contact me at least 48 hours prior to your arrival, and I will endeavour to make other arrangements. However it is expected that you make every effort to arrange your arrival during these hours.

#### **IMPORTANT**

If you call out Security as you have lost your key, have locked yourself out or because you require additional linen, this will **be at your cost**.

Any additional linen requested once on site that you have not paid for prior to arriving at the Village will be invoiced to you (\$5.00 supply charge).

## STUDENT ACCOMMODATION VILLAGE WHYALLA CAMPUS

### VACATING PROCEDURES

- Rooms must be vacated by 10.00am on the day of departure.
- Keys must be returned to the Security office on the campus.

#### **Security Hours:**

7.00am – 9.00pm Monday to Friday

11.00am – 3.00pm Weekends/Public Holidays.

*If you are leaving outside of these hours please return your key to the return chute at the Security office.*

- If your planned leaving date changes from what you have nominated on your Payment Details form contact the Campus Facilities Coordinator to advise by phone or email ([emily.chatfield@unisa.edu.au](mailto:emily.chatfield@unisa.edu.au)) as soon as possible.
- Remember to remove all of your personal items from your bedroom, bathroom, kitchen and laundry.
- Please lock your bedroom door as you leave and if there are no other residents at the Unit when you leave, lock the front and rear doors.
- Please leave your room and the Unit in a clean and tidy state – as it was on your arrival.
- All dishes must be washed and put away and rubbish placed in the wheelie bins outside.
- If you have hired linen, please ensure that all items (including bathroom linen) are left in your bedroom.
- If you have any issues or maintenance requirements during your stay please contact the Campus Facilities Coordinator.

Please enjoy your stay and do not hesitate to contact me if you have any queries.

Kind regards,



Emily Chatfield  
Campus Facilities Coordinator  
Phone: (08) 8647 6069  
Mobile: 0434 846 198