

## SEMESTER 1, 2020 ADMISSIONS Information Sheet – Friday, 10 January, 2020

Thank you for accepting your offer of accommodation for either University Hall or Deirdre Jordan Village at Flinders Living. We look forward to you joining our residential community.

Please take a moment to read through this Information Sheet which contains useful information about your admission, what you should do if you no longer need your accommodation, some key policies and procedures, activities and events and more.

### Cancelling your accommodation

Academic offers were released by SATAC on 20 December, 2019 with a further round being released on 10 January, 2020. If you were not offered an academic place at Flinders University and no longer require accommodation you must let us know. The following extract from your Accommodation Agreement outlines the timelines:

#### **Cancellation**

*If after accepting a residential place, a prospective Resident cancels that place, the prospective Resident is entitled to:*

- a full refund of the Advance Fees if cancelled in writing at least fourteen (14) days before the commencement of the Term;
- a 50% refund of the Advance Fees if cancelled in writing less than fourteen (14) days before the commencement of Term.

*If after accepting a residential place, a prospective Resident cancels that place after the commencement of Term but before their arrival, the prospective resident is subject to Section 5 of this Agreement.*

Commencement of Term is Saturday, 22 February, 2020.

The quickest and most efficient way to let us know is to send an email to Gary Shaw, Manager, Residential Services at [flinders.living@flinders.edu.au](mailto:flinders.living@flinders.edu.au).

### Full-time enrolment status

Your Accommodation Agreement (see below) specifies that all residents must be enrolled full-time students.

#### **Eligibility**

- To be eligible for a residential place in the Hall or Village, an applicant for residency must be enrolled as a full-time student of the University.
- In exceptional circumstances an applicant for residency who does not meet the eligibility criteria may be permitted to reside at Flinders Living on application and at the discretion of the Principal.

If for any reason you will not be commencing Semester 1, 2020 as a full-time student then you should request permission by sending an email to the Principal at [james.atkinson@flinders.edu.au](mailto:james.atkinson@flinders.edu.au) outlining your academic or personal circumstances.

### Planning your arrival

If you are a new resident we would ask that you arrive on, or before, 3.00 p.m. on Move-In Day, Saturday, 22 February, 2020. This will ensure that you are on-campus to take full advantage of all orientation and information sessions and to meet your fellow residents for 2020.

[If you need to move in earlier than this date please contact Flinders Living Administration via email at [flinders.living@flinders.edu.au](mailto:flinders.living@flinders.edu.au) as soon as possible.]

### Where should I go when I arrive?

Details of where to go and who to notify when you arrive may be found on the following webpage:

<https://www.flinders.edu.au/living/before-you-arrive>

Please don't be concerned if you are arriving on a late-night/early-morning flight as there is someone here day and night that can assist you.

### Orientation Week 2020

Orientation Week at Flinders Living runs from Saturday, 22 February through to Sunday, 1 March, 2020 inclusive and complements the University orientation activities happening on campus.

Orientation Week (or "O Week") is the best opportunity for you to meet your fellow residents and become familiar with the accommodation, academic, cultural and social opportunities available to you on campus and within Flinders Living. The best way to fend off homesickness and to begin to feel comfortable here in Adelaide is to jump in and get involved.

For new residents who are taking part in orientation activities you will be provided with Dinner on Saturday (22<sup>nd</sup>) and Breakfast, Lunch and Dinner on Sunday (23<sup>rd</sup>) at no charge.

On successful completion of all prescribed orientation sessions (for example, Community Living, Sexual Consent & Ethical Bystander Behaviour, Alcohol & Drugs Education, Fire Safety & Evacuation Procedures), \$100 of the Community Fee of \$268.00 you paid as part of your Advance Fee will be refunded to your residential fees account.

By the first week in February 2020 we will be sending you a more detailed Orientation Week programme.

### Move-In Weekend - Saturday 22<sup>nd</sup>/Sunday 23<sup>rd</sup> February, 2020 – Please stay around

We ask that parents don't arrange to take you out for dinner on Saturday evening for their first night in Adelaide or shopping on Sunday. While these are lovely gestures there will be key social events that same evening in both the Hall and Village where new friendships will be made. Students who don't attend often say later that they felt they missed out. You may also be absent from key orientation activities and may find that you are not eligible to receive the \$100 refund of your Community Fee for participation and successful completion of all activities (see above).

### Guests prior to and during Orientation Week

Orientation Week (and the week before and after) is a time for residents, new and returning, to meet and get to know each other in an environment which may be unnecessarily complicated by the presence of guests or parents/family members. For this reason we will not permit guests to stay during the period Monday, 17<sup>th</sup> February through to Thursday, 5<sup>th</sup> March, 2020 (inclusive).

### Advice for parents

We have prepared some advice for the parents/family members of incoming students which we hope will be helpful to you. It may be found at the following URL:

<https://www.flinders.edu.au/content/dam/documents/campus/bedford-park/flinders-living/flinders-living-parent-advice.pdf>

We will also be holding Information Sessions for Parents/Family Members on –

- Saturday, 22<sup>nd</sup> February, 2020 3.00 p.m.  
or
- Sunday, 23<sup>rd</sup> February, 2020 9.00 a.m.

### Staying in touch via Facebook®

Be sure to sign up to the Facebook® pages for the Hall and Village so you can keep up to date with the latest details on events. They are “closed” groups so if, when you ask to be a member, and there is a possibility we may not be able to match your Facebook® identity with your name registered with us, just send us an email at [residential.services@flinders.edu.au](mailto:residential.services@flinders.edu.au) so we don't reject your request.

*Hall –*

<https://www.facebook.com/groups/FUH2020/>  
<https://www.facebook.com/groups/FUHSharkSpace2020/>

*Village –*

<https://www.facebook.com/groups/DJV2020/>  
<https://www.facebook.com/groups/DJVUnofficial2020/>

Please also encourage your parents/family to sign up to the Parents and Family Members' page. [They will need to answer a very simple question before permission to join is granted.]

<https://www.facebook.com/groups/FLFamily2020/>

### What to bring

For a comprehensive listing of things to bring (or not to bring) please follow this URL:

<https://www.flinders.edu.au/living/before-you-arrive>

### Electrical appliances

The electricity supply in Australia is 230-250 volts/AC 50 Hertz. Electrical goods from other countries usually need a conversion adaptor and 100 volt appliances such as shavers or hairdryers cannot be used without a transformer which can be purchased either overseas or in Australia.

You **must not use** a power board on the University's campus that has (a) been manufactured outside Australia, or (b) does not show this Australian Regulatory Compliance Mark.



We also *strongly advise against* bringing items of cooking equipment (rice cookers, for example) manufactured outside Australia as they have a tendency to set off the electrical safety switches.

### Non-university furniture

We ask that you exercise caution as to what items of non-University furniture you plan to bring into the Hall or the Village with you. Just remember, anything you bring you'll have to take home! More importantly, your favourite armchair from home could be made from a non-fire-retardant material which might ignite more rapidly than more modern furniture or give off noxious emissions. Additional furniture may also unnecessarily crowd or detract from the appearance of a shared living area in which you intend to place it.

There is insufficient storage space for large numbers of the University's own furniture to be stored where residents bring in their own furniture. The University's furniture cannot be stored in corridors or common spaces. Charges will apply for any furniture removal that needs to be undertaken to correct inappropriate removal or placement of University furniture.

*A Request for Approval of Non-University Furniture* must be submitted. Instructions are listed on the first page of the form. A copy of the form may be found at the end of this document. Please print out and complete the relevant pages and either scan them back to us at [flinders.living@flinders.edu.au](mailto:flinders.living@flinders.edu.au) or bring them with you. Most small items of non-university furniture (such as a small refrigerator or table) will not cause difficulty. It would be advisable however to send this form back to us in advance of your arrival if you would like to bring a larger item.

### Linen

In your offer letter you will have received your room allocation. If you look at this you will be able to tell the size of the bed/mattress in your room and therefore what size linen you will require.

If you are living in the Village with room numbers commencing V25x to V42x then you will have a Standard Single Bed (1.88 m x 0.92 m). All other Village rooms and all Hall rooms have Long Single Beds (2.03 m x 0.92 m).

### Dietary requirements

If you are a new resident in University Hall we are able to advise that all meat (with the exception of non-Halal meat products) served in the Dining Room is Halal. Our kitchen equipment, cooking services and utensils however are not.

We will make every effort to assist Hall residents who have specific dietary requirements however there are some constraints in place that you will need to discuss with our Chef Manager. A vegetarian option is always provided.

If you would like to inform us of any dietary requirements please send us an email to Ian Hayes, Chef/Manager at [residential.services@flinders.edu.au](mailto:residential.services@flinders.edu.au).

### Let's talk a little about our communities

As a resident you should expect to be able to live, work and study in a safe environment. At Flinders Living we work hard to create a strong sense of community through a variety of academic, cultural, social and sporting programs giving you the opportunity to engage on many different levels to gain a better understanding of your fellow residents and collegial obligations. In this way we promote acceptance and respect for individual and cultural differences, building a foundation of acceptance and open-mindedness.

The University expects that you will always act with the best interests of your fellow residents in mind. Respect for others, their rights and freedoms should be your primary concern as should their health and personal safety.

In past years there have been media reports about initiation rites, inappropriate activities or poor behaviour occurring during various universities' orientation weeks. I can assure you that this does not occur in either the Hall or Village. At Flinders Living such behaviours are prohibited and we have a detailed policy against which all our events and activities are assessed for compliance.

### Sharing information to assist us to support you

As a new or returning resident there may be personal information that you would like us to know that would assist us in supporting you during your time with us. This could be a medical issue, such as Epilepsy, Diabetes, severe allergy or any other serious ongoing medical condition. Disclosing this information in the medical information section of your confidential record would allow us to share this information with appropriate medical professionals should you require emergency medical intervention.

Sharing personal information could also include letting us know that you have an Autism Spectrum Disorder diagnosis or about a mental health issue you experience such as Anxiety, Depression or Bipolar Disorder. Letting us know about the impacts on you, as well as the ways we might be able to assist you, will result in you feeling more supported during your time at Flinders Living.

These may include information about sensory issues, dietary requirements, or a regular catch-up with our Deputy Principal to check-in with how you are managing in your new environment.

If you wish to share such information you may do so in an email marked "Confidential" and addressed to our Deputy Principal, Andrea Rohde at [andrea.rohde@flinders.edu.au](mailto:andrea.rohde@flinders.edu.au). [Andrea will be on leave, returning to Flinders on Tuesday, 28 January, 2020. If you would like to give us more notice or seek advice prior to the end of the month, then please send your email to me at [james.atkinson@flinders.edu.au](mailto:james.atkinson@flinders.edu.au) for my early attention.]

You should be assured that any information you share will be managed in accordance with the University's Privacy Policy, a copy of which may be found here:

<http://www.flinders.edu.au/ppmanual/governance/privacy-policy.cfm>

### Questions

If you have any questions please be sure to contact us either by:

- Email: [flinders.living@flinders.edu.au](mailto:flinders.living@flinders.edu.au)
- Telephone: (+61 8) 7221 8900  
Mondays to Fridays, 9.00 a.m. to 5.00 p.m.

**James Atkinson**  
**PRINCIPAL**

**REQUEST FOR APPROVAL OF NON-UNIVERSITY FURNITURE**

**Resident's Details**

Family Name:

Given Name:

University Hall ☐ Deirdre Jordan Village ☐ Room Number:

Mobile Telephone:

**Instructions**

- To ensure that it does not pose a hazard to the community or unnecessarily crowd or detract from the appearance of a shared living area in which you intend to place it, you must first obtain approval from the Maintenance Officer to bring any item of non-University furniture into the precinct.
- Please complete and submit this form to Flinders Living Administration. The Caretaker (or delegate) will either (a) notify you of the decision based on the information and photographs you submit or (b) arrange a mutually convenient time to visit your unit/room to inspect the item.
- If you are in agreement for this inspection to be conducted in your absence please tick here. ☐
- In an effort to minimise damage to furniture and fittings you should not remove a University bed frame or mattress from your bedroom without first consulting the Caretaker.
- Charges will apply for any furniture removal that needs to be undertaken to correct inappropriate removal or placement of University furniture.
- Attach up to three (3) photographs of each item and email to [flinders.living@flinders.edu.au](mailto:flinders.living@flinders.edu.au).
- Providing good quality photographs may obviate the need for an inspection and allow for approval prior to the commencement of term and arrival on-campus.

**Request for Approval and Inspection**

☐ I request approval for the following items to be kept in my room/common area:

	<i>Detailed description of item (including where appropriate the brand/model, colour of the item, type of upholstery or fabric, etc.)</i>	<i>Approximate Year of Manufacture</i>	<i>Approval Granted Yes or No</i>
1.			
2.			
3.			

Resident's Signature:  Date:

Staff Member's Signature:  Date:

## Reasons for Non-Approval and Required Date of Removal

- ☐ I have not approved the following item(s) to be kept within the Flinders Living Precinct for the following reasons:

<i>Item Number (from previous page) and summary statement of reasons for decision</i>	<i>Items to be removed by (DD/MM/YYYY)</i>

Staff Member's Signature:

Date:

## Flinders Living Administration Staff Use Only

- ☐ Decision could be made on basis of photographs supplied: Yes ☐ No ☐ Not applicable ☐

- ☐ Resident was present during inspection: Yes ☐ No ☐ Not applicable ☐

Signature:

Date:

- ☐ Copy of this form scanned and sent to resident's student email account

Signature:

Date:

- ☐ Re-inspection to ensure that non-approved items have been removed was conducted.

Yes ☐ No ☐

- ☐ Resident was present during re-inspection: Yes ☐ No ☐ Not applicable ☐

- ☐ Post re-inspection copy of this form scanned and sent to resident's student email account.

Signature:

Date:

- ☐ Non-approved items remain in the room/unit. Referred to Deputy Principal for further action.

Signature:

Date: