# Short-term Accommodation Application Process and Agreement Form

1. **Cost**

The cost is $150 - $170 per week (Sunday to Friday).

1. **Bookings**

**2.1 First-time bookings** must complete and return the attached *Short-term Accommodation Application Agreement* to the Residence Manager prior to arrival at; studentresidence@gordontafe.edu.au or 185 St Albans Road, East Geelong, 3219. You will only need to complete the application form once as the agreement remains valid for the duration of your study at The Gordon. The Residence Manager will contact you by email with confirmation of your booking.

**2.2 Subsequent bookings** must phone (03) 5246 6132, text 0407 863 016 or email studentresidence@gordontafe.edu.au to book in. The Residence Manager will need to know your name, student ID, date of birth, phone number and block dates to check availability and confirm your booking.

* Places are limited. It is recommended that you book as soon as you know your block dates.
1. **What to bring**

 You will need to provide your own bedding, towels, food and kitchen utensils.

1. **Confirmation and Check In**

 A confirmation text message will be sent the Thursday or Friday prior the week you are booked in confirming you still require your room and providing a check in time for the Sunday. Please discuss any required changes to your arrival with the Residence Manager.

 On check in you will be given paperwork to take to Customer Service to pay for your room. All outstanding rental fees must be paid prior to vacating. Please provide the Student Residence Manager with a receipt of payment.

 At each visit you must sign the Key Receipt form, participate in an on-site induction and agree to abide by the *Student Residence Handbook*.

1. **Cancelling a Booking**

 All bookings need to be cancelled in advance to avoid charges. There is often a wait list and we’d love to offer the room to someone else! We will charge you for the room if you don’t cancel 24 hours prior to your expected arrival.

1. **Vacating**

 Rooms need to be vacated by 12 pm on the Friday so the room can be cleaned. Belongings may be stored in the wardrobe until the end of the day if needed.

 It is your obligation to take care of the facilities at residence. Any damage to the facilities may incur charges and billed to your student account. Do not smoke or vape in your room as this may trigger the fire-alarm and incur a call out fee from the fire department.

1. **Under 18**

 If under 18 years of age, a parent/guardian must co-sign the Short-term Accommodation Application Agreement. Whilst under 18 years of age a parent/guardian will be contacted in any instance of ill health, breach of agreement, disciplinary actions or any other concerns regarding the student.

 You are not permitted to consume alcohol or drugs if under 18 years of age. All residents are not permitted to supply alcohol to any resident under 18 years of age.

1. **Guests**

 The space available for short term residents is limited and guests are not allowed.

1. **Admissions Policy**

 Please refer to *The Gordon Student Residence Admission Policy SS PR 04* found on the Gordon website for more information.

Applications must be returned to studentresidence@gordontafe.edu.au or 185 St Albans Road, East Geelong, 3219. This agreement is valid for the entirety of your study at The Gordon.

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| **APPLICANT DETAILS** |
| Full name |       |
| Date of Birth |       | Gender | [ ]  Female [ ]  Male [ ]  Self-described |
| Postal address |       |
| Telephone |       | Mobile Phone |       |
| Do you have any cultural or religious requirements relating to your accommodation? | [ ]  Yes [ ]  No |
| School or other educational institute last attended |       |

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| **NEXT OF KIN DETAILS** |
| Parents or next of kin names |       | Relationship |  |
| Postal address |       |
| Telephone |       | Mobile Phone |       |

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| **MEDICAL DETAILS** This information will ONLY be used for support of the residence and will be maintained as a confidential record |
| Medical history |       |
| Existing illness |       |
| Medication |       |
| Allergies |       |
| Ambulance membership No |       |
| Medical membership No |       |
| Family doctor’s name |       | Telephone No |       |

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| **ACCOMMODATION REQUEST**  |
| Yes |       | Student ID No |       |
| Course of study at The Gordon |       |
| Date(s) of booking required |       |

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| **APPLICANT AGREEMENT (over 18 years)** |
| I, (full name)  hereby apply for admission to on-campus short-term accommodation at the Gordon Student Residence for the year . If accepted as a resident, I agree to the below conditions of use for the duration of my stay(s);**Payment** I will take the payment form (provided to me on arrival) to the Customer Service reception desk in building A at East campus. I will provide a receipt of payment to the Residence Manager.**Key** I understand the key to the room is my responsibility and must be returned when I leave the Residence. I will drop my key into the letter box at the office if the Residence Manager is unavailable. If I lose the key I will be required to pay for replacement keys and locks.**Regulations** I accept that I must abide by the regulations of the Student Residences (as outlined in the Student Residence Handbook) and Residence governing bodies for the duration of my block stays.**Responsibility** I assume responsibility for my own conduct and wellbeing and for the care of the Residence facilities. I am aware that any damage to the facilities caused by me or my guests may incur charges to my Gordon student account. A condition report of my room has been completed by the Residence Manager prior to my arrival.**Guests** I understand that the space available in the short term flat is limited and guests are not allowed.**Smoking** I understand that there is no smoking permitted in any of the Residence buildings; this includes E-  Cigarettes, Vapour Cigarettes or anything similar as they will set off the fire alarms which may incur costs  to me. The **only** place I may smoke on Res is at the BBQ area where a tin is provided to dispose of butts.**Alcohol/drugs**  If I am under 18 years, I agree that I will adhere to a zero alcohol and drugs policy (including at any on-site events, in my room or any part of the residence grounds).  I will not provide alcohol to any resident under 18 years of age. **Rubbish** I must empty the rubbish and recycling bins into the main bins located next to the Common Room in the courtyard.**Cooking** I will be carefull with cooking as smoke may trigger the smoke alarm and the fire brigade will arrive. If I am responsible for for the smoke alarm I may be required to pay the CFA call-out fee.**Dishes** l will wash my dishes.**Food** I will discard any of my remaining food or other items from the fridge before I vacate.**Heaters** I will make sure the heaters are turned off when I’m not around and will not cover with clothing or other items as this can cause a fire hazard.**Under 18** I agree that a parent or guardian will be contacted in any instance of ill health, breach of agreement, disciplinary action or other concerns whilst I am under 18 years of age. |

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| Applicant |       \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Name | Signature | Date      |

All under 18 applicants must complete the below Parent / Guardian Acknowledgement section in addition to the Application Agreement section prior to submission.

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| **PARENT / GUARDIAN ACKNOWLEDGEMENT** |
| The Gordon Student Residence is predominately over 18 years. All residents are provided a private bedroom that is not accessible to Gordon staff, except in the event of a known or suspected emergency. All residents are free to come and go from the residential facility at any time of day or night and will assume responsibility for their own conduct and wellbeing. Both male and female students reside at Gordon Residence and alcohol consumption is permitted for residents over the age of 18 years. Residents under the age of 18 are not permitted to have overnight guests unless prior approval is given by the parent/guardian and the Residence Manager.Given the limited supervision of resident activity, no person under 18 years of age may take up residence without the permission of their parent or guardian, and without endorsement by their parent or guardian that they believe their child has sufficient maturity to take responsibility for their own conduct and welfare unsupervised.I,  (parent/guardian name) have read and acknowledge the above description of The Gordon Student Residence and I agree for my child  (student name) to be accommodated at The Gordon Residence under these arrangements. I believe my child has sufficient maturity to take responsibility for their own day to day conduct and welfare, unsupervised. I agree to be contacted in any instance of ill health, breach of agreement, disciplinary action or other concern regarding this child whilst they are under 18 years of age. |

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| Parent / Guardian |       \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Name | Signature | Date      |
| Email |       | Telephone No |       |

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| **STUDENT RESIDENCE CAR PARKING PERMIT APPLICATION AND AGREEMENT** |
| * There will be no charge for students who are residents to park at 185 St Albans Rd - East Geelong Campus. Resident parking is in the first three rows closest to North Wing.
* The vehicle being issued with the permit must be either registered in the name of the resident or a family member. Permits cannot be transferred to any other vehicle.
* Residents vacating their room prior to 30 November must return their car parking permit to the Residence Manager.
* One permit only will be issued per student and this permit must be clearly displayed through the windscreen at all times.
* Parking your vehicle on residence is at your own risk, and any damage or theft is not the responsibility of the Gordon. Valuables (including items such as CD’s, portable stereos, sporting equipment etc.) should not be left in full view within your vehicle.

I (full name)  have read the above conditions of issuing of a Car Parking Permit for the above Campus. I accept and agree to abide by these conditions. |

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| Applicant |       \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Name | Signature | Date      |
| Car Registration No |       | Vehicle Make |       |
| Vehicle color |       |

Note: All of the above details must be fully completed before a car parking permit will be issued. If accepted, you will be required to provide a passport size photo to the Residence Manager for security purposes.