# The Gordon Student Residence Admissions Policy and Procedure

### Purpose

The Gordon TAFE is committed to providing a residential environment where all students have the opportunity to pursue their studies in a safe and supportive environment. This policy aims to ensure that students selected to live in Residences have the necessary independent living skills, resources and ability to share communal living facilities and that student selection is based on the principles of equity and fairness.

Student Residence is governed by Resident Obligations and Disciplinary Procedures as outlined within the *Student Residence Handbook* and in conjunction with The Gordon’s statutes, policies and procedures (in particular, The *Student Code of Conduct, Student Misconduct Management Procedure and Complaints and Appeals Procedures*) as well as all state and federal laws.

### Scope

The policy and procedure apply to any student applying for accommodation at Gordon Student Residence and the staff assessing the applications of potential residents.

### Policy

Student Residence is considered an independent living environment where residents assume responsibility for their own conduct and wellbeing.

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.

Students must agree for their parent or guardian to be contacted for any instance of ill health, breach of agreement, disciplinary action or other concerns whilst they are under 18 years of age.

* 1. Breach of Licence Agreement

Residence may be terminated if there is a breach of the Licence Agreement or *Student Residential Handbook.* In the event of immediate eviction, keys will be returned and the codes on the gates changed.

### Procedure

4.1 Applications

Each application will be assessed on a case by case basis and the strength of the overall application will determine eligibility to live at Student Residence. The Institute will have open, fair and equitable procedures for making decisions about students applying to live at Residences. The selection process will be at the discretion of management upon applicant reference and police check consideration.

Regardless of background or circumstance, potential students wishing to live at Student Residence will be assessed through the same application requirements and through the same selection criteria process. If barriers to residential living are identified when the application is assessed, Gordon TAFE may place conditions on a student living on Residence providing there are sufficient external supports in place.

**4.2 Two-month Probation Period**

As part of the Licence Agreement all long-term residence will agree to a two-month probationary period as a requirement of their residency at the Student Residence commencing from the move-in date and lasting for two months. Residents will agree to complying with the Student Residence rules, regulations and policies and acknowledge that failure to comply may lead to the termination of their residency.

**4.3 Room availability**

As there are only a limited amount of rooms available at Student Residence, sometimes demand may exceed availability. An application must be completed and submitted, however, by applying to Student Residence does not guarantee a room will be offered, applications need to be processed, references validated and police check completed.

**4.4 Re-application**

There is no guarantee of accommodation if a student re-applies the following year. There are a number of criteria used for re-selection including rent record, behaviour, class attendance and participation in community life events.

**4.5 Eligibility**

**4.5.1 Full time residency**

To be eligible to live long-term at Student Residences the student must;

* Be currently enrolled in a Gordon TAFE course in at least 0.3 capacity and must maintain current student enrolment for the duration of their tenancy as defined in the *Licence Agreement*.
	+ - * Submit a completed *Application for Admission to the Student Residence form.* For any applicant under 18 years, this must be co-signed by a parent/guardian.
* Have 1 verbal, 1 written reference and a Police Check validated prior to arrival by the Residence Manager.
* Complete the mandatory online Induction Model prior to arrival.
* Agree to all terms outlined in the Licence Agreement and Student Residence Handbook.
* Agree to a two-month probation period commencing from move-in date
* Pay 4 weeks rent as Bond and 2 weeks rent in advance prior to arrival.

**4.5.2 Short term accommodation**

To be eligible to live short-term at Student Residence the student must;

* Be attending block release training at The Gordon TAFE of up to four weeks duration or be on work placement.
	+ - * Submit a *Short-term Accommodation Application Agreement* prior to arrival of the first stay. For any applicant under 18 years, this must be co-signed by a parent/guardian.
* Sign the Key Receipt form and participate in an onsite induction upon arrival.
* Agree to all terms outlined in the Licence Agreement and Student Residence Handbook.

**4.6 Summer Stay**

To be eligible to stay over summer vacation, students must complete and return to the Residence Manager a Summer Stay Form and Re-application form prior to the end of November. Eligibility to stay over Summer vacation will be subject to availability rent record and behaviour.

### Responsibilities

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| **Position** | **Responsibility / Governance** |
| Heads of Centre | For approving the application and eligibility criteria consistent with The Gordon’s principles of access and equity. |
| Wellbeing & Inclusion Coordinator | For establishing the application and eligibility criteria consistent with The Gordon’s principles of access and equity. |
| Residence Manager | For facilitating a fair and equitable application and re-application process and are responsible for student’s awareness and adherence to the Residential obligations and disciplinary processes and relevant Gordon processes and policies. |

### Definitions

There are no definitions arising under this Policy.

### Key Aligned Internal Documents

Refer to the [*Operational Management System (OMS)*](https://webapps.gordontafe.edu.au/masterdocumentlist/default.aspx) for copies of all policies, procedures and supporting documents.

*Student Residence Handbook SS RD 04.01
Application for Admission to the Student Residence Form SS FO 04.01
Short-term Accommodation Application Agreement SS FO 04.02
Student Residence Licence Agreement SS FO 04.03
Student Misconduct Management Procedure QA PR 11
The Student Code of Conduct QA RD 11.01
Complaints and Appeals Policy QA PO 10*

*Action Form QA FO 05.01*

*Critical Incident Management RISK PR 06*

*Child Safe Standards / Statement of Commitment RISK RD 15.02*

*Alcohol and Other Drugs Policy RISK PO 17*

### Key Aligned Legislation / Documents

*Occupational Health and Safety Act 2004 (Vic)*

[*Occupational Health and Safety Regulations 2017*](https://www.legislation.vic.gov.au/in-force/statutory-rules/occupational-health-and-safety-regulations-2017/012) *(Vic)*

[*Child Safe Standards*](https://providers.dffh.vic.gov.au/child-safe-standards)

### Review and Approval

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| --- | --- |
| **Business Process Owner** | Head of Student Success |
| **Endorsed by (if applicable)** | Not applicable | **Endorsed Date** |  |
| **Approved by (if applicable)** | Board of Studies | **Approved Date** | 4 December 2023 |
| **Review schedule** | This policy will be reviewed every 3 years (or earlier as required) |
| **Date of next review** | 4 December 2026 |

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| **Minor Structure changes outside of Review schedule** |  |  |