



# Selwyn College

Te Maru Pūmanawa



Members' Handbook

2024



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# From the Warden



Kia whakatōmuri te haere whakamua  
*"I walk backwards into the future with my eyes fixed on the past".*

*Tena koutou katoa. Ko Luke McClelland tōku ingoa, ko au te tautiaki o Te Maru Pūmanawa.  
Nau mai haere mai*

Congratulations on your membership at Selwyn College. Selwyn is much more than simply a place to live; it is a vibrant community with a rich culture and established traditions. More importantly, it is your home for this year, as it has been to many thousands of young people before you, since its beginnings in 1893. Students come here to learn, develop and enjoy each other's company in this friendly and enriching community. You have joined a proud College with a rich heritage.

Selwyn College is a true community of scholars. We aim to produce well-rounded leaders of the future committed to making a disproportionate difference for the world. Our strengths lie in traditions of hard work and high achievement, balanced with good fun and strong friendships. All this generates a deep loyalty to the College amongst former residents and alumni.

This Handbook will guide you through the practicalities of life here at Selwyn College. It contains information about everyday matters, the expectations and requirements of you as a Selwyn College resident and the numerous sources of help available to you. Please read it before you arrive in February and we look forward to having you join Te Maru Pūmanawa in 2024.



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# About the College

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As the first college established at New Zealand's oldest university, Selwyn College has a unique and rich heritage with cherished traditions that go back many generations. In becoming a member of the Selwyn College community you will be living with over 200 students with diverse backgrounds, from across New Zealand and overseas. This diversity will contribute enormously to your experience and education while in Dunedin. Living in the Selwyn community will allow you to enjoy its culture while developing your character as a person and friendships that are not so easily achieved by those living at home or independently.

Selwyn strives to be a self-managing community, where young people shoulder responsibility, look out for each other and strive to realise their potential. Our Christian heritage provides our core values, which include honesty, simplicity, respect and concern for others. In line with this, we expect that all members of our college community, and its guests, are treated with respect and courtesy at all times.

## Ownership

Selwyn College is owned by the Anglican Diocese of Dunedin and holds a Statute of Affiliation with the University of Otago. The Selwyn College Board of Governors is appointed by the Anglican Diocese of Dunedin and is responsible for the overall governance and board-level policy/planning for the College. The Warden of Selwyn College reports to the Board.

### Board of Governors:

Bishop ( <i>ex officio</i> )	The Right Rev'd Dr Steven Benford
Clergy	The Rev'd Canon Michael Wallace (College Chaplain) The Rev'd Brian Kilkelly
Lay Members	Ms Anne Stevens KC (Board Chair) Dr Penny Field
Specialist	Mr Logan Anderson Dr Lance Lawler The Very Rev'd Dr Tony Curtis
Alumni	Mr William Mohammed
College Warden ( <i>ex officio</i> )	Mr Luke McClelland
Student Representative ( <i>ex officio</i> )	Leo Malcolm

## Education Code of Practice 2021

Selwyn College provides services consistent with the Education (Pastoral Care of Tertiary and International Learners) Code of Practice.

<https://www.education.govt.nz/further-education/information-for-tertiary-students/code-of-practice-pastoral-care-domestic-tertiary/>

# A Brief History



Selwyn College was opened in 1893 and named after the pioneer Bishop of New Zealand, George Augustus Selwyn (1809 -1878). The first Anglican Bishop of Dunedin, Samuel Tarratt Nevill (1837-1921) was interested in establishing a theological college to produce local clergy. On the passing of Bishop Selwyn, Bishop Nevill decided that a College in New Zealand was the proper memorial to the country's first Bishop.

On 31 October 1891, the foundation stone of the College was laid and on 25 January 1893 Selwyn College was opened as both a theological College and the first Hall of Residence for the University of Otago. The College began with five theological students and one medical student. Over the decades additions were made to the College and its cohort became more diverse. Women were first admitted to the College in 1983 and now make up at least 60% of the College cohort which has since grown to over 200.

The Whitehead Building forms the front of the College through which all residents and guests are welcomed. Part of this building dates back to the 1890s with much of the remainder from 1930.

The latter part includes our impressive Dining Hall (also known as Brothers Hall), which was given as a memorial to John and George Massey of Invercargill who died in World War One. The College Quad is a focal point for student activity and is notable for the large pear tree which has been there since before the College was built in 1893.

Sargood Hall was completed in 1950, with Nevill House added in 1973, and Woodthorpe House in 1993. In 1994, the 'Old Library', renamed Richardson House, which dates from the late 19th century, was extensively renovated. A new wing was added in 1998.

A number of buildings on the Dundas Street side of the Selwyn campus have been purchased by the College over recent decades. The Whitehead building was fully refurbished and seismically strengthened in 2013. Selwyn has aspirations for future redevelopment, including a new and larger dining room. As part of this plan, a new building housing 14 residents was added to our college campus in 2022.

Selwyn numbers among its alumni prominent leaders in business, science, medicine, law, the judiciary and other professions. One of the most notable members of our alumni is the late Lord Porritt, physician to the Queen, Olympic medalist and Governor-General of N.Z.

Further detail can be sourced from: Hargreaves, R. (1993) "Selwyn College's First Century: A History by Ray Hargreaves & List of Residents 1893-1992". McIndoe Ltd: Dunedin.



# Staff



**Luke McClelland** – Warden – is responsible to the Selwyn College Board of Governors for the overall management of the College and the welfare of its students. Luke lives onsite with his wife Esther in the Lodge at the centre of the College.

Phone 021 418 809 or email: [warden@selwyn.ac.nz](mailto:warden@selwyn.ac.nz)

**Tautaiolefue Brad Watson** – Deputy Warden – is responsible to the Warden and oversees operational matters in the evening. The Deputy Warden facilitates the Welfare Team, Student Welfare and academics.

Phone 021 930 189 or email [deputywarden@selwyn.ac.nz](mailto:deputywarden@selwyn.ac.nz)



**Karun Rawat** – Assistant Warden – is responsible to the Warden and works alongside the Warden and Deputy Warden with an overall aim of ensuring student wellbeing, great college events and academic success.

Phone 021 279 1833 or email [assistantwarden@selwyn.ac.nz](mailto:assistantwarden@selwyn.ac.nz)

**Jane Dawson** – Administrator – handles all residents' accounts and the allocation of scholarship funds. The office is the first point of contact for residents, parents and all visitors to the College. The office is open weekdays from 9am–4pm.

Phone (03) 477 3326, ext 1 or email [admin@selwyn.ac.nz](mailto:admin@selwyn.ac.nz)



**Fr. Michael Wallace** – Chaplain – is the College Chaplain and Vicar of All Saints' Church. Father Michael is available to meet with students of any faith background. He and his family live in the Vicarage behind the Lodge.

Phone (03) 477 8300 or email [vicar@allsaintsdsn.org.nz](mailto:vicar@allsaintsdsn.org.nz)

**Richard Davies** – Catering Manager – is responsible for all catering operations. Queries about meals and special dietary requirements should be directed to Richard.

Phone (03) 477 8332 or email [catering@selwyn.ac.nz](mailto:catering@selwyn.ac.nz)



**Karen Bruce** – Domestic Supervisor – manages the cleaning and housekeeping team. The domestic services office is located in the Northcroft Study Centre.

Email [domestic@selwyn.ac.nz](mailto:domestic@selwyn.ac.nz)

**Pieter Bekker** – Property Maintenance Officer – is responsible for all of the maintenance and repairs at Selwyn. The workshop is located adjacent to the student laundry.

Email [property@selwyn.ac.nz](mailto:property@selwyn.ac.nz)



**Kate Twist** – Operations Manager – supports the Warden with the operational and financial management of the College.

Phone 027 245 6179 or email [operations@selwyn.ac.nz](mailto:operations@selwyn.ac.nz)



# Night Staff

Our Night Staff have oversight of the College during the evening and are rostered on until the early morning. They provide security and keep an eye on welfare issues throughout the night. After each shift they provide a report outlining any matters which need to be followed up by senior staff the following day.



# Sub-Wardens

The College employs a Sub-Warden (SW) team made up of senior tertiary students who live throughout the College. Sub-Wardens help with all things to do with College life and are here to make your transition to tertiary study a lot easier. They provide leadership, mentoring and guidance to residents of the College community and assist with student welfare and pastoral care, including your safety and well-being.



You will have a floor/building Sub-Warden with who you will interact most frequently, but you will also get to know the wider team. The team is rostered on duty in the evenings and on weekends.

# Confidentiality

As a resident, you should be aware that study, behaviour, and health matters are not confidential to individual staff members, but the staff team. You should expect that individual Sub-Wardens will share such matters with the College Management Team as necessary.

The Warden of the College has concern and responsibility for the whole College, and therefore all staff members consult with the Warden over any issues of concern. The Warden only shares personal or sensitive information on a “need to know basis” with other staff.

Staff may suggest to Residents that it would be more appropriate if some matters were shared with a professional from the Student Health Mental Health and Wellbeing team or with other outside agencies. Staff, including Sub-Wardens, will treat all Residents’ concerns and private details with respect and confidentiality. There are occasions when it may be necessary for the Warden or other members of the management team to contact or disclose information to relevant parties (e.g. parents/caregivers, health professionals, financial guarantors). This may occur when:

- We have concerns regarding the health or wellbeing of a resident.
- There is a clear or imminent danger to a resident or staff member.
- There have been serious breaches of College guidelines or policies.
- Payment of accommodation fees is in arrears.

# Your Room

Your room is your home at Selwyn College. It can be an adjustment to get used to living with so many other people. Your room is private to you; it is your personal space and your responsibility. It is expected that you will keep your room tidy throughout the year.

Although the College rooms may vary in shape, size, and configuration, each room is equipped to a comparable standard. Your bedroom will contain a bed, mattress protector, continental blanket, blanket, sheets, pillow and pillowcase, desk, chair, rubbish bin, wardrobe, drawers, bookshelf, mirror, and notice board. All these items must be stored in the room even if you choose to bring your own.

When you arrive at Selwyn College you will be given an inventory form to complete. A staff member will check your room inventory with you and any concerns must be noted on the inventory form. When you leave at the end of the year, you must leave your room in a tidy state and all inventory items must be present. Your room will be inspected within 24 hours of your departure. Any missing items or damage to your room may be charged to your account.

## What to bring?

- Items to personalise your room
- Hygiene: Toiletries, Laundry Powder
- Towels
- Personal Medication
- Warm winter clothing
- Formal clothing
- Laptop, stationary etc.
- Emergency Preparedness Kit (encouraged)
- You may also wish to bring your own linen (duvet inner, cover, sheets etc)



## What not to bring?

- Large portable speakers
- Candles or Incense
- Kitchen Appliances (including fridges)
- Heaters
- Electric Blankets or Additional Heating
- Extra Furniture
- Pets



# Decorating your room

Residents often like to personalise their room. While we encourage and support you in making your room feel like home, we expect that residents take care in doing this. For safety reasons, and to eliminate the potential for damage, no attachments or fittings are permitted in rooms (e.g., dart boards, hooks, mirrors, tacks, framed artworks).



All rooms have a notice board, residents may use pins on this and should use white tac to secure posters to their walls. Please do not use tape, pins, or glue on walls as these can damage surfaces, which may then need to be repainted. Please keep in mind that you should leave your room in the same condition it was in when you arrived. Residents will be charged for any damage.

## Room Allocation

Room allocation is organised prior to your arrival so there isn't any advantage in arriving first! You will find out the location of your room on arrival at the start of the year - not before. Residents' room allocation ensures a degree of diversity across the College. Living with new people may sometimes be difficult and staff will work with you to make your transition to college life as easy as possible. If you have any concerns or need any assistance in adjusting to life in the College, please talk with a staff member.

Room changes are only permitted in exceptional circumstances and with the permission of the Warden of the College. The College reserves the right to change allocations during the year in consultation.

## Keys

You will be issued with a room key and silkey at the beginning of the year, which should be returned at the end of the year. Lost keys or silkeys will incur a replacement charge of \$75 for the keys and \$20 for silkeys.

## Room Checks

If a staff member has serious concerns about your wellbeing and safety or that of other individuals likely to be in your bedroom, a welfare check will be done whereby a staff member will visit and enter your room. Authorised staff members have the right of entry to rooms for cleaning and maintenance, disciplinary matters, suspected breaches of rules, health and safety concerns, or emergencies. Staff will announce themselves prior to entering.

Routine checks are also carried out periodically during the year to ensure that bedrooms are being maintained and that health and safety requirements are being met. In these cases, at least 24 hours notice will be given before the room is entered where practical. A request for maintenance to a resident's room, either logged on the Portal or given verbally to a staff member, implies that the resident is aware that their room will be entered by College staff or contractors as soon as is practicable. Where maintenance requirements are noticed by someone other than the Resident and staff are needing to enter that room they will give notice in advance where practicable and announce themselves prior to entering.

# Room Cleaning and Linen

Rooms should be kept tidy and will be entered at least once weekly to vacuum and/or empty your rubbish bin. You will be advised by your Sub-Warden which day of the week your room will be serviced.

Please help the Domestic Staff by removing belongings from the floor for vacuuming and clearing the desk and window ledges for dusting – their role is to clean, not to tidy.

If you ignore requests to do so, when necessary, the matter will be referred to senior management. You may incur a charge at the end of the year if your room has been deemed to require an intensive clean.

**Fresh linen is available  
for exchange weekly  
from the Domestic  
Services Office:**

**Monday to Friday 9am-  
3pm**

# Electrical Appliances

Because of regulations and the fire risk posed, no additional kitchen jugs, toasters, sandwich presses, electric frying pans, heaters, electric blankets, or other such electrical appliances are permitted in your room or floor kitchen. If you require an electric blanket for medical reasons, please supply a medical certificate.

It is strongly encouraged that all your electrical appliances are checked and registered as safe by a certified electrical contractor. Appliances are considered any items that are plugged into a wall outlet. Technicians will be available at the College early in the year to test your appliances at no cost. Please avail yourself of this service.

# Maintenance

During the year, please let us know quickly if any repairs are needed so they can be fixed as soon as possible. If your room or floor needs something fixed, file a maintenance request through the student portal under '*Repairs and Maintenance*'. By sending a request you understand and agree for someone to attend your bedroom/area of the building to begin remedying the issue in a timely manner. You are responsible for any deliberate or avoidable damage to your room whether this damage was caused by you or by your guests.

# Responsibility for Damage

Each resident is responsible for their room and its contents. Apart from normal wear and tear, any damage will be charged to the resident concerned. Any loss, breakage or theft must be reported to management, or on-duty staff member, as soon as possible. Any damage deemed to have been caused by unacceptable behaviour, intentional or otherwise, will be charged to the resident(s) responsible and must be paid promptly.

Damage not attributable to an individual may be charged to all residents on that floor, or to bonds. The cost of repairing damage to common areas will be charged against the bonds of all students. Malicious or intentional damage will be charged immediately to the person/s responsible and NOT deducted from the bond. Payment is to be made promptly.

# Electrical Fittings

Please do not tamper with electrical fittings, particularly with the timers on the bedrooms heaters. This is a health & safety issue, and any interfering may result in a disciplinary consequence.



# Room Security & Insurance

Entrances to the main buildings (WH,SG,RH,N) will be unlocked from 7am-9pm. Entrances to other residential buildings will be unlocked from 9am-5pm. Residents will be provided with a 'silkey' for entrance into buildings outside these times as well as a unique bedroom key. If you lose your keys you must report it immediately as the silkey will be de-activated for security reasons.

We recommend that your bedroom door is locked when you are out and when you are asleep. Residents are not to enter the bedroom of another resident without their express permission. Under no circumstances should you lend your keys to other people or give entry to non-residents.

Please be aware that your personal belongings are kept in the College at your own risk. You are responsible for the contents of your room; the College will not accept responsibility for loss or damage due to theft or accident. Residents are strongly advised to ensure that their possessions are adequately covered by an all-risk insurance policy.

# Fire Safety Equipment

All bedrooms are fitted with smoke alarms. For fire safety reasons additional kitchen appliances, dehumidifiers, heaters or electric blankets or any other homeware appliances are not permitted within Selwyn College. For the same reason candles, incense, burners, or any other item that has or requires a naked flame are not be used within any College bedroom, common space, or corridor. The use of hairdryers, hair straighteners, and any other electrical equipment should be sensible. Be aware that excessive use of aerosol sprays could set off the alarms; use in bathrooms is encouraged. The smoke alarm sensors are sensitive for your protection in the event of a fire.

Fire regulations require hallways and shared spaces to be kept clear. Bedroom smoke-stop doors (Whitehead) and those in corridors and stair landings (with the exceptions being Sargood and Whitehead) must be kept closed at all times in accordance with FENZ regulations.

Covering smoke detectors or sprinkler heads, tampering with the detection system, misuse of fire exit doors, misuse of fire extinguishers, or misuse of any other fire safety related equipment are all breaches of Fire and Emergency NZ regulations. This will be treated as serious misconduct by the College, with the considerable costs of certification and testing incurred to restate this equipment charged to those resident's involved.

Obstruction of fire safety equipment is dangerous and can result in damage and/or false alarms. False alarms form the bulk of Fire and Emergency Service callouts. There may be a cost for false alarm callouts and this may be charged to the Resident, whether malicious or accidental.

# Emergency Preparedness Kit

For emergency preparedness, it is strongly recommended that you have a small personal emergency kit (grab bag) that is kept in your room as per the following recommendations: emergency contact details (a written copy as well as next of kin listed on your cell phone), torch and spare batteries, strong outdoor shoes, supply of personal medications, hand gel or antiseptic wipes, survival blanket, a bottle of water and muesli bars or similar energy food. Additional extras that would be useful include personal toiletry items, small plastic bags, a whistle and light sticks and copies of important documents.

## Pets

Pets (including fish) may not be kept by Residents, nor may they be housed, encouraged, or taken into buildings.

## Weapons

Firearms, archery equipment, spearfishing guns, weapons and replica weapons including (but not limited to) knives and swords may not be kept, stored, or used at the College under any circumstances. This includes any type of air rifle, including BB guns and spear/snap guns. Any Resident (or guest) who brings any item deemed by the Warden to fall under this category will be required to relinquish the item for the duration of residence, or to permanently remove the item from College property.

The Proctor's Office has a Police approved firearm storage facility. This is for "A" category firearms only. Firearms must be personally brought into the Campus Watch office for storage. Students are required to produce their firearms license when dropping off or uplifting their firearms. There is no cost for this service and students can uplift their stored firearms 24/7, provided 24-hour prior notification is received - [Website for more info](#).



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# College Life

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Selwyn College is a vibrant and energetic learning community characterised by respect, responsibility, and opportunity. We want all residents to enjoy their living experience at Selwyn while rising to meet their own, and others, high expectations at University. Selwyn was built on a Christian ethos and your commitment will show in your willingness to uphold these values and our reputation.

All residents are likely to go through a period of adjustment to adapt to College life. This is an important part of the College experience, and you will achieve significant personal growth through embracing this time enthusiastically and with an open mind. Often the largest adjustment to make is learning that your behaviour has an impact on those living around you.

As an adult, and member of the College community, we expect you to recognise that boundaries and policies are essential for the operation of the College. It is also expected that you willingly accept these boundaries and treat both the people in the College community and the building with respect. Being a responsible resident implies making good decisions and managing yourself and your life effectively. The opportunity to learn about life, yourself and others is there for the taking.

Four principles that underpin our expectations of behaviour. Residents are expected to:

- Take responsibility for their own behaviour and their own health and safety.
- Be aware of the impact of their behaviour on the health and safety of others.
- Engage in behaviours that add to the residential experience of others and refrain from behaviours that adversely impact the residential experience of others.
- Show respect and courtesy at all times whilst within and associated with the College.

## University of Otago Policies

As Selwyn College will be home to you and your fellow Residents for the year, we expect that you will recognise and understand that you are bound by: our policies; the [University of Otago Ethical Behaviour Policy](#), the [University of Otago Sexual Misconduct Policy](#), the [University of Otago Code of Student Conduct](#) and the [Student Charter](#). Please be sure to also read and understand these documents.

If a resident's behaviour is bothering others, then that resident is expected to respond affirmatively to requests from staff and fellow residents.

## Diversity

Selwyn College offers a safe and friendly environment with an inclusive community. We make a point of maintaining a positive, industrious, cooperative atmosphere. Discrimination against any other human being because of age, physical disability, national origin, sexual orientation, race, gender or religious affiliation is not tolerated within our diverse community. Verbal or written abuse, abuse by imagery, threat, intimidation, violence or other forms of harassment against any member of our community will not be accepted.

# Returners & Ex-Residents

Returning to Selwyn College is a cherished tradition steeped in history and bursting with opportunities. Second-year residents are a vital component of our College Community, actively contributing to its vitality and playing an important role in shaping the experiences of the next generation of residents.

For those enthusiastic about deepening their involvement and further enhancing the 'Selwyn Experience', there is the opportunity to take on some leadership responsibilities as a Community Scholar or as a member of the elected Selwyn College Student Committee. In these roles, returning residents collaborate closely with sub-wardens and dedicated college staff to curate the vibrant student life at Selwyn. This includes helping organise events such as the Cameron Shield and Nevill Cup with Knox College, the exchange program with College House, and the college's social calendar.

Additionally, Selwyn College maintains a close relationship with our ex-residents (also known as Exies). Many Exies continue to be involved with college life in varying capacities whilst still a student at the University of Otago. For some that is through casual employment as a tutor or in the catering team. For others, this may include being part of a college resident-led initiative. Many will choose to be involved in coaching various sporting teams and cultural events in preparation for the Cameron Shield and Nevill Cup with Knox College and the exchange with College House.

## Events & Activities

At Selwyn, there is a large team of people working away to make sure that your experience is the best it can be. Throughout the year you can look forward to a wide variety of events and activities from those that have their roots in the history and tradition of the College, to some that are more modern in origin. You can expect formal dinners, theme dinners, a ball and ski trip. You can also expect more casual activities organised throughout the year that allow you to meet and get to know as many of your fellow Selwyn College residents as possible. We encourage you to get involved as much as possible during your time at the College.

## Church Services

Throughout the academic year, there are a small number of services held to mark events of special significance to the College. These include the College Commencement Service, ANZAC Service, Mid-Winter/Matariki Service, and the Valedictory Service. These services form part of Selwyn's heritage and longstanding traditions. As a privileged member of the Selwyn community, attendance is strongly encouraged.



# Communication

As a student, you will have a lot of information being sent to you from the University and us. We use a variety of methods to pass on information that you need to know, including:

- Personal communication
- This Handbook
- Selwyn College Facebook page
- Facebook Messenger
- Email or Text
- Posters and Notices
- Noticeboards
- College Meetings



# Student Portal

You can access this by logging into the Selwyn College website and clicking on the 'Student Portal' tab. You would have been allocated a login during your application process. The Student Portal is available for Residents to issue maintenance requests, late dinners, and payment of fees. Any issues with the Student Portal please check in with staff at the main office.

# Noise

Residents must always respect their neighbour's right to sleep or study. Noise from others in your building while you are trying to sleep or study, is probably the most common cause of annoyance within a residential college. Please be considerate of others and act upon request to moderate noise levels from your room.

**Within the bedroom areas, we expect that noise will be limited during the day and be quiet by 10pm Sun-Fri and 11pm Saturday.** This also includes minimising noise if you return to your room late at night.

Large portable speakers, subwoofers and floor speakers are **NOT** permitted at the College. Where a resident has not complied with the above requirement, they will be given the opportunity to relocate the equipment off-site in the first instance. Otherwise, equipment will be removed and placed in storage for the remainder of the year.

If you wish to use any device (television, computer etc) please keep the volume at a level that does not disturb others. This means that you should not be able to hear anything from outside your bedroom. Using headphones late at night is recommended.



# Guests

As a host of a visitor or overnight guest, you are responsible and accountable for their behaviour. On inviting a visitor/guest to the College, both you and your guest must be aware of the College policies and guidelines. All visitors/guests must adhere to any guidelines that have been set out by college staff at any time. Residents who invite guests take responsibility for themselves and their actions while at Selwyn College.

**Day Visitors** - are welcome to the College after breakfast until 9:30pm each evening by invitation of a current resident. They should be accompanied by a resident at all times. There is a visitor sign in app at reception. For Health and Safety purposes we ask that any guest to our site sign in via this app.

**Overnight Guests** - are welcome to stay in your bedroom free of charge if you have completed a Guest Accommodation form, 48 hours before your guest is due to arrive. The completed form must be approved by the Assistant Warden or Deputy Warden prior to the guest arriving on site. While we do not charge guest for their stay, they are required to pay for any meals. This is at a rate of \$2 for breakfast and \$10 for Lunch, Brunch or Dinner.

Residents may only have one overnight guest at any time for up to 3 nights in a 7-day period. Stays within the College longer than this may be approved under special circumstances; however, this **MUST** be directly approved by the Warden, Deputy Warden or Assistant Warden.

On arrival, guests must sign into the 'Guest Register' located in the Foyer. A mattress may be obtained by the on-duty Sub-Warden member at the time of the guests arrival. As a courtesy, and for safety concerns, please introduce your guest to members of the welfare team and senior staff.

## Guest Free Periods

At the start of the year, we are getting to know our residents and they are getting to know each other. This is an important time for residents as they settle into life at Selwyn College. For this reason, non-residents are not permitted to stay during Orientation Week or the week following.

There are other periods of the year when overnight guests will not be permitted to stay at Selwyn College. These dates include, but are not limited to:

- First and Second Semester Examination Periods
- St Patrick's Day and the day(s) prior/following
- Hyde Street and Agnew Street Party Weekends
- First Week of Semester Two
- Any other dates at the Warden's discretion

It is recommended that you consult with a member of staff before confirming a guest's travel as arrangements made prior to notification of the ban will not be considered as an exception. We reserve the right to ask any visitor or guest to leave Selwyn College as and when necessary.



# Absences & Leaving Dates



If you intend to be away from the College for more than one night, you are required to "sign out" in the register held in the main Foyer and leave your key with the Administrator. On return to the College, you are required to sign back in and college your key. Please also inform your friends and Sub-Warden of your plans. This information is essential for ensuring we can contact you should it be required in the case of an emergency.

All residents are required to provide their leaving and returning dates for:

- Mid-Semester Breaks (Easter and August/September),
- Mid-Year Break (June/July), and
- Departure at the end of Semester Two.

These dates will be collected via the Student Portal. Residents have **48 hours** to leave after their final examination in Semester Two. In the case that this is not possible and you require an extension you must apply to the Deputy Warden.



# Welfare & Spiritual Needs

When we think of success in a University setting, we often think of academic success alone, without pondering the individual life success stories that help lay the groundwork for wider academic success. We challenge our residents to actively pursue all areas of College life through the social, sporting and cultural events provided.

College staff are available for onsite support 24 hours a day through our Sub-Warden team and senior staff who are trained in pastoral care. Guidance, individual check-ins, and tools for successful living are provided. Great emphasis is placed on providing a safe, inclusive, and transparent environment where students have ready access to information and guidance on their rights and responsibilities.

## All Saints' Parish

All Saints' Church forms one side of the quadrangle and we have had a close association with the parish since the founding of the College. All Saints' Church functions as our College Chapel, College services take place there and the Vicar of All Saint' is the College Chaplain.

All Saints' Church is open all day, every day. Please feel free to use the church for prayer, contemplation or to light a candle. You are welcome there if ever you require some personal space or want to be by yourself. For parish activities, study groups and other information please ask the chaplain or visit [www.allsaintsdsn.org.nz](http://www.allsaintsdsn.org.nz).

Some Residents are active in All Saint's parish too. The Selwyn College Choral Scholars play an important role in All Saints' community and the Church and College share a Director of Music.

Wednesday Service:

- 5:30pm

Sunday Services:

- 8am - Mass
- 10:30am - High Mass with Choir
- 8pm - Taize Chant



## Illness

If you are unwell, please let us know so that we can care for you, assist in arranging medical appointments and organise for appropriate food to be delivered to your room if required. We also ask that you keep an eye on others in your building and that you notify us if someone else is unwell or if you have concerns about another student. The Selwyn College Duty Phone (Batman) can be contacted 24/7 on 021 368 322.

We encourage residents to inform staff if feeling unwell with COVID-19 symptoms and/or if they have had a COVID-19 test. Residents can contact Healthline (0800 611 116) and should follow medical advice given. If choosing to isolate, a staff member will deliver meals and check on residents. Relevant information will be provided to residents at the time, as will the necessary pastoral care and support.

# Student Health

The University Student Health Centre is on the corner of Walsh and Albany Streets (across the road from the Otago Museum) and provides a comprehensive health service for Residents enrolled at the University of Otago from Monday-Friday from 8:30am to 8:30pm (Wed 9:45am-8:30pm). To contact the Health Centre, phone 0800 479 821. Residents are encouraged to apply for a Community Services Card to reduce the cost of Health Services. There is also an After-Hours Doctor in Dunedin (03 479 2900).



## Existing Health Conditions

To enable Selwyn College to provide the best possible pastoral care and support we ask that you advise us of any pre-existing conditions (medical, mental health etc.). We send a pre-arrival questionnaire to you in advance asking for additional information, please fill this in. Your information will be confidential, and we will be discreet about how we help you deal with your condition.

## Concern for Others

There are times where you might be worried or concerned about a fellow resident, friend, or community member. We encourage you to start a conversation. You don't need to be an expert to reach out – just a good friend and a great listener. Start a conversation with these four steps\*:

1. Ask 'R U OK'?
2. Listen
3. Encourage Action
4. Check-In

\*Taken from <https://ruok.org.au>

We encourage you to contact any staff member if you are worried about anyone or you have not seen someone for a while. You can do this by:

- Speaking to the on-duty staff member
- Calling "Batman" (our 24/7 Duty Number) 021 368 322
- Speaking to the staff member at reception
- Speaking to any staff member
- Emailing/Messaging a senior staff member or Sub-Warden

## Vaccinations (including COVID-19)

Selwyn College is determined that our Residents be kept safe and well, and able to enjoy their time within our community to the full. The College strongly encourages that all residents are fully vaccinated as per recommendations by the Ministry of Health. This includes diseases, such as COVID-19, Meningitis, MMR and Influenza, as appropriate for community living.

This can be done with your GP at home prior to arrival. Alternatively Student Health Services are also available once you have arrived in Dunedin. There will be vaccination clinics held by Student Health throughout the year. The College will pass on details regarding these as we are notified.

Please find more information through [Student Health](#).

# Support Services

There are a wide variety of support services available to you during your time at Selwyn and the University of Otago. You should always feel free to approach your Sub-Warden or the Assistant Warden, Deputy Warden or Warden but the services below are also available. Sometimes College staff will refer you on to, or encourage you to go to, one of the services below.

Ask Otago  
0800 80 80 90  
(03) 479 7000  
<https://ask.otago.ac.nz/>

Campus Watch  
0800 479 5000  
(03) 479 5000  
[www.otago.ac.nz/proctor/campuswatch](http://www.otago.ac.nz/proctor/campuswatch)

Career Development  
Centre  
(03) 479 8244  
[www.otago.ac.nz/careers](http://www.otago.ac.nz/careers)

Chaplains  
(03) 479 8497  
[www.otago.ac.nz/chaplain](http://www.otago.ac.nz/chaplain)

Disability Information  
and Support  
(03) 479 8235  
[www.otago.ac.nz/disabilities](http://www.otago.ac.nz/disabilities)

Dunedin Urgent Doctor  
and Accident Centre  
(03) 479 2900  
[www.dunedinurgentdoctors.co.nz/](http://www.dunedinurgentdoctors.co.nz/)

Healthline  
0800 611 116

International Office  
03 479 7000  
[www.otago.ac.nz/international](http://www.otago.ac.nz/international)

Lifeline Aotearoa  
0800 54 33 54  
Text 4357  
[www.lifeline.org.nz](http://www.lifeline.org.nz)

OCASA  
(03) 474 1592  
[www.ocasa.org.nz](http://www.ocasa.org.nz)

OUSA - Support  
0800 12 10 23  
[www.ousa.org.nz](http://www.ousa.org.nz)

OUSA Clubs & Socs  
(03) 479 5960  
<https://www.ousa.org.nz/clubsandsocs>

Pacific Island Centre  
(03) 479 8278  
[www.otago.ac.nz/pacific](http://www.otago.ac.nz/pacific)

Suicide Crisis Helpline  
0508 82 88 65

Student Health  
0800 479 8212  
(03) 479 8212  
[www.otago.ac.nz/studenthealth](http://www.otago.ac.nz/studenthealth)

Student Learning  
Development  
(03) 479 8801  
[www.otago.ac.nz/hedc/students](http://www.otago.ac.nz/hedc/students)

Te Huka Mātauraka  
(Maori Centre)  
(03) 479 8490  
[www.otago.ac.nz/maori-centre](http://www.otago.ac.nz/maori-centre)

Te Whare Tāwharau  
Sexual Violence Support  
and Prevention Centre  
0800 479 379  
(03) 479 3790  
[www.otago.ac.nz/te-whare-tawharau/](http://www.otago.ac.nz/te-whare-tawharau/)

UniPol/Recreation Services  
(03) 479 5888  
[www.otago.ac.nz/recreation](http://www.otago.ac.nz/recreation)

1737  
Text or Call 173  
[1737.org.nz](http://1737.org.nz)

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# Academic Support

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Academically, Selwyn College will provide you with effective support, particularly through its tutorial programme. Make the best of it – and everything else that is on offer to you here over the next year; if you do, you'll achieve your goals, accomplish great things and enjoy an unforgettable year.

Early in Semester Two, the College holds an 'Academic Formal Dinner' to acknowledge Semester One academic achievement. Those who receive a high average GPA are invited to a pre-dinner event. As a further encouragement to academic success, awards are given out at the dinner to acknowledge those residents with the top mark in each of the four academic divisions – Humanities, Commerce, Science and Health Science.

## Support

The senior college leadership team monitor the academic progress of each resident. They conduct interviews with residents throughout the year, as needed, to discuss academic results and progress. They are available for academic consultations to support your transition to tertiary-level study. Please contact them should you wish to discuss any academic challenges or questions.

## Tutorials

Tutorials constitute the backbone of academic support at Selwyn and complement University-run classes. They are available in a number of subjects and we will attempt to meet any demand/requests for special help or assistance. Tutors are employed for specific papers and are usually senior or postgraduate students. The Deputy Warden and Assistant Warden are responsible for employing tutors and any concerns about a tutorial should be directed to them. Information relating to tutorials and other academic matters is typically posted on the College's Facebook page and in the Study Centre.

## The Study Centre

The Northcroft Study Centre is available as a quiet study space 24 hours a day. With four different spaces within, 'The Stud' is where the College's tutorial programme is held as well as being a great place to set up with the books for a bit of personal study. The Study Centre should be kept tidy at all times and it is the responsibility of Residents to keep it this way. In addition to your water bottle please only take fruit, muesli bars and similar snacks for sustenance. **NO other food is permitted** e.g. takeaways, College meals etc.

## Useful Links

- **Course Advice** – Planning in your first year sets you up for your second, third, fourth, fifth... Get one-on-one advice that's tailored to you.
- **Student Learning Development** – Provides free and confidential academic development to students studying at the UoO. Whether you are working hard to get a pass mark or seeking to gain a top result, all students can benefit from their services.
- **Disability Information and Support** – If you have a disability, impairment, injury or medical condition that affects your ability to study, Disability Information and Support can help you.
- **Career Development Centre** – Get ready for your future career with their range of career planning resources.

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# Consent & Personal Safety

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With over 210+ Residents at Selwyn and thousands of young adult students in Dunedin, relationships will be formed. These may range from casual friendships to more intimate interactions. In all relationship matters, mutual respect and consent must be followed by both parties. The strength of our community life depends on these basic rules of conduct being observed.

## Consent

All residents of the College must be very clear on the meaning of sexual consent. Complaints of sexual activity without consent will be treated as serious misconduct and investigated in line with the University of Otago Sexual Misconduct and Response Team (SMART) Policy and/or the NZ Police.

Consent must be:

- **CLEAR.** The Absence of no does not mean yes. Silence is not consent. No means no.
- **COHERENT.** People who are asleep or incapacitated by drugs or alcohol cannot give consent.
- **WILLING.** It is never given under pressure, whether that is emotional or physical manipulation or threats being used.
- **ONGOING.** If someone consents to one sexual activity, that doesn't mean consent to all activities.

As a collegiate community, you are also responsible for each other. Please look after your friends and be proactive in supporting anyone who is in potential danger or harm. You may find these of use for further information about consent:

- <https://www.youtube.com/watch?v=oQbei5JGiT8>
- <https://www.toah.nnest.org.nz> (Male Survivors)
- <https://thewalrus.ca/what-consent-means-in-the-age-of-metoo>
- <https://www.theglobeandmail.com/opinion/metoo-young-men-and-consent/article37341952>

## Reporting

Sexual misconduct takes many forms, including unwelcome sexual advances, requests for sexual favours, making somebody the subject of sexual innuendo and other unwelcome verbal or physical conduct of a sexual nature. No College resident should be made to feel unsafe or physically demeaned or threatened.

The University of Otago's sexual violence support and prevention centre is called Te Whare Tāwharau. They offer free, confidential support for any student who needs assistance and are available for walk-ins and phone support - <https://www.otago.ac.nz/te-whare-tawharau>

If you experience an encounter or incident that has affected you, leaving you feeling unsafe or uncertain of your options for support, we strongly encourage you to seek assistance. You can approach any member of College staff who will treat you with respect and care. In addition to the Deputy Warden and/or Warden, various support services and processes are available to you, which can be shared and discussed with you.

# Support



Other support agencies that you may also wish to contact include:

- NZ Police: 111
- OUSA: 03 479 5332
- Student Health: 0800 479 821
- Healthline: 0800 611 116
- OCASA Dunedin: 03 474 1592
- Male Survivors Otago: 03 425 8018
- Youthline: 03 477 2461

## Harmful Digital Communications

Under the Harmful Digital Communications Act 2015 it is illegal to make a visual recording, on any device, of another person without their knowledge or consent, where the recording shows them naked or partially naked or involved in any activity (e.g., showering or toileting) that involves dressing or undressing. These are known as intimate visual recordings and are illegal even if they are not shown to other people or shared on social media. Any allegation that a resident has made an intimate recording of another resident (or any other person) is likely to be treated as serious misconduct and if proven may result in termination of the resident's contract.

## Cyber Safety

Residents are expected to comply with University of Otago guidelines regarding internet and communications usage as outlined in the Information and Communications Technology Regulations available on the University of Otago website. Residents are also required to comply with the University's Student Code of Conduct which states that students have the right to be safe and free from harm or intimidation in their interactions with others, including interactions via electronic media.

## Harassment, Bullying & Anti-Social Behaviour

The Selwyn College community aspires to be an inclusive community where all members have the right to study and live in an environment that is free from any form of anti-social or malicious behaviour.

Bullying is any repeated unreasonable behaviour that is directed toward a person or a group of people, that can lead to physical or psychological harm. This includes cyberbullying. We will not accept any form of behaviour that harms, causes concern or violates a person's dignity through bullying, harassment, abuse, coercion, intimidation, assault or behaviour that may be deemed to be anti-social or malicious. Any proven incident of harassment may result in the offending resident being excluded from the College.

If you feel you have been subjected to any of the behaviour listed above, we recommend you take the following steps:

- Make sure you are safe
- Talk with a staff member to decide if you wish to make a complaint
- Seek advice and get support from a staff member
- Or, you can check out the other support services available at the University of Otago at: <https://www.otago.ac.nz/services>

# Dining at Selwyn

The College dining room, known as Brothers' Hall is a memorial to the late Massey brothers who died while serving in World War One. In light of this, the utmost respect is expected in this area.

- A reasonable standard of dress and behaviour is required at all times.
- No hats are permitted.
- Footwear must be worn by anyone entering the dining room, i.e. no socks or bare feet.
- Bags and coats are left outside.
- Sleepwear, Oodies etc are permitted at Breakfast/Sunday Brunch ONLY.
- Residents who have been playing sports, such as rugby or football are to shower and clean up before entering. Dirty sports gear is not acceptable

## Formal Dinner Attire

Throughout the year the College has several dinners where formal dress is required. If you have any questions, ask your sub-warden.

- **For men**, this means a collared shirt, suit-type jacket, smart pants and shoes (not sneakers).
- **For women**, this means your choice of dress, skirt or trousers with appropriate blouse or shirt and formal shoes.



## Meal Times

	<u>Monday - Friday</u>	<u>Saturday</u>	<u>Sunday</u>
Breakfast	6:00am - 10:00am	7:00am - 10:00am	7:00am - 10:00am
Lunch	12:30pm - 1:15pm	12:30pm - 1:15pm	10:30pm - 12:30pm (Brunch)
Dinner	5:30pm - 6:30pm	5:30pm - 6:15pm	5:30pm - 6:15pm

## Meals

Three meals a day are served in the dining room. Residents may help themselves to a variety of cereals, bread, condiments, fruit, yoghurts, hot and cold beverages at breakfast. At lunchtime, a main option is available as well as a variety of salads, bread, condiments, and fresh fruit. At the evening meal, there are two meat options and a vegetarian option provided on a "first-in, first-served" basis.

Seconds may be offered after 1:15pm for lunch and 6:10pm for dinner, once all residents and staff have been served. A sign will be displayed when seconds are available.



# Late Meals

Residents can order a late lunch before 11am by writing their name, meal option and dietary requirements on the whiteboard available in the kitchen. Late lunches are served between 1:30pm – 2:30pm. Late dinners can be booked via the 'Student Portal' before 3:30pm each day. This is a service for residents who have late lectures, labs or sports practices that clash with the usual dinner time. Late meals are available to pick up in the CATs kitchen.



# Packed Lunches

Packed lunches can be made in the kitchen from Monday to Friday between 7:15am – 8:30am. Where packed lunches are required on weekends that may be provided on request by discussing with weekend staff.

# Dietary Requirements

Selwyn College can provide for vegan, gluten-free and dairy-free diets however, we are not a celiac capable facility. If you have special dietary requirements you will meet with the catering manager on taking up residence. At meals times please check with serving staff to see what is organised for you. Although food will be labelled, residents remain responsible for what they eat and are expected to ask the staff if they are unsure about the contents of any food. Any special diet/food allergies must be stated in your application or to staff on arrival.

# Guests

If you would like to invite a guest for a meal please arrange and pay at the office before the meal. A guest card will be issued at the office and details placed in our system. Please present your guest card as you proceed through the serving. Guests' meals may be paid by EFTPOS at the office OR charged to the host resident's account. No unpaid guest/visitor is to be invited into the dining room during meal times.

- Breakfast: \$2
- Brunch/Lunch/Dinner: \$10

# Crockery, Cutlery & Glasses

Meals are only permitted to be eaten in Brothers Hall, CATs or The Quad (except when a late meal has been ordered). All crockery is to be returned to the Dining Room, or Kittens if the Dining Room is closed. Except when eating lunch or dinner in one of the above locations, no crockery, cutlery, or glasses are to be taken from the dining room. Residents encouraged to bring their own cup and/or bowl for use on floor kitchenettes and in the CATs kitchen.

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# Facilities & Services

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## Common Areas

At Selwyn College, we are fortunate to have a variety of shared common spaces around the grounds. As common spaces, it is expected that they are shared fairly between all members of the College community and treated with respect. **All common spaces, including floor lounges, are alcohol-free at ALL times.** On limited occasions, permission to consume alcohol in some of these areas may be granted i.e. College HOPs.

- **Catacombs** – (also known as CATs) is the main common space for the College to gather. This is the hub of College life and is a place many spend time relaxing, playing a game of billiards, chess, cards or watching a movie. CATs is open late into the evening.
- **CATs Kitchen** – (also known as Kittens) is available for use by Residents 24/7. This is where you can make toast between meals, grab a hot drink or piece of fruit to recharge when studying, and collect late lunches/dinners. It is expected that Residents keep this area tidy and clear of rubbish at all times.
- **The Shed** – is another common space available for Residents of the College to gather and hang out. With a table tennis table, sofas and tv it is a great spot for having a movie night or watching some sport.
- **The Quad** – is the central area of the College around which the rest of Selwyn has been built around. As a public space in full view of the College, it is expected that residents treat the area with respect and keep noise at a moderate level. The playing of ball games – or the throwing or kicking of any ball or frisbee-like object is not permitted in the Quad. A reasonable standard of dress is required at all times – no swimwear.
- **Tennis Court** – is located on the border of the Quad. No game other than tennis is permitted to be played on the court and ball sports are not permitted anywhere else on site. To provide a quiet environment conducive to study there are times of the year where the use of the tennis court will be limited to keep noise to a minimum i.e. Study Zone and the examination period.
- **Music Room** – is located opposite the Study Centre. Noise travels so use of the music room after dinner must be approved by staff. Any band practices are to be negotiated with staff to ensure they will not be disruptive. Consideration to others and the nearby Study Centre should be given. There are times of the year where the use of the music room will be limited further to keep noise to a minimum i.e. Study Zone and the examination period. Additionally, no instruments/speakers are to be removed from the Music Room.
- **Gym** – is located between the student laundry and Sargood. It is expected that residents use this area responsibly and tidy up after themselves wiping equipment after use. For Health and Safety reasons please ensure there is another residents with you when using the space.

## Laundry

We have various laundries around the College that are equipped with automatic washing machines and tumble driers. You will need to provide your own laundry powder and basket. Dirty sports gear should be well soaked in the tub outside before washing to avoid dirt clogging the machines. The drying room, irons, and ironing boards are in the main laundry.

# Recycling

Floor kitchens have bins for recycling. These are emptied by students on rosters arranged by the Sub-Wardens (domestic staff DO NOT remove bottles and cans from student rooms or floor kitchens).

Recycling collection bins (glass and cans) are located by the student laundry and outside Newcombe House. Cardboard recycling is located in the carpark by the gym – please ensure cardboard boxes are flattened before disposal. All bins are clearly marked for easy identification.



# Mail

Incoming mail is sorted into the pigeon holes next to the CATs Common Room. The mailing address for Selwyn College is **560 Castle Street, Dunedin, 9016**.

Outgoing Mail – Residents may leave postage-paid outgoing mail in the out-tray. This is collected daily, Monday-Friday at approx. 9:30am.

When you leave the College, please remember to change your postal and e-vision address as soon as possible and advise the office of your forwarding address. **The College address must NOT be used if you are no longer a resident.**

# Internet

WiFi is available throughout the College. Instructions will be provided at the beginning of the year to assist residents in configuring their devices to access the network.

Residents must use the network responsibly and not misuse provision of this service. Unacceptable conduct includes but is not limited to:

- Using the network in a way that hinders Selwyn College meeting its legal obligations.
- Breaching any copyright restrictions or protections.
- Destroying, dismantling, or causing disruption in any form to the network, including using the network in a way that interferes with the reasonable use by others.
- Breaching the privacy of individuals without appropriate authority or other lawful excuse.
- Bullying, harassing or victimising any other person.

Unacceptable use may be considered a breach of Selwyn College policies and regulations. Such use may also conflict with the [University of Otago Ethical Behaviour Policy](#) and the [University of Otago Code of Student Conduct](#). Any illegal behaviour may also be passed onto the New Zealand Police.

Any resident with problematic signal strength is asked to log a maintenance request on the 'Student Portal'.

# Bicycles

An open bike shed is provided for student bicycles. Please bring your own lock – the College holds no responsibility for bikes stored onsite. Any bikes left behind after students have permanently left the College will be given to charity. Returning students may make arrangements with staff.

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# College Rules & Guidelines

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We aim to have a community where residents respect themselves and each other where healthy social interactions and academic pursuits are the norm. Living away from home can take some adjustment and we are here to assist our residents to learn the benefits of taking responsibility for themselves and their actions. The expectations, guidelines, and policies we have outlined in this handbook have been developed to help everyone have a productive and safe year.

As a member of the Selwyn College community, you are expected to uphold the residential policies and to willingly assist staff in the resolution of any issues that arise.

## College Reputation

All residents are expected to uphold the reputation of the College. Actions that bring it into disrepute may lead to disciplinary measures, including suspension or exclusion. Such actions include, but are not limited to, theft and assaults, trespass and damage to property at other Colleges and inappropriate or offensive behaviour at Selwyn events, including sports matches, cultural competitions or any other related functions.

## Inappropriate Behaviour

Resident behaviour is subject to both the Selwyn College Members' Handbook and the University of Otago Code of Student Conduct. Public nudity or indecent exposure will not be tolerated in any form, nor will encouraging or breaking the law. Any form of harassment or intimidation will not be tolerated.

Safety is paramount - no person will jeopardise their fellow residents' well-being, personal, physical, or emotional safety. This includes any activities organised by Residents and/or in the name of Selwyn (e.g. sporting and cultural competitions, floor activities, ski trip etc). Any complaints received will be thoroughly investigated by both Selwyn College and the University of Otago.

No Resident will be forced to partake in any activity against their wish. This also includes any form of hazing or initiation activity (e.g. where individuals are singled out for special or humiliating treatment by being made to do something or having something done to them), physical or verbal assault, or sexual assault, harassment, anything considered degrading, shaming, hurtful, culturally or gender insensitive/racist.

Any inappropriate behaviour toward College staff is unacceptable. Disrespectful behaviour toward College staff will result in disciplinary action, which may include suspension or exclusion from the College

# Serious Misconduct



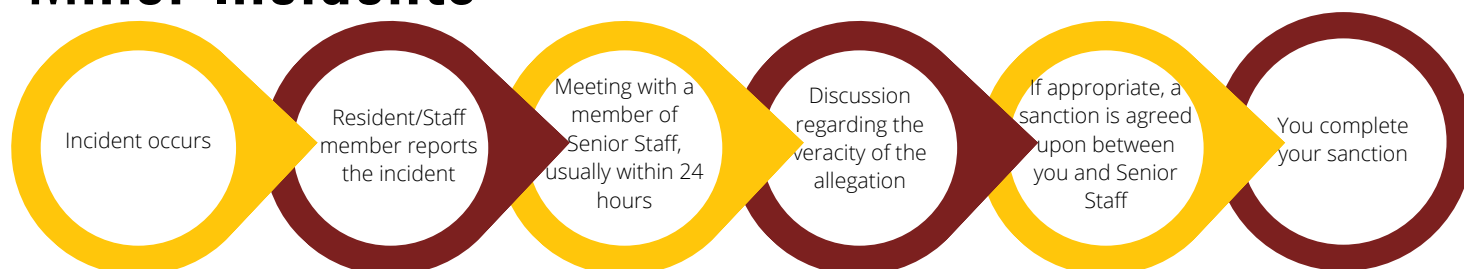
Potential serious breaches of College policies or guidelines are investigated through a thorough serious misconduct process by the Warden and/or the Board of Governors. In all instances, due process is used when dealing with Residents and an appeals process is available. Any serious misconduct investigation may result in the suspension or exclusion of the offending resident (please note: this does not limit the liability for any remaining accommodation fees).

Examples of serious misconduct include but are not limited to:

- Inappropriate Behaviour
- Physical Assault
- Sexual Misconduct
- Flouting or refusing to comply with any determined disciplinary consequence or protective measure
- Compromising the health and safety of residents by tampering with college safety features
- Willful Damage
- Repeated Minor Offences
- Any breach of NZ law

Any allegation of sexual misconduct reported or disclosed to College staff will be responded to as per the University of Otago Sexual Misconduct Policy. This may involve protective measures being agreed or imposed to address any safety concerns and any allegation being formally investigated.

# Minor Incidents



Minor incidents happen, whether it is due to a misunderstanding of the rules or having a bad night. However, **repeated breaches of College rules or expectations of behaviour may be considered as serious misconduct even if each individual incident is 'minor'**. Members of the management team have the discretion to pass down any one or a combination of disciplinary actions.

Examples of 'Minor Incidents' include, but are not limited to:

- Vaping/smoking on College premises
- Underage drinking
- Violating restrictions around alcohol
- Compromising your own, or another's health and safety
- Excessive noise
- Damage

Examples of sanctions for 'Minor Incidents' include, but are not limited to:

- Community service
- Charitable donations
- Confiscation of contraband
- Written warnings
- Monetary restitution for damages or expenses incurred
- Requirement to attend counselling or form or educational programme
- Placed on any combination of an alcohol ban, social gathering ban, guest ban or other such behavioural contract
- Moved to another room in the College
- Phone call to parent/guardian
- Referred to the Proctor's Office

# Alcohol

The sensible use of alcohol is acceptable at Selwyn College, and any departure from moderation will be regarded as unacceptable. Those residents who wish to consume alcohol are expected to drink sensibly and safely. This means that residents do not endanger themselves or other people and are at all times respectful of the needs of others. This means noise should be kept to acceptable limits at all times.

Alcohol may be consumed at Selwyn in specified areas of the College within the following timeframes:

- From 6:30pm – 9:30pm Sunday to Friday
- From 6:30pm – 10:00pm Saturday

To ensure a suitable environment is maintained within Selwyn College staff will ask residents who wish to continue to consume alcohol outside of the hours stated above to socialise somewhere away from the College. Unless special permission is given in advance from the Warden, alcohol may not be consumed in any common areas of the College including floor/building lounges, hallways, bathrooms, outside, CATs Common Room, the Shed or the Quad. Where possible please consider sustainability and the safety of yourself and others and purchase alcohol in aluminium cans.

Drinking alcohol is not permitted at public events where Selwyn College is formally represented unless otherwise approved by the Warden – e.g. Cameron Shield, Nevill Cup, Selwyn Ballet.

## Safe Practices

The Standard Drinks measure is a simple way to work out how much alcohol you are drinking. It measures the amount of pure alcohol in a drink. One standard drink equals 10 grams of pure alcohol. If you drink a 330ml can of beer or a 100ml glass of table wine you are drinking approximately 10 grams of alcohol (one standard drink), depending on the alcohol percentage. However, a 335ml bottle of RTD spirits at 8% is equivalent to 2.1 standard drinks. It is expected that residents are sensible in their use of alcohol, the storage of large quantities of alcohol is not permitted. Further advice on safe drinking will be provided at the College.

The following are not permitted within the Selwyn College Community as they are inconsistent with the expectations of sensible and safe drinking:

- Spirits, liqueurs, fortified wines & premade shots
- Crates of beer
- Cask/Goon Bags (of wine or RTDs)
- Homebrewing including beer/wine/spirit making or home brewing equipment
- Drinking games or apparatus and paraphernalia associated with drinking games and/or binge drinking. This includes, but is not limited to, 'beer pong', shot glasses, yard glasses and drinking bongs/funnels.
- Storage of alcohol vessels (full or empty) on window ledges, in view of windows or in public areas within the building.
- Courier parcels or deliveries of alcohol or other drugs to the College.

Any items found on the list above, or items being used in a manner not consistent with safe drinking practices, will be confiscated and disposed of. Residents found in possession of the above items can expect disciplinary consequences to follow. All residents present at a social gathering where these items are found will be deemed jointly responsible.

For more info about safe drinking:

- <https://www.alcohol.org.nz/help-and-support/advice/is-your-drinking-ok>
- <https://www.drinkaware.co.uk/advice/staying-safe-while-drinking/how-to-stay-safe-at-uni/>
- <https://www.hellosundaymorning.org/>

## Residents Under 18

Any resident (or guest) under the age of 18 is not permitted to carry, store, or consume alcohol within the Selwyn College community. Any Resident found to be in breach of this condition can expect to meet with the Deputy Warden or Warden. Any person supplying alcohol to any resident (or guest) in this category will also face disciplinary action.



## Alcohol-Free Periods

The Warden or Deputy Warden has the right to impose an alcohol-free period or an alcohol restriction or modify the alcohol rules for any individual, group, or the whole College at any time without warning and at their discretion. Noise, offensive behaviour, and property damage are the most likely reasons that an alcohol restriction would be imposed.

Additional alcohol restrictions may be put in place at other times throughout the year as deemed necessary by the Warden. Selwyn usually enters an alcohol and guest free period at least two weeks before examination periods, because a quiet and settled environment is conducive to study.

## Social Gatherings

A gathering of four or more in a resident's room where one or more residents are consuming alcohol constitutes a "social gathering or SG". Although residents under the age of 18 years are allowed to attend social gatherings, they are not permitted to host social gatherings in their room.

Students hosting a social gathering are responsible for the behaviour of their guests. Hosting a social gathering requires leadership. In respect for others there are a few non-negotiable rules when hosting, please observe them.

- Please check with your neighbours before hosting - They may be studying or have other commitments that mean another location is more suitable.
- **All social gathering must be over by 9:30pm (10pm on Saturday).** It is the responsibility of the host to ensure everyone leaves promptly and quietly by this time.
- The host is responsible for the disposal of all rubbish and recycling into the appropriate bins by the student laundry and Newcombe. No rubbish/recycling is to be left in your room/floor/building for staff or other residents to attend to.
- Social Gatherings are to be safely managed at all times. If there are concerns regarding the number, locations or behaviour of those in attendance, the gathering will be closed. Additionally, the host is responsible for any mess or damages incurred when hosting.
- A small number of bedrooms in the College are not available for social gatherings. Residents allocated with these bedrooms will be advised upon their arrival

## Smoking & Vaping

Selwyn College, and the University of Otago Campus, is a smoke-free and vape-free environment. No smoking or vaping is permitted within College premises, in any building or open outdoor space. Please ensure that you follow the regulations related to smoking and vaping both at the College and in the wider University areas. Infringement of this policy will result in disciplinary action; confiscation may be deemed appropriate.

# Drugs

Selwyn College does not condone the use of illegal drugs, the presence of drug utensils and/or drug-related paraphernalia within our community or grounds. Any Resident found under the influence of, using and/or in possession of illegal drugs, drug utensils and/or drug paraphernalia will face disciplinary action, which may include suspension or exclusion (termination of residence) from the Selwyn College Community.

Suspension or termination of residence due to possession, use or distribution of illegal drugs, drug utensils and/or drug paraphernalia does not affect the Resident's ongoing liability for their remaining annual Residential fees.

If illegal drugs are found on the premises, or suspected to be on the premises, you may be subject to an instant room check. The Proctor's Office and the NZ Police will be informed/involved as deemed necessary.

## Psychoactive Substances

The College also prohibits cannabis substitutes and other psychoactive substances and will treat possession or use of these seriously. While we recognise that some readily available substances are classed as legal, we cannot condone the use of these substances due to the unknown health effects they have. We expect that you will not have any drugs apart from normal medication. As it is illegal to possess any synthetic cannabis, party pills, or herbal highs (unless otherwise officially approved by the NZ Government), any Resident found in possession of, or under the influence of, will face disciplinary action.

## Disciplinary Process

Selwyn College has high expectations of its residents to behave in a manner that positively contributes to the community. Any behaviour that is contradictory to this, as noted above, or brings the College into ill repute will be acted upon through a thorough disciplinary process.

Any resident going through the disciplinary process will be appropriately supported in an ongoing capacity by staff. Staff can also facilitate resident engagement with University support services or other external services. Residents are able to bring a support person to any disciplinary meeting with the College.

Where a resident is relocated to alternative accommodation during a serious misconduct process or whilst any investigation remains ongoing; or relocated as a protective measure; or suspended or excluded following a serious misconduct process, the College shall endeavor, where appropriate and to the best of its ability, to source alternative accommodation for the resident.

The resident has the right to appeal any decision or sanction given as a result of the disciplinary process. The appeals process is noted below.



# Appeals

Where any decision is imposed by a person other than the Warden of the College, the Resident shall be entitled to have that decision reviewed by the Warden of the College. Where a decision has been imposed by the Warden of the College, or where the Resident is not satisfied with the outcome of a review performed by that person, the Resident may, within seven calendar days of being notified of the relevant decision, submit an appeal against the sanction to the Chair of the Board of Governors. An appeal shall be in writing and set out the grounds the Resident relies on for the appeal.



# Complaints

It is important that concerns or complaints by Residents are addressed and resolved as quickly as possible. To ensure the best outcomes for everyone we aim to work fairly and consistently in the resolution of issues raised. You are encouraged to talk directly with a staff member when a concern arises. However, if you do not feel this is appropriate or the concern is not resolved, complaints should be lodged, in writing, to the Warden. Concerns about the Warden should be communicated in writing to the Chair of the Board of Governors.



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# Emergency Procedures

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The College has responsibilities and obligations under the Health and Safety in Employment Act 2015. Please abide by all instructions and requests made by staff charged with ensuring that we meet our obligations.

## Accidents & First Aid

Report any accidents or incidents to the on-duty staff member as soon as you can. Staff are here to help and are trained in first aid. They also have access to first aid kits should you require something quickly. Please note we are unable to provide medication to residents, including paracetamol and ibuprofen. If you have a known allergy that requires an epipen, please ensure you advise the office, and your sub-warden, of this at the beginning of the year.

## Emergencies & Evacuation Procedures

Your Sub-Warden will familiarise you with fire safety and evacuation procedures when you arrive. Fire drills will be held at least twice a year. Everyone should know their escape routes and evacuation procedures. External fire escapes attached to buildings are for emergency use only. No resident is to be on these, or any other exterior structure (e.g. roof, landing, balcony). This is a safety issue, failure to comply may result in a disciplinary consequence.

## Fire

In the event of a fire or if the fire alarm sounds, you **MUST** evacuate the building promptly and assemble at the appropriate emergency meeting point for your building. You will be advised of where this is at the beginning of the year. Follow the instructions of all staff and emergency services – they know what to do.

If you discover a fire:

- Operate the nearest fire alarm call point.
- Leave the building via your designated escape route.
- Report to your assembly area and ensure you remain there until advised it is safe to return to your building by senior staff.
- Do not return to the building until you are told it is safe to do so.

## Earthquake

Drop, cover and hold. If possible, get under a table or desk. Stay put until the shaking stops and then evacuate the building in the same fashion as for a fire. Follow staff instructions after evacuation. Do not re-enter any building unless given the all-clear by staff.

# External Threat



**Threat to life on Campus** – the College will be locked down. You should close your curtains and switch your mobile phone to silent so you can make and receive communications. Switch off other electronic devices such as laptops. Move away from all windows/doors and to a higher floor where practicable. Remain silent. Follow any staff/emergency service instructions.

**Threat to life in College – Run/Hide/Fight.** Run to a place of safety, have an escape route and plan in mind, leave your belonging behind, keep your hands visible. If you are unable to run, hide in an area out of the attacker’s view. Block entry to your hiding place, lock doors, turn off lights/radios/computers and put your phone on silent. As a last resort and only when your life is in imminent danger, fight. Attempt to incapacitate the attacker. Act with physical aggression using whatever items you can, throw items or try and overpower them.

# Pandemic

Selwyn College will, in accordance with the Ministry of Health, Ministry of Education and the University of Otago, follow advice relating to any notified pandemic.

In the event of a Pandemic all residents are required to adhere to any requirements as set out by Selwyn College staff. Residents who flout restrictions and guidelines imposed by the Government, the University College and/or Selwyn College can expect disciplinary consequences to follow.

Guidelines will include:

- Ministry of Health Directives and Guidelines
- Ministry of Education Directives and Guidelines
- University of Otago Guidelines
- Instructions from College and University staff

Residents should have their own medical kit and masks.

Throughout any pandemic, or similar situation, Selwyn College will communicate with residents and whanau on a regular basis, including the distribution of any relevant information received from the Government and University of Otago.

Any resident needing to isolate as per Government mandated isolation protocols is required to inform College staff so that pastoral support and the delivery of meals can be arranged.

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# Fees & College Contract

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## Term Fees

Selwyn College is a not-for-profit institution that offers accommodation and a vibrant community to its members – students at the University of Otago. Fees are set annually, but the Board reserves the right to adjust them when, or if, financial circumstances dictate.

As mentioned in the Accommodation Agreement, payment of the first instalment is necessary to secure your residency at Selwyn.

Fees are for the full academic year and are payable in four instalments. Residents are personally responsible for ensuring that fees are paid on time. Instalment invoices are emailed prior to the due date to the resident.

If financial difficulties arise, residents must raise this with the College Administrator who manages resident accounts. Failure to meet the payment deadline will result in a penalty fee being applied.

The College contract with a student is for the residential year only. Selwyn College opens for residence on the Saturday in the week prior to O Week at the University of Otago. The dining hall will open with lunch on that day. The dining hall normally closes after brunch on the Sunday at the end of the Semester Two examination period. Unless prior arrangements are made with the Warden, and out of respect for fellow students who still have work to do, students must leave within 48 hours of their last examination.

If approval is given by the Warden to stay after the end of the residential year (for course purposes) the resident will incur a charge.

**No refund of term fees will be made for absence from the College due to sickness, suspension, exclusion, or any other cause.**

Fees for the full academic year are each resident's responsibility. If they leave part-way through the year, the fees remain their responsibility until a suitable replacement resident is found. Accommodation fees will not be refunded if there is no suitable replacement. This policy also applies to suspensions/exclusions.

## Returning Residents

Around August each year, a member of the College, who wishes to return for the following year, can express an interest to return. Returning residents are beneficial to the life of the College, however the Warden's acceptance of an expression of interest to return is not a guarantee. Criteria such as acceptable academic achievement and appropriate behaviour will be taken into account when a formal offer to return is made in early October each year.

# University Scholarships



Many residents are recipients of University of Otago scholarships. Residents in receipt of full University scholarships (allocated to accommodation fees) will have this applied to their account. As the University of Otago does not transfer scholarship funds to the College until after the academic year has begun; where the amount of the scholarship is less than the total accommodation fees this amount will **NOT** apply to the first instalment but will be placed against later instalments.

Please note: scholarships do **NOT** cover the \$1,500 'Entrance Fee' as this is your cost and **due when you accept your offer of accommodation.**

If you withdraw from the University your scholarship may be required to be returned and you will be held responsible for the payment of any Selwyn debts owing.

## Accommodation Agreement 2024

Between **THE SELWYN COLLEGE BOARD OF GOVERNORS** trading as **SELWYN COLLEGE**

And the Resident

And the Guarantor

### 1 Interpretation

1.1 In this agreement, unless the context otherwise requires:

**Agreement** means this accommodation agreement.

**Board** means the Selwyn College Board of Governors, which governs the College, and which trades as Selwyn College.

**Full-time study** means a full-time course at the Tertiary Provider as defined by the Tertiary Provider, for semester one and semester two of the relevant year, and excludes Summer School or any similar study period.

**Guarantor** means the guarantor who is a party to this Agreement to guarantee the fees payable by the Resident under this agreement.

**Resident** means the person offered residence at the College and who is a party to this Agreement.

**Selwyn College** is the residential college offering residence to the Resident under this Agreement, and which is governed by the Board. **College** has the same meaning.

**Tertiary Provider** means the tertiary provider at which the Resident will be enrolled for the relevant year, either the University of Otago or Otago Polytechnic.

**Warden** means the person appointed to the position of Warden of the College by the Board.

### 2 Offer of residence at the College

2.1 The College offers residence to the Resident in accordance with the terms of this Agreement, conditional on the Resident successfully completing all of the requirements of their application for enrolment with their Tertiary Provider for the relevant year.

### **3 Commencement of this Agreement and acceptance of offer of residence at the College**

- 3.1 This Agreement commences, and this offer of residence is accepted, when:
- (a) The Resident and the Guarantor each confirm their acceptance of these terms through the electronic means prescribed by the College for the purpose of acceptance of this Agreement, or through any other means as may be agreed between the College and the Resident and the Guarantor; and
  - (b) Payment of the “admission fees” listed in Schedule 1 of this Agreement has been received by the College. The Resident and Guarantor acknowledge that some of the “admission fees” are non-refundable, except for in the circumstance described in cl 8.1(h).

### **4 Term of this Agreement**

- 4.1 The term of this Agreement is from the date of commencement until:
- (a) 48 hours after the conclusion of the Resident’s final examination or other final course requirement with their Tertiary Provider for the relevant academic year, but no later than 11 November 2024; or
  - (b) Any other reasonable date decided by the College, whether that is before or after 11 November 2024.
- 4.2 There is no right or presumption of renewal of this Agreement. Any application by the Resident to return to the College at any time after the expiry of this Agreement will be considered afresh by the College.

### **5 Governing law and currency**

- 5.1 This Agreement is governed by the laws of New Zealand. The forum for resolution of any dispute or grievance will be New Zealand.
- 5.2 All money payable under this Agreement is in New Zealand Dollars.

### **6 Representations**

- 6.1 The Resident confirms that all information required to be provided to the College as a part of their application to the College has been provided and is true and correct, and no information has been omitted or withheld or misrepresented.
- 6.2 The Guarantor confirms that they are the parent or guardian of the Resident, and they have the means to service all financial obligations arising under this Agreement.

### **7 Consideration**

- 7.1 In offering residence to the Resident under this Agreement, the College agrees to provide the Resident, in accordance with College policies and subject to any resourcing constraints:
- (a) Accommodation, dining, domestic, security and welfare services; and
  - (b) Access to the College’s programme of academic, social, sporting, and community activities; and
  - (c) A safe and supportive environment within the College which facilitates learning and resident welfare.
- 7.2 The Resident agrees to:
- (a) Participate in, and contribute to, the supportive and harmonious atmosphere of the College, and to show consideration towards other residents, visitors, and to College property; and
  - (b) Comply with all financial and other obligations arising under this Agreement; and
  - (c) Comply with the Selwyn College Members’ Handbook, and any revisions or changes that may be made to it from time to time; and
  - (d) Comply with all policies and requirements of the College, and to follow all directions made by the College from time to time.
  - (e) Be relocated to alternative accommodation for any given or interim period of time, if deemed by the College as being in the best interests of the Resident, other residents, and/or the College community.

7.3 The Guarantor:

- (a) Acknowledges that they receive, as consideration, value from the College providing residence to the Resident in accordance with this Agreement; and
- (b) Acknowledges that the College would be unable to provide residence to the Resident without their guarantee; and
- (c) Agrees to guarantee all financial obligations arising under this agreement.



**8 Cancellation of this Agreement by the College**

8.1 The parties agree that the College has the right to cancel this Agreement pursuant to the following essential terms:

- (a) **Misrepresented, incorrect, omitted or withheld information** - the College may cancel this Agreement if any material representations made by, or information provided by, the Resident or the Guarantor, was or is incorrect, or if any material information was omitted or withheld.
- (b) **The Resident fails to enrol in, or to continue to be enrolled in, full-time study with their Tertiary Provider** - as stated in cl 2.1, the offer of residence to the Resident in this Agreement is conditional on the Resident successfully completing all of the requirements of their application for enrolment for full-time study with their Tertiary Provider for the relevant year. A failure by the Resident to successfully enrol, or to remain enrolled, with their Tertiary Provider in the relevant year, will constitute grounds for cancellation of this Agreement by the College.
- (c) **Criminal offending by the Resident** - the College may cancel this Agreement if, during the term of this Agreement:
  - (i) The Resident is arrested for, or charged with, or convicted of, any criminal offending; or
  - (ii) The College has reasonable grounds to believe that the Resident has committed, or is going to commit, a criminal offence at the College or outside of it.
- (d) **A breach of the Tertiary Provider's student code of conduct by the Resident** - the College may cancel this Agreement if the Resident breaches any condition of their Tertiary Provider's student code of conduct.
- (e) **Property damage, inappropriate behaviour or serious misconduct by the Resident** - the College may cancel this Agreement if justified on account of property damage or misbehaviour or inappropriate behaviour or serious misconduct by the Resident: see cl 14.
- (f) **The Resident's state of physical or mental health or other adverse reason** - the College may cancel this Agreement if the Resident's state of mental or physical health, or any other adverse reason which may impact the Resident's continued residence, makes cancellation appropriate having regard to the interests of the Resident, other residents, and/or the College community.
- (g) **The Resident or Guarantor fail to meet financial obligations arising under this Agreement** - the College may cancel this Agreement if the Resident or Guarantor fails to make the timely payment of fees.
- (h) **Lack of capacity, or suitable accommodation, at the College for the Resident** - the College may cancel this Agreement if, subsequent to the commencement of this Agreement, the College does not have capacity or suitable accommodation for the Resident, including due to over-offering by the College, or due to the Resident or Guarantor failing to pay accommodation fee instalment one by the due date specified in Schedule 1 of this Agreement. If the College cancels this Agreement on this ground then the College will refund all money received under this Agreement, including that money described as "non-refundable".
- (i) **Some or all of the College's facilities become unavailable, damaged or uninhabitable, or the College becomes unable to provide residence to the Resident under this Agreement** - the College may cancel this Agreement, if necessary, where:
  - (i) Some or all of the College's facilities become unavailable on account of development, renovations or maintenance; or
  - (ii) Some or all of the of the College's facilities become damaged or uninhabitable. This includes by fire, storm, flood, earthquake, or on health and safety or legal or regulatory grounds; or
  - (iii) The College becomes unable to provide residence to the Resident under this Agreement. This includes due to an epidemic or public health response or other state of emergency, or any government or other lawful direction or requirement beyond the College's control.

- 8.2 If the College cancels this Agreement under clauses 8.1(f), (h) or (i), then the College will take reasonable steps to relocate the Resident alternative accommodation, or to assist the Resident in making alternative arrangements. The Resident and the Guarantor's liability for the payment of fees will cease from the time of cancellation of this Agreement by the College.
- 8.3 The list of essential terms at cl 8.1 of this Agreement is not an exhaustive list of grounds upon which the College may cancel this Agreement.

## **9 Cancellation by the Resident or the Guarantor**

- 9.1 If the Resident decides not to commence study at their Tertiary Provider in the relevant year, before the due date of the first accommodation fee instalment in Schedule 1:
- (a) The Resident will be entitled to cancel this Agreement, by emailing notice to the College to [admin@selwyn.ac.nz](mailto:admin@selwyn.ac.nz); and
- (b) The Resident and the Guarantor's liability to make payments under this Agreement extends only to those listed as "non-refundable" in Schedule 1 of this Agreement.
- 9.2 In any other case, if the Resident or Guarantor cancels this Agreement, liability for payment under this Agreement will continue in accordance with cl 10.

## **10 Liability for payments to the College under this Agreement**

- 10.1 The Resident is liable for the payment of the fees in Schedule 1 of this Agreement, and for any other financial obligations arising under this Agreement, including any expenses incurred by a guest of the Resident. If the Resident is unable to make payment by the date on which any payment is due, or if the Resident is under the age of 18 years, then the Guarantor will be liable on the Resident's behalf. If the Resident and/or Guarantor are unable to fulfil the financial obligations under this agreement, a debt recovery service may be engaged to recover fees owed to the College.
- 10.2 The College may, in its sole discretion, alter the dates on which any payments arising under this Agreement are due, in the event of unforeseen circumstances impacting on the Resident or Guarantor's ability to make payments by the date on which any payment is due.
- 10.3 Fees must be paid for the duration of the term of this Agreement, notwithstanding any period of absence from the College by the Resident. This includes time away from the College during the relevant Tertiary Provider's breaks, and time away from the College due to a change in New Zealand Government pandemic mandate, subject to cl 11.2.
- 10.4 If the Resident or Guarantor cancels this Agreement under cl 9.2:
- (a) An administrative fee of 1/38th of the annual fee must be paid; and
- (b) All outstanding fees and other financial obligations arising under this Agreement must be paid to the College, provided that:
- (i) The College may, in its sole discretion, reduce or cancel this obligation, taking into account the circumstances of the Resident's departure; and
- (ii) In the event that a replacement resident suitable to the College takes up residence at the College in the Resident's place, the College will refund the portion of the Resident's fees paid by the replacement resident.
- 10.5 Outstanding debts owed to the College may result in the Tertiary Provider being notified and the involvement of debt collection agencies, which may incur associated costs.

## **11 Pandemic and Government mandates**

- 11.1 The College intends to operate and charge full fees under any New Zealand Government mandated response to a pandemic.
- 11.2 For the avoidance of doubt, liability for the payment of fees under this Agreement continues notwithstanding any change in New Zealand Government legislation in response to a pandemic, except if the College, in its sole discretion, decides otherwise in a particular case.
- 11.3 The College strongly encourages that all residents are fully vaccinated as per recommendations by the Ministry of Health. Should the New Zealand Government, at any future time, recognise a pandemic and announce a national health threat, the College may require residents to be fully vaccinated against any identified virus, except where exempted on medical grounds.





## **12 Information relating to the Resident**

- 12.1 The College will adhere to New Zealand privacy legislation.
- 12.2 In the following instances the Resident waives privacy and confidentiality and consents to:
- (a) The release of any information held by the College about the Resident to the Guarantor; to the Resident's parents, guardian, or other nominated person or people; to the Resident's Tertiary Provider; and to any health provider or health professional or District Health Board; and
  - (b) The Tertiary Provider releasing to the College all information held by the Tertiary Provider about the Resident, including enrolment details and academic results. This information will be held confidentially by the College. It will be used solely in connection with the physical, mental, pastoral or academic welfare of the Resident, or for statistical purposes which do not allow the Resident to be identified; and
  - (c) The release to the College of any health information held about the Resident by any health provider or health professional or District Health Board that the College requests in the interests of the welfare of the Resident or in relation to any term of this Agreement.
- 12.3 The Resident agrees to disclose to the College any information concerning the physical or mental health or welfare of the Resident that may be relevant to the College during the term of this Agreement.
- 12.4 The Resident authorises the College to make use for its purposes of the Resident's image and written and verbal statements made in connection with the College and for the College to retain these for the purpose of its historical record.

## **13 Rights of access and in respect of rooms**

- 13.1 The College will allocate a room to the Resident at the College for the Resident's occupation during the term of this Agreement.
- 13.2 Allocation of rooms will be made by the College in its sole discretion.
- 13.3 The College may change the room allocated to the Resident during the term of this Agreement. If this happens the College will give reasons for the change to the Resident.
- 13.4 The Resident's room may only be used by the Resident. Any use of the Resident's room by any other person or people is not permitted except in accordance with any policy or direction of the College, or with the College's agreement.
- 13.5 The College has the right to access the Resident's allocated room at any time in the case of emergency, for the purpose of a welfare check (as defined by the Pastoral Care Act Code of Practice) of the Resident or any other resident or person, or the inspection or maintenance of College property, or for any purpose reasonably connected with the enforcement of this Agreement. Any member of College staff seeking to enter the Resident's room must give reasonable notice to that effect, except where the circumstances make such notice impracticable.
- 13.6 The College has the right to make policies and procedures regulating access and entry to and exit from the College, and any part of the College, by the Resident or any other person, from time to time.

## **14 Property damage, behaviour and order at the College**

- 14.1 The Resident agrees to abide by the College's rules and regulations relating to behaviour and order at the College, and agrees to respect College property and the property of other residents.
- 14.2 The ways in which the College may respond to property damage, misbehaviour or disorder by the Resident include:
- (a) Formally or informally warning the Resident; or
  - (b) Requiring the Resident to undertake work and/or attend programmes or counselling; or
  - (c) Requiring the Resident to make compensatory payments, with any associated fees or costs, for any harm or damage done by the Resident, or any guest of the Resident; or
  - (d) Placing conditions on the Resident's continued residence, for example (but not limited to):
    - (i) Prohibiting the Resident from possessing or consuming alcohol on College property and at College events, or being intoxicated on College property; and

- (ii) Prohibiting or restricting the Resident's attendance at College events; and
- (iii) Being unable to host guests or social gatherings on College property.

In doing so, the Resident agrees to abide by any conditions, or such instructions provided by the College, or risk further disciplinary consequence, up to and including suspension of residency or cancellation of this agreement; or

- (e) Temporarily suspending the Resident's residency at the College, and prohibiting the Resident from entering the College's property or attending College events during that time; or
  - (f) Cancelling this Agreement.
- 14.3 Where a Resident faces an allegation that could be considered criminal behaviour, or where the circumstances otherwise make it inappropriate for the Resident to remain in the College whilst the matter is being considered, the College may suspend the Resident from the College or relocate the Resident to alternative accommodation, until the process is complete. In such circumstances, the Resident may be offered accommodation at another residential college but shall not be entitled to such an arrangement being made.
- 14.4 The Resident has the right to respond to any allegation made against them that may result in a response by the College, within a reasonable period of time after being informed of that allegation, and before any final response is determined by the College. The College reserves the right to impose any interim response appropriate in the circumstances.
- 14.5 The Resident has the right to bring a support person to any meeting with the College.
- 14.6 The Resident has the right to appeal to the Warden any response by the College to property damage, inappropriate behaviour or serious misconduct determined by a staff member of the College other than the Warden, within seven working days of being notified by the staff member. An appeal shall be in writing and set out the grounds the Resident relies on for the appeal.
- 14.7 The Resident has the right to appeal to the Chair of the Board of Governors any response by the College to property damage, inappropriate behaviour or serious misconduct, determined by the Warden, within seven working days of being notified by the Warden of their determination. An appeal shall be in writing and set out the grounds the Resident relies on for the appeal.

## **15 Complaints by the Resident or Guarantor**

- 15.1 Complaints by the Resident or Guarantor about any member of College staff must be referred to the Warden in writing.
- 15.2 Complaints by the Resident or Guarantor about the Warden must be referred to the Chair of the Board of Governors in writing.

## **16 Acknowledgement on signing**

- 16.1 By signing this Agreement, the Resident and the Guarantor each acknowledge:
  - (a) Having read, understood and accepted the terms of this Agreement; and
  - (b) Having been given a reasonable opportunity to ask the College any questions about the terms of this Agreement, and to take independent advice on this Agreement.

Signed by the **Resident**

*If the Resident is under 18 - I have read and understood the contents of this agreement. I agree to the Resident entering into this Agreement.*

Signed by the parent or legal guardian

Signed by the **Guarantor**

## Schedule 1 - Accommodation Agreement 2024



### Admission fees

Upon acceptance of the offer of residence at the College the following fees are payable:

<u>Fee</u>	<u>Refundable</u>	<u>First-Year</u>	<u>Returner</u>
Administration	Non-refundable	\$350	N/A
Bond	Refundable (less deductions)	\$150	\$150
Building Levy	Non-refundable	\$1,000	N/A
		<b>Total</b>	<b>\$1500</b>
			<b>\$150</b>

**Deductions** include College-wide charged damage, missing or damaged items from the Resident's room, or charges for any unpaid damage caused by the Resident, or any other cost(s) incurred against the relevant fee. Any intentional damage by the Resident of College property will be invoiced to the Resident separately and will not be deducted from the bond. This includes any bedroom damage found after departure and completion of a room check.

### Accommodation fees and due dates

The period covered by this contract is the Residential year from **17 February 2024** until:

- 48 hours after the conclusion of the Resident's final examination or other final course requirement with their Tertiary Provider for the relevant academic year, but no later than 11 November 2024; or
- Any other reasonable date decided by the College whether that is before or after 11 November 2024.

The accommodation fees and due dates for 2024 are:

	<u>Instalment</u>	<u>First-Year</u>	<u>Returner</u>
One:	Due: 12 January 2024 <i>If payment is not received by this date the Resident is not guaranteed a room at the College and the College may cancel this Agreement: see clause 8.1(h).</i>	\$7,123	\$7,127
Two:	Due: 10 April 2024 <i>If payment is not received by 20 April 2024 a 10% late payment fee may be applied.</i>	\$4,750	\$4,350
Three:	Due: 10 July 2024 <i>If payment is not received by 20 July 2024 a 10% late payment fee may be applied.</i>	\$4,750	\$4,350
Four:	Due: 11 September 2024 <i>If payment is not received by 20 September 2024 a 10% late payment fee may be applied.</i>	\$4,750	\$4,350
		<b>Total for 2024 residential year: \$21,373</b>	<b>\$20,177</b>

Bond refund will occur no later than 20 December 2024.

# Selwyn College

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