

# *Selwyn College*

*Te Maru Pūmanawa*

## **Members' Handbook**



*Affiliated to the*

***University of Otago***

**An Introduction to Selwyn College**

**Information and Regulations**

## WELCOME TO SELWYN COLLEGE

*Ka tangi te titi, ka tangi te kaka, ka tangi hoki ko au, tihei mauri ora.*

*E nga mana; e nga waka; nga hau e wha. Tuatahi, me mihi ki te runga rawa, nana nei nga mea katoa. Tuarua, me mihi ki te iwi. Tena koutou, tena koutou tena ra tatou katoa.*

Congratulations on accepting a place 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's 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.

You will be living with another 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 College offers a safe and friendly environment with an inclusive community. We make a point of maintaining a positive, industrious, cooperative atmosphere. Our Christian heritage provides our core values, which include honesty, simplicity, respect and a concern for others. In line with this we have an expectation that all members of our college community and its guests are treated with respect and courtesy at all times.

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.

Lastly, Selwyn aims to be a self-managing community, where young people shoulder responsibility, look out for each other and strive to realise their potential; this enables former Selwyn College residents to go on to make a disproportionate difference for good around the world. You are invited to take up that challenge and we wish you all the very best for the year ahead.

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## A BRIEF HISTORY

Selwyn College was opened in 1893 and named after the pioneer Bishop of New Zealand, George Augustus Selwyn (1809 –1878).

George Augustus Selwyn was the first Anglican Bishop of New Zealand from 1841 to 1858. His diocese was then subdivided and Selwyn was Primate of New Zealand from 1858 to 1868. He was Bishop of Lichfield, England from 1868 to 1878. The educational institutions named in his honour include Selwyn College, Cambridge (1882) and Selwyn College, Otago (1893).

The first Anglican Bishop of Dunedin, Samuel Tarratt Nevill (1837-1921) was keen to establish a theological college to produce local clergy. In 1878 on the death 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. 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.

Part of the Whitehead Building dates from the 1890's, the remainder from 1930. The later part includes the handsome Dining Hall, which was given as a memorial to John and George Massey of Invercargill who died in World War 1. Sargood Hall was completed in 1950. Nevill House was added in 1973 and Woodthorpe House in 1993. In 1994, the 'Old Library', renamed Richardson House, which dates from the late 19<sup>th</sup> century, was extensively renovated. A new wing was added in 1998. Irvine, Millar, Newcombe, Dundas Houses and Fitchett House have been added to the College in recent years. The pleasant quadrangle of the College 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.

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.

## **GENERAL EXPECTATIONS**

In accepting a place at Selwyn College, you agree to become part of a learning community that is characterised by respect, responsibility and opportunity. Respect and courtesy are fundamental values to acceptable standards of conduct. Responsibility implies making good decisions and managing yourself and your life effectively. The opportunity to learn about life, yourself and relating to others - cooperatively and independently, is there for the taking.

Selwyn was built on a Christian ethos and your commitment will show in your willingness to uphold these values and our reputation. We expect you to meet your own and others' high expectations at University and to engage positively with this community - in social, sporting and cultural contexts and without giving in to excess.

We are a large community and our residential life comes with a few rules that we ask you follow. None of these are difficult and really they are all about having a bit of respect:

### **1. CONSIDERATION FOR STUDY NEEDS**

A quiet environment is important for both study and sleep. Whilst living at the college no resident with their door closed should be distracted by others' noise, whether from conversation, music or social gatherings. Selwyn College is a quiet zone after 9:30pm. Please be considerate of others when arriving back at the college late at night.

### **2. VISITORS AND GUESTS**

Visitors are welcome to the college by invitation of a current resident. As the host of a visitor or guest you are responsible and accountable for their behaviour. On inviting a guest to the college it is important both you and your guest are aware of the college policies and regulations.

Members wishing to have a guest stay overnight must complete a 'visitors request form.' This can be collected from the sub-warden on duty and/or the office. Members submit the completed form to the office, on approval a guest pass can then be collected from the office in return for payment.

A guest pass covers 3 meals, the use of Selwyn facilities and mattress hire. Guest Passes are \$10.00 and may be paid via eftpos or charged to your account.

This must be done three days before any guests arrive. A student may have a guest stay up to 3 days but stays within the College, longer than three nights, **MUST** be

directly approved by the Warden, Deputy Warden, or Assistant Warden. A mattress may be obtained from the on-duty Welfare team member in the evening.

It is a requirement that all guests to the College be introduced to the High Table at dinner time.

### 3. GUEST FREE PERIODS

No guests are permitted during: O-Week, Re O-Week and after High Tea. Guests are also not permitted 2 weeks prior and during exams in semester 1 and 2. Guest Free dates will be given to you by your Sub-Warden at the start of the semester.

### 4. COLLEGE ALCOHOL POLICY

Residents **must** be familiar with the College Alcohol Policy **before arriving**.

Let's ensure that there are no misunderstandings:

- 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 do so in a safe and sensible manner.
- If you choose to drink alcohol, we allow moderate amounts to be kept in your room. While we do not have strictly enforced limits, in general, we consider moderate amounts to be:
  - twelve 330 ml bottles/cans of beer; OR
  - six cans of RTD; OR
  - two bottles of wine or cider

Please note that we do not consider drinking this amount of alcohol in one sitting to be healthy behaviour.

- **Under no circumstances are alcoholic spirits or liqueurs to be held in resident bedrooms.** Any spirits found will be confiscated and disposed of. Residents found in the possession of spirits can expect disciplinary consequence to follow. All residents present at a social gathering where spirits are found will be deemed jointly responsible.
- No consumption of alcohol is permitted in the common areas such as hallways, bathrooms, Cats Common Room, the Shed or the Quad without the prior permission of the Warden. Residents and guests are also not permitted to move around the College with open vessels – bottles, glasses or cans of beer or wine or other alcoholic drinks. If found with an open

vessel in such areas by staff, the vessel will be confiscated and the alcoholic contents disposed of immediately.

- Drinking alcohol is not permitted at public events where Selwyn College is formally represented - e.g. at Cameron Shield events.
- Drinking games, where consuming alcohol is the prime focus of the gathering, are not permitted. Nor is apparatus, such as yard glasses, shot glasses and drinking bongs. If you organise or take part in such events, here or off-site, you infringe the University's Code of Student Conduct and put yourself at risk of exclusion from Selwyn.
- Gross intoxication is regarded as a fundamental breach of the conditions of residence. Residents who become grossly intoxicated and whose behaviour is disrespectful of staff and/or their fellow students can expect a disciplinary consequence. Consequences could include community service or a ban from consuming any alcohol on College premises.

**Residents who seriously or repeatedly offend may be suspended or expelled without re-imburement of any fees.**

- Guests and visitors must abide by these rules. Residents who invite guests take responsibility for them.
- No resident or guest under the age of 18 years is permitted to carry, store, or consume alcohol within the Selwyn College community. Any resident found to be in breach of this condition can expect disciplinary consequences to follow. Any person supplying alcohol to any resident or guest in this category can expect disciplinary consequences to follow.
- An alcohol ban along with a guest ban is put in place, usually two weeks before examination periods, because a quiet and settled environment is conducive to study. Alcohol bans may also be introduced at other sensitive times and at the Warden's discretion.

## **5. SOCIAL GATHERINGS**

A gathering of four or more in a student's room constitutes a "social gathering" and requires prior approval from the Deputy Warden, Assistant Warden or Sub-Warden on duty.

Consideration for other residents, who may be working or sleeping, is paramount.

Students entertaining people in their rooms should bear in mind that they have “host responsibilities” and must comply with the University of Otago Code of Student Conduct.

**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.

- Social gatherings will commence from 6.15pm onward (not before) and end no later than 9.30 pm. It is the host’s responsibility to ensure that guests leave promptly and quietly.
- For reasons of health & safety, a number of bedrooms in the College are not available for social gatherings. Residents allocated with these bedrooms will be advised upon their arrival.

## **6. SMOKING/VAPING**

Selwyn College is a smoke-free and vape-free environment. No smoking or vaping is permitted within the College premises, in any building or open space. College management may enforce disciplinary action, confiscation may be deemed appropriate.

## **7. ILLEGAL DRUGS**

Selwyn College has a zero-tolerance with respect to drugs. If illegal drugs are found on the premises or suspected to be on the premises you may be subject to an instant room check. Residents found using or in the possession of illegal drugs can expect disciplinary action to follow. The Proctor’s Office and NZ Police will be informed/involved as deemed necessary. With the College’s disciplinary processes in mind, a probability is suspension or expulsion from the College. The College also prohibits cannabis substitutes or other “legal highs” and will treat possession or use of these in a serious manner.

## **8. INAPPROPRIATE BEHAVIOUR**

Resident behaviour is subject to both the *Selwyn College Member’s Handbook* and the University of Otago *Code of Student Conduct*. Any form of harassment or intimidation will not be tolerated. No resident will be forced to partake in any activity against their wish. This also includes any form of hazing or initiation activity

(eg where individuals are singled out for special or humiliating treatment by having something done to them), physical or verbal assault, or sexual assault or harassment. Safety is paramount – no person will jeopardise their fellow residents' well-being, personal, physical or emotional safety. Any complaints received will be thoroughly investigated by both the College and the University.

Public nudity or indecent exposure will not be tolerated in any form, nor will encouraging or breaking the law.

## **9. COLLEGE REPUTATION**

All residents and staff 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 or cultural competitions.

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.

Concerns about staff should be directly communicated to the Warden, preferably in writing and will be fully investigated. Concerns about the Warden should be communicated in writing to the Chair of the Board of Governors.

## **10. DISCIPLINARY CONSEQUENCE**

All members of this community are bound by:

- the rules and practices of the College;
- the regulations of the University of Otago; and
- appropriate and respectful standards of behaviour in relation to others.

Failure to comply with these guidelines may lead to disciplinary action. Serious matters will be dealt with by the Warden and/or the Board of Governors. The Board reserves the right, following due process, to terminate the residence of any member guilty of gross misconduct or a serious breach of discipline.

Such termination may be on immediate notice. Misuse of drugs and similar serious offences will be a matter for the police. Sexual or other forms of harassment may also be matters for the police and University authorities. Cases of serious or gross misconduct may lead to termination of tenure.

Disciplinary action will be at the discretion of the Warden and/or designated

authority any may involve any one or more of the following:

- Obligation to make a donation to charity; or undertake community service
- Confiscation of goods or items not permitted
- Verbal, written or final warning
- Immediate monetary restitution for damages or expenses incurred
- Requirement to attend counselling; or form of educational programme
- Placed on any, or a combination of, an alcohol ban, social gathering ban, guest ban, or other such behaviour contract
- Moved to another room in the College
- Phone call to parent/guardian
- Referred to the Proctor's Office
- Suspended or dismissed from the College (please note: this does not limit the liability for any remaining accommodation fees)

## 11. UNIVERSITY DISCIPLINARY REGULATIONS

Selwyn College residents are also required to adhere to the University of Otago *Code of Student Contact*. Please be sure to also read and understand this document::

<https://www.otago.ac.nz/proctor/otago670687.pdf>

## 12. LEAVING DATES

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

- mid-semester breaks,
- inter-semester holidays, and
- departure at the end of second semester.

These dates will be collected via the student portal.

Residents have **24 hours** to leave after their last exam in the second semester. They must complete a room-checkout form accompanied and signed by their Sub-Warden.

## ADMINISTRATION & STAFF

### 1. BOARD OF GOVERNORS

The Board of Governors is responsible for overall governance and board level policy/planning for the College. The board meets five times a year at the College.

Board members will also be seen around the College at other times. The Warden and student president are on the Board ex-officio. Current members of the Board of Governors are:

Composition	Name
<i>Bishop (ex officio)</i>	Bishop Stephen Benford
<i>Clergy (2)</i>	Rev'd Michael Wallace
	Rev'd Brian Kilkelly
<i>Lay Members (2)</i>	Anne Stevens QC (Chair)
	Penny Field
<i>Community (4)</i>	Philip Noye
	Lance Lawler
<i>Alumni (1)</i>	William Mohammed
<i>SCSA (1)</i>	Nic Sinnott
<i>College (1)</i>	Luke McClelland

### 2. SELWYN COLLEGE FELLOWS (FROM 2005)

2005	Mr Philip Broughton	2012	Prof Sir Malcolm Grant CBE, LLD
2005	Mrs Josephine Dodd	2012	Mr John Nicol
2005	Sir Patrick Eisdell Moore OBE, (Deceased)	2012	Dr David Velvin
2005	Mr Simon Eisdell Moore SC	2012	Dr Thomas Shailer Weston OBE, VRD
2005	Mr John Scandrett	2013	The Most Rev Philip Richardson, Archbishop of New Zealand
2005	Mrs Barbara Smith	2013	Prof Piri Sciascia ONZM (Deceased)
2006	Dr Tony Fitchett	2018	Mr Diccon Sim
2006	Prof Rob Walker	2018	Mr Lindsay Dey
2012	Dr Richard Acland	2018	Assoc Professor Mr. John Harraway
2012	Sir Mason Harold Durie		
2012	Mr Danny Gowan		
2012	Dr Hylton LeGrice CNZM, OBE		

### **3. WARDEN**

The Warden is responsible to the Selwyn College Board of Governors for the management of the College and the welfare of its students. The email address is [luke.mcclelland@otago.ac.nz](mailto:luke.mcclelland@otago.ac.nz) .

### **4. 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. The email address is [corinne.phillips@otago.ac.nz](mailto:corinne.phillips@otago.ac.nz).

### **4. 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. The email address is [kieran.duncan@otago.ac.nz](mailto:kieran.duncan@otago.ac.nz).

### **5. ADMINISTRATION**

The Office Administrator handles all residents' accounts and allocation of scholarship funds. The office is open week days from 9:00am-4:00pm. The office is the first-point-of-contact for residents, parents, prospective residents and all visitors to the College.

Please direct any enquiries to: [admin.selwyn@otago.ac.nz](mailto:admin.selwyn@otago.ac.nz) or by telephoning (03) 477 3326 ext 1.

### **6. CATERING MANAGER**

The Catering Manager is responsible for managing the catering operations. Queries about meals and special dietary requirements should be directed to [catering.selwyn@otago.ac.nz](mailto:catering.selwyn@otago.ac.nz) or via telephone at (03) 477 8332. The Catering Office is located in the area below the kitchen in Whitehead.

### **7. DOMESTIC SUPERVISOR**

The Domestic Supervisor manages the cleaning and housekeeping operation. The domestic services office is located in the Northcroft Study Centre. Access for residents is 8:30am to 3:00pm Monday to Friday. Contact [domestic.selwyn@otago.ac.nz](mailto:domestic.selwyn@otago.ac.nz)

### **8. PROPERTY MANAGER AND GROUNDS**

The Property Manager manages and maintains the grounds, property and equipment. Residents are to submit any property concerns to the property team

via the student portal 'maintenance' section. The workshop is located adjacent to the student laundry. Contact [property.selwyn@otago.ac.nz](mailto:property.selwyn@otago.ac.nz)

## **9. WELFARE TEAM**

The Warden, Deputy Warden, Assistant Warden and a team of 6 Sub-wardens make up the welfare team. The team is responsible for managing behaviour and providing pastoral care and supervision.

### **Deputy and Assistant Warden**

The Deputy and Assistant Warden are full time senior staff members who work together to provide support and experiences for residents in the college. They work to ensure academic opportunities are available for residents as well as taking care of the wider college operations.

### **Sub-Wardens**

Are senior residents of the College. Team members are rostered on duty during evenings and weekends. Sub-Wardens provide leadership, mentoring and guidance to residents of the college community.

## **10. CHAPLAIN**

The Rev Michael Wallace is the College Chaplain and Vicar of All Saints' Church. The Chaplain leads the College liturgies for: Commencement, "Revealing" the Haka and Waiata, ANZAC Day, Mid-winter and High Tea/Valediction and so on. Father Michael is available to meet with students of any faith background. He and his family live in the Vicarage behind the Lodge.

Please direct any enquiries to: [vicar@allsaintsdn.org.nz](mailto:vicar@allsaintsdn.org.nz) or by telephoning (03) 477 8300.

## **11. NIGHT PORTERS**

The Night Porter team contracts to the College and are on duty every night. They provide security and keep an eye on welfare issues. After each shift they provide a report outlining any matters which need to be followed up by senior staff. They are important members of the College Staff and must be treated with consideration and respect.

## **STUDENTS' ASSOCIATION**

### **1. MEMBERSHIP**

The Selwyn College Students' Association (SCSA) is the association of current residents of the College. Membership is automatic on being admitted to the College, although students can opt out. SCSA is quite distinct from the University of Otago Students' Association.

Many of the Selwyn College events and activities throughout the year are organised by the elected SCSA Committee.

### **2. SOCIAL, CULTURAL & SPORTING EVENTS**

The SCSA plays an important part in maintaining the sense of community that is a hallmark of Selwyn College. It plays a major role in organising social activities, sporting and cultural events and competitions for the Cameron Shield and Nevill Cup, which are fiercely competed for with Knox College - Dunedin. The SCSA also organises annual sporting and cultural exchanges with College House in Christchurch.

### **3. COMMITTEE**

The SCSA is led by a Committee that co-ordinates student activities and the larger social occasions and activities.

Election for the Committee for the following year is normally held in September. The student President is an ex-officio member of the College Board of Governors.

## **ACADEMIC SUPPORT**

### **1. NORTHCROFT STUDY CENTRE**

The Study Centre is available 24 hours a day for study, seminars and tutorials. It should be a calm and quiet place at all times. In addition to your water bottle, please take only fruit, muesli bars etc. for sustenance. NO other food is permitted. The rules are the same as for the University library. Keeping the study centre tidy and useable is everyone's responsibility.

### **2. GROUP TUTORIALS**

Tutorials are available in a number of subjects. We will attempt to meet any demand/requests for special help or assistance. Tutors are employed to take specific classes or groups and they are usually senior or postgraduate students.

The Senior Support Staff are responsible for employing tutors and any concerns about a tutorial should be directed to them.

### **3. PEER SUPPORT LEARNING GROUPS**

The Senior Support Staff may also, on request, arrange peer-support learning groups for students to come together to help, encourage, teach and learn from one another. These groups may also ask for assistance from a tutor.

### **4. ONE TO ONE SUPPORT**

The Senior Support Staff are also available to discuss options for arranging personal tutorials and learning support. Please note there may be an additional cost for such assistance.

### **5. STUDY SKILLS AND EXAMINATION TECHNIQUE PROGRAMMES**

Special programmes to develop study and examination skills are offered by the University from time to time. The Senior Support Staff will be responsible for advertising and organising any such sessions.

### **6. INFORMATION TECHNOLOGY**

Wireless access is available in all College buildings and common areas via Selwyn's broadband network.

No modems or other such devices that have the potential to impact the stability and performance of the network are to be connected to the College network without prior permission.

Misuse of the network, downloading excessive amounts of data or downloading objectionable material is not permitted. Any breach may result in disciplinary action and/or loss of access.

Printing is available in the study centre using your University ID card. This is a University provided service.

### **7. 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 log-in during your application process.

The student portal is available for students to issue: maintenance requests, late dinners, guest log-ins and payment of fees and/or merchandise.

## **WELFARE AND SPIRITUAL NEEDS**

### **1. STUDENT HEALTH**

All cases of sickness must be reported to a staff member. Assistance can be provided for meals to be delivered to rooms. Residents should make their own appointments to see medical, counselling or allied health staff at Student Health Services however, appointments can be made by staff on behalf of the student if necessary. Student Health and Counselling is located on the corner of Walsh and Albany St and the phone number is (03) 479 8212 or Freephone 0800 479 821.

There is a smaller charge for students who hold a community services card. College staff will assist with transport to hospital or the after-hours clinic if necessary.

There are separate, identified and locked fridges for insulin storage. Please inform us if you require any special arrangements to be made.

### **2. 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 chapel. College services take place there and the Vicar of All Saints' is also 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.

Some Selwyn students are active in All Saints' parish too. The Selwyn choral scholars, play an important role in All Saints' community. The College and the All Saints' share a Director of Music.

Sunday services are at: 8am (Mass); 10.30am (High Mass with choir) and 8pm (Taize Chant). Weekday service is 5.30pm On Wednesday. For parish activities, study groups and other information please ask the chaplain or visit [www.allsaintsdn.org.nz](http://www.allsaintsdn.org.nz).

All Saints' has various halls and meeting rooms for use. Bookings can be made by contacting the parish administrator at (03) 479 2212 or [admin@allsaintsdn.org.nz](mailto:admin@allsaintsdn.org.nz).

The Chaplain and Vicar is Rev'd Michael Wallace. Please feel free to contact him.

Father Michael is available to students of any faith background. Father Michael can be contacted at (03) 477 8300 or [vicar@allsaintsdn.org.nz](mailto:vicar@allsaintsdn.org.nz).

### **3. THE UNIVERSITY CHAPLAINS**

The Otago Chaplaincy Board exists to provide chaplaincy services on an ecumenical basis to the regional tertiary education institutions: at present, the University of Otago and Otago Polytechnic.

For general enquiries email through: [chaplain@otago.ac.nz](mailto:chaplain@otago.ac.nz)

For more information about chaplains, go to:  
<http://www.otago.ac.nz/chaplain>.

## **FEES, DINING ROOM AND HOUSEKEEPING**

### **1. TERM FEES**

Selwyn College is a not-for-profit institution that offers accommodation and a vibrant community life to its members – students at Otago University. 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 (refer Appendix I) payment of the 1<sup>st</sup> 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 e-mailed prior to the due date to the resident.

If financial difficulties arise, residents must raise this with the College Administrator who manages residents accounts. Failure to meet the payment deadline will result in a penalty fee being applied (see Accommodation Agreement, Schedule 1).

The College contract with a student is for the residential year only. Selwyn College opens for residence on Saturday in the week prior to O'week at Otago University. The dining hall will open with lunch on that day. The dining hall normally closes after brunch on Sunday at the end of the academic year. 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 24 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 he/she leaves part-way through the year, the fees remain his/her 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. See Appendix I – Accommodation Contract, Liability for Payment clause 10.

### **University Scholarships**

Many residents are recipients of University scholarships.

Residents in receipt of **full** University scholarships (allocated to accommodation fees) will have this applied to their account. Please note; this does **NOT** cover the \$1,820.00 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.

## **2. RETURNING STUDENTS**

Around August each year, a member of the College, who wishes to return for the following year, may apply for re-admission. Returning students are important to the College, but re-admission is never guaranteed. Criteria such as academic grades, good behaviour and active involvement in College life and events will be taken into account.

## **3. DINING**

### **Brothers' Hall Protocol**

The College dining room known as Brothers' Hall is a memorial to the late Massey brothers who died while serving in World War 1. In light of this, the upmost respect is expected in this area. A reasonable standard of dress and behaviour is required at all times and everyone entering the dining room must wear shoes, i.e. no socks or bare feet. No hats are permitted. Residents who have been playing sports, such as rugby or football are to shower and clean-up before entering. Bags and coats are left outside.

Residents are required to wear formal dress for regular formal dinners on Sunday. Appropriate wear would be a jacket and dress pants or a skirt/dress. Jeans, chucks, street shoes are deemed inappropriate.

### **Meal Times**

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

Students are required to leave the dining room fifteen minutes after service times end to facilitate cleaning and setting up for the next meal.

### **Special Dietary Requirements**

Selwyn College is able to provide for vegan, gluten free requirements and dairy free diets.

If you have a special diet you will meet with the catering manager on taking up residence. At meal times please check with servery 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.

### **Meals**

Three meals a day are served in the dining room. Students may help themselves to a variety of cereals, bread and condiments, fruit and yoghurts and hot and cold beverages at breakfast. At lunch time, a main option is available as well as a variety of salads, breads, 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.

Please consider your choice from the menu board before you are served.

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**

Late lunches can be booked at breakfast time by completing the registration book available in the kitchen. Late lunches are served between 1:30pm - 2:30pm. Packed lunches are also available during breakfast time.

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 sport practices which clash with the usual dinner time.

Late dinner meals are not available until 7:30pm because they are chilled in a blast chiller which must complete its cycle before being opened. Late dinners can be picked up from the CATS kitchen from 7:30pm onwards.

Please note: if you order a late meal you are not entitled to a meal in the dining room as well.

### **Packed Lunches**

Packed lunches are made in the kitchen from Monday to Friday between 7:15am – 8:30am.

Packed lunches may be required on weekends and are provided on request with weekend staff.

### **Dining Guests**

If you would like to invite a guest for a meal please arrange and pay at the office prior to 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 servery into the dining room. Guests’ meals may be paid by eftpos at the office OR charged to the host resident’s College account. To ensure all charges are correct please return any unused cards to the kitchen.

The kitchen accepts a maximum number of five guests per day.

Guest meal prices are:

Breakfast: \$5.00

Lunch/Brunch: \$5.00

Dinner: \$5.00

Alternatively, you may be issued a Guest Pass for \$10.00. No unpaid guest/visitor is to be invited to the Dining room during meal times.

Dinner each day is presided over from High Table. You should introduce your guest to the Warden or presiding Welfare team representative.

### **Crockery, Cutlery and Glasses**

No crockery, cutlery or glasses are to be taken from the dining room at any time. Residents supply their own mugs for use on floor kitchenettes and in CATS kitchen.

### **Drinks and Food Outside of Meal Times**

Coffee, juice and filtered water are available in CATS kitchen for use throughout the day as the dining room is closed between meal times.

No food or beverage items may be taken from the dining room except fruit. Late suppers (breads & spreads) are provided on Monday - Friday evenings from 9:30 pm in CATS kitchen.

### **Access**

The kitchen is not to be used as a thoroughfare and there should be no access past the servery without permission - unless for preparing packed lunches.

To contact the kitchen please telephone (03) 477 8332.

Comments, complaints, suggestions and any other catering-related matters may be dealt with at food committee meetings. These are normally scheduled for April, May, July and August each year. The committee comprises the Catering Manager and a representative group of residents but any student is welcome to attend the meetings. Feel free to email the Catering Manager with any catering related matters during the semester as well.

### **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 at the kitchen back door - please ensure cardboard boxes are flattened before disposal. All bins are clearly marked for easy identification. The bottlebank in the grounds of All Saints' Church is also available for use.

#### **4. RESIDENT BEDROOMS**

##### **Room Allocation**

Students' room allocations ensure a degree of diversity throughout the College. Residents will be advised of their room allocation upon arrival and not before. The College reserves the right to change allocations during the course of the year in consultation.

Keys are provided for all rooms and will be charged for if lost or if they are not returned at the end of the year at a cost of \$75 for the key and \$20.00 for silkey.

##### **Electrical Appliances**

Because of regulations and the fire risk posed, **no additional** kitchen jugs, toasters, electric frying pans, heaters, electric blankets, or other such electrical appliances are permitted in your room or kitchen. If you require an electric blanket for medical reasons, please supply a doctors certificate (any electric blanket will also need to be certified by a qualified electrician).

##### **Posters, Pictures and General Wall Hangings**

For safety reasons and to eliminate the potential for damage, no attachments or fittings and equipment are permitted in rooms e.g. dart boards, hooks, mirrors, tacks, or framed art works.

All rooms have a pin board/notice board. Residents are provided with **White Tac and Pins** to secure posters and photographs.

Please don't use adhesive tape, drawing pins or glue on walls as these can damage walls, which may then need to be fully repainted. Residents will be charged for this damage.

##### **Furniture and Fittings**

Additional, small items of furniture may be permitted in special circumstances. Where **permission** from Management has been granted, all **furniture should be approved** by the Property Manager before it is brought into a room. **No** large items such as: TVs, fridges, couches, double beds, etc. are permitted, nor is it permissible to move furniture from one room to another.

All rooms have the same items of furniture. They may not be replaced with items from home or some other source. Unfortunately, we cannot store items on your behalf.

### **Housekeeping**

Domestic staff work between 9:00am and 3:00pm Monday to Friday. There is limited service in the weekend.

The College encourages residents to treat their bedroom/study with respect. Each room is provided with a bed and mattress, desk and chair, rubbish bin, desk light, bookshelf and wardrobe. There is also a mattress protector, sheets, pillow and case, sherpa blanket and blanket duvet. **Residents can provide their own duvet inner and cover if they wish.** You should bring a supply of bath towels and face cloths for your personal use.

Rooms should be kept tidy and will be cleaned once a week. Please remove belongings from the floor for vacuuming and clear the desk and window ledges for dusting. Domestic staff will not tidy your room and if you ignore requests to do so when necessary, the matter will be referred to the Warden.

You may incur a charge if your room has been deemed to require an extraordinary clean.

Fresh linen is available for exchange weekly from the domestic services office. Monday to Friday between 9:00am and 3:00pm.

### **Student 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.

Particularly dirty sports gear should be well soaked before washing to avoid clogging the machines. The drying room, irons and ironing boards are located in main laundry. Please bring or buy a sturdy laundry basket for personal use.

## **5. RESPONSIBILITY FOR DAMAGE**

Each student is responsible for his/her own room and its contents. Apart from normal wear and tear, any damage will be charged to the student 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 student(s) responsible and must be paid promptly.

Damage not attributable to an individual may be charged to all residents on that floor. The cost of repairing damage to common areas will be charged against the bonds of all students. Please refer to Appendix II (Accommodation Contract) for bond terms and conditions.

## **6. MAIL**

Staff sort mail into the pigeon-holes next to the CATS Common Room. Residents may leave postage-paid outgoing mail in the out-tray.

When you leave the College, please remember to change your postal and evision 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.**

## **7. BICYCLES**

An open bike shed is provided for student bicycles. Please bring your own bicycle lock.

Any bikes left behind after students have permanently left the College will be given to Charity. Returning students please make arrangements with staff.

## **8. OFF STREET PARKING**

Because Selwyn is close to the University there is limited off-street parking. On-site parks are available for lease by residents at \$20 per week (charged to the student account at \$190 per installment). These charges coincide with accommodation charges. Note: these numbers are very limited, and returners are given priority. Please indicate on the portal if you wish to lease a parking space. Cars parked on site without authorisation will be towed.

## **9. STORAGE**

The College has very limited space for storage. At the end of the year, all residents leaving the College including those returning for the following year, must take their belongings with them.

# **SAFETY, SECURITY AND MAINTENANCE**

## **1. HEALTH AND SAFETY IN EMPLOYMENT ACT 2015**

The College has responsibilities and obligations under this Act. Please abide by all instructions and requests made by staff charged with ensuring that we meet our obligations.

## 2. EMERGENCIES AND EVALUATION PROCEDURES

Your Welfare team representative (Sub-Warden) will familiarise you with fire safety and evaluation procedures when you arrive.

Fire drills will be held at least twice a year. Everyone should know their escape routes and evacuation procedures. Fire escapes are to be used only to evacuate buildings in the case of an emergency.

Interfering with any emergency fire equipment (ie fire boxes, sprinklers, hoses, extinguishers, alarms, signage etc) is an offence that could lead to suspension or a \$200.00 fine. False alarm callouts may lead to the person responsible being required to cover this cost.

Bedroom smoke-stop doors (Whitehead) and those in corridors and stair landings (with the exceptions being Sargood & Whitehead who have automated release systems and are permitted to be left open) must be kept closed at all times in accordance with Fire Department regulations.

Residents are not permitted **to use candles, incense burners, aromatherapy burners or any naked flames** within the confines of the College. Candles are a major fire risk in institutions and any that are discovered by staff will be confiscated and disposed of. You could be held responsible for any damage caused by failure to comply with this rule and you could also be liable for the cost of fire brigade call-outs (see above).

### IN AN EMERGENCY . . .

**FIRE** - When you hear the fire alarm you must evacuate the building as practiced during the O-week fire drills. Assemble on the tennis court. Follow the instructions of the staff and fire crew. They know what to do.

**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.

**CAMPUS OR CIVIL EMERGENCY** - The College may go into “lock-down”. All Residents must stay in the building in their bedrooms. Follow the instructions of the College staff. Check your cell-phone for a broadcast text message from the University of Otago.

## 3. ACCIDENTS & FIRST AID

There are numerous first aid kits around Selwyn. Please make sure you know the location of the nearest one. Report any accidents to the on-duty staff member. There is always a first-aid kit located in the office.

#### **4. FIREARMS & WEAPONS**

Firearms (including but not limited to; air pistols/BB guns, spearguns, swords, crossbows, slingshots etc.) are not permitted. The University has a gun safe nearby at the Proctor's office which can now be accessed for free. Please see: <https://www.otago.ac.nz/proctor/otherservices/otago025147.html>

#### **5. ANIMALS**

Pets (including fish) are NOT permitted on the premises.

#### **6. ELECTRICAL FITTINGS**

Please do not tamper with electrical fittings, particularly with the timers on the bedroom heaters. Interfering with electrical fittings will result in an automatic \$50 fine.

#### **7. COLLEGE MAINTENANCE**

From time to time, you may need some maintenance done to your room, or you may notice that something needs doing in other general areas of the College. In the student portal there is a 'Repairs and Maintenance' section. Please list any repairs that require attention and the Property team will undertake these repairs as quickly as possible.

If you need to contact the Property Manager directly, his workshop is located next to the student laundry just behind the squash court.

All residents share responsibility for the care of facilities and are expected to share costs for any damage for which no individual accepts responsibility. 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.

#### **8. SECURITY AND INSURANCE**

Entrances to most buildings/areas will be unlocked from 7:00am to 8:00pm. Residents will be provided with a unique bedroom key. Attached to it is an access control device (sil key) that will be needed for access outside these times. If you lose your bedroom key you must report it to the office immediately as the silkey will be de-activated for security reasons.

The charge for the loss of your room key is \$75 and \$20 for the loss of the silkey.

Residents should lock bedroom doors when they are away from their floor. **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. College insurance does not cover your possessions.

You may wish to take out “all-risks” insurance on your personal possessions and personal liability insurance to cover your responsibility in the event of damage caused to the College property.

## **9. ABSENCE NOTIFICATION**

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. Please also inform your friends, neighbour and Sub Warden(s) of your plans. This information is essential for ensuring we are able to contact you should it be required. .

# **APPENDIX I**

## **ACCOMMODATION AGREEMENT 2020**

BETWEEN **THE SELWYN COLLEGE BOARD OF GOVERNORS (College)**

AND ..... the **Resident**

AND ..... the **Guarantor**

### **1 ACCEPTANCE OF OFFER**

1.1 The Resident accepts the offer of residence at the College for the relevant academic year.

### **2 COMMENCEMENT**

2.1 This Accommodation Agreement (**Agreement**) becomes binding on the parties when:

- (a) This Agreement has been signed electronically by the Resident and Guarantor and served on the College;
- (b) The College has received payment of the admission fees in clause 1 of Schedule I; and
- (c) The Resident has completed all of the requirements of their application to the University of Otago or Otago Polytechnic (Tertiary Provider) for full-time study for the relevant year.

### **3 TERM OF AGREEMENT**

3.1 The term of this Agreement shall be from the date of commencement until the date of expiry (see clause 2.1 of Schedule 1).

### **4 GOVERNING LAW**

4.1 This Agreement will be governed by the laws of New Zealand and the forum for resolution of any dispute or grievance will be New Zealand.

### **5 REPRESENTATIONS**

5.1 The Resident declares that:

- (a) All information required under their application and this Agreement has been provided, and that no such information has been omitted or withheld; and
- (b) All information provided in connection with their application is true and correct.

5.2 The Guarantor confirms:

- (a) That they are a parent or guardian of the Resident; and
- (b) That they have the means to service all financial obligations arising under this Agreement.

## **6 CONSIDERATION**

6.1 The College agrees to provide to the Resident:

- (a) Accommodation, dining, domestic, security, welfare, maintenance, and any other services in accordance with this Agreement and the College's policies;
- (b) A safe and supportive environment in the College which facilitates learning and resident welfare; and
- (c) Access to the College's programme of academic, social, sporting and community activities.

6.2 The Resident agrees to:

- (a) Participate in, and contribute to, the supportive and harmonious atmosphere of the College, and show consideration towards other residents, visitors and to College property;
- (b) Comply with all obligations arising under this Agreement;
- (c) Comply with all regulations under the Selwyn College Member's Handbook;
- (d) Comply with any policies and requirements of the College as amended from time to time, and to follow all reasonable requirements and directions made by the staff of the College; and
- (e) Meet all financial obligations arising under this Agreement in accordance with clause 10.

6.3 The Guarantor:

- (a) Acknowledges that they receive value from the College providing services to the Resident under this Agreement;
- (b) Acknowledges that the College would be unable to provide services to the Resident without this guarantee; and

- (c) In consideration for the College providing services to the Resident agrees to guarantee all financial obligations arising under this Agreement in accordance with clause 10.

## **7 RESIDENT TO BE ENROLLED IN FULL-TIME STUDY**

- 7.1 This Agreement shall be conditional on the Resident being enrolled in full-time tertiary education at the Tertiary Provider for the term of this Agreement.
- 7.2 "Full-time study" means enrolment in a course in the relevant year approved as fulfilling the Equivalent Full-Time Student (EFTS) status as defined by the education provider.

## **8 TERMINATION BY THE COLLEGE**

- 8.1 The College, through the Warden, shall be entitled to terminate this Agreement on the grounds that:
  - (a) Any representations made by the Resident were not true and correct, or relevant information was omitted or withheld;
  - (b) The Resident ceases to be enrolled in full-time study at the Tertiary Provider;
  - (c) Termination is justified on disciplinary grounds, by reference to clause 13 of this Agreement;
  - (d) The Resident or Guarantor failed to make timely payment of fees in accordance with clause 10;
  - (e) The College is satisfied that the Resident's state of mental or physical health makes termination appropriate having regard to the interests of the Resident, the College community, or the services provided by the College; or
  - (f) For any other material breach of this Agreement.

## **9 TERMINATION BY THE RESIDENT OR GUARANTOR**

- 9.1 The Resident or Guarantor may terminate this Agreement at any time before the end of the term of this Agreement, provided that liability for payment shall remain in accordance with clause 10.5 of this Agreement.
- 9.2 Notwithstanding clause 9.1 of this Agreement, should the Resident decide not to commence study at the Tertiary Provider before the due date of the first accommodation fee instalment, the Resident shall be entitled to terminate this Agreement by notice to the College any time before that date, and upon such termination the Resident's liability for fees shall be limited to those parts of the fees payable noted as non-refundable.

## **10 LIABILITY FOR PAYMENT**

- 10.1 The Resident is liable for the payment of the fees in Schedule I and any other financial obligations arising from this Agreement, except where provided in clause 10.2.
- 10.2 Where the Resident is unable to make any payment owed under this Agreement by the date on which that payment is due, or where the Resident is under the age of 18 years, the Guarantor shall be liable on the Resident's behalf.
- 10.3 In the event of unforeseen circumstances impacting on the Resident or Guarantor's ability to make any payment owed under this Agreement by the date on which that payment is due, the College may, in its sole discretion, alter the dates on which any of the Resident's payments are due.
- 10.4 Fees must be paid for the duration of the term of this Agreement notwithstanding any period of absence from the College by the Resident.
- 10.5 In the event of early termination of this Agreement by the Resident, except where termination is on the grounds in clauses 8.1(e) or 9.2:
- (a) The Resident shall be liable for an administrative fee of 1/38<sup>th</sup> of the annual fee; and
  - (b) The Resident shall remain liable for the payment of all outstanding fees and any other financial obligations arising from this Agreement, provided that:
    - (i) The College may in its discretion reduce any liability under this clause in light of the circumstances of the Resident's departure from the College; 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.
- 10.6 Any outstanding debts owed to the College by the Resident may result in the withholding of examination results and other resources by the Tertiary Provider, and the involvement of debt collection agencies, with any associated costs the liability of the Resident in accordance with clause 10.1.

## **11 INFORMATION RELATING TO RESIDENTS**

- 11.1 The Resident consents to the disclosure of any personal information, including any information regarding health and disciplinary matters, to the Guarantor and to the Resident's parents, guardian, or any other nominated contact or relevant authority.

- 11.2 The Resident consents to the Tertiary Provider releasing to the College all information relating to their study at the Tertiary Provider, including their enrolment details and academic results, provided that such information shall remain confidential to the College and used solely for purposes in connection with the pastoral or academic welfare of the Resident, or for statistical purposes which do not allow the Resident to be identified.
- 11.3 In the event that, before or during the term of this Agreement, the Resident was or is advised by a healthcare professional that there are, or may be, issues with the Resident's physical or mental health which may be relevant to the welfare of the Resident or other members of the College community, the Resident undertakes to disclose that information to the College, and authorises that healthcare professional to disclose any such information to the College.
- 11.4 The Resident agrees that the Tertiary Provider and the College shall have the ongoing right to make use for its purposes of the Resident's image and written and verbal statements in connection with the College.

## **12 RIGHTS IN RESPECT OF ROOMS**

- 12.1 A room shall be allocated to the Resident by the College in its sole discretion and shall not be changed except by the College through the Warden.
- 12.2 The College reserves the right to change the room allocated to the Resident during the term of this Agreement, provided that it shall give reasonable notice to the Resident, and provided that the College shall give full reasons to the Resident for any change of room.
- 12.3 A room allocated to the Resident shall be used only by the Resident and any use of that room by any other person shall not be permitted except in accordance with any policy or regulation of the College or specific direction of the Warden.
- 12.4 Staff of the College shall have the right to access the Resident's allocated room at any time for any purpose reasonably connected with the enforcement of this Agreement, the welfare of the resident or the College community, or the inspection and maintenance of College property, provided that any member of staff seeking to enter the Resident's allocated room shall give reasonable notice to the Resident to that effect, except where the circumstances make such notice impracticable.

## **13 DISCIPLINARY PROCESSES**

- 13.1 The Resident consents to the disciplinary processes and sanctions established by the College from time to time.
- 13.2 The College may undertake disciplinary processes and impose sanctions against the Resident for the breach of any provision of, or for failing to meet any requirement established by, this Agreement.

- 13.3 The Resident agrees to abide by the laws of New Zealand and the student code of conduct that may be produced by the Tertiary Provider from time to time and the regulations as set out in the Member's Handbook for the duration of this Agreement, and understands that this is an essential term of this Agreement.
- 13.4 The Resident understands that a breach of any student code of conduct developed by the Tertiary Provider, or the commission of any criminal offence, shall *prima facie* constitute a breach of an essential term of this Agreement.
- 13.5 Disciplinary sanctions include, but are not limited to:
- (a) Formal and informal warnings;
  - (b) Requirements to undertake work, including community work;
  - (c) Fines for the restitution of any loss or damage or inappropriate behaviour;
  - (d) Restriction on activities, including alcohol bans and non-association or non-attendance requirements;
  - (e) Suspension of residency; and
  - (f) Expulsion, by way of termination of this Agreement.
- 13.6 The Resident shall have the right to respond to any specific allegation that may result in a disciplinary sanction within a reasonable period of time after being informed of that allegation, and before any sanction is determined and imposed, provided that the College shall have the right to impose an interim disciplinary sanction where appropriate in the circumstances.
- 13.7 The Resident shall have the right to bring a support person to any disciplinary meeting with the College.
- 13.8 The College shall take all reasonable steps to find alternative accommodation for the Resident before imposing suspension or expulsion on the Resident on an interim or final basis.
- 13.9 Where any sanction is imposed by a person other than the Warden, the Resident shall be entitled to submit an appeal to the Warden.
- 13.10 Where any sanction is imposed by the Warden, or where the Resident is not satisfied with the result of an appeal to the Warden under clause 13.9, the Resident shall be entitled to submit an appeal to the Board of Governors within seven working days of being notified of that sanction as determined by the Warden. The appeal process shall be provided to the Resident upon request to the College.

## **14 COMPLAINTS**

- 14.1 The Resident shall have the right to make any complaint about any member of College staff to the Warden.
- 14.2 The Resident shall have the right to make any complaint about the Warden, including any appeal of a decision made by the Warden to the Board of Governors.

## **15 LIABILITY**

- 15.1 If the College premises become uninhabitable in whole or in part due to events beyond the College's control (for example storm, fire, flood or earthquake), or if the College requires the premises or any part of them to be vacated during works the College considers necessary to protect against damage from such events, the College may terminate this Agreement either with or without notice depending on the circumstances, and:
- (a) The Resident's liability for fees shall cease from the time of termination; and
  - (b) The College will take reasonable steps to find the Resident suitable alternative accommodation, or to assist the Resident in making alternative arrangements.

## **16 ACKNOWLEDGEMENT**

- 16.1 By signing this Agreement, the Resident acknowledges:
- (a) Having read, understood and accepted the terms of this Agreement;
  - (b) Having read, understood and agreed to abide by the College Handbook; and
  - (c) Having been given a reasonable opportunity to ask the College questions about this Agreement, and take independent advice on this Agreement.
- 16.2 By signing this Agreement, the Guarantor acknowledges:
- (a) Having read, understood and accepted the terms of this Agreement;
  - (b) Having read and understood the College Handbook; and
  - (c) Having been given a reasonable opportunity to ask the College questions about this Agreement, and take independent advice on this Agreement.

**SIGNED**  
by the  
**RESIDENT**

.....  
*Name*

.....  
*Signature*

.....  
*Date*

*If the Resident is  
under 18*

*I have read and understood the content of this agreement and agree to the Resident entering into  
this agreement with the College.*

.....  
*Name*

.....  
*Signature*

.....  
*Relationship to Resident – Father/Mother/Legal guardian*

.....  
*Date*

**SIGNED**  
by the  
**GUARANTOR**

.....  
*Name*

.....  
*Signature*

.....  
*Date*

## SCHEDULE I

### 1. ADMISSION FEES

1.1 Upon acceptance of the offer of residence at the College the following fees are payable before commencement of the Agreement:

Fee	Refundable	First-Year Residents	Returning Residents
Administration	Non-refundable	<b>\$350</b>	<b>\$200</b>
Bond	Refundable (less deductions)	<b>\$150</b>	<b>\$150</b>
Activity	Refundable upon withdrawal (less deductions)	<b>\$320</b>	<b>\$320</b>
Building Levy	Non-refundable	<b>\$1,000</b>	<b>N/A</b>
<i>Total</i>		<b>\$1,820</b>	<b>\$670</b>

### 2. ACCOMMODATION FEES AND DUE DATES

2.1 The period covered by College fees is Saturday 15 February 2020 until 24 hours after the end of the Resident's final examination or as agreed by the Warden.

2.2 The accommodation fees and due dates for 2020 are:

<b>Accommodation Fees Instalments</b>		
ONE	Due: 15 <sup>th</sup> January 2020 If payment is not received by the due date your room is no longer guaranteed. <i>If payment is not received by 22<sup>nd</sup> January 2020 your place at Sehryn cannot be guaranteed.</i>	<b>\$6,849</b>
TWO	Due: 8 <sup>th</sup> April 2020 <i>If payment is not received by 15<sup>th</sup> April 2020 a 10% late payment penalty fee will be applied.</i>	<b>\$3,550</b>
THREE	Due: 8 <sup>th</sup> July 2020 <i>If payment is not received by 15<sup>th</sup> July 2020 a 10% late payment penalty fee will be applied.</i>	<b>\$ 3,550</b>
FOUR	Due: 8 <sup>th</sup> September 2020 <i>If payment is not received by 15<sup>th</sup> September 2020 a 10% late payment penalty fee will be applied.</i>	<b>\$ 3,550</b>
<b>Total for 2020 Residential Year</b>		<b>17,499</b>

2.2 Bond refund shall occur in December 2020.

2.3 Bond charges may include College-wide charged damage, or missing or damaged items from the Resident's room, or charge for any unpaid damage caused by the Resident.

2.4 Intentional damage proven against the Resident will be charged separately and not against the Bond.

## APPENDIX II

### DOMESTIC SERVICES SCHEDULE

Bedrooms will be cleaned by the Domestic staff as per the timetable:

<b><i>BUILDING</i></b>	<b><i>DAY</i></b>	<b><i>ROOMS</i></b>
<b>Dundas</b>	Tuesday	All
<b>Guest House</b>	Friday	All
<b>Irvine</b>	Wednesday	All
<b>Millar</b>	Wednesday	All
<b>Newcombe</b>	Wednesday	All
<b>Nevill</b>	Thursday	All
<b>Richardson</b>	Friday	All
<b>Sargood</b>	Tuesday	1 – 14
	Wednesday	15 – 27
	Thursday	28 – 43
<b>Whitehead</b>	Tuesday	11 – 27 41 – 53
	Wednesday	28 – 40 54 – 67
	Thursday	1 – 10
<b>Woodthorpe</b>	Thursday	All
<b>Fitchett House</b>	Thursday	All

**APPENDIX III**  
**IMPORTANT PHONE NUMBERS**

**Selwyn Duty Phone (AKA BATMAN) - 021 368 322**

**Luke McClelland - 021 418 809**

**Kieran Duncan- 021 279 2487**

**Te Whare Tawharau - 0800 479 379**

**OUSA - 03 479 5332**

**Student Health - 03 479 8212**

**Healthline - 0800 611 116**

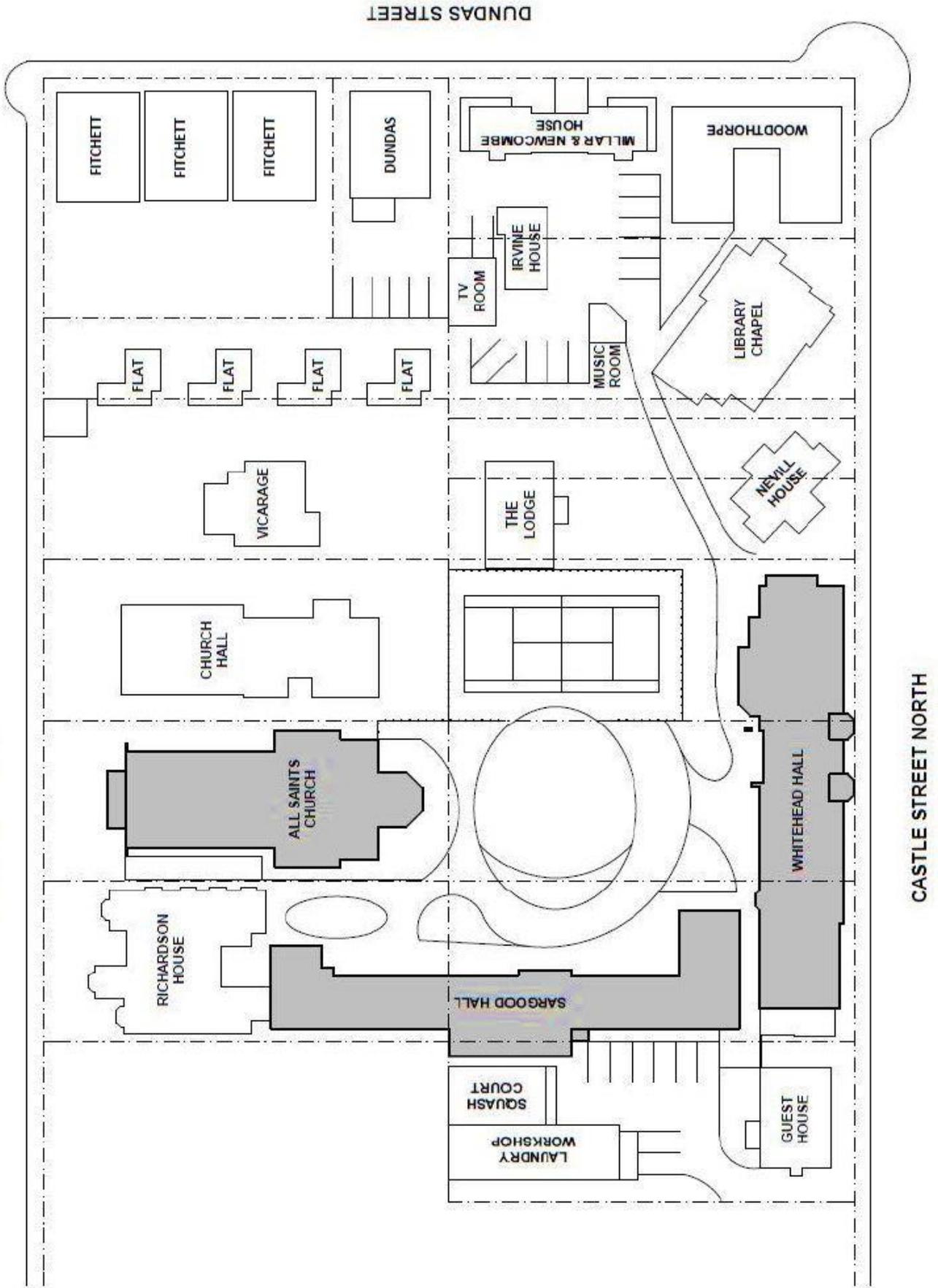
**Rape Crisis Dunedin - 03 474 1592**

**NZ Police - 111**

**Youthline - 03 477 2461**

*We recommend you save the Duty Phone number on your cell phone.*

APPENDIX IV  
SELWYN COLLEGE MAP



## **WELFARE TEAM**

**Cayla Ulyatt**

**Edward Ennion-Dickson**

**Jason Hart**

**Karen McNeilly**

**Lucy Blay**

**Karun Rawat**

## **COMMITTEE**

**PRESIDENT – Nic Sinnott**

**VICE PRESIDENT – Lucy Heron**

**TREASURER – Zac Holt**

**INTERNAL AFFAIRS – Logan Wallace**

**SOCIAL REP – Hannah Jensen**

**CULTURAL REP – Laura Gemmel**

**SPORTS REP – Amber Poon**

**SPORTS REP – Levi Cohen**



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