



ACCOMMODATION HANDBOOK 2008

Christian Heritage College Accommodation Handbook 2008

Published by:

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Provider: 01016F

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Information in this publication was correct at time of printing: July 2007

Christian Heritage College student houses are positioned in a prime area of Brisbane, offering great lifestyle to complement study while at CHC. Off-campus accommodation located within walking distance of the college and public transport. Student houses are only fifteen minutes from the CBD and an hour's drive from the Gold Coast & Sunshine Coasts.

If you have any queries or need assistance regarding college accommodation, please contact George at the CHC office Monday to Friday, 9am - 4pm.

Phone: 07 3347 5959.

Email: gkonstantinos@chc.qld.edu.au

CONTENTS PAGE

Off-Campus General Information	4
Rental Charges	5
Security Deposits	5
House Leadership	6
General House Rules	7
Inspections	7
House Maintenance	8
Telephones	8
House Cleaning	9
Visitors	11
Cars	11
Essential Services	13
Application & Rental Agreement	14
On-Campus General Information	15

GENERAL INFORMATION

The college maintains several student houses for both female and male students, all situated in the suburb of Mansfield and within walking distance of the college.

The houses are furnished and have basic equipment such as refrigerator/freezer, washing machine, vacuum cleaner, etc. Students need to provide their own bedding (quilt, pillows, blankets, bedspread etc), linen (including towels, tea-towels), and other personal items such as a desk lamp, alarm clock, radio/cassette player, iron, crockery, cutlery, kitchen utensils, etc.

Students are required to commit themselves to at least two semesters' board (i.e. one academic year).

Students with previous experience in CHC college houses are selected as house leaders and are responsible to the student accommodation officer, who is the overall supervisor of student accommodation.

"House rules" and any arising issues are discussed at a meeting of all students in college residences shortly after the commencement of the first and second semester.

Please feel free to contact the college if you have any further queries or need help with any aspect of accommodation.

RENTAL CHARGES

Rental charges are kept to a minimum and it is understood that students who take up residence in student accommodation are committing themselves for at least a *full academic year*.

If you choose to leave the house before the end of the semester two, you are liable for the balance of the year's rent in the event that the college is unable to fill the resulting vacancy.

The weekly rental is \$130 (subject to change) payable two weeks in advance. Rental charges include electricity, gas, and garden maintenance. Students need further funds per week for food and supplies, which are organised by the house leaders with the other students in the house.

ABSENCES/VACATIONS

Students who live in the units over the Christmas holiday period are required to pay the full rental rate. Students who wish to store their belongings over the Christmas holiday will be charged rent at the full weekly rate for this service.

HOLDING FEE

A holding fee of two weeks' rent must be paid at the end of the academic year to reserve a place in student accommodation for the following year. This fee is non-refundable but will be deducted from the first two weeks' rent of the following semester.

UNPAID CHARGES

Student's academic results will be withheld at the end of semester until all outstanding rent and charges are paid.

SECURITY DEPOSITS

A deposit of \$250 is charged to each individual student as security against damage to fittings, furniture and equipment. The deposit is refunded to students upon request after they have vacated the house and all accounts have been paid in full.

In the event the college does not offer the student an academic place or is unable to provide accommodation. The \$250 deposit will be refunded. The deposit is not refundable should the student decide not to accept the college accommodation.

HOUSE LEADERSHIP

The student accommodation officer, who is the overall supervisor of college houses, will appoint a leader in each house. A house leader should have previous experience of living in a college house and preferably is a third or fourth year student. Second year students may be appointed as house leaders under certain circumstances.

Emergencies of a medical or police nature should be referred to those authorities first, and then to the college (eg an accident or break-in).

Sample Checklist for House Leaders

NAME			
ADDRESS			
SIGNATURE			
DATE			
AREA	ITEMS	QTY	CONDITION
Kitchen	Refrigerator		
	Toaster		
Lounge	Lounge		
	Coffee table		
	Bookcase		
	Dining table & chairs		
Bedrooms	Beds		
	Desk & chair		
Laundry	Washing machine		
	Broom		
	Vacuum cleaner		

GENERAL HOUSE RULES

As the houses are intended to provide accommodation for Christian students, the general principle governing conduct in the houses suggests that students should preserve a standard which is both Christ-honouring and conducive to study.

SOCIAL EVENTS

Out of consideration to neighbours, please keep noise levels to a minimum and instruct guests to park in the allocated 'guests parking'. Alcohol, tobacco, or illegal drugs are not permitted in college houses under any circumstances. Students violating this rule will be liable to instant exclusion.

PETS

No pets allowed.

PROBLEMS

Problems concerning accommodation should be directed firstly to the house leader who will, if necessary, refer the matter to the student accommodation officer.

VACATION PERIODS

Student houses may be used during the December/January break by Christian Heritage College distance education students attending week-long intensives on campus, or by Christian Outreach Centre ministry training students. Only vacated units will be used.

INSPECTIONS

Inspections will be conducted every term; that is 4 times a year. The house leader will be notified in writing of the date and time and must be present.

HOUSE MAINTENANCE

Landlords do not permit nails in walls. Where there are already nails in walls, they may be used. Blu-Tac used on walls can sometimes remove the paint.

Students are not permitted to deface, in any way, college furniture, electrical appliances, etc by applying adhesive stickers. Any property damaged in this way will be replaced by the offending student.

DAMAGE & REPAIRS

Any breakage or damage which occurs to the house must be immediately referred to the student accommodation officer, who will decide what action is to be taken. Students are not permitted to contact tradesmen unless they are willing to meet personally the expenses involved.

Students are responsible for the cost of repairs to, or replacement of furniture and fittings (excluding normal wear and tear), especially where damage is a result of carelessness, neglect or deliberate actions.

FURNITURE

Students are not permitted to remove any item of furniture belonging to the house unless prior permission has been obtained from the college.

GARDENS

Flowerbeds in gardens are to be weeded regularly. The college looks after the mowing of lawns, edges and general yard maintenance.

LIGHTBULBS

Broken light bulbs or fluorescent tubes must be replaced at students' expense.

RUBBISH DISPOSAL

Rubbish must be disposed of weekly and must not accumulate under staircases, in houses or in garages.

TELEPHONES

CHC does not organise telephone accounts. Students should contact a telephone service provider directly to arrange their own connection

HOUSE CLEANING

Each student is responsible for the cleanliness of his or her own room and collectively for the cleanliness of the whole house and garden.

CARPETS

The college provides each unit with a vacuum cleaner. CHC will have the carpets professionally cleaned once a year.

GARAGES

Students who use these areas for their vehicles are responsible for keeping the surface clean of oil spills from engine leaks etc (if necessary they should provide a "drip-tray"). Rubbish (such as cardboard boxes) must not be allowed to accumulate in these areas.

KITCHEN

Cooking ovens, range hood and stove tops must be cleaned at least once every two months. Kitchen cupboards and drawers must be kept clean and tidy. Outside BBQ areas and the BBQ plates must also be kept clean and tidy.

PEST CONTROL

The college regularly provides pest control in college houses.

WINDOWS

Windows (internal and external) and *walls/ceilings* must be cleaned on a regular basis.

NOTE

The house leader should ensure the following have been completed before final house inspection:

TASK	DATE	✓
Oven & gas cook top		
All light fittings		
Range hood		
Venetian blinds		
Windows, sills & tracks		
Kitchen cupboards & bench tops		
Bathrooms		
Toilets		
Exhaust & ceiling fans		
Walls		
Cobwebs removed		
Front & backyard free of all rubbish		
Wheelie bin to be cleaned & disinfected		
Driveway, garage & store-room free of dust & grease		
Fridges emptied, cleaned & turned off		
Food items taken with you		

VISITORS

Students are permitted to receive visitors in college houses. However, students should be considerate of their peers and ensure that their visitors do not become an imposition on other students. For example, please ensure that visitors do not visit so often or stay so long as to wear out their welcome with other students.

Students who persistently violate these rules, or who do not show consideration for their peers, will be asked to show just cause why they should not leave the college house.

OVERNIGHT VISITING

Students are not permitted to have overnight visitors (this also includes parents of residents), unless prior approval is obtained from the College.

CARS

Where provided, students may make full use of garages and carports, but are responsible for keeping them clean and tidy, cleaning up any oil spills from engine leaks etc (See "House Maintenance").

When more than one student requires the use of the garage the house leader is to coordinate a roster. Parking in unallocated areas is a breach of lease and in violation of the body corporate regulations.

Checklist for CHC House Leaders

NAME			
ADDRESS			
SIGNATURE			
DATE			
AREA	ITEMS	QTY	CONDITION
Kitchen	Refrigerator		
	Toaster		
Lounge	Lounge		
	Coffee table		
	Bookcase		
	Dining table		
	Dining chairs		
Bedrooms	Beds		
	Chest of Drawers		
	Desk		
	Desk Chair		
Laundry	Washing machine		
	Broom		
	Vacuum cleaner		
Other			

	OFFICE USE ONLY
Date received
Received by
Processed

ESSENTIAL SERVICES

Emergency

Police, Ambulance, Fire **DIAL 000**

Doctors

Mt Gravatt 7 Day Medical Centre, ph: 3343 4622

Reydon Street Medical Centre, ph: 3216 8500

Dentist

Robert McCray, Mansfield, ph: 3349 7749

Transport

Transportation Information, ph 131230, transinfo.com.au

Shopping Centre

Westfield Garden City Centre, cnr Kessels & Logan Rd, ph: 3349 7744

Westfield Carindale, cnr Creek & Old Cleveland Rd, ph: 3398 9688

Local Convenience Shops – Aminya Street, Mansfield

Chemist, Newsagent, Bakery, Food Store (groceries), Fish & Chip Takeaway, Chinese Takeaway, Dentist, Post Office, & Accountant.

Entertainment

citysearch.com.au is one of the leading online lifestyle and entertainment guides providing you with what's on in your state.

Directory

whereis.com.au provides an online street directory with maps, directions, travel times and distances from one location to another.

APPLICATION: SAMPLE ONLY

Application and Rental Agreement

Residential Tenancies Act 1994

Tenancy Details	
Tenant Last Name	
Tenant First Name	Male/Female
Current Address	
Email	
Phone	
Lessor	Christian Heritage College
Address	PO Box 2246, Mansfield DC Qld 4122
Email	chc@chc.qld.edu.au
Phone	+617 3347 5959
Facsimile	+617 3347 5955
Address of premises	189 Wecker Road, Mansfield, Qld, 4122 Unit number will be allocated when application is processed.
Inclusions for the premises	Washing machine, refrigerator, bed & mattress, chest of drawers, study desk & chair, dining table & chairs, lounge suite, bookshelves, coffee table, and vacuum cleaner
Term of Agreement	Fixed term agreement
Entry date to premises	/ /
Rental Payment	\$130.00 per week, to be paid in advance
Place of Rental Payment	College Reception, 322 Wecker Road, Mansfield, Qld, 4122
Rental Deposit	\$250.00 to be paid upon application
Services supplied to premises for which tenant must pay	Electricity/Gas – NO Telephone – YES, tenant is personally responsible
Number of persons allowed to reside at the premises	3
Pets approved	No
Nominated repairers	Please contact the Accommodation Officer at Christian Heritage College for any repairs and maintenance concerns.

DECLARATION:

I have read the Student Accommodation Handbook and, if admitted to student accommodation, I agree to comply with the college's rules as outlined in the handbook.

I have included a deposit of \$250 (refundable only if the college does not offer me an academic place or is unable to provide accommodation). I understand that this deposit is non-refundable should I decide not to accept the student accommodation. Upon acceptance of accommodation this deposit is refundable when leaving college accommodation, provided I am not responsible for any damage and have paid all my outstanding telephone calls.

I understand that I am committed to college accommodation for the full academic year. I undertake to pay rent as they fall due.

Signature of applicant: Date:

Signature of guardian if applicant is under 18 years of age.....

Financial Details

Attached cheque/money order for \$250.00 OR Debit \$250 from my: MasterCard Visa card Bankcard

Card number: - - -

Name (as it appears on the card) :

Signature of cardholder: Expiry date: /

ON-CAMPUS ACCOMMODATION INFORMATION

GENERAL

On-campus Student Residence is run by the Citipointe Ministry College (CMC). Due to this fact the CMC Student Residence maintains a standard of Christian ethos. Students who come to stay are expected to abide by the rules as laid out in the CMC Student Residence Handbook, www.citipointe.com.au

FINANCIAL INFORMATION

Room Deposit:	\$220.00	paid in advance
Rent	\$110.00	charged weekly
Holding Fee	\$ 80.00	available to students leaving for holidays, or for prac as part of their studies.

The holding fee applies only if students go away in the college holiday times or have to go to another city for their prac as part of their studies. This is not an automatic adjustment. Students must apply in writing for this reduced rate prior to their departure.

A refundable deposit of \$5.00 will be charged for room keys.

APPLICATION

Application forms can be downloaded from www.citipointe.com.au