

UQRCS 2024 Student Accommodation Support Guidelines



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Background

In 2024, The University of Queensland Rural Clinical School (UQRCS) will provide MD students the opportunity to complete Year 3 and Year 4 of the current program at the Toowoomba, Hervey Bay, Bundaberg, or Rockhampton clinical sites. In 2024 we are excited to also welcome Year 2 UQ MD Regional Medical Pathway students to Rockhampton and Bundaberg.

The UQRCS is funded by the Commonwealth Government with the mandate to improve access for rural communities to appropriate health services, by encouraging students to pursue a career in rural practice through the provision of education, training, and support in regional and rural areas.

The UQRCS is committed to supporting students to succeed when relocating to a regional community. This support includes access to on campus (Rockhampton only) and off-campus furnished accommodation, and private rental relocation grants. Further details regarding eligibility, fees, support, and responsibilities are detailed in these guidelines. These guidelines are relevant to the 2024 academic year only. Over the following years, the RCS accommodation support strategy will evolve with the introduction of the opportunity to complete Years 1 – 4 of the MD program with the Rural Clinical School as well as undergraduate studies through CQU and UniSQ in the region as part of the Medical Pathways.

Accommodation

2.1 Student Accommodation Survey

In order to plan for and allocate UQRCS accommodation we request all students complete the Accommodation Survey (see Appendix A for questions).

To complete the survey [click here](#).

This survey will be open from the 4 September 2023 through to the 22 September 2023.

N.B. *If students do not complete the survey by the final deadline (22 September 2023), it will be expected that students have private accommodation and are not seeking a relocation grant (see Private accommodation arrangements). Please contact your local UQRCS staff who will offer support with local real estate or private rental contacts and a letter of introduction.*

2.2 UQRCS Owned, Rented and Managed Accommodation

The RCS has several owned and rented accommodation offerings across the regional sites which provide students with comfortable and affordable housing options. All properties include white goods, basic kitchen equipment such as pots & pans, beds, desks etc (see Appendix B for a list of inclusions). Bedding (sheets, pillows, and duvets etc), towels, and cleaning consumables are not supplied and are to be purchased by the student. All houses are self-catered with no meal provisions or cleaning service provided.

The type and nature of accommodation do vary. Examples of the available accommodation can be found below. In general, students will be allocated a single room in a shared unit/townhouse or house. The properties also vary in proximity to the UQRCS site and there is some on-site accommodation available in Rockhampton.

More details can be found here:

[Toowoomba: Toowoomba - Rural Clinical School - University of Queensland \(uq.edu.au\)](#)

[Hervey Bay: Hervey Bay - Rural Clinical School - University of Queensland \(uq.edu.au\)](#)

[Bundaberg: Bundaberg - Rural Clinical School - University of Queensland \(uq.edu.au\)](#)

[Rockhampton: Rockhampton - Rural Clinical School - University of Queensland \(uq.edu.au\)](#)

Depending on the volume of applications we receive, we may need to source additional accommodation that may not have been previously advertised.

On finalisation of clinical unit allocations, the UQRCS will request students complete the Accommodation Survey, and consideration is given to the following students' preferences:

- Preference for UQRCS-managed accommodation or private arrangements.
- Student with dependants or carer arrangements.
- Students' transport needs and access to a vehicle.
- Students request to share with either a nominated student or housemate gender or year level preferences.

UQRCS recognises that available accommodation may not be suitable for all students and students who prefer more independent living are welcome to make their own private rental arrangements. The UQRCS accommodation is not suitable for students who have dependents living with them permanently or carer arrangements. Additionally, UQRCS accommodation is not suitable for couples where a student's partner (not a medical student) is intending to live with the student and is not suitable for pets.

Pros and Cons of UQRCS Accommodation

Pros	Cons
Fully furnished rooms and price inclusive of utilities & internet	Students are required to utilise the furniture provided (mix of single/double beds) and expected to bring minimal household items
Proximity to hospital (but may still need a car)	Students nominate housemates but may be assigned to share with other students if required. Vacant rooms may be assigned to students undertaking short-term placements.
Fixed annual costs	Access to accommodation is available from 4 Jan to 22 Nov 2024 – no personal belongings are to be stored onsite outside these dates
Ready-made student community	Not suitable for families or couples (unless both partners are medical students and happy to share with other students) or students with pets.

2.3 UQRCS Accommodation offers

Students who apply for UQRCS accommodation will be allocated a room in a shared household which will be accessible from Thursday 4 January 2024 (earliest access to UQRCS accommodation) until Thursday, 23 November 2024 (latest date to vacate UQRCS accommodation). Offers and room allocations will be communicated to students via email which will include the Letter of Occupancy (see Appendix F) along with images and a list of inclusions. Students will be offered an opportunity to view accommodation (either photos or in person) prior to accepting the offer. Students accept the offer by returning the signed UQRCS residential agreement which includes the agreement to pay the accommodation services charge and to abide by the terms and conditions of residency contained in the "House Rules" (see Appendix C). Students who have not signed the House Rules are not permitted to occupy UQRCS accommodation and will not receive residential keys.

Accommodation arrangements are negotiated on a year-to-year basis and as a matter of normal practice, there will be no change to the agreed accommodation allocation once the academic year has commenced with the following (rare) exceptions:

- Landlord terminates lease agreement with UQRCS early. If it is necessary to relocate students within the academic year due to the ongoing availability of leased accommodation, the UQRCS will endeavour to offer the closest (both proximal and standard) offering possible and ensure that students are not subject to any additional expenses (i.e., exit cleaning).
- Natural disaster or maintenance issues that occur outside of the control of the UQRCS (i.e., plumbing issues, flooding, etc). In this instance, the UQRCS will endeavour to source temporary accommodation that is the closest (both proximal and standard) offering possible to the student's original accommodation and to rectify any maintenance issues or carry out repairs in a timely manner.
- Resident is found to be in breach of the terms and conditions of residence. Students can be required to leave the accommodation where it is determined that the terms and conditions of residency have been contravened. Where a student is required to leave UQRCS accommodation facilities due to a breach, they will not be eligible for any further support from UQRCS.

Where alternate accommodation is provided students are not eligible for accommodation service charge refunds or discounts. The key dates for the management of the UQRCS accommodation are included in Appendix G.

2.4 Cancellation of UQRCS Accommodation

A UQRCS residential agreement may be cancelled when there are extenuating circumstances that are out of the student's control, that result in a clinical unit allocation being changed or cancelled. Students must notify the UQRCS in writing as soon as advised. For a student who departs their accommodation earlier than the booked time frame (full academic year) due to an interruption to study, a pro-rata refund may be negotiated. Students who vacate UQRCS accommodation to undertake [Away Placements](#) are not eligible for discounts or refunds.

2.5 Allocation of Housemates

Students who choose to reside in UQRCS Accommodation are asked to nominate preferred housemates. The final allocation of rooms and households is at the discretion of the UQRCS staff. All attempts will be made to allocate according to student preferences, but allocations of accommodation and housemates are final. Living with people you don't know and even with friends can be challenging. When living with housemates, it is important to talk through some of the decisions you will make as a household including:

- How to [split up cleaning](#) tasks.
- Daily routines (e.g. what time you take showers) – if schedules don't work discuss [compromises with each other](#).
- Sharing items and how to split the costs of these items (i.e., cleaning supplies).
- How to [deal with disagreements](#) in the house.

Accommodation arrangements are organised for the full academic year. We believe that the mediation process is paramount to the learning process and the development of conflict management skills. As such, we require all students involved in a housemate/accommodation conflict to participate in mediation before any changes to existing arrangements can be actioned.

2.6 Schedule of Payments and Charges

UQRCS reserves the right to levy a non-refundable charge from students using University owned or managed accommodation. The charge represents a contribution to the cost of servicing and maintaining facilities and is inclusive of furnishings, utilities and internet access. It is not inclusive of other charges that might apply to address wilful property damage and/or additional cleaning (refer to Appendix C UQRCS House Rules). The 2024 accommodation services charge is presented in Table 1 below. Students who undertake approved placements away from their allocated site (i.e., RRM, EPP, Med Spec

or PLC) are still required to pay the full accommodation services charge as alternative accommodation will be provided (except when students choose to undertake electives in a non-UQRCS rural location).

Table 1: 2024 UQRCS accommodation services charge for student accommodation

Annual	Accommodation Service Charge	Weekly
\$6,900.00	Annual standard off campus furnished shared room rate	\$143.75
\$4,800.00	Returning 4 th Year off campus units	\$100.00
\$8,500.00	Annual on-campus furnished ensuite room (4 bed-unit) (ROK)	\$179.17
\$6,200.00	Returning 4 th Year on-campus units (ROK)	\$129.17
\$14,400.00	Premium on-campus studio (ROK)	\$300.00

2.6.1 Payment due dates

Students may pay the total amount in full by the 31 January 2024 or, to assist with cash flow, a monthly payment plan is available and will be included in your accommodation offer. The accommodation services charge is due in full by 31 August 2024.

Students who are experiencing financial hardship and are unable to make scheduled payments by the due date should email uqracs.finance@uq.edu.au. Please contact the Medical Student Support Team to discuss accessing [Financial Hardship Grants](#).

2.6.2 How to make payments

Students will make payments through the online UQ payments service. Instructions on how to access and use the UQ Payments service are below. If you have any further questions or are experiencing financial hardship, please contact the UQRCS finance team via email: uqracs.finance@uq.edu.au.

Instructions for making UQ Student Accommodation Services Charge Payments:

1. Access the payment facility via this [link](#), or via the UQ Payments Page: *UQ Pay/Other Student Payments/Other Services and Payments/Rural Clinical School Accommodation*
2. Click Create Booking.
3. Enter your details and select the Quantity against your Rural Site – The Quantity will either be the full amount or based on the recommended payment schedule (*as per 2.6.1 in these guidelines*).
4. Click Add to Cart.
5. Select your **payment method** and follow the prompts to complete your payment. NOTE: If you select **Create Invoice** it will generate an invoice that you must pay in full within 30 days.

2.7 Private accommodation arrangements

Students who prefer more independent living are encouraged to make their own private rental arrangements. Rental accommodations such as units and houses are available in regional areas with

median rental prices ranging from approximately \$350-\$510 for a 2- or 3-bedroom property. Please be aware that regional rental vacancies are currently as low as 0.7% (June 2023) and the rental market can be very competitive. If you would like to rent independently, we still ask you to complete the UQRCS Accommodation Survey and we will provide rental application forms and connect you with available properties, local real estate contacts and provide you with a letter of support to assist with rental applications.

Pros & Cons of renting privately

Pros	Cons
<p>Choice of where to live, features that are important and with whom to live:</p> <ul style="list-style-type: none"> • Pool • Pets • Location (beach)? 	<p>Need to consider additional costs such as furnishings, utilities and internet but possible to manage overall costs by choice of rental and sharing with others</p>
<p>Support from local agents and community contacts and the opportunity to build rental history</p>	<p>Private rental agreements are required (RCS will support this with letter of introduction and relocation grant)</p>
<p>No need to move out over the summer break – may be able to extend the lease beyond 12 months.</p>	<p>Rental commitment is likely to continue over summer break.</p>

2.8 Relocation Grants

In 2024, in recognition of the changing support strategies as we implement the Medical Pathways, all RCS students who would like to rent privately and who complete the accommodation survey are eligible to apply for a Relocation Grant. The Relocation Grants are available to students who rent privately and replaces the previous rental subsidies that were only available to students who had dependants or had a non-medical student partner who relocated to the regions.

In 2024, all students are eligible for the relocation grant consisting of:

- \$2000 towards bond (1 per household); and
- \$2000 towards rent (per student).

Students are welcome to rent with their peers and pool this funding. As an example, if 3 students wanted to share a private rental, they would be eligible for 1 x household bond assistance of \$2000 plus each student would be eligible for the \$2000 rent assistance so that would be a total of \$8000 towards the costs of a private rental. On a rental property at \$430 per week this could bring the per student cost down to approximately \$4,800 each.

For 2023 Year 3 students who are returning to the RCS for Year 4 in 2024 who are renting privately with a non- medical student partner, under the transition arrangements for the relocation grant, students would be eligible for a total of \$4000 in support (regardless of whether they are required to source a new rental or are able to extend their current private rental arrangements). For these students, the \$2000 bond grant can be used toward rent or other expenses and is not required to be paid back but students will need to provide suitable evidence of a signed rental agreement with a bond (or equivalent documentation) to be eligible.

In 2024, students with dependents are eligible for the bond assistance of \$2000 plus a \$5000 rent assistance grant. To be eligible for a \$5000 grant, students are required to submit documentation providing evidence that they have dependants (children, parents, siblings) living with them permanently of whom they are a carer and provide financial support.

Supporting documents that demonstrate evidence of your relationship and circumstances might include birth certificate for children, carer payments and/or medical professional letter.

Relocation Grant	Amount
Bond assistance – assistance to secure a private rental in the regions - one bond assistance payment per rental	\$2000
Rental assistance - Securing first private rental in the region – per student rental assistance	\$2000
Rental Assistance for Students with dependents	\$5000

2.8.1 Relocation Grant Procedures

- Students who have been approved to receive a relocation grant, must lodge with the authorised officer no later than 31 January 2024, a copy of a General Tenancy Agreement to include the lessor's name, the number of occupants and the location of the premises.
- Where this Agreement is not with a commercial provider and/or there is no evidence of a bond payment to the Rental Tenancy Association, students may be required to provide the authorised officer with a Statutory Declaration confirming arrangements for the lease of the property.
- In order to claim the assistance, students must lodge a [Student Domestic Expense Reimbursement form](#). Claims must be lodged with the authorised UQRCS officer and must be accompanied by evidence of rental payment having been received by the lessor, e.g., receipts/tenant statement.
- As a matter of normal practice, student reimbursement claims are accepted and processed on a monthly basis. Claimants should allow up to thirty (30) days between lodgement and reimbursement occurring. All claims must be submitted to the UQRCS no later than 31 October 2024.

Appendix A Accommodation Survey

Please complete survey electronically – link below:

On completion of the summary, you will receive confirmation that your response has been recorded and a summary of your responses. If you would like to change any responses during the application period, please re-submit and we will review your final submission or reach out for further clarity.

https://uniofqueensland.syd1.qualtrics.com/jfe/form/SV_51NrLaVBas9hIVM



THE UNIVERSITY
OF QUEENSLAND
AUSTRALIA

You are completing the UQ Rural Clinical School (UQRCS) Accommodation Survey. The purpose of this survey is to gather information on student accommodation needs and to identify resource requirements for 2024. This information will be used to inform the allocation of UQRCS accommodation according to student need and preferences as well as managing access eligibility for Relocation Grants. Applications are due by 5pm 22 September 2023.

Privacy

The information on this form is collected for the primary purpose of assessing your need for UQRCS housing support. Information on this form may also be used for the assessment and verification of the application, compliance with conditions of tenancy and the continuing management of your tenancy. Otherwise, the information you provide will not be disclosed to a third party without your consent unless disclosure is authorised or required by law. For further information please consult the UQ Privacy Management Policy.

Student Name:

UQ student email:

Telephone contact:

Which of the following best describes your current accommodation arrangements?

- ☐ Shared housing (housemates & private rental)
- ☐ Reside with family members
- ☐ Reside with partner
- ☐ Live alone
- ☐ On or off-campus student accommodation

Which Year of the MD will you be completing in 2024?

- ☐ Year 2
- ☐ Year 3
- ☐ Year 4 - New to RCS
- ☐ Year 4 - Returning to RCS

Which UQRCS site have you been allocated to?:

- ☐ Rockhampton
- ☐ Bundaberg
- ☐ Hervey Bay
- ☐ Toowoomba

Do you need assistance with accommodation in 2024?

- ☐ Yes - I would like to apply for UQRCS student accommodation (annual service fee)
- ☐ Yes - I would like assistance to rent privately and will be applying for the Relocation Grant
- ☐ No - I have accommodation arrangement options and do not need any help



Which of the following best describes your accommodation preference for 2024?

☐ Couple looking to rent privately - will submit an application for Relocation Grant (\$2000 bond assistance & \$2000 rent assistance)

☐ Looking to share a private rental with other students - will submit an application for Relocation Grant (\$2000 bond assistance & \$2000 rent assistance per student)

☐ Family looking for private rental accommodation - will submit an application for Relocation Grant (\$2000 bond assistance & \$5000 rent assistance per student)

☐ UQRCS off-campus furnished shared accommodation (annual service fee \$6,900 per year for new RCS students in 2024)

☐ UQRCS off-campus furnished shared accommodation (annual service fee \$4,800 per year for returning RCS students in 2024)

Please indicate if you currently have or will have access to a car for use during the 2024 academic year?

☐ No

☐ Yes - please provide car registration (if currently available)

Gender: How do you identify?

☐ Female

☐ Male

☐ Non-binary

☐ Other - prefer to self-describe



Students who apply for UQRCS shared accommodation are encouraged to submit housemate preferences (indicate your preferences below)

	Yes	No	Don't mind
All female household	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
All male household	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Students in the same year level	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I wish to nominate names of students I would like to share with	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Other factors are important to me (I will add details below)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Please nominate your preferences for housemates AND/OR let us know any accommodation related preferences that you would like us to know?



Declarations and Consent

I declare that I have read UQRCS Accommodation Guidelines. I agree that if any part of my application is inaccurate or that my circumstances change, I must immediately notify UQRCS of those changes so they can be taken into consideration with this application. I understand that even if I meet a condition for priority, my application is still subject to being accepted by The University of Queensland (UQ) and the availability of suitable UQRCS Housing.

I understand that, as a condition of UQRCS Accommodation, I will be required to accept the responsibilities and obligations set out in the House Rules. As such, I understand that even if my application is accepted by UQRCS, I will not be entitled to move into a UQRCS Accommodation unless and until I have signed the Statement of Acceptance. I declare that the information I have supplied in this application and these declarations is true and an accurate reflection of my circumstances. I am aware that any misleading information, as well as the non-disclosure of any relevant facts, may jeopardise my application for a rental subsidy. I have read and agree to the above terms and conditions.

Acceptance

Subject to approval, I understand that preferences as nominated above will establish my entitlements and eligibility for the duration of the 2024 academic year.

☐ Yes I have read and accept UQRCS Accommodation Guidelines



We thank you for your time spent taking this survey.
Your response has been recorded.

Below is a summary of your responses

[Download PDF](#)

Appendix B

UQRCS Standard Accommodation Furnishing Guide

Bedroom	Kitchen
Bed – Mattress (Mattress protector) & Base - King single (minimum)	Refrigerator
Desk	Oven
Desk chair	Hotplates
Bedside table	Microwave
Wardrobe (may be built-in)	Toaster
Dining room	Electric Kettle
Dining table	Fire blanket & Fire extinguisher
Dining chairs	Laundry/Bathroom
Lounge room	Washing machine
Lounge chairs	Clothes airer
Coffee table	Ironing board & iron
Television	Vacuum cleaner

Appendix C UQRCS House Rules 2024

1 Application to UQ Students

1.1 These House Rules:

- (a) apply to all residential Premises owned or leased by the University of Queensland (represented by Rural Clinical School (**UQRCS**)), located at Toowoomba, Hervey Bay, Bundaberg and Rockhampton (**Premises**);
- (b) are binding for UQRCS students who reside in or occupy, the Premises (**Residents**);
- (c) relate to the use, enjoyment, control and management of UQRCS student accommodation in the Premises;
- (d) must be read with the:
 - (i) Letter of Occupancy; and
 - (ii) UQRCS Accommodation Guidelines, issued to each Resident.
- (e) When administering these House Rules, UQRCS may act on its own and/or through the officers, agents, and authorised representatives (including real estate agents and property managers) of The University of Queensland.

1.2 Residents are:

- (a) guests of UQRCS during the period of their stay;
- (b) not boarders or tenants of the owner of the Premises or UQRCS;
- (c) not the holders of any estate or interest or ownership rights, in the Premises.

2 UQRCS may vary arrangements

UQRCS may, in its sole discretion and without having to give reasons, vary accommodation arrangements at the Premises, including:

- (a) the redeployment of resources (furniture, chattels etc);
- (b) short term occupancy of vacant rooms by visiting students; and/or
- (c) changing these House Rules.

3 Fees and charges

3.1 Premises Residents must pay:

- (a) **a non-refundable** Fee for Service to occupy the Premises. This fee for service is charged in January and payable by August 31st in the year of residence.
- (b) the costs of repairing property damage caused or contributed to, by them.
- (c) the costs of cleaning the Premises (refer cleaning clause);
- (d) the costs of replacement or damaged keys.

- 3.2 The University will be responsible for the payment of all reasonable utility expenditure (power, water, internet services).

4 Breaches by Residents

- (a) If Residents breach the House Rules, and do not remedy that breach within the time and in the manner specified by UQRCS, Residents must pay the full cost of rectifying and making good the breach.
- (b) The charges are subject to standard University policy governing the non-payment of debt and student sanctions.

5 Bond

UQRCS will not charge a bond for Residents to occupy the Premises.

6 Cleaning requirements

- (a) Residents acknowledge that the Premises are equipped with a vacuum cleaner for Residents to clean the Premises. Residents are required to purchase all other household cleaning consumables.
- (b) Residents must regularly and thoroughly clean and keep the Premises and inclusions tidy and clean, including:
 - (i) Premises, ovens (microwave and conventional), cook tops; refrigerators and freezers, bathrooms, toilets and kitchens, laundry and other wet areas;
 - (ii) External areas including carports, courtyards and gardens must be kept free from obstruction;
 - (iii) Household appliances including washing machines; and
 - (iv) furnishings including by regular vacuum cleaning.

7 Inspections

7.1 UQRCS will:

- (a) conduct entry and exit inspections – (the exit inspection is to ensure that the Premises are left in an appropriate condition and will be conducted in accordance with the published RTA “Exit Condition Report” (copy attached);
- (b) conduct regular inspections of the Premises during the period of the Residents’ occupancy. Such inspections will be at a reasonable time and following notice from UQRCS of not less than 2 days, except in emergencies when UQRCS need not give prior notice; and
- (c) provide notice to Residents of insufficient cleaning standards or other breaches of these House Rules.

7.2 Residents must:

- (a) permit entry to the Premises by the UQRCS and its authorised representative for the purpose of conducting regular inspections; and
- (b) remedy insufficient cleaning or other breaches of these Rules within seven days of receipt of UQRCS’ notification.

Residents’ failure to do so is a breach of the House Rules making the Resident liable to the costs of additional cleaning or other costs consequent upon a Resident’s breach of these Rules.

8 Routine repairs

8.1 UQRCS will:

- (a) Provide residents notice in writing at least 24 hours prior of the requirement to access and enter the Premises to review faults, failures or damage and to undertake repairs and replacement of essential services and household appliances. Residents may refuse entry without prior notification and contact the UQRCS to notify, except in emergencies when UQRCS need not give prior notice but will make every attempt to contact Residents before entering.

8.2 Residents must:

- (a) permit entry to the Premises by the UQRCS and its authorised representative for the purpose of conducting repairs and maintenance where prior notice has been given OR in the event of Emergency repairs (see 9).

9 Emergency entry

The University's authorised representative(s) may access and enter the Premises without notice where the:

- (a) health, safety and/or well-being of a Resident or other person is deemed to be at risk; or
- (b) security, fabric and/or integrity of the Premises is deemed to be at risk.

10 Damage to Premises

- (a) Any Resident or individual who damages UQRCS property, by intentional or negligent action will be liable for the cost of restitution.
- (b) Residents should report, as soon as possible, any damage including damage/breakdown of any fixtures, furniture or equipment to the UQRCS authorised representative.

11 Repairs

11.1 Afterhours

- (a) In the case of electrical and plumbing emergencies, Residents must contact the emergency numbers advised in the "Residents' Information" maintained at the Premises.

11.2 Emergency repairs

Emergency repairs are defined as a:

- (a) Burst water service;
- (b) Blocked or broken lavatory system;
- (c) Serious roof leak;
- (d) Dangerous electrical fault;
- (e) Flooding or serious flood damage;
- (f) Serious storm, fire or impact damage;
- (g) Failure or breakdown of the electricity or water supply to the Premises;
- (h) Failure or breakdown of an essential service or appliance for hot water or cooking;
- (i) Fault or damage that makes the Premises unsafe; and

Fault or damage likely to injure a person, damage property or unduly inconvenience a resident of the Premises

12 Make good at end of occupancy

At the end of their occupancy, Residents must:

- (a) Complete the UQRCS Exit Checklist (Appendix D).
- (b) Contact UQRCS staff to arrange an exit inspection. They will be ensuring that you have followed the UQRCS Exit Checklist and especially removed all rubbish and the contents of fridges, freezers and cupboards.

Any costs incurred by the UQRCS to rectify sub-standard cleaning at the end of occupancy will be recharged equally to each of the household Residents. This includes furniture removal / relocation, rubbish removal, appliance removal and the removal of any items excess to the contents upon initial occupation of the residence. In the event that any chattels are not removed, the UQRCS may direct such to waste services or charity.

The UQRCS will engage a professional cleaner to conduct a full “bond clean” and steam clean all carpets prior to the next academic year.

13 Access to Premises

13.1 Keys

- (a) Keys for initial occupancy of residences will be available from the appropriate UQRCS office within business hours only effective from Wednesday, 3 January 2024.
- (b) Residents must pay for:
 - (i) replacements of lost or stolen keys;
 - (ii) after hours callout fees and locksmith costs and charges in the event of being locked out of Premises (or rooms);
- (c) UQRCS staff will not be available after hours in such events. However, spare keys are available from the UQRCS office within business hours.
- (d) Residents must not:
 - (i) tamper with or change, any lock on the Premises; or
 - (ii) make copies of keys for the Premises without the permission of the UQRCS authorised representative;
- (e) Residents must report lost or damaged keys as soon as possible to the UQRCS authorised representative.

14 Behavioural Standards

14.1 Courtesies

Residents and their guests must not interfere with the reasonable peace, comfort or privacy of other Residents or neighbours of the Premises and agree to behave in a respectful manner described in the UQ Student Charter:

<http://ppl.app.uq.edu.au/content/3.60.01-student-charter>

Residents must not intimidate, bully or be disrespectful to other Residents in the Premises or neighbours of the Premises.

[Bullying and harassment guidelines - Faculty of Medicine - University of Queensland \(uq.edu.au\)](http://ppl.app.uq.edu.au/content/3.60.01-student-charter)

UQRCS staff will use reasonable measures to respect the privacy of Residents.

14.2 Noise

Residents must not generate unnecessary noise including loud music within the Premises or so as to be a nuisance or discomfort to neighbours of the Premises or occupants of adjoining or nearby accommodation.

Visitors, partners, and family may not occupy the Premises unless approved in writing by the UQRCS. Occasional short-term stays are permitted provided such does not interfere with the reasonable peace, comfort, or privacy of other residents. The same behavioural standards (in this clause 11) are required by visitors, families, and partners. Visitors, partners, and family are subject to the House Rules. Residents are required to discuss plans for visitors with their housemates and demonstrate respect in circumstances whereby a degree of discomfort has been expressed.

14.3 Smoke Alarms and Fire Evacuation

The Premises are all installed with interconnected smoke alarms. The UQRCS will arrange an annual inspection of the smoke alarms. Residents are encouraged to test smoke alarms and report any issues to UQRCS staff.

Residents must follow evacuation procedures in the event of fire or other emergency.

14.4 Prohibited conduct

Residents must not:

- (a) use the Premises for illegal activities;
- (b) keep an animal or bring animals/pets (incl. fish, lizards, birds, rats) on the Premises.
- (c) use/burn incense, open flame lamps, oil burners or candles within the Premises
- (d) keep or utilise fireworks and flammable liquids on the Premises'; and
- (e) smoke on the premises and external areas. Pursuant to the University's policy, smoking is not permitted anywhere inside the building or within the defined external boundary of the Premises.

14.5 Positive obligations of Residents

Residents must:

- (a) ensure that in the event of an incident/injury, an incident/injury report is completed in a timely manner and lodged with the UQRCS Representative;
- (b) ensure their rooms and the Premises are secure at all times. When the Premises are not occupied, external doors and windows must be closed in the event of inclement weather;
- (c) take responsibility for the security and safekeeping of their personal possessions at all times;
- (d) acknowledge and agree that the University is not liable for loss, theft or damage to Residents' personal effects whilst on or within the Premises. Residents are encouraged to obtain private contents insurance at their own expense; and
- (e) take responsibility for and are liable for, replacement costs and costs of locksmiths or out of hours callout fees in the event of being locked out of the Premises.

14.6 Drugs

Residents shall not keep or have in their possession or control in the Premises any substance or article including drugs and drug making chemicals and poisons, which are forbidden by the Law of the State of Queensland or the Commonwealth of Australia.

Any infringement of this rule:

- (a) will be immediately investigated and may result in the matter being reported to the Police; and
- (b) may result in suspension or expulsion from the UQRCS.

14.7 Alcohol

- (a) Residents are required to be responsible in their use of alcohol on the Premises.
- (b) The consumption of alcohol will not be accepted as reasonable explanation or absolve accountability for unacceptable behaviour or damage to property.
- (c) Home brewing and the use of alcoholic stills is prohibited.

15 Individual rooms and common spaces

Residents must:

- (a) maintain their rooms in a way that does not interfere with the reasonable comfort of other residents and, in a condition that does not give rise to a fire or health hazard;
- (b) not mark or put holes in the walls of the Premises or put up any type of pictures or wall hanging;
- (c) not intentionally or recklessly damage or destroy any part of the facilities; and
- (d) not remove from the Premises any inclusion – furniture or chattel – without the permission of the School's authorised representative. This includes moving furniture and appliances outdoors or relocating to different units. Costs incurred by the UQRCS to relocate furniture and chattels to the appropriate unit will be recharged to the residents of the unit to which the items belong.

In the interest of preserving the integrity of the Premises, residents may NOT bring onto the Premises any furniture or fitting without first seeking the approval of the UQRCS' authorised representative. Such approval may be withheld where it is deemed that such furniture or fixture may jeopardise the integrity of pre-existing infrastructure.

Laundry and other items should be hung in designated drying areas only.

16 Internet

- (a) Wireless internet is available.
- (b) Residents will ensure that internet access is utilised for study purposes as a priority.
- (c) Extraordinary use of data for non-priority purposes such as the streaming of movies will result in the University reviewing or not extending data plans and at UQRCS discretion, cost recovery of a portion of the internet supply costs from the Resident responsible.
- (d) .

17 Water and Electricity Use

Residents:

- (a) must ensure responsible water and electricity usage;
- (b) must not introduce additional air conditioning, heating devices, spas or Jacuzzis. Excess water or electricity charges (by comparison to residential averages) will be recharged; and
- (c) must whenever reasonably possible, bucket-wash vehicles in open parking bays only in the interest of conserving water (students are required to adhere with [local water restrictions](#)).

18 Parking and Motor Vehicles

Residents must:

- (a) use the car parks to park a single motor vehicle and for no other purpose;
- (b) not obstruct passing traffic when parking;
- (c) store bicycles in car ports or courtyards, where available;
- (d) negotiate the use of secured garages amongst Residents and occupants of each facility;
- (e) provide appropriately maintained sand trays for vehicles with oil and fluid leaks; and
- (f) not use garages as storage facilities.

19 Air Conditioning Units

The majority of accommodation offerings are fitted with air conditioning units and ceiling fans. Air conditioning units are expected to be used in a responsible manner (i.e., turned off when Residents are not on the Premises). The use of portable air-conditioners is prohibited.

20 Animals and Pets

Residents must not:

- (a) bring or keep animals and pets on the Premises (guide dogs for blind and vision impaired persons excepted); or
- (b) encourage stray animals by feeding them.

21 Rubbish Disposal

Residents must:

- (a) empty all rubbish (from own rooms and common areas) into waste (recycling and general) bins provided;
- (b) ensure that bins are delivered to (and collected from) the designated location for fortnightly or weekly collection.

22 Breaches of House Rules

- (a) Where a Resident is deemed to be in breach of the House Rules, the Resident will be required to leave the Premises and source their own accommodation at their own expense.
- (b) Residents will be notified of alleged breaches in writing and if in UQRCS' opinion the circumstances warrant, be required to "show cause" why they should not be required to leave the Premises.
- (c) Having afforded due consideration to the Resident's response to the show cause notice, the Senior Manager of UQRCS will determine any action to be taken. Where the Resident is required to leave the Premises, this determination will be provided to the Resident in writing.

Appendix D UQRCS Exit Cleaning Checklist

UQRCS Accommodation Exit Cleaning Checklist		
General	<input type="checkbox"/>	Vacuum carpeted floors
	<input type="checkbox"/>	Sweep and mop all non-carpeted floors
	<input type="checkbox"/>	Remove all dust from skirting boards, window frames, window seals, above cupboards, architraves and both sides of all doors and all other fittings etc. in all rooms
	<input type="checkbox"/>	Remove dust from all blinds in all rooms (wipe or vacuum)
	<input type="checkbox"/>	Replace any light bulbs/batteries that no longer work
	<input type="checkbox"/>	Remove all rubbish and personal items from the property
	<input type="checkbox"/>	Clean all ceiling fans of dust
Kitchen	<input type="checkbox"/>	Clean all countertops
	<input type="checkbox"/>	Clean stove top
	<input type="checkbox"/>	Clean inside/outside of oven including griller, doors, trays, racks and glass
	<input type="checkbox"/>	Clean inside and outside of microwave, refrigerator and dishwasher (if applicable)
	<input type="checkbox"/>	Clean sink and tapware
	<input type="checkbox"/>	Ensure all cooking utensils/crockery/cookware are thoroughly cleaned and wiped over
	<input type="checkbox"/>	All food and personal items to be removed from fridges and cupboards.
	<input type="checkbox"/>	Clean kitchen bin
Bathroom/s	<input type="checkbox"/>	Clean mirror
	<input type="checkbox"/>	Clean inside and outside of all cupboard and doors
	<input type="checkbox"/>	Clean benchtops & tapware
	<input type="checkbox"/>	Clean toilet (inside/outside/behind cistern), Please dispose of toilet brushes
	<input type="checkbox"/>	Clean shower (inside and outside), remove built up soap residue on tiles and shower screens

UQRCS Accommodation Exit Cleaning Checklist		
Laundry	<input type="checkbox"/>	Clean inside/outside of washing machine
	<input type="checkbox"/>	Clean inside/outside of dryer (if applicable). Remove lint
	<input type="checkbox"/>	Clean inside/outside of laundry tub, cabinets, shelves, drawer and tap ware
Furniture	<input type="checkbox"/>	Wipe over lounges. Pick up seat cushions of lounges and vacuum under and in cracks of seats
	<input type="checkbox"/>	Wipe over coffee table, TV unit, desks and bedside tables including inside drawers where applicable.
	<input type="checkbox"/>	Remove and dispose of mattress protectors (these are replaced annually)
Outside	<input type="checkbox"/>	Clean/hose out general waste and recycling bin (including Wheelie bins)
	<input type="checkbox"/>	Ensure the letterbox is clear of any dirt/leaves/cobwebs
	<input type="checkbox"/>	Clean/hose any outdoor furniture
	<input type="checkbox"/>	External areas to be swept, clean and free from debris / personal belongings
Garage	<input type="checkbox"/>	Garages and sheds to be swept and left clean. There is no ability to store items in the garages or sheds after departure.

Appendix E Acceptance of House Rules

UQRCS Accommodation

Acceptance of House Rules

Students must be aware of, understand and accept their responsibilities and obligations as a Resident of student accommodation provided by The University of Queensland.

STATEMENT OF ACCEPTANCE

I, *(insert name)* _____
have read and understood my responsibilities and obligations as a resident of University Premises.

I understand that my continued residency/occupancy of University Premises is conditional upon my satisfying in full my responsibilities and obligations, and that I can be required to leave the student accommodation where so directed by the UQRCS Senior Manager.

I agree to pay any charges/costs associated with the execution of the stated responsibilities and obligations. I acknowledge and understand the stipulations as follows:

- Each resident (irrespective of the period of residency in the case of students undertaking non-RCS clinical blocks) will pay a non-refundable accommodation service charge. This charge is a contribution to the cost of fitting out and maintaining units (including outgoings such as utilities). The charge does not defray costs that will be incurred by a resident to clean and to remedy damage (normal wear and tear excepted) to the property. In 2024, these charges are listed as follows:

Annual	Accommodation Service Charge	Weekly
\$6,900.00	Annual standard off campus furnished shared room rate	\$143.75
\$4,800.00	Returning 4 th Year off campus units	\$100.00
\$8,500.00	Annual on-campus furnished ensuite room (4 bed-unit) (ROK)	\$179.17
\$6,200.00	Returning 4 th Year on-campus units (ROK)	\$129.17
\$14,400.00	Premium on-campus studio (ROK)	\$300.00

- Residents will be charged for the repair of any damage caused to the Premises and fittings where it can be demonstrated that such damage has been caused by a Resident's wilful act or negligence.

Student Signature:		Date:	
Signed in the presence of (name of witness):			
Witness Signature:			

Date:	
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RETURN TO
(insert site email)

Appendix F Letter Of Occupancy

Below is the example of the letter of occupancy provided to students to confirm arrangements



CREATE CHANGE

15 October 2021

Dear <Student>

Letter of Occupancy - Accommodation Arrangements 2022

I write to confirm approved arrangements for support to be provided to you during your attachment to the Rural Clinical School in <RCS Site>. All arrangements are governed by the "UQRCS Student Residence House Rules" which you must sign and return to accept this offer by the 1 November 2021. Where an acceptance of offer has not been finalised students will not be permitted to collect keys or occupy the residence below. The UQRCS House Rules document is attached to this email for your information.

Approved accommodation arrangements are:

University Accommodation

You will reside at: Unit X, Property Name
Number Street Name, Suburb, postcode

Your housemates are: Student 1 and Student 2

The Rural Clinical School is committed to ensuring that students enjoy both their living and learning experience whilst undertaking their clinical training.

Should you have any concerns or seek further information, please contact <RCS Staff name> Student Coordinator at the Rural Clinical School Office in <RCS site> email:

Kind regards

RCS Site Team Leader

Appendix G Key dates

Date	Item
w/c 28 Aug 2023	Placements release provisional clinical placement allocations
4 Sept 2023	Email UQRCS Accommodation Guidelines and Student Accommodation Survey
21 Sept 2023	Student Accommodation Survey due date
25 Sept -30 Sept 2023	Allocate students to UQRCS owned & managed accommodation and confirm eligibility for relocation grants
2 Oct 2023	UQRCS to issue accommodation offers to students (including information on locations and housemates). <i>N.B. in the event that the UQRCS is required to secure additional rental leases final accommodation allocation details and offers may be delayed for some students until late November (the UQRCS staff will update student with respect to any delays).</i>
23 October 2023	Accommodation offers response due date (student to return signed Acceptance of House Rules to secure accommodation for 2024)
4 Jan 2024	Earliest date for collection of keys for UQRCS accommodation and access
31 Jan 2024	Final date for submission of supporting documents for students eligible for a Relocation Grant.
31 August 2024	UQRCS annual accommodation service fee full payment due date
23 November 2024	Final date to vacate UQRCS accommodation and return keys



Contact details

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