Student Accommodation Services
Administrative Guideline
2020

1. Preamble
The University of Queensland Rural Clinical School (UQRCS) is committed to supporting students to succeed when undertaking Phase 2 (at least one academic year) of the medical program allocated to a Clinical Unit. One means of support is to provide students with safe and adequate residential accommodation.

2. Guidelines
2.1 Student accommodation services are offered at each Clinical Unit. The type and nature of accommodation service will vary dependent on the Clinical Unit location where the University owns or manages residential accommodation. In the main, the services enables students to share fully furnished and contained* unit/townhouse accommodation.

* excl linen and cleaning consumables

2.2 UQRCS recognises that available accommodation services may not be suitable for all students, and may offer a rental subsidy to approved students who seek to source alternative accommodation.

2.3 Approved students may be those who are in a:

2.3.1 family group - a student and one or more dependent children,
2.3.2 married/de facto relationship.

UQRCS reserves the right not to offer a rental subsidy, particularly where there is capacity in an existing student accommodation facility.

2.4 To be eligible for a rental subsidy payment, the student claimant must be the named tenant on a duly authorised General Tenancy Agreement.

2.5 Students occupying UQRCS-managed accommodation facilities will be required to agree to and abide by terms and conditions of residency contained in the “House Rules.” Students can be required to leave such 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, they will not be eligible for any further support from UQRCS.

2.6 As a matter of normal practice, students may occupy accommodation provided by UQRCS up to three working days prior to the commencement of the academic year, and will depart the accommodation no later than seven days after the conduct of their final examination for the academic year.
2.7 Students will be asked to indicate their accommodation preferences prior to the commencement of each academic year. In this regard, accommodation arrangements are negotiated on a year to year basis. Students who are approved to undertake more than one academic year with UQRCS cannot be guaranteed the same accommodation arrangements for the duration of their placement with UQRCS.

2.8 UQRCS will provide the accommodation service as agreed in writing between the student and UQRCS. As a matter of normal practice, there can be NO change to the agreed accommodation service once the academic year has commenced, except where a resident is found to be in breach of the terms and conditions of residency and/or has misrepresented their circumstances to receive a rental subsidy.

2.9 UQRCS reserves the right to levy a non-refundable charge on students using University owned or managed accommodation. The charge represents a contribution to the cost of servicing and maintaining facilities and is not inclusive of other charges that might apply to address wilful property damage and/or cleaning (refer UQRCS House Rules).

Charges will be as determined by UQRCS from time to time and published in an approved Schedule.

3. Procedures

3.1 Prior to the commencement of each academic year, UQRCS will administer the collection of students’ preferred accommodation options through a Student Questionnaire and provide timely written confirmation to students with regard to the agreed accommodation option.

3.2 Students occupying UQRCS accommodation will be required to confirm their acceptance of obligations and responsibilities as detailed in the UQRCS House Rules.

3.3 Students who have been approved to receive a rental subsidy, must lodge with the authorised officer no later than 31 January, a copy of a General Tenancy Agreement to include the lessor’s name, the number of occupants, the location of the premises and details of inclusions (furnished/unfurnished).

3.3.1 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.

3.4 In order to claim the rental subsidy, students must lodge a Student Domestic Expense Reimbursement form. Claims must be lodged with, and are available from, the authorised UQRCS officer and must be accompanied by evidence of rental payments having been received by the lessor, eg receipts/tenant statement.

3.5 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.
 Schedule of Payments and Charges  
Accommodations Services  
2019 (as a guide for 2020)  

**Accommodation Service Charges**  
Payable upfront or in agreed instalments via the University’s online payment service.  
*The following costs are those levied in 2018 and are provided as a guideline only. UQRCS will make every effort in 2019 not to increase these costs, however this will be dependent upon student numbers.  

<table>
<thead>
<tr>
<th><strong>NEW</strong> students</th>
<th>$4,000.00 per academic year</th>
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</thead>
<tbody>
<tr>
<td><strong>CONTINUING</strong> students</td>
<td>$2,000.00</td>
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<tr>
<td>(completed Y3 at UQRCS and in Y4)</td>
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**Rental Subsidy Payments (not subject to change for 2019).**  
ALL students **$300** per fortnight up to a maximum of **$6900** per calendar year