

# UQRCS Student Accommodation Support Guidelines



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# 1. Background

The University of Queensland Rural Clinical School (UQRCS) provides medical students the opportunity to complete Year 3 and Year 4 of the MD program at the Toowoomba, Hervey Bay, Bundaberg, or Rockhampton clinical sites. We are funded by the Commonwealth government and have a 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 undertaking regional year-long placements. This support includes access to subsidised residential accommodation, private rental subsidies for eligible students and assistance with relocation or storage costs. Further details regarding eligibility, fees and subsidies and responsibilities are detailed in these Guidelines.

## 2. Accommodation

### 2.1 Student Accommodation Survey

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

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

This survey will be open from the 3 September 2021 through to the 22 September 2021.

**N.B.** *If students do not complete the survey by the final deadline (22 September 2021), it will be expected that student's source private yearlong accommodation (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 of the properties are fully furnished, including whitegoods, kitchen utensils, beds, desks etc (see Appendix B for 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 provided.

Student accommodation services are offered at each Clinical Unit exclusively for UQ medical students. The type and nature of accommodation does vary. Students will be allocated a single room in a shared unit/townhouse accommodation. The properties also vary in proximity to the UQRCS site.

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, it may be necessary for us to source additional accommodation which may not previously have been 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 carer and relationship status
- 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 dependants 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.

## 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 the Wednesday 5 January 2022 (earliest access to UQRCS accommodation) until the Monday 28 November 2022 (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 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 service 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).
- 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.

The key dates for the management of the UQRCS accommodation are included in Appendix G.

## 2.4 Cancellation of UQRCS Accommodation

An 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 available in accordance with the schedule laid out in 2.6.1. 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. 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 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 to Appendix C UQRCS House Rules). The 2022 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.

**Table 1: 2022 UQRCS accommodation services charge for student accommodation**

UQRCS accommodation services charge for New UQRCS students	UQRCS accommodation services charge for continuing UQRCS students
\$4500 (equivalent to weekly rate of \$100)	\$3000 equivalent to weekly rental rate of \$65)

### 2.6.1 Payment due dates

Students may pay the total amount in full by the 31 January 2022 or, to assist with cash flow, a monthly payment plan is available as per the schedule below. The accommodation services charge is due in full by 31 August 2022.

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

**Table 2: UQRCS accommodation services charge payment schedule**

Payment due date	NEW UQRCS students	Continuing UQRCS students (completed Year 3 at UQRCS)
5 January 2022	\$500	\$400
7 February 2022	\$500	\$400
7 March 2022	\$500	\$400
4 April 2022	\$500	\$300
2 May 2022	\$500	\$300
6 June 2022	\$500	\$300
4 July 2022	\$500	\$300
1 August 2022	\$500	\$300
29 August 2022	\$500	\$300

<b>Full amount to be paid by 31 August 2022</b>	<b>\$4500</b>	<b>\$3000</b>
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## 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: [uqr.cs.finance@uq.edu.au](mailto:uqr.cs.finance@uq.edu.au)

Instructions for making UQ Student Accommodation Services Charge Payments:

1. Access the payment facility with the [link here](#), 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 Storage Allowance

Students who are continuing from year 3 into year 4 of the MD program at a UQRCS site in 2022 may be eligible for a storage allowance. The allowance is a one-off payment to reduce the inconvenience of vacating the UQRCS accommodation, as required, over the summer period.

### 2.7.1 Storage Allowance Guidelines

- A one-off storage allowance of up to \$200 is available to students who are allocated to an approved UQRCS Clinical Unit for two academic years (either through the 2-year EOI process or by reapplying in Year 3 to return to the same site).
- The storage allowance will be available on a per storage facility basis. Two or more students sharing one storage facility will be entitled to one allowance only.
- Actual expenses are deemed to be those associated with the commercial lease of a storage Facility only.

### 2.7.2 Storage Allowance Procedures

- Eligible students must lodge a Student Domestic Expense Reimbursement form available from the UQRCS administration officer to claim the allowance. The form must be accompanied by evidence of the actual expense incurred e.g. storage facility invoice, receipt or lease contract.
- To receive payment, a claim for Storage Allowance must be lodged after the storage period has been expired (recommend booking up to 5 January 2021) by **31 January 2022** to the UQRCS.

## 2.8 Private accommodation arrangements

Students who prefer more independent living are welcome to make their own private rental arrangements. Rental accommodation such as units and houses are available in regional areas from approximately \$250-\$450 for a 2- or 3-bedroom property. Please be aware that regional rental vacancies are currently as low as 0.5% (April 2021) 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. Upon request, the UQRCS staff can follow-up with local real estate contacts and provide you with a letter of support to assist with rental applications where appropriate.

## 2.9 Rental Subsidies for families or couples

The UQRCS is committed to supporting students so that they do not incur any unreasonable expenses relating to their attachment with UQRCS. Given that the UQRCS accommodation is not suitable for some students a rental subsidy of \$150 per week per household to a maximum of \$6900 per year is available for eligible students.

To be eligible for a rental subsidy, 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 of OR
- are a member of a couple (married, registered or de facto relationship) where a partner intends to relocate with the student. Where both members of the couple are UQRCS medical students, a rental subsidy will only be granted if the UQRCS has no suitable accommodation available.

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

**N.B** *Rental subsidies are not available for students who would prefer to rent privately but cannot provide evidence that they meet the eligibility requirements. Payments of rental subsidies will be suspended where it is determined that a student has misrepresented their circumstances to receive a rental subsidy.*

### 2.9.1 Rental Subsidy Procedures

- Students who have been approved to receive a rental subsidy, must lodge with the authorised officer no later than 31 January 2022, 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).
- 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 rental subsidy, students must lodge a [Student Domestic Expense Reimbursement form](#). Claims must be lodged with, and are available through the link or from 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 subsidy claims must be submitted to the UQRCS no later than 2 weeks after the conduct of their final examination for the academic year.

## 2.10 Relocation Allowance

A Relocation Allowance is available to support students who have private accommodation arrangements and are relocating furniture and household goods to establish themselves in rented/leased accommodation for the duration of the academic year.

### 2.10.1 Relocation Allowance Guidelines

- The Relocation Allowance is available to students who:
  - have completed the UQRCS Accommodation Survey and have been approved to receive a rental subsidy OR have indicated that they have private rental arrangements, AND

- incur actual expenses to transfer furniture and household goods to the approved Clinical Unit site from their place of residence whilst undertaking studies at a different clinical unit.
- The Relocation Allowance will be available on a “per household” basis. Two or more students sharing one residence will be entitled to one allowance only.
- Allowance payable will be as determined by UQRCS based on distance from Brisbane to clinical unit and detailed in the approved Schedule.

**N.B.** Actual expenses are deemed to be those associated with the use of a professional removalist OR the hiring of removalist vehicle and equipment. Costs related to students’ use of a private vehicle for travel to and around a Clinical Unit site are not eligible for reimbursement.

## SCHEDULE OF 2022 RELOCATION ALLOWANCES

Clinical Unit	Maximum Allowance
UQRCS Rockhampton	\$1000
UQRCS Bundaberg	\$750
UQRCS Hervey Bay	\$750
UQRCS Toowoomba	\$250

### 2.10.2 Relocation Allowance Procedures

- Students will complete the UQRCS Accommodation Survey to determine eligibility for a relocation allowance.
- Eligibility to receive a relocation allowance will be advised in writing by the Clinical Unit.
- Eligible students must lodge a [Student Domestic Expense Reimbursement form](#) with, and available through the link or from the authorised officer in order to claim the Allowance. The form must be accompanied by evidence of the actual expense incurred e.g. removalist tax invoice, vehicle hire receipt.
- To receive payment, a claim for Relocation Allowance must be lodged with the authorised officer by 31 January in the initial year of allocation to the Rural Clinical School.



# Appendix A Accommodation Survey

Please complete survey electronically – link below:

[https://uniofqueensland.syd1.qualtrics.com/jfe/form/SV\\_bj8xOWLU32ODBxs](https://uniofqueensland.syd1.qualtrics.com/jfe/form/SV_bj8xOWLU32ODBxs)



This 2022 accommodation survey is for students with approved year-long placements at the Rural Clinical School (UQRCS) in 2022. This information is required to understand accommodation needs and to allocate UQRCS accommodation according to student preferences and to access eligibility for rental subsidies. Applications are due by 5pm 22 September 2021.

#### 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 UQRCS site have you been allocated to?:

- Rockhampton
- Bundaberg
- Hervey Bay
- Toowoomba

Which of the following best describes your current accommodation arrangements?

- Shared housing (housemates)
- Reside with family members
- Reside with partner
- Live alone

Which of the following best describes your accommodation requirements for 2022?

Private arrangements

UQRCS shared accommodation (annual service fee)

Rental subsidy for eligible couple/family with privately rented accommodation

Please indicate if you currently have or will have access to a car for use during the academic year (by 10 Jan 2022)?

No

Yes - please provide car registration (if currently available)

Students who select **Private arrangements** will be taken to last survey item (declaration and consent)

Students who select **UQRCS shared accommodation** will see the following questions:

**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"/>

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

## Students who select **UQRCS rental subsidy** will see the following questions

To determine your eligibility for a rental subsidy please attached evidence to demonstrate your circumstances.

*Supporting documents that demonstrate evidence of your relationship and circumstances might include marriage certificate, birth certificate for children, joint financial or domestic documents, carer payments or medical professional letter (PDF required).*

*N.B, Rental subsidies are not available for students who would prefer to rent privately but cannot provide evidence that they meet the eligibility requirements. Payments of rental subsidies will be suspended where it is determined that a student has misrepresented their circumstances to receive a rental subsidy.*

Drop files or click here to upload



### **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 2022 academic year.

Yes I have read and accept UQRCS Accommodation Guidelines

# Appendix B UQRCS Standard Accommodation Furnishing Guide

## Bedroom

Bed – Mattress (Mattress protector) & Base - King single (minimum)

Desk

Desk chair

## Laundry/Bathroom

Washing machine

Clothes airer

Ironing board & iron

Laundry basket

Mop & Bucket

Broom & dustpan

Toilet brush

Toilet brush

Vacuum cleaner

## Lounge room

Lounge chairs

Coffee table

Entertainment unit/sideboard

Television

## Kitchen

Refrigerator

Oven

Hotplates

Microwave

Toaster

Electric Kettle

Frypan

Saucepans (set of 3 minimum)

Cutlery & crockery

Glasses

Chopping board & Oven tray

Kitchen utensils & kitchen knives

Dish rack

Fire blanket, Fire extinguisher & First Aid Kit

Rubbish bin

## Dining room

Dining table

Dining chairs

# Appendix C UQRCS House Rules 2022

## 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 on 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) UQRCS may when administering these House Rules act on its own and 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:

- (i) the redeployment of resources (furniture, chattels etc);
- (ii) short term occupancy by visiting students of vacant rooms; and/or
- (iii) 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.
- (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.
- (e) A fee for service is charged in January and payable by August 31<sup>st</sup> in the year of residence.

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 vacuum cleaners, brooms, and mops for Residents to clean the Premises.
- (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 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.

## **9 Make good at end of occupancy**

At the end of their occupancy, Residents must:

- (a) Engage a professional cleaner to conduct a full “bond clean” and steam clean all carpets. Official receipts demonstrating the requisite cleaning are to be submitted to the UQRCS staff contact prior to the departure of the last household resident. The UQRCS Exit Checklist (Appendix D) will be a point of reference to guide as to the standard of cleaning required.
- (b) Remove 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 general cleaning, carpet cleaning, 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.

## **10 Access to Premises**

### **10.1 Keys**

- (a) Keys for initial occupancy of residences will be available from the appropriate UQRCS office within business hours only effective from Wednesday January 5, 2022.
- (b) Residents must pay for:
  - (i) replacements for lost or stolen keys at the cost of the student;
  - (ii) after hours callout fees and locksmiths' costs and charges in the event of being locked out of Premises or rooms/residences;
- (c) UQRCS staff will not be available after hours in such events.
- (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.

## **11 Behavioural Standards**

### **11.1 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.

## 11.2 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.

## 11.3 No smoking – Fire Evacuation

Pursuant to the University's policy, smoking is not permitted anywhere inside the building or within the defined external boundary of the Premises.

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

## 11.4 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

## 11.5 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 safe keeping 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; 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.

## 11.6 Drugs and Alcohol

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.

- (a) Any infringement of this rule:



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

#### 11.7 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.

### 12 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 hole 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, appliances and kitchen utensils / crockery 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.

### 13 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) The University will be responsible for all (broadband internet) charges within agreed download limits. Excess charges will be the responsibility of the residents.

### 14 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.

## **15 Repairs**

### 15.1 Afterhours

- (a) For afterhours emergencies Residents must contact the University of Queensland Security Officer ph: 1800 800 123.
- (b) In the case of electrical and plumbing emergencies, Residents must contact the emergency numbers advised in the "Residents' Information" maintained at the Premises.

### 15.2 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
- (j) Fault or damage likely to injure a person, damage property or unduly inconvenience a resident of the Premises.

## **16 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](#)).

## **17 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) not take bicycles inside (or through) the Premises under any circumstances;
- (d) store bicycles in car ports or courtyards, where available;
- (e) negotiate the use of secured garages amongst Residents and occupants of each facility;
- (f) provide appropriately maintained sand trays for vehicles with oil and fluid leaks; and
- (g) not use garages as storage facilities.

## **18 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 on the Premises). The use of portable air-conditioners is therefore prohibited.

## **19 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.

## **20 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.

## **21 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		
<b>General</b>	<input type="checkbox"/>	Vacuum/clean all sliding door and window tracks in all rooms
	<input type="checkbox"/>	Clean all internal windows
	<input type="checkbox"/>	Sweep and mop all non-carpeted floors
	<input type="checkbox"/>	All carpets are to be professionally steam cleaned. You will be requested to furnish a receipt as proof of this
	<input type="checkbox"/>	Clean light fittings – gently remove light fittings and wipe in all rooms
	<input type="checkbox"/>	Clean marks off all walls and light switches in all rooms
	<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
<b>Kitchen</b>	<input type="checkbox"/>	Clean inside and outside of all cupboard and doors
	<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
	<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 to be removed from fridges and cupboards.
<input type="checkbox"/>	Clean kitchen bin	

<b>Bathroom/s</b>	<input type="checkbox"/>	Clean mirror
	<input type="checkbox"/>	Clean inside and outside of all cupboard and doors
	<input type="checkbox"/>	Clean benchtops
	<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
	<input type="checkbox"/>	Clean sink and all tap ware & wipe towel rails.
<b>Laundry</b>	<input type="checkbox"/>	Clean inside/outside of washing machine
	<input type="checkbox"/>	Clean inside/outside of dryer. Remove lint
	<input type="checkbox"/>	Clean inside/outside of laundry tub, cabinets, shelves, drawer and tap ware
<b>Furniture</b>	<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 draws where applicable.
	<input type="checkbox"/>	Remove and dispose of mattress protectors (these are replaced annually)
<b>Outside</b>	<input type="checkbox"/>	Clean/hose out general waste and recycling bin (including Wheelie bins)
	<input type="checkbox"/>	Clean the outside of all windows and screens (on ground floor)
	<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
<b>Garage</b>	<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. In particular, 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 2022, this charge is \$4500.00 for new students and \$3000.00 for continuing students.
- 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:	
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Signed in the presence of (name of witness):	
Witness Signature:	
Date:	

**RETURN TO**  
*(insert site email)*

# Appendix F Letter Of Occupancy

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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 30 Aug 2021	Placements release provisional clinical placement allocations
3 Sept 2021	Email UQRCS Accommodation Guidelines and Student Accommodation Survey
22 Sept 2021	Student Accommodation Survey due date
25 Sept -15 Oct 2021	Allocate students to UQRCS owned & managed accommodation and confirm eligibility for rental subsidy
18 Oct 2021	<p>UQRCS to issue accommodation offers to students (including information on locations and housemates).</p> <p><b><i>N.B. in the event that demand for accommodation exceeds existing availability and 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></b></p>
1 November 2021	Accommodation offers response due date (student to return signed Acceptance of House Rules to secure accommodation for 2022)
5 Jan 2022	Earliest date for collection of keys for UQRCS accommodation and access
31 Jan 2022	Final date for submission of supporting documents for students eligible for a rental subsidy and claim forms for relocation allowance or storage allowance
31 August 2022	UQRCS annual accommodation service fee full payment due date
28 November 2022	Final date to vacate UQRCS accommodation and return keys





## Contact details

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