

ICMS Offer of Accommodation Terms & Conditions



The International College of Management, Sydney (ICMS) is committed to providing students who reside on our Campus with a *secure and safe environment; conducive to study and relaxation*.

As would be expected in any communal living arrangement, there is a requirement to have guidelines which residents are expected to abide by. They are detailed below and should be considered in conjunction with the ICMS Student Handbook.

Section One

Personal Hygiene

Rooms are to be kept clean and tidy at all times and rubbish bins are to be emptied on a regular basis, to enable the housekeepers to clean the room assigned to you effectively and with ease. Students are expected to launder their own clothes regularly. Students are also expected to wash daily and use deodorant. Toilets are to be kept clean and tidy.

Linen

The Housekeeping Department will change the college linen weekly. Different Residential floors are cleaned on different days which are listed in your *campus life* document, given to you on your arrival. To assist the Housekeepers, you are requested to strip the linen from the bed. The Housekeepers will leave you fresh linen which is to be used to make students beds.

Students are not permitted to hang washing, dry towels or place other items on their window ledges. (Clothes lines and clothes dryers are available for this purpose). *Note: You may exchange your towels on any day by visiting the Housekeeping Department during their opening hours.*

Offensive Material

The display of material which may cause offence to others is not permitted to be displayed, either in student rooms or elsewhere (E.g. Material of a pornographic or discriminatory nature).

Noise levels

On-campus students may not make excessive noise, as deemed by the RA's, staff or faculty, at any time and no student is permitted to make noise audible to others following 10.30pm, 7 days per week. Students are responsible for the noise coming from the room assigned to them, whether they are in the room or not. This also includes noise made by visitors to the room.

Note: A period of 24 Hour silence must be observed for the duration of Week 12 and Week 13 (Exam weeks) of the Undergraduate term.

Unauthorized ICMS enrolled student guests

No student has the authority or permission to invite other off campus visitors to the room assigned to them, or onto the residential floors. If a student invites or permits an **off-campus ICMS Student** onto the residential area, this will be deemed as a misdemeanour.

Please be aware that siblings and family members are only permitted on the residential areas on the first check-in weekend for the purpose of assistance with luggage, however they may not remain in student rooms nor return any time following. Siblings and family members are permitted to assist students to checkout but only during the College official check-out weekend.

Moving of room furniture and common area furniture

The layout of the student rooms has been set in such a way for safety and to allow ease of passage when Housekeepers are cleaning. For this reason the room furniture is not to be repositioned without written approval from the Head of Housekeeping, or the House Manager.

Students are not permitted to move furniture in any area of the college, except the Marketplace / CYC (*It is requested that it be returned whenever possible*).

Damage to Student Rooms/Residential areas

Any student found to have caused wilful damage will be issued with a warning. They will also be required to pay for the cost of repair immediately, in accordance with the Damage Policy (available on written request from the Operations and Security department).

Use of unauthorised Electrical equipment and materials

Please be aware that, fridges, extra heaters, televisions, electric blankets, kettles, Irons or any other large appliances are not permitted in student rooms.

The ICMS may confiscate electrical items (including amplified music systems) and may retain them until the student checks out.

Please use power boards when using multiple electrical items as '*piggybacking*' double adaptors is not allowed.

NB. Nothing should be placed on top of the heaters provided by the college as this presents a fire risk.

Non-return of borrowed room keys

Students will on occasion be permitted to borrow a spare key to gain entry to the room assigned to them. Should keys be borrowed for this purpose, they must be returned within **10 minutes**, unless authorised otherwise by the Manager on Duty. Students will not be given access to other student's rooms.

Lockouts

Students will undoubtedly lock themselves out of their rooms from time to time; however excessive requests to borrow room keys or to have the room assigned to them opened, due to having left their keys inside the room or having misplaced the keys is unacceptable. (Being locked out of your room on more than three occasions in any 7 day period will be deemed excessive).

Note: It is suggested that student rooms remain locked at all times, whether the occupant is in the room or not.

Attendance requirements

Students may occasionally be requested to attend meetings with Resident Assistants or Operations and Security Management, which are sometimes necessary for communication. These meetings will be deemed compulsory and you will be required to attend, on time. You will be informed of these meetings either by notices posted on the noticeboards, via your college email address, or by letter. Permission not to attend will only be granted in extenuating circumstances.

Not following any reasonable instructions given by Staff or Resident Assistants.

Students are expected to be cooperative at all times and therefore are expected to follow instructions given to them by staff members and Resident Assistants, from time to time.

Minor misdemeanours

Any breach of the guidelines above is considered a minor misdemeanour, for which a Warning will be issued in writing and recorded. Students will receive notification of when a matter is recorded.

A student may receive two warnings, relating to minor misdemeanours, before Written Warnings will be issued. Any further misdemeanours will result in a *First Written Warning* and then a *Second and Final Written Warning* being issued.

Should a student breach the guidelines again, following a *Second and/or a Final Written Warning*, the college will retract our Offer of Accommodation.

The notice period given in all cases shall be no more than 72 hours, and if coupled with making a further misdemeanour within this time, may be reduced.

All breaches of the ICMS Offer of Accommodation Terms & Conditions will remain on the student's Accommodation profile for a period of 90 days, during which time they are residing on-campus, irrespective of whether this period spans two semesters. (The period of the semester breaks will not be included in the 90 days).

Section Two

Unauthorized room changes

At no time is a student authorized to move rooms/beds without the permission of the Manager on Duty. In an emergency, a Manager on Duty or a Resident Assistant may request a student to move temporarily.

Unauthorized guests

No student has the authority or permission to invite other off campus visitors to their rooms or onto the residential floors. If a student invites **any person** (*other than an on campus ICMS student) to the residential areas or a computer room, this will be deemed as a major misdemeanour. The person will be considered to be trespassing and the Police may be called.

* Please see section one relating to Unauthorized ICMS Student guests.

Smoking

Smoking in a residential room fitted with a smoke detector is against Australian law. Smoking is only permitted in the paved smoking area located between Kelly House, Moran House and adjacent to the Housekeeping Department building. As smoking presents a serious fire hazard and health risk; smoking outside the designated smoking area is strictly forbidden and doing so may result in disciplinary action being taken. If it is determined that someone in a student room has been smoking there will be a \$50.00 (plus GST) fee to have the room deodorised following checkout, payable by the occupant/s.

Note: if the NSW Fire Brigade attend site due to the misadventure of students, the cost will need to be met by the student/s responsible. The cost is currently \$1500.00 (plus GST).

Fire hazards

For safety reasons no naked flames are permitted in residential areas and as such no candles or incense burners are allowed. In addition students may not use any irons, electric blankets, additional heaters or cooking utensils in the rooms assigned to them. *Note: Please do not place anything on top of heaters.*

Not following any reasonable instructions given by Fire wardens

Students are expected to be cooperative at all times and therefore are expected to follow instructions given to them by staff members or any Fire Warden during a fire alert.

Note: All Resident Assistants are members of the *fire response team*. Other fire wardens are chosen from the student body and the staff of the ICMS.

Alcohol / Drink spiking

The ICMS allows students, over the age of 18 years, to consume alcohol within limits. Regardless of the amount of alcohol consumed, students must never appear to be intoxicated.

Students are also responsible for ensuring that they are not unknowingly put under the influence of any drug. Showing signs of having been put under the influence of drugs will warrant being issued with an infringement. Particular attention must be paid to the possibility of having ones drink spiked.

Note: The incidence of drink spiking in Manly is high and therefore students must take all necessary action to prevent becoming a victim.

The limits of alcohol students are permitted to have in the rooms assigned to them are as follows:

Up to 1 x 750ml bottle of wine **OR** 6 x normal strength (approx. 5%) “Stubbies” of beer **OR** 3 x normal strength (approx. 5%) “Long necks” of beer **OR** 6 x premixed drinks up to 6.5% Alcohol by volume. If alcoholic drinks exceed 6.5% Alcohol by volume only 4 bottles/cans are permitted.

Note: these quotas are per person per bed. E.g. twice the above if in a Twin room and the quota is shared between both occupants.

Bottles of spirits, Cask (or boxed) wine/spirits are not permitted. Excess alcohol will be confiscated and discarded.

Drinking in the Coots Collegial Club or the Smoking area, or any other area apart from at a licensed event is not permitted.

Note: The exception to this is the BBQ area, adjacent to the Coastal Sports Zone, which must be booked through the proper process in order for alcohol to be consumed in this area.

Please see *Underage Students Supplement* for special conditions for students under the age of 18 years. Such students must not consume alcohol at any time nor will they be permitted to be present at an event where Alcohol is being served.

Accessing out of bounds areas

Certain areas of campus are *out of bounds* and therefore students are prevented from gaining access. These areas include: the 200's and 500's balconies, any locked areas, unauthorised access to other student rooms. Signage indicates whether a bathroom/toilet is Male or Female and therefore is out of bounds for the opposite sex.

Pets

Students are not permitted to keep pets while living on-campus.

Major misdemeanours

Any breach of the guidelines above is considered a misdemeanour, for which a Written Warning will be issued and recorded. Students will receive notification of when a matter is recorded.

If a student receives an infringement related to the rules in Section Two above, a *First Written Warning* will be issued. Subsequent disregard for the guidelines in Section two would result in a *Second and Final Written Warning* being issued.

Any further behavioural issues relating to the disregard of the ICMS Offer of Accommodation Terms & Conditions, in Section Two will result in our offer of accommodation being revoked. The notice period given in all cases shall be no more than 72 hours and if coupled with making a further misdemeanour within this time, may see the notice period reduced.

All breaches of the ICMS Offer of Accommodation Terms & Conditions will remain on the student's Accommodation profile for a period of 90 days, during which time they are residing on-campus, irrespective of whether this period spans two semesters. (The period of the semester breaks will not be included in the 90 days).

Note: The Operations department may, due to the seriousness of an offence, issue a First and Final Written Warning without having previously issued a Written Warning.

Gross misconduct

Any student who is found to be involved in any illegal matter, according to Australian law, in which their enrolment at ICMS can be linked to them and therefore brings the reputation of our college into disrepute, may have the ICMS Offer of Accommodation revoked immediately. The notice period given in all cases shall be no more than 72 hours. The ICMS will assist any law enforcement agency with their inquiries relating to illegal behaviour.

In addition to all the guidelines listed above, the *ICMS Handbook* outlines further the expectations, set by ICMS, regarding student behaviour.

FOOTNOTES

All on-campus students understand and agree to the following:

- By checking into on-campus Accommodation they accept and declare that they will abide by the Terms & Conditions in full.
- To check their college email address daily.
- To have their locks changed if room keys are lost or not returned. The cost of this is \$150.00 and is the responsibility of the room occupant.
- To incur the cost of room damages or any other damage caused by them, or their visitors, whether accidental or not.
- To pay Housekeeping a fee if their room is left unacceptably messy/dirty (as determined by a member of Staff) following checkout. (*Charges are \$35.00/hour plus an administration fee of \$35.00*).
- That biohazard waste will not be cleaned or removed by ICMS Staff. External contractors may be engaged and the costs will be passed on to students residing on the floor where the waste is removed from.
- That all residents are required to provide credit card details which are to remain current for the duration of their stay.
- To be responsible for the conduct of any other persons that they invite or permit in the Student rooms and whilst on-campus.
- Operations Staff members having the right to conduct random room checks of accommodation rooms, whether or not the room occupant/s is present.
- That for the purpose of upholding these guidelines; Resident Assistants, Security personnel (as arranged by ICMS) is considered members of staff.
- That Students who breach the Offer of Accommodation Terms and Conditions, following a Final Written Warning, will be unable to book accommodation in the future at ICMS.
- That ICMS will not be responsible for loss or damage to any students personal belongings whilst on-campus; whether the property is in their accommodation room or not.
- That the ICMS Operations and Security Department may review and update the Offer of Accommodation Terms and Conditions at any time.
- That Students under the age of 18 years are subject to additional rules, as detailed in the *Accommodation Terms and Conditions – Underage Students Supplement*

Correspondence

Correspondence on any matter relating to the Offer of Accommodation Terms and Conditions, or its processes, may be emailed to the House Manager - mbrown@icms.edu.au.