



John XXIII College

community. spirituality. learning. service.

Resident Handbook

2016 v2

TABLE OF CONTENTS

1.0 COLLEGE INTRODUCTION.....	1
1.1 The Vision.....	1
1.2 The Four Pillars of the Dominican Charism.....	1
1.3 Mission Statement.....	1
1.4 Strategic Objectives.....	2
1.5 Operational Objectives.....	2
2.0 HISTORY OF THE COLLEGE, THE DOMINICANS & JOHN XXIII.....	2
3.0 COLLEGE BOARD MEMBERS	3
4.0 ADMINISTRATIVE BUSINESS STRUCTURE.....	3
4.1 Senior Management Team.....	3
4.2 Departmental Supervisors.....	3
4.3 Administrative Staff.....	4
4.4 Chaplaincy.....	4
4.5 Catering Services Staff.....	4
4.6 Domestic Services.....	4
4.7 IT Staff.....	4
4.8 Tavern Staff.....	4
4.9 Communications Chart.....	4
5.0 COLLEGE OFFICE, COMMUNICATIONS & ADMISSIONS PROCEDURES.....	5
5.1 Office Hours.....	5
5.2 College Communication.....	5
5.3 Mail and Faxes.....	5
5.4 Internet Accounts.....	6
5.5 Phone Accounts.....	6
5.6 After Hours Duty Officer (SRs).....	6
5.6.1 Night Porter.....	7
5.6.2 ANU Security/UNISAFEGUARD Patrol.....	7
5.7 Admission & Residence.....	8
5.7.1 Residential Contracts & Fulltime Enrolment.....	8
5.7.2 Conditions of Residence.....	9
5.8 The SR, AA, RA and IT Teams and Early Returners.....	9
5.8.1 Early Returners.....	9
5.8.2 O-Week Returners.....	10
5.9 Leaving College Temporarily, Short Term Guests, WH&S and Fire Safety.....	10
5.9.1 Hosting/Convening Parties with External Guests	11

5.10 Re-Admission, Withdrawals, Studies & Academic Performance.....	11
5.10.1 Re-admission & Withdrawals.....	11
5.10.2 Residency, Studies & Academic Progression Rules.....	12
5.11 Termination of Residential Contracts & Mid-Year Transfers.....	13
6.0 COLLEGE RESIDENTS’ BEHAVIOUR MANAGEMENT POLICY.....	14
6.1 Residents’ Conduct.....	14
6.2 Non-Financial Sanctions.....	16
6.3 Financial Sanctions.....	18
6.3.1 Non-noted Conduct.....	20
6.3.2 Review of Upcoming Events.....	20
7.0 COLLEGE REGULATORY POLICIES: PREVENTION OF BULLYING, HARASSMENT, DISCRIMINATION AND HAZING.....	20
7.1 Bullying, Harassment & Discrimination Policies.....	21
7.2 Complaints Regarding Bullying, Harassment, Discrimination and Hazing.....	22
8.0 COLLEGE SOCIAL HEALTH POLICIES.....	23
8.1 College Alcohol Policy.....	23
8.2 College Drugs Policy.....	24
(This policy is currently under review)	
The norms of the community relating to behaviour are adhered to and the law is as applicable in College as elsewhere. The College should be drug free and all residents are entitled to feel safe here.	
John XXIII College has zero tolerance of Residents’ supplying any illicit substances or prescribed substances to any other person. This is illegal and will result in expulsion from the College and may also result in Police intervention. Any resident who knowingly supports or assists a person supplying illicit or prescribed substances will also be dealt with in a similar way to the supplier.	
The College reminds all residents of the overwhelming scientific evidence that taking illicit drugs is detrimental to one’s health and can lead to their death or result in serious mental health issues. Any person caught or seen consuming illicit substances, under the influence of illicit substances, or in possession of illicit substances (or apparatus forbidden by statute) will be dealt with by the Deputy Head of College.	
8.3 College Smoking Policy.....	24
8.4 College Noise Policy and AQT.....	24
8.5 College Dining Room Attire Policy.....	25
8.6 College Healthy Living Policy.....	26

8.7 Acute Psychological Illness Symptoms.....	26
8.8 Communicable Diseases.....	26
8.9 Notifiable Diseases.....	27
9.0 COLLEGE APPOINTMENTS & RESIDENTS' ASSOCIATIONS.....	27
9.1 Community Coordinators.....	27
9.2 Senior Residents.....	28
9.3 Academic Advisors	29
9.4 Academic Tutors	30
9.5 Residents' Association.....	31
9.6 Senior Common Room.....	31
9.7 St Dominic's Conference of St Vincent de Paul.....	32
9.8 IT Team.....	32
9.9 Mission and Ministry Officer.....	32
9.10 Publicity Officers.....	32
9.11 St Vincent de Paul Executive Officer.....	32
10.0 BURSARIES, AWARDS & SCHOLARSHIPS.....	33
10.1 Financial Bursaries.....	33
10.2 Leadership and Community Scholarships and Awards	33
10.3 Academic and cultural scholarships and Awards.....	35
11.0 CHAPLAINCY & MASS TIMES	35
12.0 DINING ROOM, COMMUNITY AREAS AND FACILITIES.....	36
12.1 Semester Meal Times (subject to demand, meal service times may change)	36
12.2 Dining Rules.....	36
12.3 Community Areas and the Tavern.....	37
13.0 HOUSEHOLD.....	38
13.1 Your Room.....	38
13.2 Security & Contents Insurance.....	38
13.3 Bedroom Keys and Lockouts.....	39
13.4 College Bedroom Property.....	39
13.5 College Access to Bedrooms, Cleaning & Maintenance.....	41
13.6 College Workplace Health & Safety (WH&S).....	41
13.7 Linen & Laundries.....	42
13.8 Refrigerators.....	42
13.9 Bicycles.....	42
13.10 Parking.....	43
13.11 Storage of Personal Items.....	43
13.12 Sickness, Injury & Medical Insurance.....	44

13.13 Fire Safety Procedures.....	44
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APPENDICES

APPENDIX 1	College Portfolios.....	A1
APPENDIX 2	Alcohol.....	A3
APPENDIX 3	Valedicts.....	A4
APPENDIX 4	Insurance.....	A5
APPENDIX 5	Information Services.....	A7
APPENDIX 6	Reference Information.....	A10
APPENDIX 7	Organisational Chart.....	A11
APPENDIX 8	Internal/External & Emergency Services Phone Numbers.....	A12
APPENDIX 9	Accommodation Agreement 2016.....	A14
APPENDIX 10	2016 Payment Schedule of Fees.....	A19
APPENDIX 11	Return of Bond.....	A21
APPENDIX 12	Work Health and Safety Act (2011), ACT.....	A22
APPENDIX 13	Code of Conduct for Formal, Academic & Community Dinners.....	A23

1.0 COLLEGE INTRODUCTION

This Handbook sets out the Policies, Guidelines and Procedures that inform the 2016 Residential Contract. The College encourages Residents to read the Handbook carefully because it informs the expectations and norms that underpin the community that is John XXIII College and is part of your Conditions of Residence (see Section 5.7.2).

1.1 The Vision

John XXIII College is a fully catered men's and women's Catholic Residential College affiliated by statute with the Australian National University. Of the two independent Colleges at the University, it was first to establish, affiliating with the ANU in 1967. John XXIII College has always enjoyed both an independence from and a healthy, collaborative partnership with the ANU. It is a community of scholars which enjoys a unique sense of purpose and ethos distinct from but complementing the broader university experience.

Respect for Christian values is presumed of all College members as is a serious commitment to learning and to fostering one's intellectual growth, whether that growth comes of formal studies or through realising the advantages of living within a scholarly community. At John XXIII College, Residents' academic success is the primary focus, but this is achieved through the spiritual, cultural, sporting and social development of the whole person. Each plays a vital role in the community life enjoyed by College members. The College believes that academic success is borne of one nurturing one's whole self which in turn sustains us as a uniquely independent community of Christian scholars at Australia's premier university, living with the Four Pillars of our founding Dominican Fathers: Community, Spirituality, Learning and Service; and the principles of Catholic Social Teaching.

1.2 The Four Pillars of the Dominican Charism

- i. Community: Individual freedom tempered by responsibility to self and others underpins the John XXIII College community;
- ii. Spirituality: What people do and say is borne of their beliefs. Each member of our community is encouraged to deepen his/her faith;
- iii. Learning: At John XXIII College there is a commitment to an expansive learning experience that centres on the academic and embraces the social, the sporting and the cultural;
- iv. Service: Reaching out in service is an opportunity that broadens horizons. Individuals grow through their service of others.

1.3 Mission Statement

To support Resident students studying at tertiary level in an environment that promotes balanced views consistent with the values in the Gospels and those of the Dominicans' Four Pillars: Community, Spirituality, Learning and Service.

1.4 Strategic Objectives

1. To further the collaborative strategic relationship between the College and the ANU;
2. To foster the intellectual, ethical and spiritual life of Residents, regardless of their religious affiliation in an environment underpinned by the Four Pillars;
3. To support the University in accommodating international enrolments, leveraging the benefits that inform the John XXIII College experience; a fully catered Residential experience at the ANU;
4. To create a community that celebrates diversity and encourages freedom of expression and thought;
5. To create an environment that eschews any form of discrimination;
6. To nurture an understanding of and care for the disadvantaged and under-privileged;
7. To encourage alumni to contribute widely and robustly to the broader Australian community of professionals.

1.5 Operational Objectives

1. To provide academic support through encouraging academic achievement and the learning centres initiated by the Academic Advisors and other resources;
2. To supply quality pastoral care and worship opportunities that nurture Residents' developmental and spiritual needs;
3. To expect the highest standards of conduct amongst Residents;
4. To partner the ANU in the provision of quality IT services;
5. To provide accommodation services and attendant support networks for Residents and visitors;
6. To encourage Resident-driven social, sporting, cultural, spiritual opportunities which facilitate Resident participation in College and ANU life;
7. To refine and enhance the systems which underpin the just and efficient administration of the College.

2.0 HISTORY OF THE COLLEGE, THE DOMINICANS & JOHN XXIII

John XXIII College has been owned by the Dominican Friars since the College's foundation in 1967. From that date till 2000, all Heads of College were Dominican priests and the College was run as a ministry of the Dominican Order. Today, Dominican members of the College company appoint the Board to which the Head of College now reports. Despite the departure of the friars from the day to day running of the College, the Dominican ethos is strongly present and the Four Pillars of the Dominican charism (Community, Spirituality, Learning and Service) inform the College's daily administration. Fr Laurie Foote OP is the Resident College Chaplain. Fr Laurie is also the Catholic Chaplain at the ANU.

The Dominicans' presence at the Australian National University has a distinguished lineage, with the first ANU Catholic chaplain being a 1958 Dominican appointment. St Dominic himself stipulated that no Dominican priory was to be built without a professor. Having established the order in 1215, by 1229, Dominic had acquired a Chair of Theology in Paris and later in 1248, acquired a Chair in Theology at Oxford. At Australian universities, the Dominican colleges have included Mannix College (Monash University), St Albert's College (University of New England), and John XXIII College at the ANU; the only university college still owned by the Dominicans in Australia.

The College is named for Angelo Roncalli, Pope John XXIII. John XXIII made an extraordinary contribution to a new age in the Catholic Church. A man of humility and evangelical simplicity, he was widely travelled and cultured in the arts, languages and history but is best remembered for his calling the Second Vatican Council. On 5 July 2013, Pope Francis declared John XXIII a saint. He was canonized on 27 April 2014.

We are proud to be named after such an extraordinary man, Pope from 1958 till his death in 1963.

3.0 COLLEGE BOARD MEMBERS

Mr John Harris, Chair

Solicitor

Very Reverend Fr Kevin Saunders OP, Deputy Chair

Provincial, Dominican Friars

Mr Geoff Johnston

Head of College & CEO

Sr Rosemary Lewins OP

Dominican Sister

Mr Geoff Kimpton

Company Director

Ms Anne Martin

ANU

Ms Jennifer Carlin

Company Director

Ms Jacinta Carroll

Company Director

Fr Laurie Foote OP

Dominican Friar

Fr Mannes Tellis OP

Dominican Friar

Mrs Alicia Jeffrey

Company Secretary &
Business Manager

Mr Ian Pearson

Air Commodore

4.0 ADMINISTRATIVE BUSINESS STRUCTURE

4.1 Senior Management Team

Mr Geoff Johnston	Head of College & CEO	master@johnxxiii.anu.edu.au	P 6125 6900
Ms Tara Pickup	Deputy Head of College	deputy@johnxxiii.anu.edu.au	P 6125 6905
Mr William Wallace	Operations Manager	opsmanager@johnxxiii.anu.edu.au	P 6125 6907
Mrs Alicia Jeffrey	Business Manager	business@johnxxiii.anu.edu.au	P 6125 6903

4.2 Departmental Supervisors

Mr Jamie Parnaby	Maintenance Supervisor	jparnaby@johnxxiii.anu.edu.au	P 6125 6912
Mr Thierry Leriche	Catering Manager	tleriche@johnxxiii.anu.edu.au	P 6125 6913
Mr William Collett	Community Coordinator	wcollett@johnxxiii.anu.edu.au	P 6125 6906
Ms Ao Li	Community Coordinator	ali@johnxxiii.anu.edu.au	P 6125 6906

4.3 Administrative Staff

Ms Emily Heath	Conference & Events Officer	conferences@johnxxiii.anu.edu.au	P 6125 6908
Mrs Renate van der Walt	Finance Officer	finance@johnxxiii.anu.edu.au	P 6125 6900
Mrs Fiona McGowan-Lay	Admissions Officer	admissions@johnxxiii.anu.edu.au	P 6125 6924
Mrs Emma Anderson	Administration & PA	emma@johnxxiii.anu.edu.au	P 6125 6902
Ms Shani Field	Receptionist	sfield@johnxxiii.anu.edu.au	P 6125 6900
All Other Enquiries		enquiries@johnxxiii.anu.edu.au	P 6125 6900

4.4 Chaplaincy

Fr Laurie Foote OP.	College Chaplain	father@johnxxiii.anu.edu.au	P 6125 6914
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4.5 Catering Services Staff

Ms Mai Le	Mr Van Dien Ma	Mrs Sandi Leriche
Mr Anthony Paul	Mr Min Shwe	Ms Souchitta Viravong
Ms Anne Dupe	Mr Winston Slater	Ms Khine Thi Thi

4.6 Domestic Services

Contact Operations Manager

4.7 IT Staff

Mr Lewis Pascoe	Senior IT Consultant
Ben Heath	IT Consultant

4.8 Tavern Staff

Emma Bettiol	Tavern Manager
Natalia Guisasola	Tavern Assistant
Tess Howard	Tavern Assistant
Brigid Quinlan	Tavern Assistant

4.9 Communications Chart

The Communications Chart notes the general system of communication and authority as they pertain to the College business model. The Board has ultimate strategic directional responsibility, with the Head of College reporting to the Board and the Head of College implementing the Board's vision for the College. The Head of College delegates responsibility to the Deputy Head of College, Operations Manager and Business Manager and each of these individuals has staff who report to them.

If Residents wish to progress a College/Residents' issue, they should advance it through the SR team in the first instance. Academic matters would be handled by the Academic Advisors and pastoral care matters by the SR. Matters that are properly dealt with by the Head of College or the Deputy Head of College may of course be brought to their immediate attention (see Appendix 8).

5.0 COLLEGE OFFICE, COMMUNICATIONS & ADMISSIONS PROCEDURES

5.1 Office Hours

From Monday to Friday, the office is open for business from 8:30am-5:00pm (limited staff between 12:30pm-1:00pm) daily, and closed Public Holidays.

Front Office: (02) 6125 6900, E: enquiries@johnxxiii.anu.edu.au, F: (02) 6125 6909

After hours duty officer: (02) 6125 6919 or 5-6919 (internally) or 0467 154 027 (externally)

Night Porter: 0487 082 344.

Visitors may use the courtesy phone in the office foyer and at the entry to the student residence to dial the above landline.

5.2 College Communication

There are various means through which the College, Senior Residents (SRs), Academic Advisors (AAs) the Residents' Association (RA) and other College appointees communicate with Residents. Residents are responsible for keeping themselves informed of updates and Administration advice. Any communication published by way of the following will be deemed "in the knowledge of Residents":

1. PelicanNet J23 is the formal means of communication.
2. University email accounts (all College-to-Resident email correspondence will be via Residents' University email accounts)
3. All College Meetings (on the first Tuesday of every term; compulsory for all Residents)
4. LCD notice board (located near Dining Room door; updated daily with College information)
5. SR notice boards (updated by SRs; each SR room has a notice board)
6. AA notice board (updated by AAs)
7. Portfolio notice boards (updated by SRs in the Administration Wing)
8. RA notice boards (located in office foyer; updated by RA)
9. College website
10. Deputy Heads and Community Coordinators' notice boards (outside respective offices)
11. Formal dinners

5.3 Mail and Faxes

The College postal address is:

Resident's Name and Room Number
John XXIII College
PO Box 417
Canberra ACT 2601

Incoming mail is sorted Monday to Friday and placed in the mailboxes outside the front foyer. Registered articles and parcels will be held at the Front Office and may be collected during business hours.

Mail will not be re-directed during holiday times. However, at the end of a Resident's Contract a Resident's mail can be re-directed within Australia for 30 days once forms and payment of a \$10.00 re-direction fee are processed at the Front Office.

The Front Office sells stamps in office hours and mail can be dropped off at the Front Office for collection by the postal courier before 11:00am Monday to Friday.

Faxes may be sent and received at a \$1.00 per page charge at the Front Office. All mailing and fax charges are payable at the time.

5.4 Internet Accounts

John XXIII College internet access is delivered through the ANU. Residents pay flat fees, the ANU Data Levy as well as the Computer Consumable Fee. Access is unlimited.

Please note: this service is subject to variation by the ANU.

5.5 Phone Accounts

In-room phone accounts must be in credit to make external calls, except for 000 and Lifeline numbers. Credit payments can be made during office hours at the Front Office.

Residents are responsible for the security of their PINs and a condition of having an in-room phone in one's room is full responsibility for charges (the IT Team can assist in setting-up phones).

Residents' rooms' phone numbers: 02 618 + internal number (eg 5-5604)

5.6 After Hours Duty Officer (SRs)

Senior Residents (SRs) are the after hours' delegates of the Head of College. Every evening and at weekends, one of the SRs becomes the After Hours' Duty Officer. That SR is the College's first point of contact for all communication, urgent or otherwise.

All Residents and their guests are required to comply with the Duty Officer's/SR's instructions. Where a Resident feels a Duty Officer/SR has exceeded his or her authority, this should be reported to the Deputy Head of College at the first available opportunity. However, Residents need to be clear in their understanding that the Duty Officer/SRs are

performing pastoral, disciplinary and administrative roles, responding to lock outs, noise complaints and miscellaneous Resident needs.

The College expects Residents to comply with Duty Officer/SR instructions for a raft of Workplace Health and Safety (WHS) and administrative reasons. Duty Officer (02) 6125 6919 or 5-6919 (internally) or 0467 154 027 (externally).

For Lockouts, see Section 13.3.

5.6.1 Night Porter

The College employs a Night Porter to assist the SRs perform functional, administrative and security tasks, and also to enhance the safety of the College's after hours operations. The Night Porter is on duty Monday to Friday between 8:00pm – 2:00am, except on Thursdays when he remains on site until 5:00am.

All Residents and guests will be expected to comply with the Night Porter's instructions and where a Resident's conduct is irreconcilable with the College's regulatory policies (see Section 6.0 - 8.4) this will be reported to the Duty Officer at the time, and noted to the Deputy Head of College's attention the following morning.

5.6.2 ANU Security/UNISAFEGUARD Patrol

UNISAFEGUARD Patrols run throughout term time, starting in O-Week. The team of 20 students from every Hall and College on campus and have completed an intensive Security course and are First Aid trained.

If you feel you need to be escorted to or from your place of study or work, please contact ANU Security on 5-2249 (internally) or 6125 2249 (externally). ANU Security is available 24 hours a day, escorts will be made by either student UniSafeguard Patrol Officers or after midnight an ANU Security Officer. This is a free service.

There are female and male UNISAFEGUARD Patrol Officers who work in pairs between 6.30pm and 11.30pm Monday to Friday during semester and mid-semester breaks. They carry out foot and mobile patrols of the campus and are available to escort students and staff between university buildings, libraries, car parks and halls of residence.

The UNISAFEGUARD Patrol Officers complement the regular UniSafe Bus service and work alongside ANU Security staff.

Be patient when arranging this service, ANU Security officers have a range of responsibilities which may delay them getting to you.

Webpage acknowledgement <http://facilities.anu.edu.au/services/anu-security/unisafe>

5.7 Admission & Residence

5.7.1 Residential Contracts & Fulltime Enrolment

Residential Contracts are approximately 41 weeks or two semesters in length and attach to fulltime university enrolment and end in November each year. "Fulltime" enrolment means enrolled in three or more subjects per semester. In special circumstances, Residential Contracts may be for one semester.

In October, returning students (except those on academic probation) will receive a "tentative" contract for the coming year. This must be signed and returned to the College by the specified date. The contract for the coming year becomes "confirmed" once the student has passed their subjects for semester 2 and paid the required deposit.

Students wishing to return in the coming year, who are on Academic, Behavioral or Financial Probation will not receive a contract until their probationary status is resolved.

Residents may move into College on the start date noted on their Residential Contracts.

Payment Options

1. Full year payment
2. Half year payment
3. Monthly payments

Please note: all credit card payments will attract a Merchant Fee of 1%.

The College will permit one change per year to the selected scheduled payment method (i.e. semester to monthly) without incurring an Administration Fee. Any additional requested changes will incur a \$50.00 Administration Fee.

Residents will be charged a non-refundable \$25.00 Administration Fee for each credit card, direct debit or cheque that is declined more than once in a contract period, including declined payments due to the account holder not notifying the College of changed credit card or bank details (i.e. lost or stolen cards, new expiry dates). Residents may be required to pay by semester thereafter. Please liaise with the Business Manager in advance of difficulties with fee payment.

Residential fees are payable in advance and whilst John XXIII College will refund all overpayments, it cannot refund bank fees and resulting charges from overpayments.

Where a Resident has missed pre-agreed payments, the College may require that Resident to pre-pay the next semester in advance or require him/her to pay by semester in advance thereafter. Continued failure to make payments will be treated as a breach of Contract and the Resident will be asked to leave College. Note: unpaid fees will be referred to a debt collection agency.

Residents who fail to make Residential Contract payments will be on "Financial Probation" and have a Negative Service Indicator attached to their profiles which will result in the University withholding Academic Transcripts until all debts are cleared.

Residents are encouraged to vacate their rooms 24 hours after their last exam in the second semester exam block.

Residents who wish to stay at the College outside the Residential Contract period may do so with the permission of the Deputy Head of College subject to a room being available and subject to the Resident paying the non-Residential Contract fee in advance (see Appendix 12, Return of Bond for conditions attaching to Bonds).

5.7.2 Conditions of Residence

It is a Condition of Residence that Residents agree to abide by all Policies and Procedures detailed in this Handbook. These may be updated in response to events/issues throughout the course of the year.

(see Appendix 10, Conditions of Residence.)

5.8 The SR, AA, RA and IT Teams and Early Returners

Only those members of the SR, AA, RA and IT teams who are invited to return to College for Training in N and O-Weeks may reside at John XXIII College during those three weeks. These people are guests of the College. A condition of this privileged early return is that no non-RA, SR, AA or IT Residents or guests may stay in the SR, IT, AA or RA members' room during either N-Week or O-Week. This condition applies until the Wednesday of O-Week.

Please note that no Resident may host a guest during O-Week or during Bush Week or Johns Week (see Section 6.3).

5.8.1 Early Returners

Residents who have a) received written advice from the ANU of a Supplementary or Special Assessment, b) received written advice of an early start at the commencement of an academic year or c) ANU employees, may contact the Deputy Head of College to seek his/her approval to stay at the College. A non-Residential Contract fee payable in advance may accrue for each night's stay.

Residents who wish to return to College early for the reasons noted above must request an early return of the Deputy Head of College within one week of receiving written advice

from the ANU of the need for an early return and must supply a copy of the ANU advice to the Deputy Head of College.

There are no other categories of early return. **Those Residents returning on the Wednesday of O-Week may not bring their belongings to College before that Wednesday of O-Week.**

5.8.2 O-Week Returners

Returning College members may move into College on the Wednesday of O-Week, subject to those returning members satisfying the Community Coordinators and SR Team that they did not attend O-Week events planned for first years between the Sunday and Tuesday night/Wednesday morning of O-Week. A range of O-Week events are available to second and third year Residents who comply with the above.

Returning John XXIII College Residents will refrain from attending any event, either in Canberra or at the ANU that the RA and the SR is convening for their O-Week programmes. This applies from the Sunday to Wednesday morning 9:00am of O-Week.

Where returning College members choose to attend any of those RA or SR O-Week Sunday – Wednesday morning events, the return of those College members will be delayed until the Sunday before Week One of the first teaching period they will not attend Out the Back Day, in the event the RA chooses to organise one, during the coming year.

5.9 Leaving College Temporarily, Short Term Guests of Residents, Workplace Health & Safety & Fire Safety

Temporary Departures

When a Resident leaves College temporarily (for one or more nights) for WH&S and fire safety reasons he/she should note this absence in the Accommodation Register, which is located at the Front Office at all times.

Short Term Guests

For WH&S and Fire Safety reasons and for the College to be able to determine whether it is appropriate for a particular short term guest to stay at the College, any Resident who wishes to host a short term guest must register the guest in the Accommodation Register prior to or upon arrival of the guest. Residents may not host a guest who is 16 years old or younger. If a Resident wishes to host a guest who is 17 years old, they must register this guest with the Head or Deputy Head of College with the guest's full name and emergency contact details prior to the guest's arrival. **Failure to comply will result in a Financial Sanction (see Section 6.3). The College will also review the host's right to receive short term guests and/or review the host's ongoing residency.**

Please note: No resident may host a short term guest during O-Week, Bush Week or Johns Week.

Payment

Short term guests of Residents may choose to purchase three meal tickets per full day's stay and opt to hire a mattress (linen is not provided). Where guests choose not to purchase meal tickets and/or hire a mattress, they must still register with the Front Office. Short term guests of Residents who choose to purchase tickets will be charged \$20.00 (prorated to \$7.00 per meal per part day) for each day of stay and \$5.00 per day for the mattress. Outside office hours, the Duty Officer is to be advised of the short term guest's arrival. If after 10:30pm, a note under the Community Coordinators' office door will suffice. (The usual price for casual meals is: Snack time \$6.00, Breakfast \$8.00, Lunch \$12.00, Dinner \$13.00)

A short term stay is for up to three consecutive nights. No Resident may host a guest beyond three consecutive nights. Rooms may not be sub-let. A Resident may host only one guest at a time in his/her room overnight.

Any Resident hosting a short term guest is responsible for the conduct of that guest and will be liable for Sanctions noted under Section 6.0 should the guest behave inappropriately. In the event of damage to College property or to other Residents' property, the hosting Resident is also responsible.

5.9.1 Hosting/Convening Parties with External Guests

Residents may not convene parties that are attended by external guests without the express permission of the College. Examples of "convening parties" includes inviting guests to College to consume alcohol in College Common Areas or Residents' bedrooms.

5.10 Re-Admission, Withdrawals, Studies & Academic Performance

5.10.1 Re-admission & Withdrawals

Residents wishing to return to College the following year must apply for an invitation to return when the College publishes Expressions of Interest to Return in October.

The contract is for one academic year, subject to the Resident fulfilling the following criteria, throughout the year:

- i) Academic commitment throughout each semester, including maintaining a full time status and attaining satisfactory academic results (as specified in College Handbook). Poor results may result in the Resident being placed on Academic Probation and subject to exclusion.
- ii) Financial responsibility in meeting the commitments as set down in the Fees Schedule. Failure to pay the fees by the designated time may result in the Resident being placed on Financial Probation and subject to exclusion.
- iii) Satisfactory personal conduct as outlined by in the College Handbook. Serious misbehaviour or repeated misbehaviour may result the Resident being placed on Behavioural Probation and subject to suspension or exclusion.

- iv) General support of the College's mission and values as well as contribution to and participation in the life of the College. A Resident who does not support or participate in the life of the College may not receive an invitation to return in the following year.

Residents who have indicated they intend to return to College the following year, have signed a Residential Contract and paid an installment in October/November have five business days after results are published in December to advise the College they wish to withdraw from College if they are to avoid forfeitures. When the College receives advice after five business days, Residents forfeit those monies that attach to breaking Residential Contract.

The conduct of Residents that triggered Sections 6.0, 7.0 or 8-8.4 or Level 2 or 3 interventions will be reviewed when determining the merits of permitting the return of those Residents the following year.

See Appendix 10 - Conditions of Residence for further detail.

5.10.2 Residency, Studies & Academic Progression Rules

Residents are reminded that they must make continual progress towards the conferral of their degrees to be eligible for residency at John XXIII College and must demonstrate "clear improvement" after a semester that comprised failures. Residents must be enrolled in at least three subjects each semester, notwithstanding graduating semesters, to satisfy the College's fulltime student/residency (see 5.7.1) requirement and achieve at least the Pass patterns noted below.

Semester One

At the end of semester one the College will review the academic performance of those Residents who fail more than 25% of their semester one study load. A Resident who fails more than 25% of his/her study load in semester one will be placed on College Academic Warning:

- Academic Probation – fail more than 50%
- Academic Warning – fail more than 25%
- Academic Risk – fail less than 25%

Thereafter the College permits the next semester for the Resident to demonstrate clear improvement (which means achieving Pass or better in 100% of his/her study load) to remove the College Academic Probation. If at the first publication of results the next semester, a Resident fails any of his/her subjects, he/she may be required to depart the College and nothing noted in the semester two rules below applies.

Semester Two

At the end of semester two the College will review the academic performance of those Residents who are currently on an academic warning/probation or fail more than 25% of

their study load in semester two. Where the College determines it appropriate, these Residents may a) not be invited to return in the subsequent semester, or b) be offered a "Conditional Return" for the subsequent semester only, with residency in the second semester of the following year contingent upon his/her achieving Pass grades in 100% of his/her subsequent semester one study load.

At the end of each semester, the College will review the academic performance of those Residents who are on an academic warning/probation and fail to achieve Pass in all subjects in the subsequent semester. Where the College determines it appropriate, these Residents may a) not be invited to return in the subsequent semester, or b) be offered a "Conditional Return" for the subsequent semester only, with residency in the second semester of the following year contingent upon his/her achieving Pass grades in 100% of his/her subsequent semester one study load.

Those Residents who find themselves on ANU Show Cause at the end of semester one will be asked to depart the College if they cannot successfully show cause to the ANU.

Residents who find their study load too onerous or their study content too demanding and so fail one subject should avail themselves of the support networks offered at both ANU and the College. Any withdrawal from a fulltime load must be discussed with the Deputy Head of College.

5.11 Termination of Residential Contracts & Mid-Year Transfers

When a Resident chooses to withdraw from College (including transferring outside of the approved transfer period to another ANU College/Hall, or being required to withdraw from College) the following applies:

1. Residential Fees (rent) are payable until a new Resident takes their place, even if this takes till the end of his/her original Contract Period;
2. A \$500.00 Administration fee is payable to the College;
3. Forfeiture of all fees and levies payable in the semester of withdrawal. Annual Fees and Levies are refundable only if the Resident breaks Contract with the College prior to starting first or second semester. All fees and levies are non-refundable after each semester begins.

Please note: an RA fee is separate to any College fees; please contact the RA regarding fee policy.

When a Resident produces a letter from the University permitting a withdrawal or deferral from a course of study, he/she will be required to pay full board until his/her room is re-let for a period no greater than four weeks from the date he/she produces the letter to the Deputy Head of College.

Residents should refer to the Terms and Conditions of Residency in Appendices for further detail.

Mid-Year Transfers

Where a Resident applies to transfer out of College to another College or Hall for semester two via the ANU transfer process and is successful, the Resident will be refunded his/her semester two fees and levies and will not be charged a \$500.00 Administration Fee. However, a Transfer Fee may be payable.

If a Resident is approved to transfer out of the College at end of semester one, he/she is required to pay rent until the College releases him/her from their contract (i.e. 7th July 2016).

At all times, for a Mid-Year Transfer to have the opportunity to be “successful”, a Resident requires the support and approval of the College.

6.0 COLLEGE RESIDENTS’ BEHAVIOUR MANAGEMENT POLICY

6.1 Residents’ Conduct

The Head of College is responsible for the good order and conduct of the College. The Head delegates responsibility to the Deputy Head of College who coordinates the roles of, amongst others the Community Coordinators, Senior Residents and the Night Porter, in maintaining good order.

The College strives to create a happy, warm and supportive family atmosphere that is self-regulated and which considers the needs and interests of all its members. Consideration of and respect for one’s fellow Residents is of central importance and it is only when there is a disregard for other Residents’ needs that disciplinary interventions will result.

The philosophy that informs the College Residents’ Behaviour Management Policy is that Residents make choices regarding their behaviour and are personally responsible for their conduct and its consequences.

Residents are required to observe the College’s Policies and Guidelines whether they are on-site at John XXIII College or off-site. Failure to conduct oneself in accordance with the College’s Policies and Guidelines will result in the Interventions described at Levels 1-3 below. Interventions may start at that Level determined appropriate by the Head of College or his/her delegates.

Any intervention at Level 2 or above will be noted on the Resident’s file.

All Residents should note that any allegation of misconduct which, if proven, might result in a Resident being suspended or otherwise removed from the College and will be reported in confidence to the Deputy Vice-Chancellor.

Level 1 Intervention

Any Resident may request any other Resident/s to stop or modify behaviour that is intrusive, offensive or in breach of the College's Policies and Guidelines.

Thereafter, the Community Coordinators and the Duty Officer should be advised of the outcome of the request.

Level 2 Intervention

When a Level 1 request has not been successful, or when the matter is sensitive or complex, a Resident may approach a Community Coordinator or SR, or where appropriate the Night Porter to assist in finding a solution. Staff, Community Coordinators and SRs have been delegated authority by the Head of College to monitor and enforce policies regarding Resident behaviours, subject to 1-5 noted below:

1. Within 24 hours of a significant incident (a significant incident being one that is noted at 1-26 in Section 6.3), an Incident Report written by the Community Coordinators or the Duty Officer/SR will be lodged with the Deputy Head of College;
2. Incidents noted at 27-35 in Section 6.3 can be dealt with by the Community Coordinator him/herself in consultation with the Duty Officer/SR*;
3. These incidents may also be resolved through SR's counsel and negotiation with the Resident without Community Coordinators' input;
4. Residents who are the subject of Level 2 interventions that require a Sanction, will receive written notification from the Community Coordinator of the incident and the Sanction the Community Coordinator regards as appropriate;
5. Serious and/or repeat behaviour will result in the matter being processed at Level 3.

*Thereafter, the Deputy Head of College would be advised in writing by the Community Coordinators of the Level 2 Intervention and the Sanction.

Level 3 Intervention

When a Resident's conduct is referred to the Deputy Head of College, whether after Level 1 and/or 2 or otherwise, the Resident will be required to reconcile his/her conduct with the College's Policies and Guidelines. The Deputy Head of College will consider the facts presented by the Community Coordinators or the SRs, and the facts as presented by the Resident. The Deputy Head of College may interview witnesses and will make his/her decision upon the supplied evidence.

Where the Deputy Head of College forms the view that the Resident's conduct is irreconcilable with the College's Policies and Guidelines, the Deputy Head of College may impose one of or some of the Sanctions, noted below at Section 6.2-6.3.2.

Level 4 Appeal

Any Resident who has received a Sanction after intervention at any Level may appeal in writing to the Head of College within 72 hours of being notified in writing of the Sanction. However, the Resident must serve the Sanction from the time of receiving the Sanction until he/she learns the result of the appeal. The result of the appeal will determine whether a) the Resident resumes serving the Sanction, b) receives no Sanction or c) a different Sanction.

Appeals will be entertained on the grounds of lack of due process or severity with the following results provided from the Head of College within 72 hours:

1. Successful appeals will result in Residents being relieved of some or all of a Sanction;
2. Unsuccessful appeals will result in the Sanction being upheld or increased.
3. Sanctions that are increased at appeal or which remain unchanged cannot be appealed again.

6.2 Non-Financial Sanctions

Counselling

Counselling may be done either formally or informally. Formal counselling could follow specific conduct that triggers Levels 1-3 above. Informal counselling includes that advice Residents receive through all College meetings, College-wide emails, formal dinners and advice from Community Coordinators and SRs. The content of these briefings will be deemed to have been communicated to all College members.

Structured Functions

When a Resident conducts him/herself in a way that is irreconcilable with the College's Policies and Guidelines, he/she may lose the privilege of fully enjoying an upcoming social event. A Structured Function requires a Resident to withdraw several times throughout a social event to meet with the Head of College or his/her delegate to demonstrate sobriety/appropriate conduct.

A Structured Function can also involve the Resident being banned from attendance at the third party/College/RA/SR organised event.

Failure to duly carry out a Structured Function will return a Resident to an Intervention in Section 6.0.

Community Service

Where a Resident conducts him/herself in a way that causes inconvenience to other Residents, through for example leaving his/her used crockery and cutlery on tables, littering, failing to restore furniture to its original position after a room has been used or otherwise inconveniencing others, he/she may be required to do community service.

Community service is performed in installments of individual hours. Community service involves tasks like sweeping outdoor areas, assisting in the re-setting of the dining room/alfresco area for the next meal service.

Formal Warning/ Behavioral Probation

When a Resident conducts him/herself inconsistently with the College's Policies and Guidelines, he/she may be placed on a Formal Warning. A Formal Warning specifically advises a Resident that subsequent Interventions will be informed by recourse to the Formal Warning document and could include suspension and exclusion from College.

Suspension from Facilities and Common Rooms

When a Resident conducts him/herself inappropriately or in a way that is irreconcilable with the College's Mission and Objectives in any of the College's common rooms, (the Junior Common Room, the Roncalli Collegians' Room, the Library/Study, the Computer Room, the Music Room, the TLC Rooms, the Saint's Common Room or the Tavern), he/she may be banned from attending some of or all of these rooms for a period of days, including those days that a College, SR or RA event is scheduled for those rooms or re-scheduled to those rooms from elsewhere. The Resident will receive no refund of that portion of his/her fees that are allocated to his/her use of those facilities/common rooms for the period of his/her suspension from those rooms.

Suspension from Dining Room & Alfresco Dining Area/ Loss of take-away meal service

When a Resident conducts him/herself in the Dining Room or Alfresco Dining Area in a way that is offensive to the norms and conventions of dining, he/she may lose the privilege of being able to attend the Dining Room and Alfresco Dining Area for nominated meals or be suspended from College. No refunds will be given for that meal or those meals that the Resident is required to miss. Residents are entitled to eat their meals and share all of the College's dining facilities with people who are conducting themselves appropriately.

Failure to pick-up pre-ordered take-away meals three times will result in loss of this service for the rest of the term, with no refunds for those meals missed.

Suspension from College

When a Resident conducts him/herself in a way that seriously breaches or repeatedly breaches the College's Policies and Guidelines, he/she may at the discretion of the Deputy Head of College be asked to leave College for a period of time. During this period of time, the Resident may not enter the College grounds. However, for the purposes of collecting mail, suspended Residents may report to the Front Office during office hours and one of the Office team will assist the Resident to collect their mail. No fees will be refunded for a period of suspension because the room is still reserved for the Resident and all fees associated with the room will continue to accrue on the Resident's account.

Suspended Residents' profiles are lodged with the relevant statutory authorities to ensure these suspended Residents do not return to College throughout their periods of suspension (except to collect mail in office hours). Suspended Residents may only participate in the College's off-site activities, including sporting, religious, cultural and social activities at the invitation of the Head of College.

Residents who have been suspended may only be permitted to return subject to those conditions imposed by the Head or Deputy Head of College.

Exclusion from College

Any Resident whose conduct is, in the opinion of the Senior Management Team (Deputy Head of College, a Community Coordinator and either the Operations Manager or Business Manager), irreconcilable with the College's Mission and Objectives will be excluded from College by the Deputy Head of College.

Contractual forfeitures attach to excluded Residents' fee statements, as do charges that accrue for rooms that remain unfilled after the excluded Resident has departed.

Excluded Residents' profiles are lodged with the relevant statutory authorities to ensure these former Residents do not return to College. Excluded Residents may only return to College after they have sought the permission of the Head of College and may only participate in the College's off-site activities, including sporting, religious, cultural and social activities at the invitation of the Head of College.

6.3 Financial Sanctions

Financial Sanctions are deterrents that assist the College in the elimination of specific individual behaviours. Financial Sanctions are punitive and may be payable in addition to damages that simply restore College and Residents' property.

Please note that certain conduct will attract both a Financial Sanction and a Non-Financial Sanction, up to and including exclusion from College.

1. Tampering with fire or security equipment or creating a false alarm - \$300.00 plus any cost of replacing/repairing damaged property (See also Section 13.13 on Fire Safety Procedures);
2. Cooking, lighting fires, smoking or burning substances or candles anywhere in the residences - \$300.00 (See also Section 13.13 on Fire Safety Procedures);
3. Supplying alcohol to a minor at College or at a College/RA event - \$300.00 (See also Section 8.1, College Alcohol Policy);
4. Standing on/walking on/being on exterior window ledges or College roof - \$300.00;
5. Reckless/negligent conduct that endangers the Resident or others or invites property damage/loss or pest infestations or WH&S breaches- \$150.00;

6. Bringing the College into disrepute, including unauthorised use of College name or logo/inappropriate advertising ("disrepute" defined by Deputy Head of College) - \$150.00;
7. Disturbing/altering the usual order of another Resident's room - \$150.00 plus cost of any damage to other Resident's and College's property (See also Section 7.0 on College Regulatory Policies, and 13.4 on College Bedroom Property);
8. Vandalism/tampering with College property - \$150.00 (plus costs of any damages);
9. Unacceptable conduct at College events/RA Events or regular meals - \$100.00;
10. Unacceptable conduct/postings that weakens/undermines the College's sense of community (For example, offensive or inappropriate/unhygienic pranks/physical fights/drinking games) - \$150.00;
11. Bringing alcohol into a College or third party event's supply-controlled area - \$150.00;
12. Reckless conduct/disregard that causes unreasonable noise between 10:30pm and 7:00am - (Community Coordinators/Duty Officer's or Night Porter's recommendation to Deputy Head of College) \$100.00 (See Section 8.4);
13. Arriving at a College or third party event's supply-controlled area bearing indicia of intoxication - \$100.00;
14. Failure to comply with College staff/contractor's directive (a 'directive' is an instruction from College staff/contractor that is concerned with Residents' safety and Residents' compliance with College regulatory policies) - \$100.00;
15. Bedroom/College common areas requiring additional cleaning/maintenance - \$100.00;
16. Smoking in non-designated smoking area - \$100.00;
17. Consuming alcohol in the Smokers' Area - \$100.00
18. Remaining in room beyond period of Contract or returning early and/or staying as a guest without permission - \$100.00 (plus the non-Residential Contract fee);
19. Using electronic media to prank or harass Residents or staff - \$100.00 (See also Section 7.0 on College Regulatory Policies);
20. Throwing water at or wetting anyone at/in or going to or from College - \$100.00 plus cost of any damage to College's and Residents' property. (See also Section 7.0 on College Regulatory Policies);
21. Hosting a casual overnight guest without registration and/or payment for meal tickets and mattress - \$75.00 plus non-Residential Contract fee; the above in O-Week, Bush Week or Johns Week - \$100.00
22. Failure to be a good role model, by being involved and leading an activity that is in breach of College Policy - \$100.00
23. Not complying with Absolute Time Policy - \$75.00
24. Conduct that facilitates any act that breaches the College's Policies and Guidelines - additional 50% of the payable Sanction starting at a minimum of \$25.00;

25. Disguising/obscuring one's identity to carry out any act noted in Financial Sanctions - additional 50% of the payable Sanction starting at a minimum of \$25.00;
26. Where after two warnings, a Resident's room floor is covered by belongings and/or detritus and so can't be serviced - \$50.00;
27. Repeated/ongoing noise that after warnings requires Level 2 Intervention - \$50.00;
28. Storing a bike in bedroom*/corridor*/parking bike^ on the wrong place at College (*\$50.00/^\$25.00);
29. Failure to sign-in a guest for casual meal - \$50.00;
30. Failure to return keys, including Music Room keys at completion of Contract Period - \$60.00 and/or \$30.00 and/or \$40.00 (\$60.00 per silver key, \$30.00 per blue fob key, \$40.00 per mail box key);
31. Repeated or preventable inconveniencing of Duty Officer/SRs/College staff/contractors in dining areas, college grounds or buildings - \$50.00;
32. Removing crockery and cutlery from Dining Room and having it in room/failure to return used crockery to scullery - \$25.00;
33. Failure to wear appropriate footwear in dining room/alfresco area (bare feet, socks or football shoes are not appropriate footwear) - \$25.00;
34. Littering anywhere within College grounds or buildings - \$25.00;
35. When a Resident disturbs the Duty Officer, SR or College staff or contractors after 10:30pm - 7:00am to be let back into his/her room - \$5.00 (except in emergencies);

Financial Sanctions are to be paid through the Front Office within seven business days of the Resident receiving written advice of the Sanction. A receipt will be issued at the point of payment. Where payments are not received within seven days, additional fees may accrue on Residents' accounts.

Residents who have fines that remain unpaid at the end of the Residential Contract will have their ANU results withheld and risk their profiles being forwarded to debt collecting agencies. Failure to pay within seven days may result in Late Payment Fees.

6.3.1 Non-noted Conduct

Where the at-issue conduct is not noted and/or accommodated in Financial Sanctions or elsewhere, but is in breach of the College's Policies and Guidelines, at the Deputy Head of College's discretion, a Financial Sanction as well as a Non-Financial Sanction may still be imposed. The Deputy Head of College will determine the appropriate Sanction in consultation with relevant staff.

6.3.2 Review of Upcoming Events

Vandalism, unhygienic pranks etc may result in upcoming RA or College social events being reviewed, restructured or cancelled/postponed. The College is the poorer for any act that compromises community and far prefers all RA/SR initiated events proceed issue free. (See Appendix 4, RA Events Policy.)

7.0 COLLEGE REGULATORY POLICIES: PREVENTION OF BULLYING, HARASSMENT, SEXUAL HARASSMENT, DISCRIMINATION, RACIAL DISCRIMINATION AND HAZING

The impact of bullying, harassment, discrimination and hazing can be profound. John XXIII College is determined that all members of its community will feel welcomed and respected and that no member of this community or guests at the College will be subjected to any conduct consistent with that noted below. The College regards the successful upholding of these policies as pivotal to its sense of community and identity. The College's policies complement those of the ANU, see ANU website Procedure: Prevention of Discrimination, Harassment and Bullying.

https://policies.anu.edu.au/ppl/document/ANUP_000623

7.1 Bullying, Harassment & Discrimination Policies

Bullying

Bullying varies from the use of physical force/intimidation or psychological intimidation against an individual to the isolation and humiliation of an individual. Behaviours by a Resident or group of Residents which systematically stigmatise another Resident or group of Residents through any media may be regarded as bullying behaviours.

Harassment

Harassment is the use of often repetitious behaviours that are aimed at intimidating, offending, degrading, irritating or humiliating another person. Harassing behaviour is intentional, often not meant to be reciprocated and does not have to be verbal or physical.

Harassment extends to the misuse of social media. The College refers all Residents to the ANU Social Media policy and notes the ANU is the service provider of the College's electronic media services.

Sexual Harassment

Sexual harassment can be a single event or a pattern of unwelcome, non-reciprocated behaviours. It can include repeated unwanted sexual advances, requests for sexual favours as well as unsolicited or unwelcome conduct of a sexual nature.

Discrimination

Discriminatory conduct is any conduct that treats an individual or a group differently on the basis *inter alia* of ethnicity, gender, disability, age, personal appearance, sexual preference, religious or political beliefs without a lawful reason for treating differently that individual's or group's right to participate in or benefit from the services, activities or privileges attaching to involvement in that community.

Racial Discrimination

Racially discriminatory conduct and assertions are premised on assumptions of the superiority of one race or group of persons of colour, ethnic origin or culture over another. The College celebrates the diversity of the membership of its community and takes a dim view of any conduct or assertion that is racially motivated or designed to cause offence to members of our community premised upon those community members' racial backgrounds.

Hazing/Initiation

Hazing is any act, action or situation, with or without the consent of the participants, which recklessly, intentionally, or unintentionally endangers the mental, physical, or emotional health or safety of a person.

It includes physical injury, assault or battery, kidnapping or imprisonment, intentionally placing at risk of mental or emotional harm (putting "over the edge"), degradation, humiliation, the compromising of moral or religious values, forced consumption of any liquid or solid, placing an individual in physical danger (at risk) which includes abandonment, and impairment of physical liberties which include curfews or other interference with academic endeavours.

The College, the SR and the RA are all vigilant in ensuring neither hazings nor initiations have any place at John XXIII College. Any conduct consistent with either will be subject to Level 3 intervention.

7.2 Complaints Regarding Bullying, Harassment, Sexual Harassment, Discrimination, Racial Discrimination and Hazing.

John XXIII College respects the rights of its Residents to hold, express and defend ideas, opinions and life choices in an environment of mutual respect, sensitivity and understanding. The College has zero tolerance for conduct that might be construed as harassment, bullying or discrimination, including sexual harassment and racial discrimination.

Any Resident who feels that he or she has been subjected to any form of bullying, harassment, discrimination or hazing should raise their complaint to the attention of the Head of College, Deputy Head of College, Community Coordinators or Senior Residents. Complaints will be handled confidentially, promptly and with procedural fairness and the complainant will receive written advice of the outcome of the College investigation.

Where the Deputy Head of College forms the view that a Resident has bullied, harassed or unlawfully discriminated against any other Resident, the College flags its intention to commence intervention at Level 3 and to impose those Sanctions reserved for the most serious breaches of College Policies and Guidelines.

The College will also assist Police and University investigations into allegations of harassment, bullying and/or discrimination at the College including sexual harassment and racial discrimination. Should a Resident lodge a complaint with the AFP or University agencies, advising the College of that complaint is entirely at the discretion of the Resident. The College deals entirely transparently in all matters, but is especially vigilant in matters pertaining to harassment, bullying or discrimination.

ANUSA (ANU Students Association), PARSA (Postgraduate and Research Students Association) and the ANU Dean of Students are all able to assist ANU enrolled Residents in matters pertaining to complaints pursuant to the above.

8.0 COLLEGE SOCIAL HEALTH POLICIES

8.1 College Alcohol Policy

John XXIII College encourages the safe, responsible and moderate consumption of alcohol in those of-age Residents who wish to drink. However, the College has zero tolerance for underage drinking anywhere on-site or off-site (see Sections 6.2 Suspension/Exclusion from College). Fines are in place for those who supply alcohol to a minor (see Section 6.3.3).

The norms of the broader community relating to behaviour and adherence to the law are as applicable in College as elsewhere. This includes a College-wide ban on promoting events which focus on the supply of alcohol/binge drinking and drinking events such as Pub Golf (see Section 6.0).

Any of-age Resident who wishes to drink in his/her bedroom and/or host or attend parties must be aware the noise often associated with parties that involve the consumption of alcohol must not impact upon those Residents who choose not to consume alcohol or attend parties (see Section 8.4). These Residents must still be able to go about their business unaffected by parties.

The College caters for parties and social gatherings in the Tavern and Junior Common Room and has invested considerable sums in ensuring Residents a pleasant, comfortable and intimate environment in which they may interact and socialise with those other Residents who choose to be so involved in those two spaces.

Any member of the College community who recognises he/she has a difficulty in negotiating alcohol should speak with his/her SR or the Deputy Head of College.

The College reminds all Residents of the overwhelming scientific evidence that drinking alcohol immoderately is detrimental to one's health and would be pleased to facilitate and assist any Resident's decision to abstain or curtail drinking.

Apart from advertising of events that are convened in the Tavern, there may be no advertising of liquor outlets or events that involve the supply or consumption of liquor anywhere at John XXIII College.

Third Party Events

The College permits the RA to host Responsible Service of Alcohol (RSA) compliant events at the College bond-free and rent-free and works cooperatively with the RA to achieve events that cater for all tastes and interests. Any organisation that hosts an event at the College that might be characterised as RSA non-compliant will incur a bond and rental charge should that organisation be later permitted to host another event at the College.

(See Appendix 2 for further details regarding supply of alcohol at third party/ College/RA/SR organised events.)

8.2 College Drugs Policy

(This policy is currently under review)

The norms of the community relating to behaviour are adhered to and the law is as applicable in College as elsewhere. The College should be drug free and all residents are entitled to feel safe here.

John XXIII College has zero tolerance of Residents' supplying any illicit substances or prescribed substances to any other person. This is illegal and will result in expulsion from the College and may also result in Police intervention. Any resident who knowingly supports or assists a person supplying illicit or prescribed substances will also be dealt with in a similar way to the supplier.

The College reminds all residents of the overwhelming scientific evidence that taking illicit drugs is detrimental to one's health and can lead to their death or result in serious mental health issues. Any person caught or seen consuming illicit substances, under the influence of illicit substances, or in possession of illicit substances (or apparatus forbidden by statute) will be dealt with by the Deputy Head of College.

8.3 College Smoking Policy

ANU and the college are smoke free and Residents and staff may only smoke in the designated Smokers' Area on the western wall of the chapel, facing the courtyard.

Smokers must register with the Front Office by the end of the first week of their commencing semester. Smokers will be responsible for keeping the Smoking Area clean and serviceable. The College continuing to supply the Area is contingent upon the Area's being kept clean.

The College reminds all Residents of the overwhelming scientific evidence that smoking is detrimental to one's health and would be pleased to facilitate any Resident's quitting of cigarette smoking.

Please note: the provision of the Smokers' Area is for the health and wellbeing of non-smokers who choose not to attend that area, and should not be construed as the College being inactive in addressing the health needs of those Residents who do choose to smoke.

Alcohol is not to be consumed in the Smokers' Area. Smokers are required to keep noise to a minimum when smoking after 10:30pm. Failure to respect the noise policy may result in the College closing the Smoker's Area.

Smoking in any other area except the designated area invites intervention at Level 3.

8.4 College Noise Policy and AQT

All Residents are reminded that their unreasonable domestic noise compromises the quality of the environment fellow Residents enjoy. Amplified music, open windows, loud televisions, shouting, conversations outside other Residents' rooms, musical instruments, returning to College late at night and speaking above a whisper in the corridors are all examples of behaviours that could impact upon the quiet enjoyment of other Residents.

The College has a preference for Level 1 requests and asks that Residents affected by the noise of another Resident approach the Resident causing the noise and ask that Resident to stop making noise.

From 10:30pm-7:00am, the residences are in quiet time. Any gatherings should relocate to the JCR at this time, and those Residents who wish to listen to music should use headphones. When standing outside a Resident's door after 10:30pm, no noise emanating inside that room should be audible in the corridors, and no noise emanating in the corridors should be audible in that room.

No unreasonable noise is acceptable at any time in the residences. 'Unreasonable' levels of noise means noise that impacts upon the quiet enjoyment that a Resident might have of his or his room. An example of this would be noise that emanates inside one room but is audible in the corridor space away from that room and is still audible to another Resident in his or her room with his/her room door closed.

Any noise complaint that is registered by the Duty Officer, SR or Night Porter may be referred to by the Deputy Head of College when determining if the Resident should be offered a contract the following year. All noise complaints will be logged in the duty log book and this record will be referred to in determining whether a Resident will be invited back in the subsequent year.

All Residents are reminded that what is and is not “reasonable” is subjective and that for the residences to function it is normal there will be levels of noise that may require understanding, thoughtful compromise.

Absolute Quiet Time

In the week leading to exams and the exam block itself, the College requires all Residents to be particularly sensitive to the need for quiet and productive study time. This is called Absolute Quiet Time. AQT is non-negotiable and any Resident who makes noise at this time will be processed at Level 3.

Parties are not permitted in the Residential building during AQT and any conduct that compromises AQT will jeopardise a Resident’s return the following semester.

8.5 College Dining Room Attire Policy

For Work Place Health and Safety reasons, suitable footwear and dress are required at all times in the Dining Room. At formal dinners, Residents are asked to attire themselves in appropriate formal evening lounge wear. Both ladies and gentlemen are expected to wear academic gowns at certain formal dinners.

Residents who attend Commencement, Anniversary and Valete will require an academic gown. These can be purchased for \$90.00 from the Front Office.

8.6 College Healthy Living Policy

All SRs have access to a first-aid kit and have completed first-aid training including determining when a matter requires progressing to a health professional.

Should Residents find themselves with recurrent or ongoing medical conditions, Residents should advise the Front Office so that the matter can be noted on the Resident’s profile.

Similarly if Residents have dietary needs, these should be brought to the attention of the Deputy Head of College and the Catering Manager. While the College endeavors to cater for dietary requirements and food allergies, those with severe allergies or dietary requirements should make contact with the College prior to signing a contract to discuss their specific needs. This communication will help determine whether the College is able to cater for the Resident’s needs.

8.7 Acute Psychological Illness Symptoms

When a Resident shows signs of severe psychological illness: self-harming, psychotic episodes, suicidal thoughts, etc the College will attempt to ensure appropriate support measures are made available to that Resident. In this instance, the College would initiate contact with the preferred contact person noted on the Resident’s Residential Contract and contact appropriate medical/health agencies possibly including emergency services.

At the Head of College's or his/her delegate's discretion, the Resident may be required to produce a health professional's written confirmation to the College's satisfaction that the symptoms will not recur and/or can be appropriately self-managed by the Resident within the College environment.

The College reserves the right to terminate a Residential Contract if the Resident cannot produce such certification within one day of him/her being required to produce such advice. The College also reserves the right to make the determination that the Resident's illness cannot be appropriately managed within the environs of the College residences.

8.8 Communicable Diseases

A Resident who contracts an infectious disease like mumps, chicken pox, influenza, etc should leave the College for the duration of the infectious period. If a departure is impossible, the Resident must ensure the most stringent of personal hygiene practices:

1. avoiding College common areas;
2. carefully washing hands;
3. covering nose and mouth when sneezing or coughing;
4. only leaving bedroom for meals, medical and toiletry needs.

Any Resident who contracts a communicable disease should advise the Deputy Head of College.

8.9 Notifiable Diseases

Where there is reasonable suspicion that a Resident of the College has a notifiable disease, the Head of College or his/her delegate will immediately require that Resident to attend a GP's surgery to determine the presence or otherwise of the disease.

Failure to report to a GP will result in immediate exclusion from the College.

Where a notifiable disease is diagnosed, the Resident will be required to produce the GP's written confirmation that the disease can be safely managed within the College environment. The College reserves the right to terminate a Residential Contract if the Resident cannot produce such certification within a day of the Head of College or his/her delegate requiring such advice.

If the GP cannot produce such advice, the College reserves the right to terminate the Residential Contract. The College also reserves the right to make the determination that the Resident's illness cannot be appropriately managed within the environs of the College residences.

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9.0 COLLEGE APPOINTMENTS & RESIDENTS' ASSOCIATIONS

The Head of College, Deputy Head of College, Community Coordinators, Academic Advisors and Senior Residents are all available to support those Residents who have pastoral, academic, health, mental health or personal problems.

9.1 Community Coordinators

Community Coordinators (CCs) are appointed by the Head of College and assist the Deputy Head of College in the range of pastoral, academic and disciplinary matters that occur daily at the College. CCs work some office hours per week and those hours are posted on the CCs office, located inside the main entry to the residences on A2.

The CCs share responsibility for the Senior Resident Programme and the Academic Advisor Programme. The CCs also assist the SRs in the daily pastoral care of College Residents and further assist the Senior Residents managing the disciplinary issues that may arise in their corridors. Where a Resident conducts him/herself in a way that invites Level 2 intervention, the CC may impose those Sanctions noted at 21-30 in Section 6.3.

CCs also contribute to policy through leading weekly meetings and assisting with training at leaders camp and N-Week. Their good working relationship underpins the success of the SR team.

2016 Community Coordinators

William Collett	4- 4884	Rm - 2090
Ao Li	4 - 5047	Rm - 1098

9.2 Senior Residents

Senior Residents (SRs) are appointed by the Head of College to assist in the administration and conduct of the College. SRs report to the CCs, who under the direction of the Deputy Head of College maintain the pastoral support and discipline networks that sustain the College. See the SR Handbook for further details.

SRs receive basic training in early stage support for Residents' wellbeing. However, SRs are not qualified mental or social health practitioners and they are also fulltime students. Where a Resident experiences serious health concerns it may be necessary for that Resident to return home or to another appropriate place to receive treatment. This is because SRs don't have the skill sets or time to manage challenging medical needs.

Where a Resident conducts him/herself in a way that invites Level 2 intervention, the CCs may, after receiving a report from the SR, impose those Sanctions noted at 24-33 in Section 6.3, or the SRs may intervene themselves to resolve the issue without the need for a CC-imposed Sanction.

Usually SRs will be third year or above John XXIII College Resident students, but exceptional candidates have been appointed when in their second year of residence. Through fine role

modeling and conduct, SRs nurture the ethos of John XXIII College and live its values as a Catholic, academic university college. SRs are an easily accessible point of contact for Residents and take an interest in Residents' academic, spiritual, cultural, social and sporting progress. SRs are the first point of contact for Residents' pastoral care needs. They participate in the Duty Roster, performing the role of Duty Officer approximately every twelfth night.

At John XXIII College, SRs each have a broader Community Portfolio or area of responsibility. Residents should avail themselves of the portfolio offerings of the Senior Residents and be sure to get to know the SR team.

SRs oversee corridor events that nurture community spirit and are leaders in every sense of the John XXIII College community. SRs carry master keys to their corridor and may let Residents back into rooms when Residents lock themselves out and, with appropriate permission, can grant access to other secured areas of the College. They also provide information and feedback through weekly meetings.

After hours, SRs are delegated authority by College Administration to monitor and enforce policies regarding Resident behaviours (see Section 5.6).

2016 Senior Residents

A1	James Kelly	Room 1039	Community Outreach Project	Extension 4 - 4738
A1	Jennifer McRae	Room 1014	Community Service	Extension 4 - 4713
A2	Will Bromiley	Room 2018	Careers	Extension 4 - 4813
A2	Lucy Knox	Room 2047	Mental Health	Extension 4 - 4842
A3	Sam Huang	Room 3048	Community Service	Extension 4 - 4949
A3	Olivia O'Flaherty	Room 3020	Transitions	Extension 4 - 4920
B1	Lachlan McDevitt	Room 1066	Men's Officer	Extension 4 - 4764
B1	Kate Renahan	Room 1093	Women's Officer	Extension 4 - 4791
B2	Georgia Grimaudo	Room 2060	Health & Well Being	Extension 4 - 4854
B2	Conagh McMahon-Hogan	Room 2076	Arts and Cultural	Extension 4 - 4870
B3	Monica Kovats	Room 3077	Community Outreach Project	Extension 4 - 4977
B3	Mary Waters	Room 3106	Diversity Officer	Extension 4 - 5036

9.3 Academic Advisors

Academic Advisors (AAs) are appointed by the Head of College to assist in the academic support programme of the College. AAs report the CCs, who under the direction of the Deputy Head of College look after a group of students from a particular faculty and provide academic guidance and support to the first year students of the College. See the AA Handbook for further details.

AAs receive basic training in education and training and are not a replacement to the academic teaching provided by the ANU lecturers and tutors. Their role is to supplement the ANU teaching and to help develop the skills needed to study at ANU. The final responsibility for a student's academic results remains with each individual student.

Where a resident's efforts lead to them receiving Fail grades they will be placed on an Academic Warning:

- Fail less than 25% of their study load = Academic Risk
- Fail more than 25% of their study load = Academic Warning
- Fail more than 50% of their study load = Academic Probation.

If the resident then obtains further fails in a subsequent semester then they will be at risk of being placed on Academic Exclusion / Show Cause.

Usually an AA will be a second year student or above with an exceptional academic record. Through role modelling, the provision of academic tutorials and academic skills lessons and the provision of academic advice and counselling, the AAs guide the first year students through their studies and academic development.

The AAs are an easily accessible point of contact for the first year Residents on issues relating to their studies at ANU. The Academic Coordinator and AAs can also assist first year residents in their interactions with the University, offering basic advice on academic matters as wide ranging as enrolling in the correct subjects, support services at the ANU, means of responding to difficulties with lecturers and tutors, and how to access forms for the purposes of securing Special and Supplementary Assessments.

2016 Academic Advisors

Francesca Walker	Arts
Harriet Ling	Science
Oliver Knox	Economics and Commerce
William Allen	Arts
Alisha Das Gupta	Law

9.4 Academic Tutors

Additional Academic Tutors are appointed to supplement the work of the AAs, with either first year residents or later year residents.

All residents are encouraged to avail themselves of the support of Academic Tutors. These later year Resident students have achieved strongly in their years of study and are returning something of their academic success and knowledge to the College community.

If a group of three or more residents want help with a particular subject or area (not covered by an AA) they can request support by returning an Academic Tutor Request Form to the Academic Community Coordinator (CC). The Academic CC will then seek a tutor with relevant experience for an academic support session.

Residents are of course strongly encouraged to attend all University provided lectures and tutorials and keep the overall responsibility for their own studies.

Academic Support Rooms

College Library/Study

The College Library/Study is staffed by the Academic Community Coordinator, and Residents may borrow resources at any time. Residents may also use the Study for quiet reading and preparation.

Roncalli Collegians' Room

The Roncalli Collegians' Room is available to third year and above Residents throughout the academic year and is a particularly useful space at exam times. During Study Vacation and Exam time it is an Absolute Quiet Time study room.

Computer Room

The College's Computer Room is serviced and maintained by the ANU's Department of Information. In all there are 20 terminals for Resident use, both Macs and PCs as well as two printers. All Resident rooms have internet access and there is wireless connectivity in the common areas of the College.

Music Rooms

The College maintains three Music Rooms for Residents' musical rehearsals and practices. There is also a piano and drum kit at the College for Resident use. Music Room keys are issued to Residents at no additional charge, but must be returned at the conclusion of the Contract Period to avoid a \$50.00 charge.

9.5 Residents' Association

The Residents' Association (RA) is an incorporated Resident association that represents Residents within the College. All student Residents of the College can be members of the RA by paying a membership fee.

In consultation with the College Senior Management Team (SMT), the RA organises a diverse calendar of sporting, social and cultural events each year. The SMT and the RA enjoy a collegial relationship and the College makes its common properties like the Tavern, the JCR and the land at the back of the College available for RA-organised events. Any other incorporated association pays rent for use of John XXIII College facilities. The College's gifting of the use of its common properties and the services of its staff to the RA is a mark of the mutual benefits when the College and the RA work collaboratively on progressing and advancing the interests of the College (see Section 6.3 and Section 12.3).

At the discretion of the Head of College, members of the RA Executive and Committee may receive certain benefits through applying for the RA Community Leadership Scholarship.

2016 Residents' Association Executive

Felicity Wilson	President
Alexander Langlands	Vice President
Anja Sauer	Treasurer

Joseph Murphy Secretary

2016 Residents' Association Committee

Douglas Kirwin	Social Rep
Amelia Buckland	Social Rep
Oliver Hoare	Sports Rep
Angus Sharpe	Sports Rep
Simran Chawla	Sports Rep
Billie Hook	Sports Rep
Lauren Clifton	Arts Rep
Frances Grealy	Arts Rep
Imogen Briscoe	Multicultural Rep
Mary-Grace Bruncker	Cultural Rep
Kyle Wood	Alumni Rep

9.6 Senior Common Room

The Senior Common Room (SCR) promotes the advancement of learning and community among Residents by assisting in the development and maintenance of a sound academic and collegial tradition within the College. Membership of the SCR is at the invitation of the Head of College and is drawn from the academic community within ACT and Australian universities. Members of the SCR attend formal dinners as guests of the College and where possible give advice or tuition in their areas of expertise. Fourth year Residents and Residents with positions of added responsibility may at the invitation of the Head of College become members of the SCR.

9.7 St Dominic's Conference of St Vincent de Paul

Residents actively contribute to the St Vincent de Paul Conference which meets regularly in the Saints Common Room.

Chaired by a senior member of the Residential or non-Residential community, the Conference is a Catholic organisation that aspires to live the gospel message by serving Christ in the poor with love, respect, justice, hope and joy and by working to shape a more just and compassionate society.

9.8 IT Team

The Head of College appoints the IT Consultants to meet the IT needs of the College. Residents who have difficulties with their computers or other related IT issues should contact the IT Consultants in the first instance.

2016 IT Team

Lewis Pascoe	Senior IT Consultant
Ben Heath	IT Consultant

9.9 Mission and Ministry Officer

The Head of College appoints the Mission and Ministry Officers to assist in liturgy throughout the year and to contribute to the College's liturgical programmes.

2016 Mission and Ministry Officers

Yet to be appointed

9.10 Publicity Officers

All media enquiries should be referred to the Head of College. All College appointed or elected Resident Associations and all Residents are reminded that they may not use the College crest or logo without the written permission of the College Administration (see Section 6.3).

2016 Publicity Officers

Toby Stevenson

9.11 St Vincent de Paul Executive Officer

2016 St Vincent de Paul Executive Officer

Annabelle Léstrange

10.0 BURSARIES, AWARDS & SCHOLARSHIPS

10.1 Financial Bursaries

Bursaries are awarded to Residents who are experiencing financial hardship. Bursaries are valued between \$1,000 - \$2,000 p.a. and are payable for one academic year only being continued from semester one into semester two after the recipient demonstrates to the College that he/she remains enrolled in a full-time study load, notwithstanding graduating semesters, and has achieved at least a Pass average in all of his/her subjects.

Please refer to the bursary application form available from the Business Manager for further details.

10.2 Leadership and Community Scholarships and Awards

Jon Stanhope Award (Commencement)

The College may confer the Jon Stanhope Award on that person who has given outstanding service to both the John XXIII College community and the ANU community. The recipient's name is noted on the Jon Stanhope Award honour board and he/she also receives a commemorative certificate.

Leadership Awards (Valete)

The College may confer up to four Leadership Awards, up to two for men and up to two for women in any calendar year. These Awards comprise a \$500 payment and a commemorative certificate.

To be eligible for a Leadership Award, a Resident must be nominated and seconded by two fellow Residents. Both nominator and seconder must show how their nominee demonstrates an exemplary commitment to the College through his/her contribution to any three of the academic, spiritual, social, cultural or sporting profiles of the College. Submissions must be in writing and addressed to the Head of College whose decision will be final.

Spirit of John's Award (Valete)

The College may confer the Spirit of John's Award on either a male or female Resident in any calendar year. This Award comprises a \$1,000 Scholarship and a commemorative certificate. The Scholarship recipient's name will be added to the Honour Board in the Dining Room.

This Award is conferred by the College and recognises that Resident whose compassion and concern for the wellbeing of others advances the true spirit of the John XXIII College community through excellent contributions to the College.

John's Citizenship Awards (Valete)

The College may confer up to two John's Citizenship Awards each calendar year. These Awards comprise a commemorative certificate and a payment of \$500.

To be eligible for a John's Citizenship Award, a Resident must be nominated and seconded by two fellow Residents. Both nominator and seconder must show how their nominee demonstrates an exemplary commitment to the College through his/her contribution to any three of the academic, spiritual, social, cultural or sporting profiles of the College. Submissions must be in writing and addressed to the Head of College whose decision shall be final.

Only Residents who have lived at College for at least one full semester may be nominated.

NAAUC Awards

Working collaboratively with the Residents' Association, the College will provide up to \$2,000 to offset those costs that would otherwise accrue in those Residents who attend the NAAUC Conference. Applicants for the NAAUC Award should apply in writing to the Head of College outlining their reasons for wishing to attend the NAAUC Conference.

A condition of receiving this Award is the Resident's returning to College the following year and either standing for election to the RA Executive or Committee or applying to become an SR or contributing to the St Vincent's Conference. He/She must also give a report to the SR and RA teams as well as the SMT.

Please note: The amount up to \$2,000 will be deployed to offset the group costs, not one individual's costs and represents the College's total support for the College Residents' attendance at the Conference.

Applications should be addressed to the Head of College during the course of the year.

Spiritual Leadership Scholarship (Commencement and at Dinners throughout the year)

The College may confer the Spiritual Leadership Scholarship up to the value of \$3000 on that Resident or share that sum amongst those Residents who are accepted to attend spiritual seminars, workshops and conferences, provided those seminars, workshops and conferences contemplate the Catholic faith.

Residents wishing to apply for this Scholarship must submit a written proposal detailing the conference, workshop or seminar they wish to attend in the year following and the costs that they would incur in attending. After conferral of the Scholarship at the Commencement Dinner, the College will settle \$3000 on the successful applicant or \$3000 amongst the successful applicants.

On return, the recipient/recipients will be asked to deliver a presentation at a formal dinner detailing the experience the Resident(s) had at the event he/she attended.

Aboriginal and Torres Strait Islander (Indigenous) Equity Scholarship

The John XXIII College Aboriginal and Torres Strait Islander (Indigenous) Equity Scholarship Programme co-partners the Tjabal Indigenous Higher Education Centre and the Yalari Foundation in improving access to higher education for Indigenous Australian students who choose to study at the ANU. The Programme will offer up to four Indigenous Equity Scholarships, and there will be up to four scholarship recipients at the College in any one calendar year. The scholarships are full remissions of the accommodation and catering fees payable on a standard room for residence at John XXIII College for the academic year. The recipient will still be required to pay the refundable room bond, ANU registration fee and the optional RA Membership fee. Note: any part of a scholarship that is unused may not be converted to a cash value.

10.3 Academic and Cultural Scholarships and Awards

Fr. Thomas Hegarty OP Scholarship

The Fr Thomas Hegarty Scholarship is conferred upon the best performed undergraduate in the previous academic year.

This Scholarship comprises a \$2000 payment and a commemorative certificate. The payment component of this Scholarship is settled upon the Scholarship recipient as follows: 50% on 15 June and 50% on 15 November of the year of conferral or where a non-business day, on the following business day. The commemorative certificate and the Scholarship are both awarded at the Commencement Dinner, with settlement as per the dates noted above.

The Fr Thomas Hegarty Scholarship recipient's name will be added to the Honour Board in the Dining Room each year it is awarded.

Academic Awards

The College will confer Academic Awards in recognition of the Residents' achievement in the previous semester's studies. These awards will be given a current student currently living in College who were:

- Top 1st Year Student – with the highest GPA in the previous semester's exams
- Top 2nd Year Student – with the highest GPA in the previous semester's exams
- Top 3rd Year Student – with the highest GPA in the previous semester's exams
- Most Improved Student – with the largest improvement in their GPA from the previous semester's exams

Giles Pickford Award: Cultural Person of the year (Valet)

The Giles Pickford Award is presented by the College to the Resident who performs best in cultural events in any given year. The winner receives a \$500 payment and their name is added to the Honour Board.

11.0 CHAPLAINCY & MASS TIMES

Fr Laurie Foote OP resides at John XXIII College. Fr Laurie is both the John XXIII College chaplain and the ANU chaplain. Fr Laurie can be reached on Ext 56914.

The College has two chapels, the larger John XXIII College the Evangelist Chapel and a smaller chapel on the southern side of the Evangelist Chapel.

Mass Times

Sunday	10:30am	John the Evangelist Chapel
Monday	12:15pm	John the Evangelist Chapel
Tuesday	12:15pm	ANU Chaplaincy
Wednesday	12:15pm	John the Evangelist Chapel
Thursday	12:15pm	ANU Chaplaincy
Friday	12:15pm	John the Evangelist Chapel

12.0 DINING ROOM, COMMUNITY AREAS AND FACILITIES

12.1 Semester Meal Times (subject to demand, meal service times may change)

Monday – Friday

breakfast	7:00am-9:00am	(9:30am, Friday)
snack time	10:30am-11:30am	
lunch	12:30pm-1:30pm	
snack time	3:00pm-5:00pm	(Except formal dinner afternoons & university holiday breaks)
dinner	6:00pm-7:00pm	(Except formal dinners)

Saturday & Sunday

breakfast 7:00am-9:30am

snack time 10:30am-11:30am

lunch and dinner as per weekdays

snack time 3:00pm-5:00pm (Except during university holiday breaks)

Casual meal costs are: Snack time \$6.00, Breakfast \$8.00, Lunch \$12.00, Dinner \$13.00.

12.2 Dining Rules

1. Residents must depart the Dining Room 20 minutes after the conclusion of each meal service;
2. Residents must wear footwear in the Dining Room and Al Fresco Dining area at all times (socks without shoes are not footwear);
3. Rollerblades, football boots and roller skates are prohibited in the Dining Room;
4. Residents and their guests must wear shirts when in the Dining Room and Al Fresco Dining area;
5. All casual guests must be signed in and the meal paid for by the 15th of the following month;
6. No food or drink may be removed from the Dining Room or Alfresco Dining area;
7. All used crockery and cutlery must be returned to the scullery;
8. Newspapers must be returned to the newspaper table after being read;
9. Alcohol is banned from the Dining Room and Alfresco Dining area except at Formal Dinners when it is supplied by the College;
10. Residents conduct must comply with the norms of decorum (Level 3 Intervention);
11. Any Dining Room staff member may require Residents who fail to comply with any of the above to depart the Dining Room/Alfresco Dining area.

Any breaches of the above Dining Rules may attract a financial sanction (see Section 6.3).

Dining Procedures

1. Holiday period meal service times will be advertised on the Dining Room door;
2. Residents are to lodge take-away lunch requests by the end of dinner service the night before;
3. Residents are to lodge take-away dinner requests by the end of lunch service immediately before the take-away dinner is required;
4. Take away lunches may be collected from the Dining Room until 11:00am;
5. Take-away meal request forms are available in the Dining Room and once completed should be pinned to the noticeboard near the entry to the kitchen;
6. Take away dinners are available in the Tavern refrigerator between 8:30pm and 10:30pm and then after 10:30pm in the JCR refrigerator;
7. There are no late dinners provided on formal dinner evenings;

8. At Parents' Weekends, only those Residents with parents in attendance will be catered for in the Dining Room at dinner time. The College will supply an alternative menu and venue for those Residents without parents in attendance on Parents' Weekend.
9. Failure to pick up pre-ordered take-away meals three times will result in loss of this service for the rest of the term, with no refund for those meals missed (see Section 6.0.)

12.3 Community Areas and the Tavern

The Community Areas of the College include the Junior Common Room, the Saint's Common Room, the Courtyards, Out The Back, the TLC, Music Rooms and the Bike Sheds. These areas are subject to the Policies and Guidelines noted at Section 6.0.

The use of these areas is a privilege for all Residents and there is an expectation that after use, Residents will leave the Community Areas clean and tidy.

The College extends use of the Community Areas to the RA Executive and members free of charge. However, where the Executive fails in its responsibilities to the broader community, the Head of College may levy the charge noted at Section 6.3, retain a bond or impose other conditions of use.

The Tavern

The Tavern is subject to the norms of the ACT Liquor Act. Accordingly, service of alcohol in the Tavern must be RSA compliant at all times, as must the administration of any event that occurs in the Tavern that involves the supply of alcohol.

Like all licensed premises in the ACT, **patrons attending an event in the Tavern that involves the supply of alcohol may not:**

- | | |
|---|--|
| 1. Have bare feet; | 2. Supply their own alcohol; |
| 3. Be present behind the bar; | 4. Engage in drinking games; |
| 5. Stand on furniture; | 6. Be present in the Tavern and be underage; |
| 7. Be intoxicated and receive service; | 8. Be unruly; |
| 9. Be supplied alcohol before or after opening hours. | |

Failure to comply with 1-9 above will result in the next Tavern night being reviewed and may involve Disciplinary Interventions or charges to clean any resulting mess or damage.

13.0 HOUSEHOLD

13.1 Your Room

Residents are responsible for what occurs in their rooms at any time during their period of Contract. This extends to the conduct of all Residents and guests who enter the room. Accordingly, all Residents are encouraged to lock their doors. Residents may not remove any item of furniture or make modifications to items of furniture or bring soft furnishings (beds or mattresses) into College.

13.2 Security & Contents Insurance

Residents are responsible for the security of their room and its contents. Whenever a Resident is absent from his/her room, the room should be left locked. Residents should note that they are personally responsible for damage that occurs to College property that is in their individual rooms during the period of their Residential Contract and at the time of any Residents' Guests' accommodation.

After 9:30pm, external doors lock and can only be opened by Residents' fob keys. Propping doors open is a security risk and invites the attendance of strangers at the residences and can result in financial sanctions, see 6.3.(5). Should Residents note strangers acting suspiciously in the residences after hours, they should contact the Duty Officer (612)5 6919 or 0467 154 027, ANU Security on (612)5 2249 or the Night Porter on 0487 082 344.

The Duty Officer is the Senior Resident (SR) rostered for night duty on a particular night. When a Resident locks him/herself out of his/her room, he/she should contact the Duty Officer or the Night Porter when on site (see Section 5.6).

Contents Insurance

Residents will discover that their insurers will avoid Insurance Policies in the event that there is property loss from an unsecured room, as will the College's insurers.

Where a Resident's belongings have been appropriately secured, the College's insurers will pay approved claims subject to maximum ceilings and applicable excesses. For example, bikes that are correctly registered at the Front Office and secured in the cage which are subsequently damaged or stolen may be claimed against the College's insurance policy to a maximum value of \$500.00. Residents may also find that their parents' household contents policies operate where Residents' belongings are properly secured and then damaged or stolen whilst at College.

Note: Residents may only claim on one insurance policy - John XXIII College Residents' insurance or Residents' personal insurance.

See Appendix 5 for further Insurance advice.

13.3 Bedroom Keys and Lockouts

Residents who lose their bedroom key must immediately report the loss to the Front Office where a replacement key will be supplied at a cost of \$50.00 (note: \$10.00 cheaper than

the cost residents will be charged to replace the same key at the end of the year, see Section 6.3).

Lockouts

Residents who lock themselves out of their rooms will let back into their room by the Duty Officer or SRs who will require the Resident to produce their room key. If the Resident cannot produce their key to staff, the Resident will be required to buy a new one. When on site, Residents may also be let back into their rooms by the Night Porter. Each Lock-out between 10:30pm - 7:00am incurs a charge of \$5.00 regardless of who unlocks the Resident’s door.

13.4 College Bedroom Property

Residents’ room keys unlock all common Residential facilities. Residents’ fob keys unlock all external doors. The following inventory of bedroom property is common to all bedrooms, except for fridges. Residents may not remove any of the following items from their bedroom at any time in the Contract Period or during Casual Nights’ accommodation.

Inventory & Replacement Costs of Inventoried Items

Please note, damaged items are not repaired they are replaced at the following costs:

Bed Base/Frame - Up to \$500	Built in Wardrobe Up to - \$4750 (Full Replacement) + labour	Bin - \$10
Built in Bookcase - \$250	Bed Bug Protector - \$85	Curtains - \$380
Chair - Up to \$300	Carpet (per square) \$50	Chipped Laminex - \$130
Desk Chair - \$150	Desk - Up to \$500	Easy Chair - \$150
Extension Cord - \$10	Fob Key - \$20	Fridge - Up to \$300
Lamp - \$25	Laundry Basket - \$10	Mattress - \$300
Mirror - \$100	Mattress Protector - \$30	Mail Box Key - \$20
Network Cable - \$5	Pin board - \$30	Power Board - \$10
Room Key - \$50	Repaint room- \$200	Telephone - \$225

At the commencement of the Contract Period, Residents complete a Room Inventory Form that verifies the presence and sound condition of the above noted Inventory items. At the conclusion of the Contract Period, the College checks the condition of the items noted on the Resident’s Room’s Inventory Form. Any damage that has occurred in the Contract Period will be noted and charged to the Resident’s account after his/her departure.

Where maintenance, cleaning or repair is required to restore College/bedroom property, the charge of the Maintenance Supervisor or Cleaning Team is \$65 per hour, plus the cost of replacing or repairing damaged items. Where contractors are required the Resident pays all costs.

Where College Common Areas/bedrooms cannot be serviced because these areas/bedrooms have been disturbed or interfered with, the charge for returning these areas/bedrooms to a serviceable state is \$100.00. This charge is payable by the Resident in

that bedroom or where a common area, payable by the organiser of the event that caused the disturbance.

Costs attached to unpaid fees for damaged or missing inventory items will be referred to a debt collection agency.

It is in Residents' interests to carefully note any damage to rooms before they sign the Inventory Form at the start of the Contract Period.

Failure to complete an Inventory Form will result in any damage that is noted at departure being charged to Residents' accounts.

The College lets its rooms to Residents on the understanding that subject to reasonable wear and tear the room will be returned in the same condition in which it is let. A Maintenance Fee attaches to those rooms that require additional cleaning at the conclusion of the Contract Period. This fee accrues when a room has adhesive tape/tack marks, nail holes, or screw holes, or other such damage on its walls/carpets/cabinetry/windows or damage to insect screens.

13.5 College Access to Bedrooms, Cleaning & Maintenance

It is a Condition of Residence that the Head of College or his delegates are authorised to enter Residents' bedrooms for Room Condition Inspections, cleaning or attending to the business that the College has with the room occupant or checking property in the room itself. The Head of College or his/her delegate reserves the right to stipulate what is an acceptable state or condition of a room and to require immediate restoration where a room is deemed in an unacceptable condition.

All rooms at the College are cleaned once per week. Residents must ensure that on their scheduled cleaning day, the floor is available to be vacuumed and that the room is fit for a cleaner to service.

Residents may elect to miss one cleaning cycle per four cleaning cycles, but these missed cleaning services may not be accumulated.

13.6 College Workplace Health & Safety (WH&S)

The College takes its compliance with its workplace, health and safety obligations very seriously. All Residents are reminded that their bedrooms are also workplaces because the College's employees and contractors enter the bedrooms to undertake maintenance and to supply services. All Residents have a responsibility to ensure a safe environment and breaches of the below-noted will result in Level 3 Intervention.

Residents may bring WH&S issues to the Operation Manager's attention by emailing safety@johnxxiii.anu.edu.au

College WH&S Rules

1. Cooking, burning incense and burning candles are all prohibited in the residences;
 2. False activations of fire alarms will result in the alarm activator being handed over to the University authorities and his/her removal from College;
 3. Tampering with, needlessly discharging or engaging fire-fighting equipment will result in the Resident being handed over to the University authorities and his/her removal from College;
 4. Shoes must be kept inside Residents' bedrooms or when wet, in the bike sheds. Shoes and other personal items left in the corridors will be removed from the corridors and disposed of;
 5. Gatherings in the Residence's corridors are prohibited for WH&S reasons;
 6. Mattresses must remain on beds and wheels may not be removed from beds;
 7. Electrical appliances can be Tested & Tagged by college staff if requested. The College Electrical System is fitted with RCD's (Residual Current Devices) to protect against any possible injury due to electrical malfunction.
 8. No pets may be kept at College;
 9. Bar heaters, air-conditioning units, electric blankets, irons (except College supplied irons that remain in laundries) and electrical fan heaters are prohibited at College;
 10. All maintenance jobs including replacing light globes must be logged at the Front Office. Residents are to undertake no maintenance jobs;
 11. Land line telephones are to remain plugged into the wall socket in rooms;
 12. Explosive, corrosive, flammable or dangerous substances, including any types of weapons may not be brought to College or stored at College.
- (See Appendix 13 for Residents' obligations under *Work Health and Safety Act (2011)*, ACT)

13.7 Linen & Laundries

Residents have to supply and launder their own linen. Linen packs can be ordered from the Front Office for \$150.00.

The College supplies laundries on every floor of the residences. These machines are supplied free of charge and are maintained at the College's expense. Residents are expected to use washing machines and dryers to ensure a level of personal hygiene that is consistent with this service being provided free of charge.

Laundries operate from 8:30am-10:30pm.

The College also supplies irons and ironing boards as well as a clothes line. Residents may choose to dry their washing on clothes horses in their bedrooms.

Any clothing left in the laundry for more than one week will be disposed of by the College.

13.8 Refrigerators

The College has a small number of refrigerators that may be hired at a cost of \$90.00 per unit per year.

Residents apply to the Deputy Head of College at point of Contract application. Fridges become an inventoried item and repair or replacement costs attach to damage.

13.9 Bicycles

Residents are to register their bikes annually with the Front Office by completing a Bicycle Identification Form and returning it to complete the registration process. Bikes that are not registered correctly will be auctioned at the commencement of each year and the proceeds given to the Domestic Aid projects.

Residents are to store their bicycles in the bike cages or bike racks at the front of College.

Residents should note that bikes may not be stored in bedrooms. Fines for incorrectly stored and parked bicycles attach to this behaviour.

The College accepts no responsibility for any damage done to Residents' bicycles whilst Residents' bikes are on College property.

13.10 Parking

The ANU Parking and Transport Office controls all car parking areas and spaces on the ANU Campus including John XXIII College.

ANU parking permits are available to fulltime enrolled ANU students. There are limited additional spaces available at the Dickson car park securable through the ANU Parking Office.

Residents must approach the ANU Parking Office directly to be issued one of the 47 John XXIII College Resident parking spaces.

Allocation is on a first to arrive basis and is allocated by the ANU, not John XXIII College.

Residents may not park in spaces allocated to John XXIII College Staff as they are designated to Staff 7 days a week. ANU parking fines apply.

Contact Details for the ANU Parking and Transport Office are as follows:

Located in the Innovations Building (#124), corner of Eggleston and Garran Roads

Phone #: 02 6125 3649

E-Mail: parking@anu.edu.au

Opening Hours: 8:30am till 5:00pm, Monday to Friday

Please note: Residents who wish to bring a car to College should apply for a permit well before the start of the academic year.

13.11 Storage of Personal Items

The College permits returning Residents to store their personal belongings in College “Box Rooms” subject to those conditions noted below.

Conditions

1. Each Resident may store up to two boxes or suitcases;
2. Forms are available in the Front Office. After a Resident has completed and lodged his/her form, then he/she should contact the Duty Officer for access;
3. The College accepts no responsibility for loss or damage to Residents’ property in storage;
4. All stored items must be dry and clearly marked with the Resident’s name, phone number and future date of retrieval from storage;
5. Residents may not store furniture, beds, foodstuffs, explosive or flammable substances, or other bulky items. Small fridges may be stored subject to space and their being defrosted and clean;
6. The College will dispose of any item that has not been retrieved from storage by the Monday of the third week of lectures in the semester following the storage.

13.12 Sickness, Injury & Medical Insurance

At the commencement of a Residential Contract, any Resident with a medical condition (including a mental health condition) should report such to the Deputy Head of College.

During office hours the Head of College, Deputy Head of College or Front Office should be advised promptly of any serious illness, injury or admission of a Resident. Prompt reporting of illness or injury means timely advice to next of kin and assists in ensuring that the sufferer receives appropriate treatment.

Where the Head of College or his/her delegate determines there is a grave risk for a Resident’s health or wellbeing, the nominated contact persons noted on that Resident’s Residential Contract will be contacted.

In the event of after-hours admissions, the Duty Officer or SRs should be advised.

The ANU Health Service (6125 3598) is the nearest medical facility. Its office hours are 9:00am-5:00pm. Accident and Emergency hospitals are located in Bruce and Woden.

Residents would be well advised to ensure their personal health insurance operates in the ACT and if not to inquire after a local provider. Residents should further note that the College does not provide ambulance insurance and that Residents will need to organise their own cover. If a Resident requires an ambulance he/she is liable for the cost of that ambulance visit.

Residents must be clear that in medical emergencies, all College staff are instructed to contact the Ambulance to arrange urgent transport for the injured/sick person. **The cost for**

the Ambulance attendance accrues in the sick/injured person's name (see Sections 8.7 to 8.9).

13.13 Fire Safety Procedures

The College maintains a fire alarm and fire panel along with fire-fighting equipment and signage to ensure timely and appropriate responses to any fire or emergency situation. Once a fire alarm is activated Residents are to evacuate the buildings in a calm and orderly manner and to assemble in the Assembly Areas noted on signs.

Even in the age of sophisticated warning systems, common sense plays an enormous role in ensuring efficient evacuations from danger zones. Residents' complacency is perhaps the biggest risk in managing emergencies; often brought on through Residents previously evacuating a building pursuant to a false alarm activation.

The College is obliged to conduct evacuation drills to comply with the ACT's fire regulations and takes its compliance responsibilities most seriously. Accordingly, the College requires all Residents to conduct themselves appropriately in managing fire risks – no obstructions are to be left in evacuation routes, corridors are to be free of objects and evacuation drills are to be treated seriously.

Interfering with a smoke detector is a breach and an offence resulting in immediate exclusion of the Resident (see Section 6.2).

Tampering with other fire safety equipment or lighting fires or candles anywhere at College will result in the College intervening at Level 3, and the responsible Residents reimbursing the College the cost of any fire units' attendance as well as the costs attached to restoring fire equipment to the prescribed statutory minimum standards. (See Section 6.0)

In the event of an Emergency Evacuation:

1. Follow all instructions given by Fire Wardens (SRs) or Fire Officers;
2. Leave immediately via the nearest safe exit;
3. Move quickly, do not run;
4. If possible, close doors behind you and report to the Assembly Area on the gravel car park across Daley Road opposite the College entry;
5. Advise your Fire Warden if you are aware of people you know to be trapped in the building;
6. Do not leave the Assembly Area until you hear "All Clear" from the Chief Fire Officer and you are advised all bedrooms have been re-locked;
7. If you sustain an injury, notify your Fire Warden.

Please note: SR's become Fire Wardens during evacuations.

***Please note: All Residents are advised that complying with John XXIII College policies and procedures is a condition of residence. These policies and procedures are available at the Front Office.**

APPENDIX 1

COLLEGE PORTFOLIOS

The following are examples of College Portfolios and new Portfolios may be added in any given year.

Transitions and First Year Experience

Transitions and First Year Experience is all about making new Residents feel part of the John XXIII family. It is the responsibility of the portfolio holder to introduce Residents to the expectations of John XXIII College and promote academic success. The portfolio holder will enhance students' connection to the university campus and the wider Canberra community by providing avenues for academic and co-curricular involvement. They are to help students identify and address anxieties involved in the transition into college life and help make their transition as smooth and enjoyable as possible. The SR is responsible, alongside all other members of the SR team, to create an environment that helps establish friendship and support networks. They will work with other members of the resident leadership team to create one cohesive student body that is not divided by age, year group, gender, sexuality or belief. It is a primary responsibility to instill pride and passion for John XXIII College during the transition to university life.

Community Service

The portfolio holder will provide opportunities and encouragement to John XXIII College Residents to complete their community service hours, both through college organised events, and through external events advertised. This portfolio holder will work with the St Vincent De Paul Society and continue to develop and strengthen our relationship. The SR is to develop a culture of service within the John XXIII community

Community Outreach

Taking a strong involvement with the relationship between John XXIII College and Aboriginal and Torres-Strait islanders, the portfolio holder will begin to develop a reconciliation action plan for the college, will look at the development of an indigenous student program and will work to strengthen the community partnership between Johns and the Mutitjulu Community. It will be the responsibility to involve the college in dialogue and events that promote a cultural awareness for the indigenous peoples of Australia.

Diversity and Inclusion

The SR in charge of this portfolio is responsible for celebrating and expanding the diversity at John XXIII College as well as ensuring that all students are included as members of the community. The portfolio holder will work with diverse groups across the student body to host events that immerse the college in creating an understanding towards each other and our differences. The portfolio holder will work closely to improve inter-year group relations and will work with all international students to better the international student experience.

Careers

As well as coordinating events to smooth the transition from high school to university, they will facilitate academic discussions and work closely with the ANU and community partners to provide skills and information for career advancement.

Arts and Cultural Affairs

The SR will actively promote arts and cultural events that are happening at both John XXIII College and around Canberra. Including, but not limited to, musicals, operas, art exhibitions and museum visits. They will work with the ANU Creative Arts Learning Community to deepen the Arts and Cultural affairs exchange among year groups at college. They will take a specific focus to promote concerts, performances and exhibitions given by current John XXIII students. It is the responsibility of the portfolio holder to promote a college culture that highly values and appreciates the arts and the variety of cultural opportunities afforded to university students at ANU.

Student Wellness Team (Men's, Women's, Health and Wellbeing and Mental Health)

These four portfolios will work together to promote the 'whole being' but particularly focus in their respective areas; Men's Health, Women's Health, Health and Wellbeing and Mental Health. This entire team will work to have events that utilise the ideas of wellness; strengthening partnerships between John XXIII College, ANU and Community organisations.

Community Services

One of the practices that define the John XXIII College identity is our commitment to social justice and community service. It is our way of expressing our care for others. All Residents are asked to commit themselves to achieving five community service points each year. The SR in charge of the Community Service portfolio will identify community projects, organise student involvement and record this involvement. Students have the option of participating in the St Vincent de Paul's Conference that exists at John XXIII College to gain greater opportunities to get involved in community-orientated events.

APPENDIX 2

ALCOHOL

The College actively encourages and promotes the responsible and moderate consumption of alcohol. The policy does not attempt to ban drinking in the College, but rather to ensure that when people drink alcohol they do so responsibly.

Normal community standards relating to behaviour and adherence to the law are as applicable in College as elsewhere. It is the obligation of the organiser of any function or entertainment held on the College premises to uphold this policy and to ensure RSA compliant event(s). Residents are permitted to consume alcoholic beverages in the College under the following conditions:

1. The only vendor of alcohol in the College will be the John XXIII College Tavern (except for liquor permitted RA events);
2. Where permission is granted for the supply of alcohol at a liquor permitted event, Responsible Serving of Alcohol policies and procedures apply;
3. Alcoholic drinks may not be brought into the Tavern or during pre drinks or dinner during a formal dinner, as this contravenes ACT licensing laws;
4. Residents (18 years and over) may drink in their rooms and in the Tavern, unless it gives rise to a situation in which disturbance is caused to other Residents. It is preferable for large groups to use the Tavern rather than Residents' rooms in consideration of Residents in nearby rooms, see Section 8.4;
5. There will be no free or substantially subsidised alcohol at any RA function, including the Annual College Ball or OTBD's;
6. Alcohol must not be provided to anyone under the age of 18 years or anyone who is, or appears to be intoxicated (see Section 6.3);
7. Underage Residents (17 years or under) found drinking alcoholic beverages on College grounds, returning to College under the influence of alcohol or found drinking at events organised by the RA or College (onsite or offsite) may be excluded from College and their families notified;
8. Residents may be required as a part of disciplinary intervention to attend counselling or seek medical treatment for potential drinking problems;
9. Attractive, high quality non-alcoholic drinks must be available at all functions at which alcoholic drinks are available;
10. Alcohol is not to be consumed in the Dining Room or Alfresco area except at formal dinners;
11. Alcohol may not be consumed in common areas such as the music rooms, study rooms or computer room, on balconies, or on the grounds. No drinks may be taken into formal dinners or any event where the College is providing alcohol (see Section 6.3);
12. The possession or use in College of apparatus for the brewing or distillation of alcoholic beverages is prohibited. Such apparatus will be confiscated;
13. Apparatus for and games or events such as Pub Golf, encouraging over-indulgence of alcohol are prohibited. Any such apparatus shall be confiscated and disposed of Section 6.0 will apply for both games and apparatus;
14. Kegs are banned at John XXIII College (see Sections 6.7 and 6.8);

15. The College will not permit its facilities to be used for the purpose of or residents to organise or arrange any form of pub crawl;
16. Residents of the College must not enter the Dining Room if intoxicated. Any Resident found in the Dining Room in an intoxicated condition will be required to leave and may be subject to further disciplinary intervention, see 6.3.9.

APPENDIX 3

VALEDICTS

(VALETE – Latin farewell)

The Valedictory dinner held at the end of the year is an opportunity for the College to farewell those who are leaving. To be eligible to valedict at the dinner, you must be either a) leaving the College at the end of the year b) have been a College Resident for at least three years or c) graduating after two years at College from the University. All outstanding College fees must have been paid prior to the dinner to be a Valedict.

APPENDIX 4

INSURANCE

All insurance details are subject to change at any time.

Residents are encouraged to take out appropriate insurance policies for their personal belongings. Some household insurance policies cover declared items kept off-site, for example, in student study/bedrooms at College.

The College will not be responsible for any damage or loss, however caused, to any private property located on the College premises or within Residents' rooms.

The College does not accept responsibility for any damage to or loss of property (including motor cars, motorcycles and bicycles) brought into the College or within its precincts.

PROPERTY INSURANCE

Each Resident enjoys Contents Insurance coverage for personal belongings kept in their room.

Residents may request a copy of the policy which includes coverage and deductible amounts from the Front Office. **Bicycles that are registered at reception, and secured and stored in the security cage are insured against theft to a total of \$500.00 with a \$100.00 excess.** Bicycles left outside the cage or not locked securely in the cage may not be covered by insurance. Clothes left in laundries are not covered by insurance. Any items taken from the rooms are only covered by insurance when the room is locked. Residents are also covered by Public Liability Insurance

Claim forms are available through the Business Manager. **It is the responsibility of each Resident to pursue his/her own claim appropriately (e.g. notify police etc.).**

Coverage and deduction subject to change by Insurer.

MEDICAL INSURANCE

The College Health cover is through Marsh and includes Student Personal Accidental Insurance. For full details of coverage and deductibles, please request a copy of the Policy from the Business Manager.

Student Personal Accident Insurance

Insured Persons:

- i. Full and part-time students who are members of the Insured Organisation. The numbers of which have been disclosed to the Insurer;
- ii. Active life and active associate members of the Insured Organisation; Alumni members including graduates who join the organisation and subscribing Members of the Association. The numbers of which have been disclosed to the Insurer;
- iii. Staff of the Insured Organisation and staff of the University, Union, Guild or College who elect to be covered. The number of which have been disclosed to the Insurer;
- iv. SCOPE OF COVER: Cover is only provided during the time specified under SCOPE OF COVER in the schedule of compensation.

Cover A means fulltime, 24 hours, 365 days per year during the Policy Period.

Cover B means whilst on campus and/or engaged in University/Course/Sport related activities and/or practical placement or community placement activities including your necessary direct travel to and from such activities within Australia.

Coverage and deduction subject to change by Insurer.

RESIDENTIAL STUDENTS CONTENTS

Insured: All Resident Students of John XXIII College – Canberra ACT and/or Student Residences Group and/or all other interested parties for their respective rights and interests. Students' private Residential quarters located at John XXIII College Canberra ACT and/or other Residential campus sites used by John XXIII College.

NB: Bicycle cover only extends to securely locked buildings at the situation(s).

Interest Insured: Contents of all Residential Students.

Sum Insured: Contents: \$3,000 each Residential Student.

Legal Liability: \$10,000 each Residential Student.

Deductible: \$100 each and every claim.

Note: Terrorism Exclusion.

Asbestos Exclusion.

Cover is provided worldwide except that Section D Medical Expenses are covered only if incurred in Australia and Section I Overseas medical Expenses are covered only if incurred outside the territorial limits of Australia. For complete details of schedule of benefits, scope of cover and compensation please see the Business Manager for information.

Coverage and deduction subject to change by Insurer.

AMBULANCE INSURANCE

It is important that each Resident has their own ACT Ambulance cover, because, in the event of an accident or emergency a Senior Resident is required to call an ambulance. The College does NOT provide ambulance insurance.

PROPERTY LOSS / DAMAGE

The College does not accept responsibility for loss or damage to property, either in Resident rooms or box room storage areas. All losses and theft must be reported to the office within 24 hours, for insurance purposes. Residents must also report theft to police and ANU Security.

Residents who remove or cause damage to College property, whether wilfully or negligently, will incur a replacement cost and may be asked to leave the College.

APPENDIX 5

INFORMATION SERVICES

The purpose of this section is to give a brief overview of the information services offered at the College. For more detailed information including step by step setup guides please refer the Residents Computing Guide available at <http://johnxxiii.anu.edu.au/computing-guide.pdf>.

Use of the College network is subject to the Acceptable Use Policy detailed in the Residents' Computing Guide. The College network is also part of the larger ANU Acton campus network and thus ANU Acceptable Use policies also apply.

Connecting

The College provides access to the Residents' network via both wired Ethernet connections (in your rooms) and via Wireless in the common areas in the administration building. Wired Ethernet connections are also available in the common areas, but are limited.

In Your Room

- To connect your computer to the College network simply connect your computer using the network cable provided (from the back of your VOIP handset) into the data-port in your room labelled D X-XX with the network cable provided and your computer will automatically be given a network address.

Via Wireless

- To connect to the wireless network in the common areas simply scan for available networks and select 'Resnet' and click connect. You will need to have a valid university account (known as Uni ID) to use this wireless network. You will then have to download a small installer (available at <http://wireless.anu.edu.au/resnet.php>) in order to successfully connect to 'Resnet'. Further instructions are available on the webpage. After you have successfully connected, your computer will automatically be given a network address.

Upon connecting your computer to the College network, please ensure that you have sufficient Anti-Virus software installed and that you have a firewall enabled (the firewall included in Windows or OS X is sufficient); the university provides free antivirus software at: <http://security.anu.edu.au/sophosinfo/>. Please contact an IT Consultant if you require further assistance.

Residents' Portal

TBC

IP Television

The university runs a TV service over the Acton Campus network which is available through the College network. The service broadcasts over 100 digital standard definition and high definition international and local free-to-air TV stations to your desktop. To access the service please visit <http://tv.anu.edu.au>; you will need to have the VLC Media Player installed on your computer – setup details are provided in the Residents computing guide. Alternatively, you may download a copy of 'VLC Media Player' at <http://www.videolan.org/vlc/> and then select Network Steams (SAP) under Local Network after installation is complete. Please note that the IP Television service only runs effectively over wired Ethernet connections.

Room Phones

The phones in your room are part of the university VoIP telephone network and thus calls to university extensions are free of charge. Your number from outside the university is 02 618 <extension>. The extension of your phone is the 5 digit number on the display.

Making External Calls

- External calls will be charged to Residents at standard Optus call rates.
- To be able to make external calls on your room phone you will need to put credit on your Phone Account at the College Front Office. Once you have sufficient credit on your Phone Account, dial 0 for an outside line and then dial the number you intend to call. Please note that if the value of a call exceeds the credit on your account, the account will go into a negative balance and you will not be able to make another call until the account is restored to a positive balance.

Setting up/ Using Voicemail

- To access your voicemail dial 5-3333 on your room phone and follow the prompts. When you first use your voicemail you will need to enter 12121 as the initial password, you will then be prompted to set your own password. Please write it down in the front of this Handbook to ensure you don't forget it. If you forget your voicemail password you will need to contact an IT Consultant to reset it.
- Remember your voicemail is private, to ensure that others do not access your voicemail messages please do not share your voicemail password. Also upon departing the College please ensure that you erase all messages to ensure that the next occupant of your room does not get your messages as only the password will be reset for the next occupant.

Checking your Phone Account Balance

- Dial 5-6929 on your room phone and follow the prompts. For further details on individual call charges please see the Front Office.

For detailed telephone and voicemail user guides please visit <http://netcomms.anu.edu.au/voice/index.php>.

(See also Appendix 7)

IT TEAM:

Getting Help

The College has a Resident as its IT Consultant to assist Residents with the following areas relating to their personal computers:

- Connecting their computers to the College Network and Internet
- Installing and configuring Antivirus software
- Installing and configuring Firewall software
- Removing viruses
- The resolution of networking related errors

Information Technology Consultants

Information Technology Consultants provide Residents with IT services and support. To this end the Consultants are honorary positions where they are awarded a scholarship to maintain and enhance the Residents' network and to provide IT support to Residents. The IT Consultants are available to Residents to assist with problems between **9:00am till 10:00pm every day**. Please consult the College contacts information to contact them.

You may reach the IT Consultants at IT@johnxxiii.anu.edu.au if you are experiencing any of the above problems. It is important that you include your name and room number in the subject line of the email. Alternatively, you may call them (using your room phone) if the IT Consultant whom you are calling is not present, you may decide to leave a voice message

and the IT Consultants will endeavour to schedule an appointment with you at a later date and time.

Please note: the IT Team are ANU Students and may not be able to assist with your problem immediately. Where an IT Consultant is unable to assist a Resident with a computer problem the problem may be referred to the Senior IT Consultant or Business Manager for resolution

Senior IT Consultant

The Senior IT Consultant is responsible for maintaining and enhancing the College's IT Residents' network. To this end the Senior IT Consultant is an honorary position which is awarded a scholarship and is responsible for administering the College's information systems, provide support for the administration network and to oversee and assist with the duties performed by the Information Technology Consultants on the Residents' network.

APPENDIX 6

REFERENCE INFORMATION

College Network Information

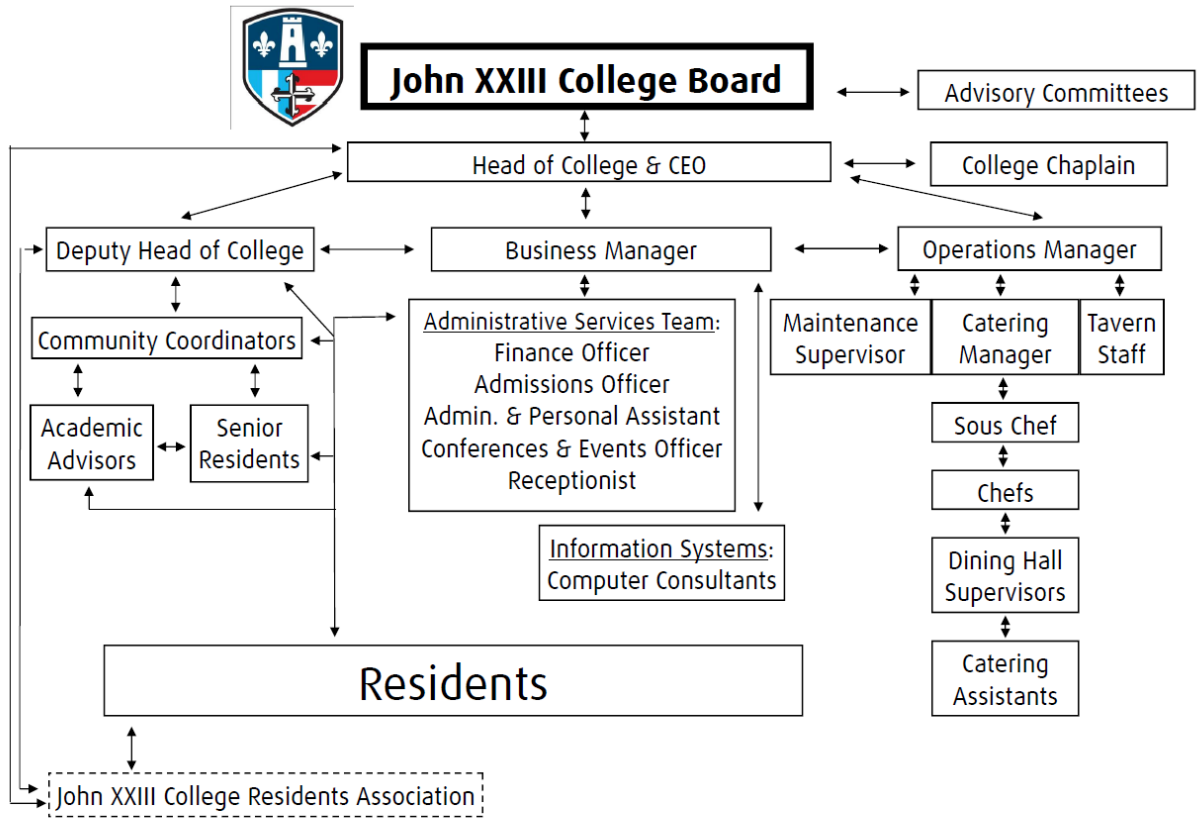
Residents Portal:	TBC
College Website:	http://johnxxiii.anu.edu.au
IP Television:	http://tv.anu.edu.au
Residents Computing Guide:	http://johnxxiii.anu.edu.au/current-residents/phones-internet/

Room Phone Information

Phone Number:	02 618 _____	(followed by the five digit number that appear on your VOIP phone)
Default Voicemail Password:	12121	
Voicemail:	dial 5-3333	
Phone Account Balance:	dial 5-6929	

APPENDIX 7

ORGANISATIONAL CHART



Updated: 29th October 2015

APPENDIX 8

INTERNAL/EXTERNAL&EMERGENCY SERVICES PHONE NUMBERS

Head of College	6125 6904	e-mail: master@johnxxiii.anu.edu.au
Deputy Head:	6125 6905	e-mail: deputy@johnxxiii.anu.edu.au
Business Manager:	6125 6903	e-mail: business@johnxxiii.anu.edu.au
Finance Officer:	6125 6900	e-mail: finance@johnxxiii.anu.edu.au
Events Officer:	6125 6908	e-mail: conferences@johnxxiii.anu.edu.au
Operations Manager:	6125 6907	e-mail: opsmanager@johnxxiii.anu.edu.au
Admissions Officer:	6125 6924	e-mail: admissions@johnxxiii.anu.edu.au
Reception:	6125 6900	e-mail: enquiries@johnxxiii.anu.edu.au
Duty Officer:	6125 6919 (internal)	or 0467 154 027(external)
(Please note, calls will incur a charge if you ring an outside line from Resident rooms)		
ANU Security:	6125 2249	email: security@anu.edu.au
Night Porter	0487 082 344	

Emergency calls- the extra "0" gets an outside line. This must be dialled along with the 3 zeros (0).

Ambulance	0 000
Police	0 000
Fire	0 000

Security

ANU Security	6125 2249
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Casualty, Accident and Emergency

Calvary Hospital – Bruce	6201 6111
Canberra Hospital – Woden	6244 2222
National Capital Private Hospital – Garran	6222 6750

Chemists

ANU Campus Pharmacy	6248 6887 or 6125 2014
Capital Chemist, O'Connor (After Hours)	6248 7050
City Market Chemist (Canberra Centre Hours)	6249 8074

Dentist

ANU Dental Surgery	6262 9795
Ginninderra Medical Centre & Dental Service	6112 7111

Post Office

ANU Post Office	6125 3804
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Doctors and Health Services

ANU Health Centre (Campus) – Bulk Billing	6125 3598 or 6125 4098
Ginninderra Medical Centre (Belconnen)– Bulk Billing	6112 7111
Florey Medical Centre (Florey) – NO Bulk Billing	6259 1444
Majura Medical Centre (Dickson) – NO Bulk Billing	6247 5833
Canberra Sexual Health Centre	6244 2184
Junction Youth Health Centre	6232 2423
Sexual Health & Family Planning ACT	6247 3077
AIDS Action Council ACT	6257 2855
Care On Call	6253 3868
Diabetes ACT	6288 9830

Specialist Emergency Services

Canberra Rape Crisis	6247 2525
Mental Health Crisis	6205 1065
Domestic Violence Crisis Service	6280 0900
Poison Information Centre	13 11 26

Counselling Services

ANU Counselling Centre	6125 2442
Lifeline (free call from room phone)	6247 0655 or 131 114
Mental Health Foundation	6282 6658
Salvation Army Counselling Service	6248 5504
Centacare Counselling, EAP and Support Services	6239 4094 or 6281 1087

Legal Services

ACT Human Rights	6205 2222
ACT Office of Fair Trading	6207 3000
Care Inc and Consumer Law Centre	6257 1788
Environmental Defender's Office	6247 9420
Youth Law Centre ACT	6173 5410
Legal Aid ACT	6243 3411

APPENDIX 9

Accommodation Agreement - 2016

RETURNING RESIDENT – FULL YEAR – STANDARD ROOM

(Wed. 10 February 2016 – Sat. 19 November 2016)

Family Name _____ Given Name(s) _____

Date of Birth ____ / ____ / ____ Gender M F

Nationality _____
(Day) (Month) (Year)

I am / will be a fulltime student at ANU or Other Institution: _____

Student Number (if known) _____ Programme Studied _____

Contact Address (Home) _____

Suburb _____ State _____

P/Code _____ Country _____

Phone/Mobile _____ Email _____

Emergency Contact _____ Relationship _____

Phone _____

1. Residence Arrangements and Charges

By completing and signing this Agreement form and paying the Residential Fees requested, you become a member of John XXIII College and you enter a legally binding agreement with the College. You should note carefully your obligations as outlined below.

2. Definitions:

- a) **Academic Week** is a week that falls within the relevant academic calendar of the course being studied.
- b) **Academic Year** is the period that contains Semesters 1 and 2 (from February to November) including semester and mid semester breaks.
- c) **ANU Halls and Colleges** includes any of the following ANU and affiliated on-campus accommodation – Bruce Hall, Burton & Garran Hall, Fenner Hall, Ursula Hall, Toad Hall, UniLodge and Burgmann College.
- d) **Commencing Resident** is a new Resident at the College.
- e) **College** refers to John XXIII College.
- f) **College Handbook** refers to the booklet produced each year by the College and also found on the College website that contains information about College Fees, Levies and Fines as well as College Policies and Rules that the Resident is required to follow to remain a member of John XXIII College.
- g) **Member of College** is a Resident who has been accepted as a resident of the College and is eligible to access all the services and facilities provided by the College.
- h) **Probation** means a Resident is on a warning and further infringements during the academic year could lead to suspension or exclusion. At the end of an academic year it could mean that a Resident is not able to return to College in the coming year. There are three types of Probation – Academic, Behavioural and Financial.
- i) **Returning Resident** is a Resident who has been a member of the College in a previous semester.
- j) **Resident** is both a Commencing Resident and a Returning Resident who has been made an official offer to reside in the College and has accepted the terms of this agreement.
- k) **Semester** is the teaching and exam period for a course and is of approximately 16 weeks duration.
- l) **Show Cause** is a process within the college for Residents who have been required to make a case for returning to College, because they have failed to meet the conditions of ongoing membership of the College, as outlined in Clause 3.8.
- m) **Term** is half a semester with two terms being separated by a mid semester break.

- n) **Written Notice** must include the submission date and be submitted to the College Front Office in business hours; e-mailed notice is acceptable as written notice.

3. Commencing Residents

3.1 Admission to Residence

- a) The maximum period for which a place is offered, in this agreement, is one academic year (Semesters 1 and 2).
- b) To accept the offer, a Commencing Resident is required to complete and return this signed agreement and also pay a Deposit as specified on the Fee Schedule, by the required date.
- c) The offer lapses if the signed agreement is not returned and the Deposit paid by the required date.

4. Returning Residents

4.1 Admission to Residence

- a) A Returning Resident must complete an "Expression of Interest to Return to College" and hand it into the College Front Office by the due date in October. Expressions of Interest received after the advertised date may attract a late fee or may not be accepted.
- b) A Returning Resident must meet the specific criteria as detailed in section 9. Those Residents who meet the criteria will receive a "Tentative offer" of accommodation.
- c) To accept the tentative offer, the Resident must complete and return this signed agreement and pay a Deposit as specified on the Fee Schedule, by the required date.
- d) The offer is made "confirmed" once the Resident successfully passes their end of year exams and deposit has been paid.
- e) A Resident who has not met the criteria will have to pay a smaller deposit to hold a place for them. Once they have met the criteria when the exam results are released in December, an offer will be made to them.
- f) Any Resident who does not meet the criteria will not receive an offer of accommodation at the College.
- g) An offer of a membership and residential place applies only for a maximum of one academic year (Semesters 1 and 2) for the year in which the offer is made.

5. Transferring Residents

- a) A Transferring Resident wanting to come to the College must complete an ANU Transfer Form and return it by the required date to their current Hall or College. Transfer forms submitted after the required date may not be accepted.
- b) College Residents requesting to transfer out of the College will be required to complete an ANU Transfer Form and return it to the College office.
- c) A Transferring Resident must meet the specific criteria as detailed in section 9 to receive a tentative offer.
- d) Those Transferring Residents who meet the criteria will receive a "Tentative offer".
- e) To accept the tentative offer, the Resident must complete and return this signed agreement and pay a deposit as specified on the Fee Schedule, by the required date.
- f) The offer is made "confirmed" once the Resident successfully passes their end of year exams and deposit has been paid.
- g) An offer of a membership and residential place applies only for a maximum of one academic year (Semesters 1 and 2) for the year in which the offer is made.

6. Rooms

- a) The College has a variety of room types – Standard, Large, Ensuite and Flat. There are a limited number of the larger rooms.
- b) A new Resident will be allocated to a Standard Room and returning Residents may request a larger room, which has a higher daily fee and a higher refundable room bond than a standard room.
- c) Priority for larger rooms goes to Residents in leadership positions and Residents in their later years at College.
- d) The College reserves the right to allocate any of the rooms to Residents when needed.
- e) If a Resident is upgraded to a larger room during the year, they will have to pay the higher rate for that room and increase their refundable room bond to the correct value.

- f) On arrival at College, a Resident is required to complete and sign a Room Inventory Report on the state of the room at the start of the Resident's occupancy of the room. Upon completion or termination of the agreement, the Resident agrees to return the room in the condition in which the room was allocated to them.
- g) During any absence from the College, the Resident may not sub let their room or allow it to be used by other people.
- h) The College reserves the right to relocate a Resident to another room for maintenance purposes, conferences, trade purposes or any other purpose deemed reasonable and / or necessary by the Head of College & CEO.

7. Acceptance and Cancellation of a Residential Place

7.1 Acceptance of a Residential Place

- a) Resident must lodge their acceptance, return the signed agreement and pay the deposit by the date specified in the letter/email of offer.
- b) By accepting the offer the Resident is also accepting and agreeing to follow and accept the College's ethos, codes of conduct, rules and policies as specified in the College Handbook. The Resident also accepts responsibility for the cleanliness of the room and for all damage to the room or fittings during their stay at College caused by themselves, guest or visitors to their room.
- c) The College staff may exercise a right of entry into the Resident's room for inspection, repair, cleaning or other reasonable purposes, including welfare checks.
- d) The Resident agrees that the College is not liable for any liability or loss resulting from;
 - i) Any malfunction, breakdown, interruption or failure in relation to the supply of services to the College or room,
 - ii) Any theft of the Resident's personal property from the College premises,
 - iii) Any act of omission of any another Resident or person in the Resident's room and or the College.

7.2 Cancellation of Acceptance of a Residential Place prior to arrival and Refund of any Deposits and Advanced Payments

- a) The cancellation of an acceptance of an Accommodation Agreement must be made in writing. In all cases, the effective date of cancellation shall be a date determined by the College.
- b) To receive a refund of the Deposit including the Refundable Room Bond (less the non refundable John XXIII College Registration Fee), Commencing Residents who have accepted an offer of a place must ensure that the written cancellation of acceptance is received at least two weeks prior to the scheduled day of arrival.
- c) To receive a refund of the Deposit including the Refundable Room Bond (less the non refundable Application Processing Fee), Returning Residents who have accepted an offer of a place must ensure that the written cancellation of acceptance is received at least four weeks prior to the scheduled day of arrival.
- d) Any cancellations received less than two weeks prior for a Commencing Resident and less than four weeks prior for a Returning Resident, to the scheduled day of arrival will attract a \$500 cancellation fee and incur rent for the room until it is filled.
- e) In situations of financial hardship, a case for an exemption of the \$500 Cancellation Fee may be made to the Head of College & CEO.

8. Payment of Fees

8.1 Residential Fees

- a) Fees and charges will be paid in accordance with the Schedule of Fees published by the College or by special arrangement with the Business Manager.
- b) Fees may be paid in full, by semester or monthly.
- c) The fees cover the semester break between semesters 1 and 2 and the mid semester vacation period. They do not cover the non academic/summer semester break between semester 2 and the semester 1 in the following year.
- d) There are no rebates given to Residents who choose to spend time away from the College during the period of the agreement.

- e) A person may apply to the College, in writing to the Business Manager, for an extension of time in which to pay the residential fees.
- f) Fees and charges which are in arrears by the end of a semester, or are deemed to be at risk of non-payment will result in the Resident being placed on Financial Probation and may be subject to relevant debt recovery processes.
- g) If fees are not paid, action will be taken to recovery the outstanding debt. This may include having the agreement terminated and the Resident being asked to vacate the residence, or being referred to a credit agency for debt collection. In addition to the fees owed, the Resident will be liable for any costs associated with such action including any interest charged in accordance and debt collection agency fees.

8.2 Other Fees and Charges

- a) The Residents will be charged a non-refundable \$25 Administration Fee for each Credit Card, Direct Debit or Cheque that is declined more than once in a contract period including declined payments due to the accountholder not notifying the College of changed credit card or bank details.
- b) Residents who have more than two declines in an academic period may be required to pay the remaining of the current semester in full as well as by semester thereafter.
- c) The College will permit one change per year to the scheduled payment method (i.e. Semester of monthly) without incurring a fee. Any additional changes will incur a \$50 Administration Fee and may not be accepted.
- d) Costs will be charged to reimburse the College for any damages (including replacement cost and labour costs) done to a Resident's room or the College by the Resident or guest of the Resident or when the Resident permitted the damage to occur or when they leave their unoccupied room unlocked.
- e) The Residents will pay a Refundable Room Bond, as specified in the Fee Schedule, at the initial start of their stay at College. This Refundable Room Bond minus all outstanding fees and charges, will be returned to the payee when they leave upon final departure.
- f) Other fees, charges or fines may be raised by the College and charged to a Resident's account as detailed in the College Handbook and paid by the designated date.

8.3 Vacation Stays and Extensions of the Agreement (Non Residential)

- a) A Resident may apply for accommodation during the semester 2 to semester 1 vacation period to do part-time or fulltime work or continue with a university course or to do an Intensive Summer course during this time period.
- b) This application must be in writing and addressed to the Head of the College & CEO.
- c) The provision of this accommodation is subject to the availability of rooms, operational requirements and College requirements.
- d) There is no guarantee that the Resident will be accommodated in the same room during the vacation period.
- e) The conditions of the original agreement and the normal daily tariff for that year will be applied to these additional days.
- f) Prior to approval of non residential accommodation, the Resident must pay a minimum of four weeks in advance at a time or amount in full if less than four weeks.

9. Conditions of Ongoing Membership of the College

- a) Membership of the College is only available to Residents of the Australian National University or other approved educational institutions.
- b) The contract is for one academic year, subject to the Resident fulfilling the following criteria, throughout the year:
 - i) Academic commitment throughout each semester, including maintaining a full time status and attaining satisfactory academic results (as specified in College Handbook). Poor results may result in the Resident being placed on Academic Probation and subject to exclusion.
 - ii) Financial responsibility in meeting the commitments as set down in the Fees Schedule. Failure to pay the fees by the designated time may result in the Resident being placed on Financial Probation and subject to exclusion.

- iii) Satisfactory personal conduct as outlined by in the College Handbook. Serious misbehaviour or repeated misbehaviour may result the Resident being placed on Behavioural Probation and subject to suspension or exclusion.
- iv) General support of the College's mission and values as well as contribution to and participation in the life of the College. A Resident who does not support or participate in the life of the College may not receive an invitation to return in the following year.
- c) At the end of the Academic Year all Residents wanting to return to College will be evaluated against these criteria. If they fulfill all of the criteria, the Resident will be offered an Accommodation Agreement at the College in the coming year.

10. Withdrawal from College, Termination or Transfer to another ANU College or Hall

By signing this contract the Resident agrees to remain a Resident of the College for the entire academic year, unless excluded by the College. All Residents wishing to leave College for any reason must submit written notice to the College at least two weeks before departure, unless otherwise specified. Prior to submitting your written notice to withdraw or transfer it is advisable that you discuss your circumstances with Deputy Head or the Head of College & CEO.

10.1 On withdrawal from studies at the University

- a) A Resident who has withdrawn from the University may not stay in College.
- b) The Resident must immediately inform the College and give at least three working days written notice of his/her intention to leave College.
- c) A cancellation fee of \$500 will be charged and the Resident will be charged four weeks rent unless their room is filled prior to the end of that period, in which case the rent will be reduced.
- d) Annual fees and levies are non refundable once the semester has begun.

10.2 On transfer to another ANU College or Hall

- a) A Resident wishing to transfer to another ANU College or Hall may do so only in accordance with the ANU transfer process.
- b) A Resident transferring into the College will be charged a non-refundable transfer fee and the College Registration Fee.
- c) A Resident transferring out of the College is liable for their fees (Residential Fees up to their date of departure and all Annual Fees & Levies) until the College releases them from their contract.

10.3 On leaving the College while remaining enrolled with ANU

- a) A Resident is contracted for the entire academic year.
- b) A Resident who wishes to leave the College permanently at any time during the year will incur a \$500 Cancellation Fee and is liable for the fees to the end of that academic year or until another Resident arrives to occupy the room. This may be varied at the discretion of the College in exceptional circumstances.
- c) Annual fees and levies are non refundable once the semester has begun.

10.4 Termination of Place (Expulsion) or Temporary Termination (Suspension) in the College during the Academic Year

- a) If a Resident has failed to meet the conditions of ongoing membership, at any time during the year as specified in clause 9, the College reserves the right to remove a Resident from the College after providing them with two weeks written notice.
- b) If a Resident has received a Show Cause notice from the College and does not meet the conditions of the Show Cause and/or ongoing membership as outlined in Section 9, then the College reserves the right to waive the provision of two weeks written notice. Please note this section does not apply to Residents seeking to return to the College at the end of the academic year. In that case the decision on who receives an offer is only based on Section 9 and no Show Cause is required.
- c) If a Resident has been given a penalty or expulsion as a result of a serious breach of the College Conduct Policy and/or the ANU Student Behavioural / Misconduct Rules, the College reserves the right to waive the provision of two weeks written notice.
- d) A Resident who is expelled will receive no refund of any annual fees and levies. Any cost of damages/fines, as well as outstanding Residential Fees will be deducted from the Refundable Room Bond. However, damages/fines/residential fees in excess of the Refundable Room Bond

amount must be paid by the expelled Resident by the designated due date. Failure to do so will result in the College referring the debt to their preferred debt collection agency and requesting the ANU to put a hold on the expelled Resident's transcript.

- e) If a Resident is given the penalty of suspension they are still liable to all fees and charges during their temporary absence.

11. Appeals Process

- a) A Resident may seek a review of the period of notice or any Cancellation Fee as outlined above by lodging an appeal, in writing, to the Head of College & CEO within 72 hours of the submission of notice to withdraw.
- b) All financial sanctions relating to the appeal must still be paid by the due date assigned by the College.
- c) Should an appeal be successful, the Head of College & CEO may apply an alternative Cancellation Fee amount or alternative period of notice and cancel the fee or set a different period of notice. Any lowering of the fee amount will be refunded to the Resident.

12. Exclusion of Liability

Notwithstanding any rights or obligations under any insurance policy taken out by the College, it is agreed that the College, the College Board, staff of the College and other Residents of the College are in no way responsible or liable (individually or collectively) for:

- a) Any personal injury which the Resident may suffer or
- b) Any loss or damage to the Resident's personal property or
- c) Any third party damage or loss or personal injury suffered by a third party whether this loss or injury is due to negligence or otherwise by the Board, Staff and Residents of the College.

13. Privacy

- a) The College collects, stores and uses personal information about its Residents so it can provide appropriate support and service to its Residents.
- b) The College believes that the well being and Pastoral Care of a Resident can, on occasion, take priority over privacy concerns.
- c) The Resident and his/her next of kin authorise the Head of College & CEO to:
 - Inform the Next of Kin of any issue related to the safety or wellbeing of the Resident.
 - Inform College academic and pastoral care staff of a Residents' exam results so that they can provide the appropriate assistance.
 - Inform the Next of Kin of a Resident's exam results, if the College believes there are urgent pastoral care requirements.
 - Use the Resident's name, image, likeness, photograph, in audio and /or video recordings created for the College, without compensation. This use includes, but is not limited to advertising, publicity and promotional use.
 - In all cases with a disclosure, it will be made at the sole discretion of the Head of College & CEO. Apart from disclosures permitted by this authority, the College will not disclose personal details or a Resident's exam results to any other person at any time without the Resident's authority.
- d) To ensure the Resident retains the academic requirements of the College, the Resident authorises the Australian National University to provide the College with access to their academic results while they are a current Resident at the College and a student at the University.
- e) For statistical purposes only, the Resident authorises the Australian National University to provide the College with access to their final grades and graduation data.
- f) The Resident acknowledges that the College may have obligations in the normal course of events to inform the police, the ANU or any other proper authority such information about the Resident as those bodies may require.

14. Interpretation of the Agreement

Any unresolved question of interpretation regarding this Agreement should be referred to the Head of College & CEO for determination.

15. Agreement

- a) I have read and accept the Terms and Conditions of the Accommodation Agreement.
- b) I understand the Conditions under which I may withdraw from the College.
- c) I understand that I will also be subject to the ethos, internal policies and regulations of the College as per the College Handbook.
- d) I have read and familiarized myself with the College Handbook.
- e) The information I have provided in this form is true and correct.
- f) I am aware that the College is a licensed premise and has a **strict no underage drinking policy** as per the College Handbook.

Signature of Resident

(Date)

I am 17 or under: Yes / No. **If yes, the Resident’s parent or appointed legal guardian is to read and sign the section below.**

- I hereby certify that I am the parent or appointed legal guardian of the Resident assuming responsibility under the Conditions of Residence. I guarantee full and prompt payment of all sums payable by the Resident under these Conditions of Residence.
- I am aware that the College is a licensed premise and has a **strict no underage drinking policy** as per the College Handbook.

Name of Parent or Legal Guardian required if the Resident is under 18 years of age

Signature of Parent or Legal Guardian

(Date)

APPENDIX 10

2016 PAYMENT SCHEDULE OF FEES

All Residential fees are deducted/due on the 15th of the month (or next business day if on weekend) with a total of nine monthly payments, two semester payments or one yearly payment. All Residential fees may be paid by Direct Debit or Credit Card (Merchant Fees apply). Note: only semester or yearly Residential fees may be paid by cheque.

New Residents:

New Residents must submit their bond/first payment with their completed 2016 Contract by 26th January 2016. Subsequent payments will begin on the 15th of March 2016 and end on the 15th of October 2016. Annual fees & levies outlined in the Fee Schedule (additional charges) are due in full with the first payment (monthly, semester or yearly). Payment by cheques is allowed only for yearly or semester payments. If paying monthly, first payment of levies, fees & first month’s Residential fees may be paid by cheque only if a Direct Debit form is completed for future payments. **Cheques are not accepted for regular monthly payments.**

Returning Residents

Returning Residents pay their accommodation bond/first payment and annual fees/levies (additional charges) on the 15th of November 2015 for the 2016 calendar year. The bond/first payment will be charged based on how the returning Resident chooses to pay their fees for their 2016 Contract.

Rates are based on a 40.5 week contract. However, due to an earlier arrival date, a new Resident's contract has an additional 0.5 week which is included in the bond/first payment.

Standard Room	\$378.50 per week
Standard rate	\$1705.00 per month
Paid a semester in advance	\$7664.75 per semester
Paid a year in advance	\$15, 329.25 per year

Large Room	\$424.50 per week
Standard rate	\$1910.00 per month
Paid a semester in advance	\$8596.25 per semester
Paid a year in advance	\$17,192.25 per year

En-suite Room	\$453.50 per week
Standard rate	\$2040.00 per month
Paid a semester in advance	\$9183.75 per semester
Paid a year in advance	\$18,366.75 per year

Flat	\$466.50 per week
Standard rate	\$2099.25 per month
Paid a semester in advance	\$9446.65 per semester
Paid a year in advance	\$18,893.25 per year

Weekly fees include: accommodation in a single study bedroom; shared bathroom facilities (except for en-suite); pastoral care; furnishings; gas; electric; laundry and communal facilities (Junior Common room, Tavern, Music room, Study room, Library, ANU Computer room, Chapel); room cleaning; three meals per day and two 'Snack times' per day during academic terms; access to academic, spiritual, social, sporting, cultural and community service opportunities.

Please note that preference for large and en-suite rooms are given to Senior Residents and Academic Excellence Incentive Scholarship holders in the first instance. The College reserves the right to amend these charges. All fees are paid in advance in accordance with the payment schedules incorporated in the College Contract.

Sibling Discounts

The College offers a discount to families that have more than one child residing at the College at the same time (called the Sibling Discount). Families will receive a discount of

\$1,125 per year (\$125 per month) off the fees of the second child and \$630 per year (\$70 per month) off the fees of any further siblings. Siblings must be attending at the same contracted period.

Split Payments

If Residential contracts have more than one account holder it is the accountholder's responsibility to obtain and read the current College Handbook located on the College website. If multiple accountholders are responsible for residential fee payments, all account holders are required to sign this document. If payment method is monthly, each account holder will be required to make the eight individual monthly payments (March to October) with amounts being split 50/50 ie; 2016 monthly residential fee of \$1705 would be \$852.50 for each account holder per month.

Additional Charges

Annual charges (all Residents)	40.5wk	19wk
1. Computer Consumables	\$375.00	\$187.50
2. Phone Rental & Maintenance	\$235.00	\$117.50
3. Insurance & Building Maintenance levy	\$450.00	\$225.00
4. Annual Residents' Association (RA) fee* (OPTIONAL)	\$247.00	\$247.00
5. ANU & WiFi Data levy	<u>\$435.00</u>	<u>\$217.50</u>
	\$1,792.00	\$994.50
Plus additional charges for Returning Residents only		
6. Application Processing Fee (non refundable)	\$50.00	\$50.00
Plus additional charges for New Residents only		
7. Registration fee for John XXIII College (non refundable)	\$265.00	\$265.00
8. Registration fee for ANU (non refundable)	\$120.00	\$120.00
9. Refundable Residency Bond	\$300.00	\$300.00
10. Academic Gown	<u>\$90.00</u>	<u>\$90.00</u>
	\$775.00	\$775.00

Refundable Residency Bond: Standard Room \$300.00; Large Room \$350.00; En-suite Room \$400.00; Flat \$400.00.

*RA Annual Membership Fee is non-refundable and must be paid yearly if Resident wants to be a member and participate in RA events.

1. Computer Consumables: Non-refundable fee which contributes towards the ongoing costs of maintaining the College's IT infrastructure and hardware, computer room facilities/lab, College's intranet system (PelicanNet) and Residential IT Support.
2. Phone Rental & Maintenance: Non-refundable fee which contributes towards the ongoing costs of maintaining the College's telephone infrastructure and hardware.
3. Insurance & Building Maintenance levy: Non-refundable Insurance levy which includes cover for Residents' Contents & Personal Accident Protection. The Building

Maintenance levy contributes to the ongoing upkeep, improvements and renovations of the building facilities.

4. ANU Data & WiFi levy: Non-refundable fee which contributes to the costs and infrastructure supplied by the ANU Department of Information for unlimited* access to Internet (supplied from ANU).
5. Registration fee – John XXIII College: Non-refundable administration fee for data processing of applications
6. Registration fee – ANU: Collected on behalf of the ANU, this is a non-refundable fee charged by University Accommodation Services
7. Refundable Room Bond: A fully refundable bond held until the completion of residency to ensure that all contractual obligations have been fulfilled. Deductions will be made for any outstanding damages, missing items or charges and the balance refunded to Resident

Note: Refundable fees & levies are refunded only if the Resident breaks Contract with the College prior to starting first or second semester. All fees & levies are fully non-refundable after each semester begins. All fees & levies are subject to change.

Contact Us

If you have any concerns or require clarification on the information provided, please contact the College Admissions Officer or Business Manager on 02 6125 6900 during office hours – Monday to Friday between 8:30am and 5:00pm or via Email at enquiries@johnxxiii.anu.edu.au or business@johnxxiii.anu.edu.au

APPENDIX 11

RETURN OF BOND

The form for the return of room bond is available online at <http://johnxxiii.anu.edu.au/current-residents/>, and should be completed seven days prior to the intended date of departure. The refund will not be made until all payments have been verified and the annual room maintenance and inventory check has been completed. Any room damage, missing items, or additional cleaning will be charged against the room bond. Funds may also be deducted from the room bond for unbudgeted expenses incurred as a result of breaching any conditions laid down in this Handbook. Room bonds will be refunded to the original payee.

Please note: any departing Resident with existing outstanding charges on their account at the time of departure will incur a \$25.00 administration fee which will be taken from the room bond.

All bonds due to be refunded to departing students will be processed within 30 days of Resident's room/Inventory Form being inspected by staff and cleaners.

Residents who have terminated Contracts will have their refund processed within 14 days of room being filled.

APPENDIX 12

WORK HEALTH AND SAFETY Act (2011), ACT

All Residents are advised that their bedrooms and the College common properties are both Residential areas and workplaces. As a result the above Act has application at John XXIII College and acts or omissions that compromise workers' safety will be subject to the interventions of the Office of Regulatory Services.

All Residents are referred to Part 2, Division 2.5, Section 29 noted below.

Duties of Other Persons at the Workplace

A person at a workplace (whether or not the person has another duty under this part) must-

- a) Take reasonable care for his or her own health and safety; and
- b) Take reasonable care that his or her acts or omissions do not adversely affect the health and safety of other persons; and
- c) Comply, so far as the person is reasonably able, with any reasonable instruction that is given by the person conducting the business or undertaking to allow the person conducting the business or undertaking to comply with this Act.

Note A reference to an Act includes a reference to statutory instruments made or in force under the Act, including a regulation and any law or instrument applied, adopted or incorporated by the Act (see Legislation Act, s104).

APPENDIX 13

CODE OF CONDUCT FOR FORMAL, ACADEMIC & COMMUNITY DINNERS

Purpose:

The Code of Conduct is a guideline for acceptable behaviour at College formal and academic dinners

- It is understood by the residents that any breach of the code will be assessed on an individual basis and in regard to the particular circumstances.
- Formal dinners are a special event on the College calendar and as such, deserve an appropriate standard of decorum to fit the occasion.

Guidelines for behaviour:

- Residents are not to arrive at the dinner intoxicated
- No alcohol/beverages can be brought into the dining room or to pre drinks unless supplied by the College
- Residents are required to wear academic gowns and semi-formal dress at the dinners. However gowns are not required for certain dinners involving fancy dress, such as the R.A. Sports/Arts Award Dinner and any other dinners where gowns are deemed unnecessary
- Noise levels are to be kept at a conversational level throughout the dinner
- All speakers and performers are to be given the utmost respect and full attention
- Excessive noise and unruly behaviour are not acceptable
- Table skulls are not acceptable
- Throwing food is not acceptable

Consequences:

Residents in breach of the agreed guidelines may:

- Be warned of their unacceptable behaviour by a member of College staff or may be asked to leave the Dining Hall for the remainder of the formal dinner. In the event of significant, multiple or repeated occasions of unacceptable behaviour, a resident may face more serious repercussions such as be banned from one or more subsequent formal dinners, face the disciplinary committee etc.
- In the event of a serious breach of this code, the Head reserves the right to take whatever action he deems appropriate.