



Admissions & Conditions of Residence Policy

Version: 2nd

Responsible To: Head of College & CEO – John XXIII College

Pertains To: Residents (Accommodation Agreement Holder) – John XXIII College

Supported By: Deputy Head of College – John XXIII College

Staff – John XXIII College

Collegiate Team – John XXIII College

Monitored By: Head of College & CEO – John XXIII College

Purpose

This policy is to clearly lay out the:

- The overall procedures for being admitted to John XXIII College and
- The minimum requirements that must be met for ongoing membership of the College.

Definitions

ANU Procedures

ANU Procedures means the ANU online Accommodation Application Process.

Academic Year

The Academic Year is the period that contains Semesters 1 and 2 (from February to November of each year) including semester and mid semester breaks.

Semester

A Semester is the teaching and exam period for a program and is of approximately 15 weeks duration. It consists of two terms separated by the mid semester break.

Student

A student means a student enrolled at ANU, the Australian Catholic University (ACU), University of Canberra (UC) or the Canberra Institute of Technology (CIT).

Fulltime Student

A Fulltime student is enrolled in three or more courses per semester.

NB.

A student doing 1 or 2 courses per semester is a part-time student.

Resident

A Resident is a student residing at John XXIII College. They could be either a Commencing Resident or a Returning Resident who has been made an official offer to reside in the College and has accepted, signed and submitted the Accommodation Agreement.

Member of College

A Member of the 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.

Probation

Probation means that a resident is on a warning and further infringements during the academic year could lead to suspension or exclusion from John XXIII College. At the end of the resident's contract it could mean that a resident is not able to return to the College. There are three types of Probation – Academic, Behavioural and Financial.

Show Cause

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.



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Privacy Act

The *Privacy Act 1988 (Cth)*, permits the College to disclose personal information about someone to a party outside the College or University where, inter alia:

- a. a person consents in writing, to their personal information being disclosed to nominated individuals;
or
- b. the College believes on reasonable grounds that the disclosure is necessary to prevent or lessen a serious and imminent threat to the life or health of the individual concerned or of another person.

Principles

1. John XXIII College is affiliated with ANU and will work cooperatively with the university to help it achieve its aims.
2. As a Tertiary Catholic College, John XXIII College seeks to provide a collegiate experience to its residents with a primary emphasis on the academic development of its residents.
3. Residents who embrace the ethos and culture of the College and support it in its role at ANU should be supported to return by the College with accommodation in the coming year.

Policy

1. ANU students will follow the ANU Accommodation procedures for the initial accommodation application of a new or returning student.
 - a. Students coming through the Admissions, Scholarships and Accommodation (ASA) process will be processed through ANU earlier than those coming through the UAC system.
 - b. Students from another tertiary institution must apply directly to the College.
2. To qualify for admission to the College, a person must be either:
 - a. Enrolled for a program of study leading to a degree or diploma of ANU;
 - b. Enrolled for a program of study at the ANU College;
 - c. Enrolled in an Exchange program at ANU;
 - d. Enrolled for a program of study leading to a degree or diploma at ACU, UC or CIT;
 - e. A member of the research, teaching, library or administrative staff of ANU; or
 - f. Engaged in research at ANU.
3. Admission to and ongoing residence at the College is at the invitation of the Head of College.
4. During the selection process the Head of College will ensure that only students who:
 - a. Fulfill the Admission Guidelines of this policy are selected to join the College.
 - b. Fulfill the minimum conditions for ongoing Membership are eligible to return to John XXIII College in the coming year.
5. All residents will sign (via an online portal) and conform to the document titled "Accommodation Agreement" for their accommodation and membership of the College. By doing so the residents are agreeing to:
 - a. Support the College Ethos and Mission,
 - b. Support and follow the College's Policies and Procedures,
 - c. Fulfill all of the requirements of the Accommodation Agreement,
 - d. Support and follow the relevant ANU Policies and Procedures.Any resident who fails to complete these requirements or behaves in a way contrary to these requirements could be asked to leave the College.
6. All residents will:
 - a. Complete an appropriate course on consent.



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- b. Sign a Community Standards document.

Any resident who fails to complete these requirements or behaves in a way contrary to these requirements could be asked to leave the College.

7. Each year the Head of College will determine the minimum number of new residents required by the College in the coming new year. This number will be based on:
 - a. The requirements of the College, and
 - b. The needs of ANU to meet their accommodation requirements.This number will be used to determine the number of returning residents that can be accepted at the end of the year.
8. Current residents who wish to apply to renew their contract must meet all of the minimum criteria for ongoing membership of the College. (See Appendix 1)
9. When deciding who to select among the current residents, who have applied to return to College in the coming year the Head of College will consider:
 - a. The balance of residents who will be going into their 2nd, 3rd, 4th, 5th or later years at College.
 - b. The balance of undergraduates and post graduates at College.
 - c. The number of transfers that will be accepted, who will support this balance.
 - d. The degree to which the current residents meet the minimum criteria for ongoing membership of the College.

By accepting a John XXIII College Accommodation Agreement, Resident accepts and agrees to abide by all of the terms and conditions of John XXIII College's Policies and Procedures. Residents should contact the College for further clarification if required.