

CHARLES STURT UNIVERSITY
DIVISION OF FINANCE
RESIDENCE LIFE
HALLS OF RESIDENCE

2012 Administration Regulations

PURPOSE

- 1.1 This document sets out Charles Sturt University's (CSU's) Halls of Residence, Administration Regulations.
- 1.2 The objectives of the Halls of Residence Administration Regulations are to:
 - (a) outline the residential fees and charges for living in the Halls of Residence;
 - (b) explain the rules and expectations of residents living in the Halls of Residence with regard to administrative responsibilities.

2. SCOPE

This policy applies to all residents (temporary or year-long) of the CSU Halls of Residence. The Halls of Residence include all buildings, car parks, access ways, recreational areas and the immediate surrounds of all buildings associated with the provision of student residential accommodation.

3. DEFINITIONS

- 3.1 *IT Levy*: For access to the University's information technology (IT) infrastructure, students in the Halls of Residences pay a compulsory levy to the University for the provision of IT support to the Halls of Residence. This levy is provided directly to the Division of Information Technology for day-to-day service as well as for future upgrades and major network development.
- 3.2 *Orientation Tariff*: Compulsory tariff for all new (i.e. first year) students. This fee covers residential and catering fees associated with Halls of Residence Orientation commitments.
- 3.3 *Package One*: Provides students with accommodation for the teaching and exam weeks of Session 1 and Session 2 only. Students are required to clear and vacate their room for all breaks, periods between Sessions, and also Session 3. Please see the 2012 Residential Occupancy Calendar for more information.
- 3.4 *Package Two*: Provides students with accommodation for Session 1 and 2 teaching weeks, exam weeks and three breaks in internal student classes (Session 1 break in April, inter-Session break in June/July and Session 2 break in August/September). Students who nominate Package Two can remain on/return to campus to attend to University commitments during these break periods, i.e. students are not required to clear and vacate their room during these break periods. However Package Two students must vacate their room for Session 3. Please see 2012 Residential Occupancy Calendar for more information.
- 3.5 *Holiday period*: refers to the period between the end of session 2 and the commencement of Orientation during which accommodation is available.

- 3.6 *Residential Regulations*: Is the combination of the Administration Regulations and General Regulations.
- 3.7 *Session*: The teaching and exam weeks for internal student classes. The University has three Sessions per year.
- 3.8 *Washing Machine Levy*: Compulsory levy payable by all students who reside in the Halls of Residence. This fee allows the students unlimited access to the washing machine facilities in their Hall of Residence.

4. RESPONSIBILITIES

The Director, Residence Life is responsible for implementing, reviewing and administering these regulations.

5. RESIDENTIAL FEES

- 5.1 Two Session Occupancy – offers of accommodation are based on a two-session occupancy in the Halls of Residence (Session 1 and Session 2). Student occupancy starts from Friday, 24 February 2012 (or date of room occupancy if offer is made after this date) and concludes, for Package 1, at 9:00am Saturday, 3 November 2012, or for Package 2, at 9:00am Saturday, 01 December 2012.
 - 5.1.1 Students may only occupy their room during this period for the Package time selected.
 - 5.1.2 Students that cancel their place or vacate their room between the time of submitting an application and the termination date of their nominated package may be liable for cancellation fees. Please refer to Section 13 for details.
- 5.2 Holiday Occupancy – accommodation is available for students between the end of session 2 and the commencement of Orientation in the following year. Students should discuss options with Residence Life staff.

5.3 Annual Accommodation Rates

Albury-Wodonga	Package One	Package Two
<i>Self Catered</i>		
Rothwells Cottages, Thurgoona	Not Available	\$6,364.65
New Residences, Thurgoona	Not Available	\$7,783.70
Bathurst	Package One	Package Two
<i>Catered</i>		
Catered Cottages	\$8,750.00	\$11,183.80
Towers	Not Available	\$9,708.55
John Oxley Village	\$8,520.00	\$9,708.55
<i>Semi Catered</i>		
Towers	Not Available	\$8,092.80
<i>Self Catered</i>		
Premium, Ensuite (CPD)	Not Available	\$8,781.25
New Residences	Not Available	\$7,783.70
Cottages	\$5,300.00	Not Available
Traditional Diggings	\$5,300.00	\$6,364.65
Hargraves (Standard)	Not Available	\$6,364.65
Hargraves (Small)	Not Available	\$5,605.95
MTG (Single)	Not Available	\$5,605.95
Dubbo	Package One	Package Two
<i>Self Catered</i>		
Cottages	Not Available	\$6,364.65
Orange	Package One	Package Two
<i>Semi Catered</i>		
Grevillea / Hakea	\$6,450.00	Not Available
Peters / Napier	\$6,450.00	Not Available
Banksia / Lambertia	Not Available	\$7,966.35
Bartlett / Chudleigh / Eltis	Not Available	\$7,966.35
<i>Self-Catered</i>		
New Residences, with ensuite	Not Available	\$8,781.25
New Residences, no ensuite	Not Available	\$7,783.70

4-brm House	Not Available	\$5,605.95
Wagga Wagga	Package One	Package Two
Catered		
Catered Cottages	\$8,750.00	\$11,183.80
Stewards Halls	\$8,520.00	Not Available
Butler Halls	\$8,520.00	\$9,708.55
Bowen and West Halls	Not Available	\$9,708.55
Semi Catered		
Doman Hall	Not Available	\$8,092.80
Self Catered		
New Residences, with ensuite	Not Available	\$8,781.25
New Residences, no ensuite	Not Available	\$7,783.70
Cottages	\$5,300.00	\$6,364.65
Postgraduate Village	Not Available	\$6,364.65
WACOBU Cottage	Not Available	\$6,364.65
Village Way	Not Available	\$6,364.65
South Campus (Single)	Not Available	\$4,664.60
Apartment, Single (Doman & South)	Not Available	\$7,601.05

5.4 Catered Options and Meal Plans

5.4.1 The fee for full and semi catered options is included in your accommodation package.

5.4.2 A Full Catered Package is available as follows

Bathurst	Wagga Wagga
Towers (128 rooms)	Cottages
John Oxley Village	Stewards Halls & Butler Halls
Windradyne Cottages	Bowen & West Halls

this package provides the equivalent of fifteen (15) meals per week – students may choose from a number of flexible options. See the Food & Beverage website for details.

5.4.3 A Semi Catered Package is available as follows

<u>Bathurst</u>	<u>Orange</u>	<u>Wagga Wagga</u>
Towers (128 rooms)	Grevillia / Hakea	Doman Hall
	Peters / Napier	
	Banksia / Lambertia	
	Bartlett/Chudleigh/Eltis	

This package provides

At Bathurst & Wagga Wagga - the equivalent of ten (10) meals per week.
Which may be taken at on campus Dining hall or food outlets

At Orange – five (5) meals per week available at the on campus outlet.

See the Food & Beverage website for details.

5.5 Self catered students may elect to purchase a meal plan prior to commencement of session, which offers reduced meal pricing. There are a number of options available which utilise Smart Card technology for meals available at Dining Halls and other food outlets and eliminates the need to carry cash. Check out the Food & Beverage Website for details.

5.6 Casual Weekly Rates

5.6.1 Casual weekly rates are calculated for casual periods of occupancy (i.e. intra or inter-session breaks).

5.6.2 The University is required to charge GST on all casual occupancies where the purpose of the accommodation use is not directly related to an approved University course. The rates listed below will be adjusted accordingly.

Casual Weekly Rates Category	Weekly Rate (ex GST)
Catered Cottages	\$336.00
Towers, John Oxley Village, Stewards Halls, Butler Halls, Bowen and West Halls, Doman Hall (Catered)	\$328.00
New Residences (with ensuite)	\$297.00
New Residences (no ensuite)	\$263.00
Self-Catered Cottages	\$204.00
Village Way, Postgraduate Village, WACOBU Cottage, Hargraves (Standard), Traditional Diggings, Grevillea/Banksia/Lambertia/Hakea, and Bartlett/Peters/Chudleigh/Napier/Eltis Houses (formerly Acacia, Boronia, Casuarina,	\$204.00

Darwinia, and Westringia)	
Hargraves (Small), MTG (Standard), Orange 4-brm Houses	\$190.00
South Campus (Single)	\$157.00
Apartment Single	\$255.00

6 OTHER FEES AND CHARGES

6.1 All accommodation fees are based upon a GST-free position for accommodation and a GST-liable position for the catered component

6.2	Orientation Tariff – compulsory for all first year students (non-refundable)	\$200.00
6.3	Application Fee (non-refundable)	\$200.00 #
6.4	Current Resident Application Fee (non-refundable)	\$100.00 #
6.5	IT Levy (non-refundable%, ½)	\$288.00
6.6	Washing Machine Levy (non-refundable%, ½)	\$ 80.00
6.7	Room Change Fee	\$ 25.00 #
6.8	Room Cancellation Fee *	\$800.00 #
6.9	Final Notice Charge – where accommodation fees are not paid by the required date a Final Notice Charge will apply	\$100.00 #
6.10	Late or Non-return of Lockout Key	\$10.00 #
6.11	Non-return of key tag	\$10.00 #
6.12	Lost or unreturned room or lock-out key	\$100.00 #
6.13	After-hours Room Lockout Charge – each student is allowed two, after-hours, free-of-charge lockouts per calendar year (i.e. outside the hours of 9am-5pm weekdays, public holidays excluded). Each additional lockout will be charged.	\$ 50.00 #

% Levy is payable in two instalments which will be billed to students accounts at the beginning of Sessions One & Two.

½ Students who apply for a room to move on-campus at the mid-year intake (Session Two) are only required to pay 50% of the Levy. The levy is non-refundable

* The Room Cancellation Fee – see clause 13.

Includes GST

7 APPLICATION PAYMENTS REQUIRED

7.1 Continuing students (i.e. students who were currently enrolled at CSU in 2011) apply for a room in the Halls of Residence for 2012 during the second session of 2011.

7.1.1 Current residents living on-campus, who apply for a room in the Halls of Residence during the continuing student online application process, but are unsuccessful and placed on the waiting list, will be charged the Current Resident Application Fee (as per 7.2).

7.1.2 However, if an initial offer of accommodation is made to a continuing student off the waiting list, and the offer is declined but the student wishes to remain on the waitlist and wait for another offer, the student is no longer considered a current resident and will be charged the fees according to 7.3 when/if a further offer is made.

7.1.3 All continuing students, both current residents and non-current residents, who apply for accommodation through the Late Application process will be charged according to 7.3

7.2 Continuing students living in the Halls of Residence at time of application (i.e. current residents) will be required to pay upon notification of offer:

Current Resident Application Fee

7.3 Continuing students not living in the Halls of Residence at time of application (i.e. non-current residents) will be required to pay upon notification of offer:

(a) Application Fee

7.4 New students (i.e. students who were not enrolled at CSU in 2011) applying for a room in the Halls of Residence in 2012 will be required to pay at time of application:

(a) Orientation Tariff; and

(b) Application Fee.

7.4.1 New students who are not offered a place on campus will be eligible to have the Orientation Tariff refunded

8 ACCOMMODATION FEE PAYMENT DATES

8.1 The 2012 Residential Fees Schedule indicates the required payments and payment dates for 2012.

8.2 All students receive the 2012 Residential Fees Schedule when a confirmation of a room in the Halls of Residence is sent electronically.

8.3 Invoices are not sent out, therefore the student is required to make it his/her responsibility to retain this information and pay accordingly. Payments are

due in 4 equal portions, due dates for payments are as follows.

Payment	Due Date:
Portion 1	Friday, 2 March 2012
Portion 2	Friday, 27 April 2012
Portion 3	Friday, 13 July 2012
Portion 4	Friday, 7 September 2012

9 PAYMENT OPTIONS

Students may pay the 2012 Residential Fees in one of the following ways:

- 9.1 pay the entire annual fee for the appropriate category rate of accommodation and package option on the first payment due date in March 2012.
- 9.2 pay the accommodation fee on the dates as outlined on the 2012 Residential Fees Schedule for the appropriate category and package option chosen;
- 9.3 request an extension via the online request form prior to the due dates as outlined on the 2012 Residential Fees Schedule.
- 9.4 Programmed and or scheduled payments are welcomed. Students may elect to establish regularly scheduled BPay payments or electronic transfers. Residence Life staff can assist with these options.

10 DEFAULT OF RESIDENTIAL PAYMENTS – Final Notice Charge

- 10.1 Students may request an extension via the online request form prior to the due dates.
- 10.2 If payment is not made or an extension requested by the due date the student will be charged a Final Notice Charge of \$100.
- 10.3 Residents that neglect to make payment or request an extension by the due dates will be required to vacate the Halls of Residence.

11 \$150 REBATE

- 11.1 Package options One & Two include a rebate payment to all eligible residents.
- 11.2 In order for a student to be eligible to receive the rebate the following two conditions must apply:
 - (a) the student must be living in the Halls of Residence prior to the first payment due date in Session 1 ; AND

- (b) the student must remain living in the Halls of Residence until the first Monday of the first Exam week in the final Session relevant to their package option

12 REDUCTION OF RESIDENTIAL FEES

- 12.1 Hospitalisation – a student may apply for a reduction in residential fees for the full period of hospitalisation or a period of convalescence (for a seven day minimum) ordered by a Medical Practitioner when the convalescence is not spent in University accommodation.
 - 12.1.1 The student will be given a 100% reduction in fees for a maximum period of twenty-eight (28) days.
 - 12.1.2 Appropriate documentary proof is required and must be given to the Director, Residence Life or nominee within ten (10) working days from the first day of the absence.
- 12.2 Absence due to death of an immediate family member – a student may apply for a reduction in residential fees due to the death of a member of their immediate family.
 - 12.2.1 The absence must be for a period of a least seven consecutive days.
 - 12.2.2 Appropriate documentary proof is required and must be given to the Director, Residence Life or nominee within ten (10) working days from the first day of the absence.
- 12.3 Compulsory course practicum work – a student may apply for a reduction in residential fees due to a compulsory course practicum, if the following conditions apply:
 - (a) The absence must be for a minimum of seven (7) days; and
 - (b) The location must be a minimum of 50km from the University; and
 - (c) The student must live in the Halls of Residence for all of Session 1 and Session 2.
 - 12.3.1 Any practicum rent reduction claimed throughout the year will not be credited to the student's account until the final payment due date in Session 2.
 - 12.3.2 If a student living in the Halls of Residence is required to attend practicum placement at a location where CSU operates on-campus accommodation, the student may request to stay in the same category of accommodation as their current room allocation on their home campus.
 - 12.3.2.1 If a student wishes to make this request, they are required to complete a Temporary Accommodation Application form indicating that they live in the Halls of

Residences at their home campus and require the accommodation for a practicum placement at another campus.

12.3.2.2 Providing the Managers, Residence Life approve the temporary accommodation application AND accommodation is available in the same category of accommodation, there will be no charge to the student.

12.3.2.3 If a student takes up this option, a practicum rent reduction will not be available to the student.

12.3.3 The practicum rent reduction in residential fees is calculated as follows:

- (a) Students living in their first year in the Halls of Residence or who have stayed for non consecutive years, receive a reduction equivalent to 50% of the weekly rate, for a maximum of twenty-one (21) days for Package One students and twenty-eight (28) days for Package Two, per year.
- (b) Students who remain in the Halls of Residence for the whole of their course receive a reduction equivalent to 60% of the weekly rate, for a maximum of twenty-one (21) days for Package One students and twenty-eight (28) days for Package Two students, per year.

12.3.4 Instructions for receiving the Practicum Rent Reduction are as follows:

- (a) Completion of a Practicum Reduction Notice Form must be submitted at least seven (7) days prior to the date of the proposed absence for practicum work;
- (b) In the event a room is re-let by CSU whilst on practicum, the balance of the room rate will be returned to the student for the total number of nights the room was used;
- (c) The University will charge full fees applying for retained rooms where the room is not made available for re-letting during the practicum period, or the required notification is not given.
- (d) All keys must be returned to CSU and your Room Inventory Form must be completed to be entitled to the reduction of fees.
- (e) All students are to pack up their rooms to allow for re-letting.

12.4 During exam periods, no reduction will be given when students either complete their exam commitments early (before official end of session date) or when students do not have any exam commitments. All fees are calculated on a full package basis.

13 CANCELLATION OF APPLICATION and/or RESIDENCY

13.1 TERM OF CONTRACT

The student shall undertake to remain in Residences for no less than the full session or as otherwise specified by their individual agreement, from time to time, excluding the mid session break, as specified in section 5.

13.2 FINANCIAL COMMITMENT

a. Any student accepting a place in the Residences and on taking up residency will, in accordance with the requirement to remain in the Residences for a full session, be liable for the payment of the full session's fees unless they qualify for exemption under clause 13.3

b. Unless they qualify for exemption under clause 13.3, any student who after accepting a place in the Residences and then fails to take up their residency from the beginning of the session will have their place cancelled and will be liable for the residential fees for the full session.

c. Unless they qualify for exemption under clause 13.3, any student who after accepting a place in the Residences and then cancels their place at any time within fourteen (14) days prior to the beginning of the session will be liable for the room cancellation fee.

d. Application Fees and Orientation Tariff are non-refundable

e. In the event that a resident student fails to meet their commitment under this rule, the Director is empowered to take all the reasonable steps to recover the amount owing including the withholding of academic results and formal debt collection processes through the university debt collectors.

13.3 TERMINATION BY A STUDENT

Where a student terminates their residency after having entered Residences, no refunds of fees will be made for their early departure, nor any release made from their liability for full session fees, except where during the session:

- a. the student becomes no longer an enrolled student of the University; or
- b. the University approves a change in the enrolment status of the student from on-campus to complete external studies, and the student resides more than 75 kilometres from their campus of residence; or
- c. the University approves the deferral of the student's enrolment to another session or year, or requires the student to take an approved Leave of Absence;

To terminate residency, a student must give two week's notice in writing, during the approved teaching period. Where a student qualifies for an exemption under clause a, b or c, the Room Cancellation Fee will apply.

d. students who are studying at CSU on an international exchange program will be exempt from any penalty charge upon completion of their exchange period providing they have been in the Halls of Residences for one full session. Supporting documentation must be supplied; or

e. students who are travelling abroad on student exchange or study abroad will be exempt from any penalty charge upon leaving to start their exchange program providing they have been in the Halls of Residences for one full session. Supporting documentation must be supplied;

In relation to clauses d and e, to terminate residency, a student must give two week's notice in writing, during the approved teaching period. Where students have not been in residence for one full session, the Room Cancellation Fee will apply.

f. students who are transferring campuses within CSU and remain living within residences, will be charged the room transfer fee. Supporting documentation must be supplied; or

g. students who are excluded from the University may be exempt from any cancellation charges. All circumstances will be individually assessed. See Section 16 regarding appeals. Supporting documentation must be supplied; or

h. the student is able to substantiate altered and extenuating circumstances justifying their conclusion of their contract with the University by means of independent supporting documentation. See Section 16 regarding appeals.

In relation to clause h, to terminate residency, a student must give two week's notice in writing, during the approved teaching period. A cancellation fee equivalent to 4 weeks residency fees also applies.

Any release of a student from their contractual obligation made in accordance with this rule will be subject to the approval of the Director.

13.4 TERMINATION OF RESIDENCY

Where the student has had their residency terminated pursuant to these rules, the student will still be liable for the payment of the full session's fees.

14 BREAK PERIOD, CASUAL & SESSION 3 ACCOMMODATION

14.1 Students will be offered break period, casual or Session 3 accommodation at the discretion of the Director, Residence Life.

14.2 Requests for break period, casual or Session 3 accommodation (except Christmas recess) must be made seven (7) days prior to the commencement of the period, by completing the appropriate accommodation form.

- 14.2.1** Requests for Christmas Recess accommodation must be made fourteen (14) days prior to this period starting. An accommodation form must be completed.
- 14.2.2** Payments for the Christmas Recess period must be made by 4:00pm of the first Friday of the first week for the period booked.
- 14.2.3** Accommodation costs will be available for the 2012/2013 period from the Residence Life website five weeks prior to the end of session.
- 14.3** Payments for break period accommodation must be made prior to the end of the period booked (Christmas Recess excluded).
- 14.4** If a student living in the Halls of Residence is required to attend a residential school at a location where CSU operates on-campus accommodation, the student may request to stay in the same category of accommodation as their room allocation on their home campus. If a student wishes to make this request, they are required to complete a Temporary Accommodation Application form, indicating on the form that the student lives in the Halls of Residence at their home campus and requires the accommodation for a residential school at another campus. Providing the Director, Residence Life or nominee approves the temporary accommodation application AND accommodation is available in the same category of accommodation, no further charges will apply.

15 MOVEMENT BETWEEN PACKAGES OCCUPANCY AGREEMENTS/ROOM CHANGES

- 15.1** Requests for changing between packages or rooms are to be made in writing by submitting a Room Change Request form.
- 15.2** Fourteen (14) days notice is required, prior to desired move.
- 15.3** All package or room change decisions will be at the discretion of the Director, Residence Life or nominee.
- 15.4** No room or package changes will be processed during the first six weeks of Session 1 unless exceptional circumstances are present. Applications will be accepted but not processed until the end of the break period and/or depending upon availability and approval by the Director, Residence Life or nominee.
- 15.5** Students may be required to relocate to a place determined by the Director, Residence Life or nominee.
- 15.6** Students will be charged a Room Change Fee, as per Section 6, for each movement between package/room undertaken.

16 APPEAL AGAINST APPLICATION OF A PENALTY/CHARGE

- 16.1 A student may appeal against the application of a charge/penalty on the grounds that an error of policy application has occurred or in appeal for consideration of excessive application of fines and charges.
- 16.2 Appeals must be made in writing, addressed to: The Residential Appeals Committee and submitted to Division of Finance, Locked Bag 588, WAGGA WAGGA NSW 2678 or emailed to (ask@csu.edu.au) no later than fourteen (14) days after receiving notification of the charge.
- 16.3 Appeals must fully establish and substantiate the basis for their appeal. The Appeals Committee may elect not to hear any appeal where the application fails to sufficiently substantiate the basis for the appeal.
- 16.4 A Residential Appeals Committee consisting of the Director, Residence Life; Manager(s), Residence Life; the Director, Student Support or nominee; the Coordinator, Administration and Systems, will consider appeals.
- 16.5 The receipt of the letter of appeal will be acknowledged.
- 16.6 Once an appeal meeting is held, the Appeals Committee will advise the applicant of the outcome within six (6) working days.
- 16.7 The Appeals Committee may vary the fine or charge and take any other action that they deem appropriate within the Residential Regulations.
- 16.8 The Appeals Committee may levy a charge within the limits of the Residential Regulations where appeals are considered to be vexatious or where students make claims based on false information. Students must ensure that their appeals are based on fact.
- 16.9 The Appeals Committee will meet as required.

APPENDIX

1. 2012 Residential Occupancy Calendar

APPENDIX 1

2012 Residential Occupancy Calendar

		2012 Academic Year		Package 1, 2012	Package 2, 2012
		Week of 20-Feb-12	Orientation	Only 1 st year students (Continuing students can move in from Fri, 24 Feb)	Only 1 st year students Continuing students can move in fr Fri, 24 Feb)
Session 1 Term 1		Week of 27-Feb-12	Session 1 Wk 1	Occupy room	Occupy room
		Week of 5-Mar-12	Session 1 Wk 2	Occupy room	Occupy room
		Week of 12-Mar-12	Session 1 Wk 3	Occupy room	Occupy room
		Week of 19-Mar-12	Session 1 Wk 4	Occupy room	Occupy room
		Week of 26-Mar-12	Session 1 Wk 5	Occupy room	Occupy room
		Week of 02-Apr-12	Session 1 Wk6	Occupy room	Occupy room
	Week of 10-Apr-12	Session 1 Wk 7 Res School	VACATE ROOM (by 9am, Fri 6 April)	Occupy room	
	Week of 16-Apr-12	Session 1 Wk 8 Res School	VACATE ROOM	Occupy room	
Session 1, Term 2		Week of 23-Apr-12	Session 1 Wk 9	Occupy room	Occupy room
		Week of 30-Apr-12	Session 1 Wk 10	Occupy room	Occupy room
		Week of 7-May-12	Session 1 Wk 11	Occupy room	Occupy room
		Week of 14-May-12	Session 1 Wk 12	Occupy room	Occupy room
		Week of 21-May-12	Session 1 Wk 13	Occupy room	Occupy room
		Week of 28-May-12	Session 1 Wk 14	Occupy room	Occupy room
		Week of 4-Jun-12	Exams	Occupy room	Occupy room
		Week of 11-Jun-12	Exams	Occupy room	Occupy room
	Week of 18-Jun-12	Break	VACATE ROOM (by 9am, Sat 16 Jun)	Occupy room	
	Week of 25-Jun-12	Break	VACATE ROOM	Occupy room	
	Week of 2-Jul-12	Break	VACATE ROOM	Occupy room	
Session 2, Term 1		Week of 9-Jul-12	Session 2 Wk 1	Occupy room	Occupy room
		Week of 16-Jul-12	Session 2 Wk 2	Occupy room	Occupy room
		Week of 23-Jul-12	Session 2 Wk 3	Occupy room	Occupy room
		Week of 30-Jul-12	Session 2 Wk 4	Occupy room	Occupy room
		Week of 6-Aug-12	Session 2 Wk 5	Occupy room	Occupy room
		Week of 13-Aug-12	Session 2 Wk 6	Occupy room	Occupy room
	Week of 20-Aug-12	Session 2 Wk 7 Res School	VACATE ROOM (by 9am, Sat 18 Aug)	Occupy room	
	Week of 27-Aug-12	Session 2 Wk 8 Res School	VACATE ROOM	Occupy room	
Session 2, Term 2		Week of 3-Sep-12	Session 2 Wk 9	Occupy room	Occupy room
		Week of 10-Sep-12	Session 2 Wk 10	Occupy room	Occupy room
		Week of 17-Sep-12	Session 2 Wk 11	Occupy room	Occupy room
		Week of 24-Sep-12	Session 2 Wk 12	Occupy room	Occupy room
		Week of 1-Oct-12	Session 2 Wk 13	Occupy room	Occupy room
		Week of 08-Oct-12	Session 2 Wk 14	Occupy room	Occupy room
		Week of 15-Oct-12	Exams	Occupy room	Occupy room
		Week of 22-Oct-12	Exams	Occupy room	Occupy room
	Week of 29-Oct -12	Break	Occupy room	Occupy room	
	Week of 5-Nov-12	Break	VACATE ROOM (by 9am, Sat 03 Nov)	Occupy room	
Session 3, Term 1		Week of 12-Nov-12	Session 3 Wk 1	VACATE ROOM	Occupy room
		Week of 19-Nov-12	Session 3 Wk 2	VACATE ROOM	Occupy room
		Week of 26-Nov-12	Session 3 Wk 3	VACATE ROOM	Occupy room
		Week of 3-Dec-12	Session 3 Wk 4	VACATE ROOM	VACATE ROOM (by 9am, Sat 01 Dec)
		Week of 10-Dec-12	Session 3 Wk 5	VACATE ROOM	VACATE ROOM
		Week of 17-Dec-12	Session 3 Wk 6	VACATE ROOM	VACATE ROOM
		Week of 24-Dec-12	Break	VACATE ROOM	VACATE ROOM

Session 3, Term 1	Week of 2-Jan-13	Session 3 Wk 7	VACATE ROOM	VACATE ROOM
	Week of 7-Jan-13	Session 3 Wk 8	VACATE ROOM	VACATE ROOM
	Week of 14-Jan-13	Session 3 Wk 9	VACATE ROOM	VACATE ROOM
	Week of 21-Jan-13	Session 3 Wk 10	VACATE ROOM	VACATE ROOM
	Week of 28-Jan-13	Session 3 Wk 11	VACATE ROOM	VACATE ROOM
	Week of 04-Feb-13	Session 3 Wk12	VACATE ROOM	VACATE ROOM
	Week of 11-Feb-13	Exams	VACATE ROOM	VACATE ROOM
	Week of 18-Feb-13	Break	VACATE ROOM	VACATE ROOM
	Week of 25-Feb-13	Orientation 2013	VACATE ROOM	VACATE ROOM