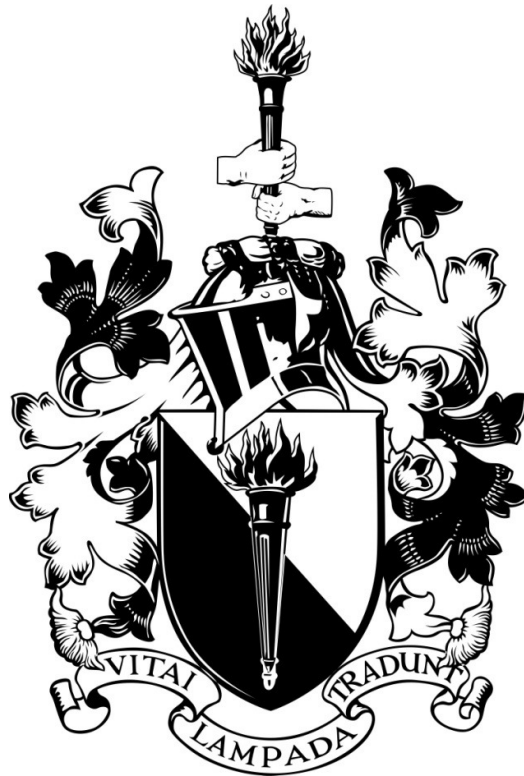


Selwyn College



Affiliated to the

University of Otago

An Introduction to Selwyn College

Information and Regulations

WELCOME TO SELWYN COLLEGE

Nau mai haere mai, welcome to Selwyn College for this year. We look forward to getting to know you, and to experiencing your contribution to College life.

Selwyn College is much more than an accommodation option. It is first and foremost a collegiate community. Since 1893 young people have been gathered in this place as a community of scholars. You are now one of them, as part of a proud College with a rich heritage.

Selwyn College has a tradition of hard work and high achievement, of good fun and strong friendships. The strength of this community is demonstrated by the deep loyalty to the College, shown by former residents and by the high number of returners.

There is an opportunity to live alongside 170 people from all over New Zealand and overseas, representing most of the faculties of the University. The experience of living with people in this way is part of what it means to gain an education. It gives a breadth of character not easily achieved when studying for a degree at home, or boarding privately, or in a smaller community or flat.

Selwyn College is committed to providing a safe, healthy and caring environment in which members recognise and honour the needs and wishes of others. All residents and staff are entitled to equal opportunities and to respect of both person and property.

The College offers academic support through its tutorial system, its staff members and its computer centre. When you make best use of all that living in this community has to offer, you will have the opportunity to achieve your goals and have a year you will never forget. I hope that this will be your experience of living at Selwyn College.

You will find that we are strongly committed to your health and wellbeing. We will not tolerate behaviour that hurts individuals, is inconsiderate of others, or brings dishonour on the College.

With every good wish for all you undertake in 2010.

The Warden

INDEX

<i>Part A General Expectations</i>	4
<i>Part B Administration & staff</i>	7
<i>Part C Students' Association</i>	9
<i>Part D Academic Support</i>	10
<i>Part E Welfare And Spiritual</i>	11
<i>Part F Fees, Dining Room and Housekeeping</i>	12
<i>Part G Safety, Security And Maintenance</i>	18
<i>Appendix I</i>	21
<i>Appendix II</i>	22
<i>Appendix III</i>	26

PART A - GENERAL EXPECTATIONS

While past traditions are important in the culture of Selwyn, it is the residents of each year that ensure its future. For the wellbeing of all who live and work at Selwyn there are expectations of behaviour.

A community is strong and healthy when all of its members show consideration for each other, and exercise maturity and self discipline in their personal behaviour. Your commitment to the College will be demonstrated by your willingness to uphold the excellent reputation we enjoy as a community. In this way people achieve their goals while participating in an active social, sporting and cultural life, without giving in to excess.

Because we are a large group, life is necessarily more regimented than in a family or flat.

1. CONSIDERATION FOR STUDY NEEDS:

Quiet is of primary significance for study, especially in the evenings. From Sunday through Thursday evenings, quiet should be observed throughout the College. At all other times it is expected that radios, stereos and musical instruments will only be played at a level which shows consideration for other residents.

2. VISITORS AND GUESTS:

- a. Members of the College are accountable for the behaviour of any guest they bring into the College. This is important for the safety and security of other College members. The guests must respect the standards and rules of the College. Please be particularly clear about the alcohol regulations.
- b. Members wishing to have a guest stay overnight may do so *only* after prior consultation with the on-duty staff member, and acquiring a Guest Card. This is a requirement of fire safety regulations as well as being necessary for good discipline within the College. Spare mattresses may be obtained from the on-duty staff member.
- c. Stays within the College longer than 2 nights must be directly approved by the Warden.
- d. See Part F of this handbook for Guest Mealbooking process.

3. COLLEGE ALCOHOL POLICY:

- a. Residents are expected to be sensible in their consumption of alcohol and may keep small quantities of liquor in their rooms at the discretion of the Warden. Drinking in moderation with one or two friends in rooms is permitted.
- b. No drinking or open vessels are allowed in corridors or in any public area of the College, such as the Quad, without prior permission of the Warden.

- c. No parties in bedrooms. What constitutes a party lies at the discretion of the on-duty welfare team member. They will consider such factors as noise levels, amount of alcohol being consumed, and the number of people present. (As a guide more than four people often constitutes a party)
- d. No drinking at public events where Selwyn College is formally represented - e.g. Cameron Shield events.
- e. Specific drinking events or games where the drinking of alcohol is the prime focus of the gathering are not permitted on College premises. This includes the use of drinking apparatus, such as yard glasses and drinking bongs.
- f. Functions involving the use of alcohol may be arranged in consultation with the Warden. The following rules apply to student functions:
- g. Permission must be sought from the Warden at least 10 days in advance of the function.
 - The amount of alcohol to be made available for the function is to be agreed upon with the Warden.
 - A list of non-Selwyn residents who will be attending the function must be submitted to the Warden in advance.
 - A starting and finishing time must be agreed upon with the Warden.
 - Food must be provided, and serving arrangements negotiated with the Catering Manager.
 - Cleaning up arrangements must also be decided upon with the Warden.
 - Responsible behaviour is expected at all times. Residents deemed by the welfare team member on duty to be intoxicated may be disciplined.
 - Guests and visitors to the College are also expected to abide by the alcohol regulations. Residents are responsible for their guests at all times. Visitors are not permitted to bring alcoholic drinks into the College.

Be responsible in your use of alcohol, make sure that you are familiar with the College Alcohol Policy before you arrive so that there will be no misunderstanding.

4. DRUGS ARE FORBIDDEN:

If illegal drugs are found on the premises or suspected to be on the premises you may be subject to instant room checks and police intervention.

5. HARRASSMENT:

Any form of harassment or intimidation is unacceptable within the College. As a College which is affiliated both to the University and to the Anglican Church, the College is governed by a Code of Ethical Behaviour. This is clearly outlined in the University Ethical Behaviour policy document. In particular the policy covers abuse of supervisory authority and sexual harassment. Complaints will be thoroughly investigated within the College and the procedures laid down by the University are available to all College members. Senior staff and welfare team members have copies of the document and are familiar with its detail.

6. RESPECT FOR STAFF:

Abusive or rude behaviour to any staff or welfare team member will not be tolerated. Complaints about any staff or welfare team member must be directly communicated to the Warden or the Chairperson of the Board.

7. DISCIPLINE:

We are all bound by:

- the Criminal Law
- the Rules of the College
- the regulations of the University of Otago
- appropriate standards of behaviour in relation to others.

Failure to comply will lead to appropriate disciplinary action. Action will be taken by the Warden, or the Board of Governors. The Board has the right to terminate the residence of any member guilty of a breach of discipline. Such termination may be on immediate notice. Misuse of drugs and other breaches of the law will be a matter for the Dunedin police. Sexual and other harassment and other breaches of University Regulations will be a matter for the University authorities. Both matters are regarded seriously by the College and members should be aware of the possibility of termination of residence in such cases.

8. UNIVERSITY DISCIPLINARY REGULATIONS:

The attention of students is drawn to the Disciplinary Regulations of the University of Otago available here www.otago.ac.nz/study/regulations/discipline.html especially as they pertain to social functions outside the College and intrusion into other Colleges. Any unauthorised person found within the College precincts may be liable to prosecution, or to proceedings being taken against them under the Otago University Discipline Regulations.

PART B - ADMINISTRATION & STAFF

1. BOARD OF GOVERNORS:

The Board is responsible to the Dunedin Diocese of the Anglican Church for overall policy and planning for the College. The Governors meet five times a year at the College. Board members will also be seen around the College at other times. Both the Warden and Student President are on the Board ex-officio. Current members of the Board of Governors are:

Mrs Ann Barsby

Ms Melissa Bell

The Rev Dr David Clark - *Warden*

The Right Rev'd George Connor, Bishop of Dunedin

Mr Lindsay Dey

Mr Chris Doudney

Mr James Tait-Jamieson – *SCSA President 2010*

The Rev'd Vivienne Galletly

Mr John Harraway

The Very Rev'd Dr Trevor James

Mrs Bronwyn Miller - *Secretary to the Board*

Mr (R.J.M.) Diccon Sim - *Chairman*

Professor Paul Tapsell

2. FELLOWS

The Board of Governors has appointed the following, to be Fellows of Selwyn College.

Mr Philip Broughton

Mrs Josephine Dodd

Dr Tony Fitchett

Mr Simon Moore

Sir Patrick Moore

Mr William Rex Morris

Mr John Scandrett

Mrs Barbara Smith

Prof Rob Walker

Mr W (Percy) Wellington

3. WARDEN:

The Rev'd Dr David Clark is accountable to the Selwyn College Board of Governors for the management of the College and the welfare of its students. Dr Clark lives on site in the lodge with his wife Katrina, their two cats Eddy and Ernie and their dog Tui.

4. ADMINISTRATION:

Mrs Sandra Sutherland, will collect your fees, issue receipts and attend to administrative matters. See Sandra if for example you lock yourself out of your room and need to be let in.

5. FOOD SERVICE MANAGER:

Mrs Adélé Spies is the Food Service Manager and as such is responsible for the management of the College's catering operation and staff. See her about any dietary needs or concerns about the food you may have.

6. DOMESTIC SUPERVISOR:

Mrs Annette Donaldson is the domestic supervisor and is responsible for the College's cleaning and housekeeping standards.

7. PROPERTY MANAGER AND GARDENS:

Mr Mark Bardwell is the Property Manager and is responsible for the upkeep of all College grounds, property and equipment. John and Judy Ringland-Stewart are contracted to look after our gardens.

8. WELFARE TEAM:

Selwyn College invests a great deal in the pastoral care of its residents. The Chaplain Rev'd Vance Vidal has an office on site and is available to students as need arises. The night Porters, Mr Stanley Westwood and Mr Danny Taimalie Utu, are available in the evenings and through the night to ensure the College is protected and that order is kept; they are also frequently called upon to provide a listening ear. Three Sub-wardens (post graduate students or lecturers) guide the welfare team, host academic functions and organise the tutorial programme. Five Senior Residents (generally students studying at fourth year or above, or mature students returning to University) complete the welfare team. The SR's are available on a rostered basis as designated contact people; the Senior Residents also have a less-formal but no less significant leadership, mentoring and guidance role in College life. Each of the large floors or wings in the College has a Senior Resident or Sub-warden living in; they have a particular interest in the welfare of students on their floor and are available to answer queries and hear concerns, and provide advice where appropriate.

PART C - STUDENTS' ASSOCIATION

The Selwyn College Students' Association (SCSA) is the association of all current residents of the College. Membership is automatic on being admitted to the College. SCSA is internal to the College and quite distinct from the University of Otago Students' Association to which you will also belong as a member of the University. SCSA plays an important part in maintaining student welfare and helping to promote an atmosphere in the College where you can get the best out of your years at University. The College Students Association plays the major role in organising Social events, the Sporting and Cultural events for the Cameron Shield and Nevill Cup with Knox College. They also organise the sporting and cultural exchanges with College House in Christchurch.

SCSA is led by a committee of seven who co-ordinate student activities and the larger social occasions. Election of the Committee is normally held early in the last quarter for the following year. The Student President is an ex-officio member of the College Board of Governors.

Members of the Student Association Committee are as follows

President	Mr James Tait-Jamieson
Vice President	Mr Thomas Elliot
Treasurer	Mr Chris McKegg
Cultural Rep	Mr Jordan Watts
Social Rep	Mr Hanafi Zwart
Sports Rep	Mr Sam Timbs
Internal Affairs Rep	Mr Chris Brewer

The social and sporting events organised by SCSA require financial aid. Each member of the Association is levied a fee, which is paid in addition to any fees or bonds you are obliged to pay to the College.

PART D - ACADEMIC SUPPORT

1. NORTHCROFT STUDY CENTRE:

The Study Centre is available for the use of College members. The Centre houses the Study Room, Seminar Room, Computer Centre and Chapel. This centre is a place for quiet study. The Seminar Room is frequently booked and used by outside groups from the University and the Church (as it was partially funded by St John's College Trust Board for this purpose).

2. GROUP TUTORIALS:

Tutorials are available in a number of subjects as demand requires. Tutors are employed by the College and are either senior or postgraduate students. They are supported by the University department concerned. While the Warden carries overall responsibility for employing and supervising Tutors, any concerns about a tutorial should be directed to the Senior Tutor as should any requests for additional tutorials. The costs of these tutorials are covered by the weekly college fees. Tutorials greatly enhance the level of achievement of participants.

3. ONE TO ONE TUTORIAL SUPPORT:

Personal tutorial support can be arranged within the College, contact the Senior Tutor so that help can be given to arrange appropriate support. Together with the Warden, the Senior Tutor is responsible for the development of the College's tutorial programme.

4. STUDY SKILLS AND EXAMINATION TECHNIQUE PROGRAMMES:

Special programmes to develop study and examination skills are offered by the University to members of the College. These are arranged according to demand.

5. COMPUTERS:

Personal Computers and a laser printer/photocopier and ports for laptops are available in the Computer Centre for the use of College members only. These computers are linked to the University network giving access to departmental labs, the Library catalogue, Email and the web. Printing is charged at 12c a sheet, which will be invoiced periodically. Computer use including web access is currently included in your fees. Misuse of computers for games, downloading of objectionable material; or permitting others to use your password, will result in loss of access to the computers. Many students now have their own laptops or PC's, and these are able to be connected to the University network via an 802.11 wireless connection.

PART E - WELFARE AND SPIRITUAL

1. STUDENT HEALTH:

All cases of sickness must be reported to staff before meals can be taken to the rooms. Should a resident require a visit by a doctor this can be arranged by the staff through the University's Student Health Service. Residents are free to make their own appointments to see medical, counselling or allied health staff at Student Health Services. Student Health and Counselling is located on the corner of Walsh and Albany Streets and the phone number is 479 8212.

2. THE CHAPEL:

The College chapel is a small room that offers quiet and privacy. It is located at the back of the study centre. You are welcome to use the chapel if you need some time out or space to be by yourself.

It is also available for group prayer meetings etc for which you should see the office staff to arrange bookings. It is used by groups from within the College and elsewhere. It also serves as a venue for ministry education within the Anglican Church.

3. ALL SAINTS PARISH:

All Saints Church forms one side of the quadrangle of the College. It is open every day for prayer. Our association with the parish goes back to the founding of the College. The parish vicar position is currently vacant. Contact with All Saints can be made by phoning 477 8300.

4. THE UNIVERSITY CHAPLAINS:

The Rev'd Greg Hughson, the Ecumenical Chaplain is available to you at any time, his telephone number is 479 8497.

The Rev'd Mike Wright is also available see:

www.otago.ac.nz/chaplain/chaplain.htm

The Catholic Chaplain is Father Mark Chamberlain phone 475 348

PART F - FEES, DINING ROOM AND HOUSEKEEPING

1. TERM FEES:

Fees are for the full academic year and are payable in four instalments. The College contract with a student is for the academic year only. Selwyn College opens for residence on the Thursday prior to registration at Otago University. The Dining Hall opens with dinner that evening. The Dining Hall normally closes after Lunch on the Sunday at the end of term. Unless prior arrangements are made with the Warden, and out of respect for fellow students who still have exams, students are expected to leave within 48 hours of their last examination.

No rebate in term fees can normally be made for absence from the College due to sickness or any other cause.

Any rebate of fees is at the absolute discretion of the Board.

Selwyn College is a non-profit making institution that aims to offer good accommodation and a satisfying community life to its members. Fees are kept to the lowest possible level commensurate with the longer term financial viability of the College. Fees are set for the year, but the Board reserves the right to adjust fees whenever financial circumstances dictate.

Around August every academic year, a member of the College wishing to return for the next year may apply for re-admission. Selwyn has a high rate of returning students, and re-admission cannot be guaranteed.

2. MEALS AND MEALTIMES:

Meals are the focal point of College life, not just because we need to eat, but because they are occasions when we gather as a community. A reasonable standard of dress and behaviour is expected in the dining hall at all times. Health regulations forbid bare feet at any time in the dining hall or serverly. Those areas are also regarded as “prank free”. The College dining room “Brother’s Hall” is a memorial to the late Massey brothers and should be respected accordingly.

If you wish to bring a guest, please ask at the office for a voucher in advance, and certainly not with your guest already in the dining room. The guest meal book is in the kitchen. Please enter your name and the name of your guest. You need to prepurchase a meal voucher from the office.

Dinner each day is presided over from High Table, from where Grace will be said. You are expected to introduce your guest to the Warden or Sub-warden presiding over the meal from the High Table.

Sunday evening we expect male residents to wear a jacket and tie, and female

residents to dress accordingly.

MEALS ARE SERVED AT THE FOLLOWING TIMES:

Monday to Friday:	Breakfast:	7:15 - 9:00
	Lunch:	12:30 - 1:10
	Dinner:	5:30 - 6:00
Saturday:	Breakfast:	8:15 - 10:00
	Lunch:	12:30 - 1:10
	Dinner:	5:30 - 6:00
Sunday:	Breakfast	8:15 - 10:00
	Brunch	10:00 – 12:30
	Dinner:	5:30 - 6:00

Milk allowance

Milk is available from the servery for floor fridges. This is collected by someone from each floor between 6:15 - 6:30 pm. each night.

Milk amounts are listed on the milk sheet, this is signed as milk is picked up. The milk sheet also hangs on the kitchen notice board.

Filtered water

There is a tap in the servery and a water filter in Cats kitchen from which you can fill bottles. There is also a water cooler in the dining room for use at meal times.

Access

The kitchen is not to be used as a thoroughfare. no access past the servery without permission unless for packed lunch preparation. The dining room is closed between meal times, though you may walk through to gain access to kitchen staff to book late meals etc.

Crockery

No crockery is to leave the dining room (Exceptions may be granted during the year)

Recycling

The bins are located over by the staff room behind Sargood.
Glass, please make sure all food is removed
Aluminium cans

Cardboard, please flatten all boxes

Only student members may give notices during meal times. Notices must be organised through the person presiding at High Table.

Permanent late meals

1. *Circumstances may dictate the need for meals at alternative times.*
2. *Not all late meal requests can be granted.*
3. *Late meals will be granted because of lectures or sports practises. Social activities are not considered a valid reason to request a late meal.*

Lists are put out to sign in the first week of each semester

These are to be signed by those requiring late meals for lunch and/or dinner on a regular basis

Sign once your timetable is confirmed

Permanent late meals are recorded in the *Late Book*

Casual late meals

Late Lunch, is to be booked by 11:30 am

Late Dinner, is to be booked by 4:30 pm

The list for this is on the kitchen notice board, but either of these bookings may be phoned (477 8332)

Use the above number if you are running late.

Late evening meals not available until 7:30 pm because they are chilled in a blast chiller which must complete its cycle before being opened again.

Packed lunches

Items for making packed lunches is available from the kitchen from 7:15 – 8:30 a.m. Monday to Friday, sign the list once you have made your lunch.

Packed lunches for the weekend between 8:15 – 9:00 a.m. ask staff on duty.

Special diets

If you have special dietary needs or allergies please come and see the Catering Manager. At meal time check with the servery staff to see what is organised for you.

A vegetarian option is available to all. If you wish to ensure you have a vegetarian meal please sign the list at the beginning of the year and a meal will be kept for you.

3. STUDENT LAUNDRY:

The student laundries are equipped with automatic washing machines and tumble dryers, the use of which is covered by your fees. The Sargood laundry is for delicates only. You provide your own soap powder, and it is suggested that if you have particularly dirty sports gear you soak it well before washing to avoid clogging the machines. The College also has a drying room, ironing boards and irons.

4. STUDY BEDROOMS:

While the Warden endeavours to meet members' preferences, the decision regarding room allocation is final. Drawing pins, staples and adhesive tape should not be used in rooms, but posters may be secured by using map pins and in some rooms Bostick "Blu-tak" may be used. Keys are provided for all rooms, and will be charged for if not returned at the end of the year.

The College encourages residents to look after their bedroom/study as their home for the year. All bedding is provided and laundered by the College (you may bring your own duvet), and basic furniture is provided for all bedrooms. Additional, small items of furniture may be permitted in special circumstances. *Where permission from the Domestic Supervisor or College Administration has been gained, and furniture has been checked by the Property Manager for borer.*

Large items such as 3 seater couches are not permitted. Rooms are expected to be kept tidy. Your room will be cleaned and linen changed once a week. On the day your room is rostered for cleaning you must ensure that all floor and desk areas are clear. The cleaning staff will not pick up your mess. If the room is messy it will not be cleaned. If this situation occurs for more than one week the domestic staff may be required to clean the room and you will be charged for this.

5. RESPONSIBILITY FOR DAMAGE:

Each student is responsible for his/her own room and its contents, and apart from normal wear and tear, any damage to that room will be charged to the student concerned. Any loss, breakage or apparent theft must be reported to the Warden or on-duty welfare team member as soon as possible. Any cost associated with breakage in the wider College that is considered by the College staff, to have been caused by unacceptable behaviour will be charged to the student(s) responsible. If those responsible for damage are not able to be identified, then the

cost of repairs may, at the Warden's discretion, be deducted equally from all students' bonds, or a charge made to SCSA.

6. TELEPHONES AND FAX SERVICES:

Please inform your family and friends of the telephone extension number for your part of the College as soon as possible after your arrival. Prepay Calling Cards may be used from any telephone.

There is a facsimile machine available for the use of members of the College. The number is 477 9926.

7. MAIL:

The mail is sorted into the pigeon-holes next to the Common Room.

8. BICYCLES:

A secure bike shed is provided for bikes. Bicycles may at no time be brought into any of the College Buildings, without the express permission of the Warden.

9. OFF STREET PARKING:

Because of Selwyn's proximity to the University and lack of on-site space there is limited off-street parking provided. Students who park on-site without permission will have their cars towed away.

10. STORAGE:

The College has very limited space for storage. At the end of the year, those leaving the College must take all their belongings with them. Those returning the following year may leave some items by arrangement.

PART G - SAFETY, SECURITY AND MAINTENANCE

1. HEALTH AND SAFETY IN EMPLOYMENT ACT 1992:

The College has responsibilities and obligations under this Act. All members of the College are required to observe all instructions and requests made by College members and staff charged with ensuing fulfillment of these obligations.

2. FIRE REGULATIONS:

You must become familiar with fire evacuation procedures as soon as possible after your arrival. A fire drill will be held in the first few days. The fire escapes are to be used only to evacuate buildings in the case of an emergency. Using them as general entrances and exits is not permitted.

Interference with sprinklers, fire hoses, extinguishers, fire alarms or signage is forbidden. "Smoke stop" doors in corridors and stair landings must be kept closed at all times in accordance with Fire Department regulations. Tampering with safety equipment may lead to instant dismissal from the College.

For your safety, it is strictly forbidden to burn candles, incense burners, aromatherapy burners or any other naked flame in your room or anywhere else in the college. You are responsible for any damage caused by failure to comply with this rule. You may also be liable for any mishaps which lead to fire brigade call-outs and false alarms. We strongly encourage you, therefore, to make certain that you have personal liability insurance.

In line with University policy, the College buildings are designated as non-smoking areas.

3. ACCIDENTS & FIRST AID:

Make sure you know the location of the nearest first aid kit. Report any accidents to the on-duty welfare team member/Warden.

4. FIREARMS:

Firearms, including air pistols, may **NOT** be kept in the College.

5. ANIMALS:

No pets (with the exception of well behaved goldfish) are permitted on the premises.

6. ELECTRICAL FITTINGS:

Tampering with electrical fittings within the College is dangerous and is therefore prohibited, particularly the timers on the bedroom heaters. Interference with electrical fittings will automatically result in a \$40 fine.

It is each student's individual responsibility to ensure that leads connected to power mains conform to Government safety regulations. Any interference with, or attempt to bypass the relay or timer switches in the College is not permitted. Because of the ease with which the College's electrical circuit boards are overloaded no additional heaters, towel heaters or electric blankets are permitted. Heaters will be removed from your room.

7. COLLEGE MAINTENANCE:

From time to time you may need some maintenance done to your room, or you may notice that something needs doing in the common room or other general areas of the College. A "Repairs and Maintenance" book is kept in the lounge beside the dining hall. If you fill this in by listing any repairs that need urgent attention then the Property Manager, Mark Bardwell, will do the repairs as quickly as possible. If you need to contact Mark directly, his workshop is located next to the student laundry, behind the squash court.

The Board of Governors spends a lot of money upgrading the College and grounds to provide first-rate facilities. It is hoped that residents show their pride in the College by caring for its facilities. All residents share responsibility for the facilities and may have money deducted from their bonds to cover damages which have not been owned up to by fellow residents or their guests. In other words, there is not only individual responsibility for your room, but also collective responsibility for the College as a whole.

8. SECURITY AND INSURANCE:

The most effective security is gained through residents looking after each other.

The College has entrances which are locked at night. Access is gained to external doors by using an access control device which each resident will receive along with their room key. The charge for the loss of this device is \$20.00

The College requires residents to lock bedroom doors when they are away from their floor. Staff and welfare team members have been asked to enforce this request.

If you lose your bedroom key you must report to the office immediately. A charge of \$75.00 will be made to your account and the lock will be changed within 28 days. In the interim you will be issued with a replacement key.

Please be aware that your personal belongings at all times, are kept in the college at your own risk.

The College's insurance does not cover your possessions. You are strongly urged to take out "all-risks" insurance on your personal possessions and personal liability insurance to cover your responsibility in the event of damage caused to the College property.

9. ABSENCE NOTIFICATION:

Please fill in the "Absence Diary" in *Kittens* with your departure and return dates, and let a neighbour know your plans.

This is solely for your protection and safety.

APPENDIX I

A BRIEF HISTORY

Selwyn College was established as a Theological College in 1893 by the first Anglican Bishop of Dunedin, Samuel Tarratt Nevill, and named after the pioneer Bishop of New Zealand, George Augustus Selwyn. Bishop Nevill wanted the College to include students from all faculties within the University, believing that in this way some of the advantages of the English Residential Universities could be attained. Thus, Selwyn College became the first Hall of Residence to be associated with the University of Otago. It continues to offer a valuable part of a student's education for life alongside obtaining a degree.

The association with the Anglican Church continues through its administration, and through the links with All Saints Church, which is next door to the College.

Part of the Whitehead Building dates from 1893, the remainder from 1930. The later part includes the handsome Dining Hall, which was given as a memorial to John and George Massey of Invercargill who died in World War 1. Sargood Hall was completed in 1950. Nevill House was added in 1973 and Woodthorpe House in 1993. In 1994, the 'Old Library', renamed Richardson House, which dates from late last century, was extensively renovated. A new wing was added in 1998. Irvine, Millar and Newcombe Houses have been added to the College in recent years. The pleasant quadrangle of the College is a focal point for student activity, and is notable for the large pear tree which has been there since before the College was built in 1893.

Selwyn numbers among its alumni, leaders in: business, scientific research, medicine, the law, the judiciary and other professions, the church, government and national life most notably the late Lord Porritt physician to the Queen, olympic medalist and Governor General of N.Z

APPENDIX II

ACCOMMODATION CONTRACT

BETWEEN SELWYN COLLEGE, 560 CASTLE STREET, DUNEDIN, NEW ZEALAND

A N D [NAME] (“the Resident”)

A N D (“the Guarantor”)

1. The Resident accepts the offer of residence at Selwyn College (“the College”) for the academic year in 2010.
2. This contract becomes binding on the parties when it has been signed by the Resident and the Guarantor and has been returned to Selwyn College together with the **Administration Fee** detailed in the **Contract Schedule** and the completed **College Questionnaire**. However in the event that the Resident decides not to come to study at the University this contract may be cancelled by the Resident at any time until the 26th January 2010. In the event of such cancellation the Resident’s liability shall be limited to that part of the **Administration Fee** which the **Contract Schedule** notes as being non-refundable.
3. The dates to which this contract applies, the fees payable by the Resident, and the details of any bond which may be required are set out in the **Contract Schedule**.
4. The following provisions apply between the parties:
 - (a) the **General Conditions of Residence** below;
 - (b) all other policies and requirements of the College as notified to the Resident by Handbook, notice, or other means.

In addition to agreeing to comply with those provisions, the Resident agrees to comply with all reasonable requirements and directions made by staff of Selwyn College.

5. By signing this agreement the Resident:
 - (a) acknowledges having read, understood and accepted the **General Conditions of Residence**
 - (b) declares that all information provided in connection with the Resident’s application for residence and in the **College Information Form** is true and correct and that no relevant information has been withheld.
6. By signing this agreement the Guarantor:
 - (a) confirms that they are a parent or guardian of the Resident;
 - (b) acknowledges that they have read and understood the conditions of this contract and that in consideration for the University providing accommodation to the Resident agree to meet all of the Residents financial obligations arising under this contract.

Signed by the Resident: Date:

Signed by the Guarantor: Date:

Name of Guarantor: Telephone:

Address of Guarantor: Fax:

..... Email:

..... Relationship with Resident:

.....

(Note: If you have difficulty in obtaining the signature of a Parent or Guardian as a guarantor you should discuss your situation with the Head of College).

GENERAL CONDITIONS OF RESIDENCE

1. Agreement

- 1.1 Under this accommodation Contract, Selwyn College agrees to provide:
 - (a) a safe and supportive environment in the College and which facilitates learning;
 - (b) access to the College’s programme of academic, social and community activities.
- 1.2 The Resident agrees to:
 - (a) comply with the obligations of this contract and all requirements and directions provided for under this contract;
 - (b) participate and contribute to the supportive and harmonious atmosphere of Selwyn College, showing consideration towards other residents and neighbours, and to College property.
 - (c) pay all required fees in the manner and time established by the Contract Schedule together with any penalty provided for;

2. Resident to be Full-time Student

- 2.1 The Resident understands and agrees that it is a condition of residence at Selwyn College that the Resident be enrolled as a full-time student at the University of Otago.

3. Termination by the College

- 3.1 The College acting through the Warden shall be entitled to terminate this contract at any time:
 - (a) if any information provided in support of the application for residence or in the **College Questionnaire** is found to be false or incomplete in any material particular;
 - (b) if the Resident ceases to be a full-time student;
 - (c) where justified on disciplinary grounds;
 - (d) for the failure to make timely payment of fees;
 - (e) where the College is satisfied that the Resident’s state of mental or physical health makes termination appropriate having regard to the interests of the Resident or of the College community.

4. Liability for Fees.

- 4.1 This contract is in respect of residence for the period shown in the **Contract Schedule**. No refund or reduction of those fees is available in respect of any period of the Resident's absence from the College.
- 4.2 In the event early termination of this agreement (other than under clause 3.1(e)) the Resident is liable for a penalty of 1/38th of the annual fee and remains liable for payment of all outstanding fees for the balance of this contract, provided that the College may in its discretion reduce this liability in light of the circumstances of the Resident's departure from the College and/or its ability to arrange for another party to fill the vacancy left by the Resident.

5. Information Relating to Student

- 5.1 The Resident consents to the disclosure of any of their personal information (including any information regarding disciplinary matters) to the Resident's parents or guardian or other nominated contact.
- 5.2 The Resident consents to the University of Otago releasing to the staff of Selwyn College the Resident's enrolment details and academic results, provided that such information be maintained confidential to those staff and used solely for purposes in connection with the welfare of the Resident or for statistical purposes which do not allow the Resident to be identified.
- 5.3 The Resident authorises any health professionals whom they may consult during the period of their residence at the College to release to the staff of the College such health information as may reasonably be necessary in the interests of the welfare of the Resident or other members of the College community.
- 5.4 The Resident agrees that the University shall have the ongoing right to make use for its purposes of the Resident's image and written and verbal statements in connection with the College.

6. Rights in Respect of Rooms

- 6.1 The allocation of rooms is made by the College, and may be changed by the College at any time. The Resident may not change rooms except with the College's agreement.
- 6.2 This contract is personal to the Resident and allowing the use of the room by any other person is not permitted.
- 6.3 The staff of the College shall have the right to access the Resident's room at any time for any purpose reasonably connected with the welfare of the Resident or of any other member of the College community or reasonably connected to the inspection and maintenance of College property.

7. Disciplinary Process

- 7.1 The Resident consents to the disciplinary processes and sanctions established by Selwyn College, and specifically acknowledges the right of the College to impose sanctions on the Resident for the breach of any provision of, or requirement established in accordance with, this contract. Such sanctions may include (but are not limited to):
- 7.2 formal and informal warnings;
- 7.3 requirements to undertake work;
- 7.4 fines (including levies made on groups of which the Resident is part in respect of damage the cause of which cannot be specifically attributed) and directions to make reparation;

- 7.5 restrictions on activities, including alcohol bans and non-association or non-attendance requirements.
8. The process to be followed in relation to any specific incident shall be appropriate to the nature of the allegation involved and the range of penalties under contemplation, provided that in any process the Resident shall be entitled to be fairly informed of the matter of concern, and shall have the opportunity to provide a response or explanation before any penalty is imposed.
9. Where any sanction is imposed by a person other than the Warden, the Resident shall be entitled to have that sanction reviewed by the Warden. Where a sanction has been imposed by the Warden, or where the Resident is not satisfied with the outcome of a review performed by that person, the Resident may within seven days of being notified of that sanction, submit an appeal to the Selwyn College Board of Governors.

CONTRACT SCHEDULE

10. Accommodation Costs and Payment Timeframe

Installment		First Year	Returner
ONE	Due Date 26 Jan 2010	\$ 5,000.00	\$ 5,000.00
	If payment is not received by 26 Jan 2010 your room is no longer guaranteed.		
TWO	Due Date 12 Apr 2010	\$ 2,412.00	\$ 2,285.00
	If payment is received after 17 May 2010 a 10 % penalty applies		
THREE	Due Date 12 Jul 2010	\$ 2,412.00	\$ 2,285.00
	If payment is received after 9 Aug 2010 a 10 % penalty applies		
FOUR	Due Date 06 Sep 2010	\$ 2,412.00	\$ 2,285.00
	If payment is received after 04 Oct 2010 a 10 % penalty applies		
Total for 2010 Academic Year		\$12,236.00	\$11,856.00

Debts remaining at the end of the year will lead to withholding of examination results and the involvement of debt collecting agencies.

Students in financial difficulty must consult the Warden within the first few days of each academic term. Students in receipt of student loans have to pay their own fees personally; they are not paid automatically by the loan. The College reserves the right to alter fees during the year. This would include any increase in taxation.

11. Residential Dates for University Students 2010:

Semester 1 : Monday March 1st - Wednesday June 23rd
 Semester 2 : Monday July 12th - Saturday November 13th

Fees cover residence from Saturday 20th February – 13th November, (38 weeks). Students undertaking a course of study other than the dates above must reach agreement with the Warden regarding fees.

12. Fees Paid Upon Acceptance of a Room:

\$300.00 Non - Refundable Administration fee. (**\$200.00** for returning students)

\$500.00 Bond, which is refundable less deductions incurred. Paid following final departure from the College, usually by January of the following year.

\$300.00 Building Levy

The Selwyn College Students Association Fee of \$ 250.00 is payable with the first instalment.

APPENDIX III
TELEPHONE DIRECTORY

Administration (Mon – Fri 8.30 am – 5.00 pm)

WARDEN & ADMINISTRATION	(03) 477 3326
FASCIMILIE	(03) 477 9926
KITCHEN	(03) 477 8332

Resident's Telephone List

WHITEHEAD & SARGOOD HALLS	(03) 474 1944
OTHER HOUSES	(03) 474 1945

Residential Staff

ON DUTY STAFF MEMBER	(03) 474 1945 ext 222
-----------------------------	------------------------------

Management Staff - Mobile Phones

<i>Warden</i>	<i>021 243 7795</i>
<i>Property Manager</i>	<i>021 368 799</i>
<i>Food Service Manager</i>	<i>021 1506237</i>

Selwyn College
560 Castle Street
Dunedin

office.selwyn@otago.ac.nz

www.selwyn.ac.nz

