

# UNSW Student Apartments Bedroom Standard & Allocations Policy

Accommodation Services (AS) is fully committed to provide accommodation to students from all social, cultural and economic backgrounds and ensure freedom from discrimination on the basis of disability, gender, race, age, religion or belief and sexual orientation. Equality and transparency are integral to AS policies, priorities and objectives to promote a culturally rich and diverse university campus.

## 1.0 Policy – Bedroom Standard

Eligibility for each size of accommodation should be assessed as follows:

### 1.1 Five bedroom Units:

All single applicants, regardless of gender, aged over 18 years

### 1.2 Bedsits:

Applicants aged over 18 years who apply jointly and are a couple i.e. married, de facto or who would normally reside together regardless of gender.

### 1.3 One bedroom Units:

Applicants aged over 18 years who apply jointly and are a couple i.e. married, de facto or who would normally reside together regardless of gender.

### 1.4 Two bedroom Units:

Applicants aged over 18 years who apply jointly and are a couple, regardless of gender i.e. married, de facto or who would normally reside together and have at least one child, but no more than two children.

Couples with two children may apply for a two bedroom unit provided:

- Both children are of the same gender
- or
- If the children are of different gender both children are under the age of 10 years when the tenancy begins.

### 1.5 Three bedroom units:

Applicants aged over 18 years who apply jointly and are a couple regardless of gender i.e. married, de facto or who would normally reside together and have at least two children but no more than four children.

### Age Criteria- Children

It is accepted good practice that children of different genders should not share a bedroom if one of the children is more than 10 years old.  
As per Housing New South Wales policy.

The age criteria for children of different genders sharing a bedroom should be applied when assessing such applications.

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If during the tenancy one child becomes 10 years of age the family should inform Accommodation Services (AS).

They will then be considered for a transfer to larger accommodation should it become available.

If a child is born during the tenancy the family should inform AS.

They will then be considered for a transfer to larger accommodation should it become available.

### **Allocations**

Students may apply for the University Student Apartments prior to confirmation of acceptance or enrollment at UNSW.

Only full time UNSW students are permitted to hold tenancies at the University Student Apartments.

If a tenant ceases to be a full time student at any time, they are no longer eligible to reside at the University Student Apartments and must inform the Housing Office immediately. However, if the tenant is unable to enroll full time in their final semester, due to their course structure, they will be permitted to remain in the property until the end of that semester.

PHD students may remain as tenants after submission of their thesis for up to four months if required. Written evidence from their school or faculty confirming the date of submission will be required. Upon receiving their final mark, the student will be required to vacate the premises within two weeks.

### **2.0 Allocations Policy**

**2.1** All offers will be made in accordance with the applicants' Date of Application (DOA) on the Housing Waiting List (HWL)

That is, the applicant with the earliest DOA will be made the first offer of suitable accommodation.

Suitable being of the correct size and type to adequately house the applicant according to the bedroom standard.

**2.2** If an offer is refused the next person on the Housing Waiting List should be made the offer.

This process will continue until the property is accepted.

**2.3** Offers will be made by email, where an email address is provided. Alternately by telephone or post.

**2.4** If there are applications from couples with children who fit the bedroom standard criteria, they will be given priority, over couples without children even if their DOA is later than a couple with no children.

**2.5** Couples with no children will only be considered for a two bedroom unit if there is no demand from families with children who meet the criteria for a two bedroom unit.

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**2.6** If a single female or a couple apply, and are expecting a child, they should be placed in the appropriate bedroom stream as if the child had been born, provided they can produce a certificate from a medical practitioner confirming the pregnancy and expected date of confinement.

**2.7** Offers to single applicants are on the assumption that they are willing to accept a place in a mixed gender five bedroom unit.

If an applicant requires accommodation in a single gender (all female or all male) unit due to religious or cultural reasons, they will be considered for a place in a single gender unit subject to availability.

### **3.0 Applications from Indigenous students.**

Ten places will be set aside for Indigenous students

**3.1** Indigenous applicants referred to AS by the Nura Gili UNSW Indigenous Programmes Office will be allocated accommodation in one of the places set aside for indigenous students if there are any available.

**3.2** If there are no places available in the units set aside for Indigenous students, the applicant will be placed on the Waiting List in the normal manner and will have no priority over other applicants.

### **4.0 Applications from AusAid students**

Twelve places will be set aside for AusAid students

**4.1** AusAid applicants referred to AS by the International Student Services Office will be allocated accommodation in one of the places set aside for AusAid students if there are any available.

**4.2** If there are no places available in the units set aside for AusAid students, the applicant will be placed on the Waiting List in the normal manner and will have no priority over other applicants.

### **5.0 Applications from Students with a disability**

**5.1** All housing applications from disabled students should initially be assessed by the UNSW Student Equity & Diversity Unit (SEDU). If the student has a genuine disability and needs to be housed as a matter of urgency, SEDU will confirm this in writing to AS.

**5.2** If an application is received, which indicates that the applicant is disabled, and the application hasn't been approved by the SEDU, the applicant should be advised to contact the SEDU to have their application assessed.

**5.3** In the case of disabled applicants, any accommodation offered must be suitable in terms of size and type, according to the bedroom standard, and be adapted to suite the needs of the applicant, and comply with the recommendation of the SEDU.

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**5.4** If a disabled applicant has a carer the carer should, in terms of the bedroom standard, be treated as an additional member of the family who requires a separate bedroom.

### **6.0 Applications from Minors**

**6.1** Applications from students under the age of 18 years will be accepted. Should they accept a tenancy their parent (s) or legal guardian must sign the tenancy documents (Lease) on their behalf and agree to act as guarantor for the tenant until the tenant reaches the age of 18 years.

### **7.0 Exceptional Circumstances**

**7.1** Any requests for a housing application to be treated outside of the Allocations Policy must be put in writing to the Manager of AS.

**7.2** The Manager of AS will consider each request on its merits.

**7.3** The decision of the Manager AS will be communicated to the applicant in writing.

### **8.0 Transfer of tenancy**

**8.1** Tenant wishing to transfer from Mulwarree Apartments to Barker Apartments must have held their tenancy for at least 2 Semesters and not be in arrears with their rent.

Other tenants wishing to transfer to another unit must not be in arrears with their rent.

**8.2** The unit they wish to transfer to must be of the same type and size unless they are moving because of changes in their family size or make up.

**8.3** The tenant must put the request in writing to their AS Housing Manager (HM) on the appropriate form.

**8.4** The HM will assess the request and should not unreasonably refuse.

**8.5** The decision of the HM will be communicated to the tenant in writing.

### **Change of room**

**8.6** Tenants wishing to change rooms within the same unit must put the request in writing to their ASC Housing Manager on the appropriate form.

**8.7** The HM will assess the request and should not unreasonably refuse.

**8.8** The decision of the HM will be communicated to the tenant in writing. Tenants should not change rooms before they have received written permission.

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**8.9** Tenants given permission to change rooms must have completed the changeover no later than:

- The end of June for Semester 2 of the Academic Year.
- The end of December for Semester 1 of the following Academic Year.

### **9.0 Mutual Exchanges**

**9.1** A tenant may apply to exchange their property with another tenant provided they are not in arrears with their rent.

**9.2** The unit they wish to exchange to must be of the same type and size unless they are moving because of changes in their family size or make up.

**9.3** The tenant must put the request in writing to their AS Housing Manager on the appropriate form.

**9.4** The HM will assess the request and should not unreasonably refuse.

**9.5** The decision of the HM will be communicated to the tenant in writing. Tenants should not change units before they have received written permission.

### **10.0 Allocation of vacant units that occur after the start of a Semester but before the start of the offer process for a new Semester.**

When a unit becomes vacant during a Semester, if it is not practical to make an offer to the applicant who has the earliest DOA on the waiting List, the following policy will apply:

**10.1** The vacancy will be advertised for a period of one week on the AS website and also in the AS office.

**10.2** Applicants will be invited to contact the AS office before the closing date to express an interest in the vacancy.

**10.3** After the closing date has passed the Housing Manager will offer the property to the applicant who is eligible and meets the criteria for that size and type of property and has the earliest DOA on the Waiting List.

**10.4** If the offer is refused the next eligible applicant who has expressed an interest should be made the offer.

**10.5** This process will continue until the offer is accepted.

**10.6** When the offer has been accepted the HM will write to the applicant confirming the acceptance and arrange a date to sign the lease.

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## 11.0 Early termination of tenancy

11.1 If a tenant terminates their tenancy before the due date and it is not because their course has ended the tenant will suffer a penalty against their Bond unless:

- The tenant can find another full time student of UNSW to take their place on the date they leave.
- ASC finds a full time student to take their place

11.2 The amount of penalty will be one seventh of the weekly rent per day until a new tenant is found or until the whole of the Bond is exhausted.

## 12.0 Overcrowding

A tenancy becomes overcrowded if the family size increases during the life of the tenancy i.e. a child is born or joins the family, and this increase in family size makes the accommodation too small according to the AS Bedroom Standard Policy.

In such cases the family will be considered for a transfer to suitable larger accommodation should it become available.

If there is more than one family in this situation, priority will be given to the family who notified the AS office the earliest

## 13.0 Under occupation

Under occupation occurs when the family size decreases during the life of the tenancy. I.e. family members leave the tenancy for a **period of more than 3 months**.

13.1 In such cases the family will be considered for a transfer to suitable smaller accommodation when it becomes available.

If there is more than one family in this situation, priority will be given to the family who notified the AS office the earliest.

## 14.0 Two and three bedroom units

Due to demand from Applicants with families for two and three bedroom units Single students will not be allowed to share two or three bedroom units.

Any students sharing a two or three bedroom unit will have their lease terminated at the end of their lease.

Any such students will be sent a Termination Notice 6 weeks prior to the end of their lease.

They will be given the option to transfer to a single room in a five bedroom unit in either Barker Apartments or Mulwarree Apartments or make their own arrangements in the private sector.

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### **15.00 Renewal of Applications**

A Housing Waiting list renewal process will be introduced with effect from the beginning of Semester 2 of 2008.

15.1 All unsuccessful (Session one) applicants will be contacted, by email, to ascertain if they still wish to be considered for accommodation by AS for the following Semester.

15.2 Those applicants who wish to renew their application must reply to the email, with any changes in their family circumstances, within two weeks of the date the email.

15.3 Those applicants who reply by the due date will remain on the waiting list and retain their original DOA.

15.4 Those applicants who fail to reply by the due date or changes in their circumstances make them ineligible, will have their application is deleted.

15.5 This exercise will be carried out twice yearly at the beginning of each semester.

This process ensures that those applicants who respond to the renewal notice by the due date will retain their DOA until they are rehoused by AS.

This renewal process will remove from the waiting list those applicants who no longer required accommodation, thereby reducing the number of abortive offers made and speed up the allocation process.

### **16.0 Refusal of an offer of accommodation**

If an offer of accommodation is refused provided the offer was suitable in terms of type and size the applicant will be removed from the Housing Waiting List.

However, if the refusal is considered reasonable, as decided by the Manager ASC, the applicant will be made one further offer of suitable accommodation.