

The University of Waikato

Operational Halls of Residence Rules for 2019

Conduct and Discipline in the Halls of Residence

The Director of Student Services has authority for order and discipline in the Halls of Residence. The Director of Student Services has issued the following Rules and Regulations for conduct in the Halls of Residence. The Residential Life Managers and the Associate Director Student Accommodation are responsible for ensuring that these Rules and Regulations are adhered to in the Halls on a day to day basis. Repeated or serious breaches of the rules and regulations will be referred to the Director of Student Services for consideration in accordance with the Student Discipline Regulations 2008.

Rules and Regulations

The Rules and Regulations for The University of Waikato Halls of Residence are based on consideration and respect for other people in and around the Halls community.

All residents are to accept full responsibility for their behaviour and be capable of living independently.

Absence from the Hall

You should inform your Residential Assistant if you are going to be away in order to avoid unnecessary worry or concern. Enquiries will be made as to the whereabouts of any resident who is absent for more than two days and has failed to inform their Residential Assistant that they are going to be absent. This may include contacting your family. Your Hall will advise you of any further procedures or forms you are expected to complete. Flats residents are advised to inform their flatmates or Residential Assistants of their absence.

Alcohol

The following rules and regulations in relation to alcohol may change during the currency of the contract to reflect any applicable changes to current alcohol related legislation.

The alcohol policy for the Halls does not attempt to prevent drinking but rather to foster a responsible approach by those who choose to use alcohol. However, the excessive consumption of alcohol by some residents sometimes disrupts the communal life of the Halls. Residents whose drinking behaviour is causing concern within the Hall will be encouraged to seek assistance to deal with the problem and may face disciplinary action.

Alcohol may only be consumed in the Halls of Residence between 6.00pm and 10.00pm daily.

Resident's living in fully catered accommodation can only consume alcohol where there are five people or less in the room. Irrespective of the number of residents in the room (five or less), resident's must be quiet and give consideration to other resident's and the Hall community.

The following regulations apply to the use of alcohol in the Halls:

- Residents must be 18 years of age or older to possess or consume alcohol in the Halls
- In the fully catered Halls, alcohol can only be consumed within a residents bedroom where there are 5 people or less in the room
- In a self-catered flat, flatmates may drink quietly in their lounge so long as they are not disturbing other residents
- Residents can only possess or consume bottled wine (standard sized), bottled or canned beer, ciders and RTD's (Ready to drink spirits and mixers) under 500 millilitres in volume
- All empty bottles and cans must be removed daily from each room for recycling
- Any behaviour, games, apparatus, product or activity that promotes unsafe drinking practices or "binge drinking" is prohibited in the Halls
- Residents are responsible for the behaviour of their guests' and their complying with the alcohol regulations
- From time to time alcohol bans may be imposed on an individual, group or a total Halls ban
- An individual will be deemed to have consumed too much alcohol and may face disciplinary action if they are:
 - Being noisy and/or abusive to any person
 - Being obstructive or non-compliant to any staff member carrying out their duties
 - Places themselves or others at risk through their actions
 - Damages, or is likely to damage the property of others including Halls property
 - Cannot respond to instructions given by staff
 - Cause a mess that needs to be cleaned by another person

Minor breaches of the Rules and Regulations regarding alcohol will be dealt with under the 'Alcohol Management Three Strikes Policy'. Serious or repeated breaches of the Rules and Regulations regarding alcohol will be dealt with by the Associate Director Student Accommodation in consultation with the Director of Student Services. This policy states:

Alcohol Management Three Strikes Policy

- a. The first report of an alcohol related incident may result in the resident being seen by the Residential Life Manager. The Residential Life Manager may issue a first strike, impose an alcohol ban and/or impose a period of community service.
- b. The second report of an alcohol related incident may result in the resident being seen by the Residential Life Manager. The Residential Life Manager may issue a second strike, impose an alcohol ban and/or impose a period of community service. A second strike will be reported to the Associate Director Student Accommodation. The matter may be treated pastorally, if appropriate.
- c. A third report of an alcohol related incident will result in the resident being referred to the Associate Director Student Accommodation. The resident faces the possibility of being transferred to another Hall, having their residency terminated, being fined, plus any other measure the University may impose. If termination of residency is being considered the decision will be made by the Director of Student Services.

All alcohol related incidents requiring additional cleaning of a room, or area of the Halls will result in the individual responsible being fined \$75.00 plus additional necessary cleaning costs. If the individual responsible cannot be identified then the charges will be made to the floor/block/Halls.

Assistance Register

Any resident who feels they may require special assistance in an emergency must provide relevant information to the Hall Office before taking up residence in the Hall. This may include any medical problems, i.e. asthma, or any disability which affects hearing, vision or mobility. Should a resident develop any condition during the course of the year, they must inform the Hall Office immediately to ensure that staff are aware assistance may be required.

Bicycles

Bicycles must not be taken into the accommodation buildings of the Hall for health and safety reasons. Bicycles can be stored in the bicycle racks or bicycle sheds and should be fitted with an anti-theft device.

Candles, Incense and Aromatic Oils

Candles, incense and aromatic oils pose a fire risk and are not permitted.

Canvassing

No organisation or individual (including residents) may place leaflets under doors, put posters on noticeboards, sell tickets/items or canvass inside the grounds or buildings of the Hall without the express permission of the Residential Life Manager and the Associate Director Student Accommodation.

Checking Out

Residents who fail to observe check-out procedures when departing from their Hall, will be charged according to the staffs' assessment of damages. Residents who are not ready to check out at their appointment time will be charged a late check-out charge.

Cleaning – (College Hall, Student Village and Bryant Hall catered accommodation)

All residents are expected to maintain a reasonable level of personal hygiene.

Residents are responsible for cleaning their rooms and keeping them tidy. Housekeepers, where practicable, enter rooms weekly to vacuum and will also clean the communal areas of the Hall (corridors, bathrooms, kitchenettes, lounges) provided they are kept tidy.

Any resident who is responsible for mess or stains beyond normal wear and tear will be required to pay the costs of any extra cleaning necessary, whether carried out by staff or outside contractors. Costs range from \$50.00 upwards.

Cleaning – (Self-catered flats/cottages/studios)

Rooms and communal areas of the flats are the responsibility of the residents. Removal of rubbish is the responsibility of the flat residents, as is maintaining a reasonable standard of cleanliness which meets the standard of the Residential Life Manager or nominee.

A Housekeeper will enter the flat/cottage on a regular basis, usually weekly to inspect. Failure to maintain a reasonable standard of cleanliness will incur a cleaning fee shared equally between the residents of the flat.

Dining Rooms

It may not be possible to meet all dietary requirements. It is your responsibility to ensure that you have written confirmation that your specific dietary requirements can be met before you accept and sign your contract.

Residents use a bar coded card to show their entitlement to eat in the Hall Dining Room. These must be presented at each meal. If a resident loses his/her card, they may be issued with a temporary card for use in the Dining Room. A replacement card must be purchased from the Hall Office within three working days and a charge will be imposed.

A vegetarian option is available, but residents who choose this option must remain with that option for the year. However, they may change at the end of the first semester if they advise the Hall Office. Applicants who have a specific food requirement, such as vegan or halal diets, should inform the Accommodation Services Office when applying for Hall accommodation.

Early breakfasts, packed lunches and late dinners (to fit in with lectures, teaching practice or sporting events) are provided by the caterers. Residents must pre-book these meals at least one day before they are required. Resident guests may purchase meal tickets from the staff the Hall office during office hours.

Residents must:

- Present their card at the servery in the Dining Room
- Be in the Dining Room for the purpose of eating a meal only
- Ensure that resident guests are only in the Dining Room for the purpose of eating a meal
- Ensure that resident guests pay for any meal they consume in the Dining Room
- Direct any concerns regarding the food to the Hall
- Adhere to a reasonable standard of dress
- For health & safety reasons, appropriate footwear should be worn

Residents must not:

- Sit, or place hats/clothing, on the tables
- Throw anything in the Dining Room
- Drink alcohol in the Dining Room without the permission of the Hall Residential Life Manager
- Be in the Dining Room while intoxicated
- Remove food from the Dining Room unless it is a piece of fruit, a packed lunch or a meal for a sick resident
- Lend their coded card to anyone else
- Be rude or abusive to kitchen staff

Electrical Appliances

Residents may have televisions, videos, stereos, radios, alarm clocks, computers and hair dryers in their rooms.

If you bring your own computer, we recommend you use a surge protector.

Electric blankets are permitted, provided they have a current safety certificate issued by a qualified electrician within the last six months.

Residents are not permitted to use heaters, irons, toasters, grills, microwaves, fridges, rice cookers, cooking appliances or any other electrical appliance (apart from those listed above) in their rooms.

Electricity Accounts (Orchard Park & Bryant Hall Self-Catered)

Electricity accounts will be invoiced to each cottage on the 20th of each month. Residents must pay the account in full by the 1st of the following month. Payment can be made online through the accommodation portal or by cash, EFTPOS or credit card at the Accommodation Office. The first instance of late payment of an electricity account will result in a warning letter being issued. Late payment of any subsequent electricity account will incur an instant 10% penalty charge on the overdue amount.

Fire Evacuation

College Hall, Student Village and Bryant Hall are safeguarded by fire hoses, fire extinguishers and smoke alarms, which are connected to a fire protection system, i.e. sirens, in each block. The Orchard Park cottages are safe-guarded by smoke alarms, (not connected to fire service), fire hoses and fire extinguishers.

Halls are required to hold three fire drills each year. In the case of a fire or fire drill, the bells or sirens will activate continuously. Residents must comply with the directions given by the Fire Wardens (Hall staff) and proceed outside as quickly as possible. Residents must not re-enter the building until the "all clear" is given by the Fire Service and Fire Warden. Any resident who does not comply with fire regulations or fire evacuation procedures will be severely dealt with by the Residential Life Manager.

Residents must not misuse smoke alarms, fire signs, fire extinguishers, fire hose reels, fire sirens, fire "break glass" boxes or fire exit doors. If anyone is caught tampering with any of these items, the cost of repair will be charged to them. Replacement fire signs and replacement "break glass" is charged at replacement cost. Any Resident responsible for a fire alarm being activated through negligence or unauthorised electrical equipment will be charged the Fire Service callout. Residents are warned that the cost could be over \$1,000 for Fire Service callouts.

Glass

Collections of glass can be a health hazard. Any accumulation of bottles (other than in the glass recycling bins) will be reported to the Residential Life Manager who will decide whether the bottles are to be removed. If bottles are required to be removed a charge of up to \$50.00 will be made against the residents/floor.

Grounds

We take pride in keeping the grounds and gardens at their best. The University ground-staff maintain the lawns, gardens and trees (some trees have been identified as protected and residents may be asked to take care around them).

Residents can help keep the grounds tidy by placing their glassware, boxes and rubbish in the receptacles provided.

Picnic tables are provided for your enjoyment, but no other Hall furnishings are permitted to be used outside.

Keys

Residents are issued with a set of keys (metal and/or electronic). Residents are responsible for all their keys and must not lend them to anyone. Should a resident misplace their keys, or have their keys stolen, a replacement set can be obtained from the Hall Office. Residents will be given a period of time to locate the keys and then charged for the replacement set if the keys are not found.

Replacement keys will be charged at replacement cost. Flats residents will be charged the cost to rekey the whole cottage. Residents who request staff to open their locked door on more than one occasion will be charged a \$10 callout fee.

Kitchenettes

College Hall, Bryant Hall and Student Village fully-catered facilities have kitchenettes equipped for residents to prepare hot drinks. Fire regulations prohibit the use of any other electrical equipment in these areas. Kitchenette areas are not to be used for other purposes, such as washing clothes.

Insurance

Residents are responsible for their belongings and the security of their rooms. Residents are advised to take out insurance on personal belongings they bring to the Hall and also on bicycles, motorcycles and cars, even if they are not stored on the premises. The University of Waikato takes no responsibility for any damage to, or the theft of, personal property, bicycles, motorcycles or cars.

Laundry Facilities

Each Hall has a laundry for residents only, equipped with washing machines, dryers, drying rooms, irons and ironing boards. Washing machines and dryers are coin operated.

Outside clotheslines are available at College Hall, Orchard Park and Bryant Hall cottages.

Linen

A bed and mattress protector are provided in all Halls bedrooms. Students can either choose to bring their own linen (some beds are king single's) or purchase a linen pack (includes duvet inner, pillow, sheet set, duvet cover set and towels)

Lock up

At 10.00pm each evening the Residential staff on duty go through all Hall buildings and ensure the buildings are secure for the evening, that all smoke doors are closed, all visitors have left and all residents are quiet and settled for the night.

Maintenance

Damage to residents' rooms and around the Hall must be reported to the Hall Office or duty staff as soon as it is discovered. No charge will be made for any damage that is considered to be normal wear and tear. Any damage that is considered to have been made deliberately or negligently will be charged to the individual(s) who caused the damage. Any damage charges which remain unpaid to the Hall Office after 10 days will incur a 10% penalty charge and will become an official debt to the University. If such individual(s) cannot be identified, damages will be charged across the entire Hall/Block.

Residents are not permitted to attempt any repairs, maintenance or renovations. Maintenance staff or contractors are permitted access to residents' rooms to make repairs during normal Office hours. In urgent situations or emergencies this could be at any time.

Missing Items

The cost of any Hall items missing from a resident's room or flat will be charged to the resident/s concerned. The cost of any items missing from other areas of the Hall will be charged to the individual(s) responsible. If individual(s) cannot be identified, costs will be charged across the entire Hall.

Narcotics and Drugs

Residents are not permitted to sell, use or bring any illegal drugs or drug paraphernalia into any of the University of Waikato Halls of Residence or on to the University Grounds.

Any breach of this may result in a termination of residency and referral to the police.

Noise

Residents and their guests must not:

- Make any noise that disturbs other residents or neighbours at any time. Excessive noise will result in disciplinary action, which may include instant fines or community service
- Make any noise that violates the noise ban during examinations or study breaks

Noise and Alcohol Ban

A noise and alcohol ban starts on Monday of the last week of semester lectures and continues until the end of the exam period. Noise violations or consumption of alcohol during this time will result in an instant \$10-\$40 fine depending on the extent of any noise and the time at which it was made. No warnings will be given during the ban. Repeated or excessive noise occurrences will result in further disciplinary action.

Out of Bounds

The servery and kitchen areas of the Dining Room, the boiler rooms, all roof tops, ledges and balconies of all buildings are out of bounds to residents and guests at all times.

Parties

No parties are permitted in the Halls of Residence at any time.

Pets

Pets (except goldfish in bowls) are not permitted in residents' rooms, within the Hall buildings or on Hall grounds.

Residents' Rooms

Residents are expected to accept full responsibility for their allocated room and its contents. Residents must not use sellotape, adhesive or drawing pins on the walls or woodwork. The furniture in a resident's room must not be removed from the room. Bedding must not be removed from the room.

The Residential Life Manager reserves the right to relocate Hall residents at any time during the year, at his/her discretion.

Rubbish

Any resident who has more than a rubbish bin load of waste, or glass waste, must take it to the Hall waste bin and/or recycling bins. If rubbish is required to be removed from a residents room a charge of \$50.00 will be made.

Security

Residents must:

- Provide their own insurance for belongings and record the serial number(s) of any electronic items
- Ensure the door to their allocated room is locked at all times
- Ensure the access doors to their accommodation building is locked at all times
- Assist the Residential Assistant by reporting anybody or anything suspicious
- Challenge any strangers in the blocks and offer to accompany them to their destination
- Report any theft or crime immediately to the Hall Office or duty staff

Residents must not:

- Wedge any doors open to prevent them from being locked
- Tamper with, or disconnect, any door closers, or fire alarm
- Lend their keys to anyone

Campus security are available 24 hours a day by calling 07 838 4444 to deal with difficulties or safety issues which might arise on campus.

Smoking

The University of Waikato is a "Smoke Free" campus which means that no smoking is permitted in the buildings or on the grounds at any time. Please note this includes smoking in a vehicle parked on University grounds. In addition to any other action the University may take, if you smoke inside your room or in any other area in the Halls buildings you will be fined a \$100.00 cleaning charge.

Stereos

Residents are permitted to bring stereos into the Hall but must bring a set of headphones with them. If any resident's stereo causes noise difficulties within the Hall they will be dealt with under the Hall disciplinary proceedings. Under the Noise Policy, no resident should "make any noise that disturbs other residents or neighbours at any time". Any resident whose stereo is disrupting others or is noisy will be required by the Residential Life Manager to remove their stereo from the Halls.

Visitors

No visitors under the age of 16 years will be permitted in the Halls at any time.

Visitors to the Hall includes any person who is not a resident of that particular Hall.

All visitors to a Hall are at the discretion of the Residential Life Manager.

Between 6.00 – 10.00pm a resident may have up to two visitors for whom they are fully responsible for their visitors' behaviour. Residents must not allow their visitors' to invade the privacy and security of other residents or breach the Rules and Regulations. Visitors are only permitted until 10.00pm every night.

Visitors Staying Overnight

Residents' guests are allowed to stay in the Hall at the discretion of the Residential Life Manager. A fee will be charged to the Hall Resident. Overnight guests must be registered with the Hall office Mon – Fri by 5pm and with the Duty RA at weekends by 6pm. Overstayers will be trespassed and any fees payable will be the responsibility of the resident. During the period when the Noise and Alcohol Ban is in force no visitors will be permitted to stay overnight.

Weapons and explosives

Residents may not bring any weapons into the Halls. This includes replica guns, BB guns, swords, replica swords, martial arts weapons, hunting and ceremonial knives. Residents may not bring or use explosive devices or fireworks around the Hall.

Disciplinary Procedures

The Director of Student Services has instructed the Residential Life Manager to maintain Hall discipline and to manage breaches of the Rules and Regulations on a day to day basis. More serious or repeated breaches will be referred to the Associate Director Student Accommodation or the Director of Student Services.

1 Breaches of the Rules and Regulations will result in disciplinary procedures. Breaches include, but are not limited to, if a resident:

- a. Harasses or discriminates against others
- b. Threatens to harm, or harms, anyone
- c. Vandalises or damages or fails to respect the property of any resident or Hall property
- d. Causes major disruption to other residents of the Hall
- e. Misuses or tampers with signs, fire extinguishers, fire hose reels, fire "break glass", sirens or fire doors or smoke detectors
- f. Tampers with, or disconnects, any door closers
- g. Makes any noise which disturbs residents or neighbours at any time
- h. Makes any noise which violates the noise ban during examination and study periods.
- i. Fails to take responsibility for guests or has more than two guests between 6.00 – 10.00pm
- j. Has a guest staying without approval of the Residential Life Manager
- k. Throws any object in the Dining Room or out a Hall window
- l. Plays sport in any of the buildings of the Hall
- m. Uses alcohol excessively or irresponsibly
- n. Consumes alcohol outside of a bedroom in the fully catered residences, or outside of a self-catered flat
- o. Possesses any alcohol that is not permitted to be consumed in the Halls
- p. Supplies alcohol to any resident or visitor who is under 18 years of age
- q. Conducts or is present at a party anywhere in the Halls
- r. Behaves in a manner, possesses games, apparatus or product or engages in any activity that encourages unsafe drinking practices
- s. Consumes alcohol or is in possession of an open alcohol vessel outside of 6.00pm-10.00pm
- t. Possesses or uses any weapon or explosives
- u. Possesses, uses or supplies any narcotic or drug that is illegal
- v. Tampers with any other resident's mail
- w. Accumulates an unacceptable amount of glass
- x. Obstructs staff or repeatedly fails to comply with a reasonable request issued by staff
- y. Exhibits any other behaviour that warrants intervention
- z. Is in possession of any Halls or other personal property without express permission
- aa. Posts inappropriate or offensive material on social media

2 Summary Jurisdiction

Summary jurisdiction is the process we have for dealing with breaches of the Rules and Regulations where either the Residential Life Manager or Associate Director Student Accommodation will individually obtain and hear evidence, arrive at a judgement, and within the terms of the Rules and Regulations, impose a penalty. Allegations of gross misconduct are referred to the Director of Student Services.

Summary jurisdiction process includes:

- a. Residents will be informed of any alleged breach of the Rules and Regulations
- b. Residents will be provided with an opportunity to respond, either in writing or in a face to face meeting. A support person may accompany the resident to any such meeting so long as that support person has no involvement in the alleged breach of the Rules and Regulations or subject to any other discipline matter.
- c. The Residential Life Manager, Associate Director Student Accommodation or Director of Student Services will determine whether a resident has breached any of the Rules and Regulations based on:
 1. The evidence provided by all parties involved
 2. Any other evidence, written or oral, that he or she may seek or accept at his/her discretion provided that this evidence is disclosed to the resident and that he or she is given the opportunity to comment on it
- d. Penalties may include suspension of residency, termination of residency, fines, behavioural contracts, being asked to make an apology, transfer between Halls, being asked to perform one or more tasks around the Halls, i.e. community service, or any other penalty appropriate to the breach.

3 Appeals

Any disciplinary outcome imposed by a Residential Life Manager, Associate Director Student Accommodation or Director of Student Services may be appealed.

An appeal may be made only on one or more of the following grounds:

- a. That the process used for addressing the alleged misconduct was unfair
- b. That the decision reached was manifestly at odds with the evidence
- c. That the remedy imposed was manifestly at odds with the misconduct
- d. That significant new evidence has become available that could not reasonably have been obtained and presented during the initial process and that could have a material effect on the outcome.

An appeal must be in writing and made within 14 days of the date on which the relevant decision was formally notified. The appeal must be submitted to the Director of Student Services, in the case of appeals against a decision by a Residential Life Manager or the Associate Director Student Accommodation, and to the Secretary of the University's Student Discipline Committee in the case of an appeal against a decision by the Director of Student Services.

Termination of Residence

A resident must apply to the Hall Residential Life Manager to terminate their Resident's Contract. The reason for wanting to terminate will be kept strictly confidential.

4 A Resident's Contract may be terminated under the following conditions:

a. If the resident withdraws from The University of Waikato.

The resident must give the Residential Life Manager four weeks' notice, in writing, of their intention to leave the Hall once they have withdrawn from the University.

The resident must pay (or make an agreement to pay with the Accommodation Services Office) the balance of their outstanding accommodation fees, plus four weeks' notice before vacating the Hall. The contingency deposit will not be refunded.

b. If the resident finds a suitable replacement to take their place in the Hall.

The replacement student must not already have a place in a University of Waikato Halls of Residence.

The replacement student must complete The University of Waikato Halls of Residence Application Form and provide a character reference.

The vacating resident must set up an appointment with their Hall Residential Life Manager to introduce the replacement student. The Residential Life Manager will decide if the replacement student is to be accepted as a resident of the Hall.

If the Hall Residential Life Manager does not accept the replacement student another replacement student must be sought by the resident.

If the Hall Residential Life Manager accepts the replacement student, a date for the vacating resident to leave the Hall and the replacement student to enter the Hall will be decided upon.

The replacement student must make arrangements with the Accommodation Services Office to pay the contingency deposit, administration fee, halls activity fee, optional extras and accommodation fees.

The vacating student must pay or make arrangements with the Accommodation Services Office to pay the balance of their outstanding accommodation fees before vacating the Hall. Accommodation fees will be charged up to the date the replacement student enters the Hall. The contingency deposit will not be refunded to the vacating student.

c. On compassionate grounds, discretionary grounds, or any other grounds which are beyond the resident's control.

Residents must apply to the Residential Life Manager to terminate their Resident's Contract. The reason for wanting to terminate will be kept strictly confidential.

The decision to terminate the Resident's Contract must have the approval of the Residential Life Manager.

d. Decisions and Costs

The decision to terminate the Resident's Contract must have the approval of the Associate Director Student Accommodation (or the Associate Director Student Accommodation's nominee).

If approval is given to terminate the Resident's Contract, the resident must pay, or make an agreement to pay with the Accommodation Services Office, the balance of their outstanding accommodation fees before vacating the Hall. In most situations four weeks notice will be required and the contingency deposit will not be refunded. Any resident whose contract is terminated must return their keys to the Hall Office or they will be charged for re-keying.

5 The Director of Student Services may suspend a resident from the Hall or terminate a resident's contract under the following conditions:

- a. Where the safety or security of the Hall or any resident is compromised
- b. For disciplinary reasons (see Disciplinary Procedures)
- c. A serious breach of the Rules and Regulations
- d. Is a risk to herself/himself or others
- e. Is found with illegal or dangerous substances in the Hall
- f. Commits an illegal offence
- g. Has an infectious disease and (in the opinion of a doctor) is a risk to others
- h. Fails to pay their accommodation fees by the due date, or fails to make alternative arrangements to pay their fees
- i. Is not able to demonstrate a commitment to their programme of study. If residency is terminated, a trespass order may be issued.
- j.

If a resident is suspended, alternative accommodation may be provided (if appropriate). If alternative accommodation is not appropriate, accommodation fees will be refunded for the period of the suspension.

Access to Personal Information

Residents who sign The University of Waikato Halls of Residence Resident's Contract agree to allow:

- The Hall Residential Life Manager, Associate Director Student Accommodation, Accommodation Services Office, Halls Academic Co-ordinator/s, Halls Administrators access to their assessment and examination results.
- The Accommodation Services Office staff to access, use and store any information regarding their Enrolment, Student Loan, Student Allowance or Scholarship payments.

The Privacy Act 1993

As stated in The University of Waikato Halls of Residence Application Form and The University of Waikato Halls of Residence Reapplication Form.

Applicants are advised that the Accommodation Services Office and the Hall Residential Life Manager may use the information provided on the application form (and any other forms) in accordance with the Privacy Act 1993 as detailed in The University of Waikato Enrolment Form. The Associate Director Student Accommodation, and/or the Residential Life Manager will, if necessary for the safety or well being of any resident, contact the nominated emergency contact provided by the resident.

For residents 17 years and under the Halls management reserves the right to contact the parents or guardians, if it is deemed necessary. A copy of the Privacy Act 1993 and the University of Waikato Enrolment Form can be viewed at The Accommodation Services Office or The Gateway.