
Version	1.1
Short description	A policy on Married Student Unit Management
Relevant to	All Married Students
Authority	Executive Committee
Policy owner	Chief Financial and Operations Officer
Responsible office	Business Office
Date approved	20 November 2014
Date effective	20 November 2014
Review due	November 2017
Related Avondale documents	
Related legislation	
Key words	Married Student Unit Policy

1. PURPOSE

- 1.1 This document sets out Avondale University's (Avondale's) policy on the rules pertaining to the rental of Married Student Units (MSU) to married students or students with a family who may be eligible to rent a Married Student Unit while a full time (a) student/s at Avondale.
- 1.2 The objectives of policy are to:
 - a) Ensure that there is consistent management of the Married Student Unit tenancies in accordance with the requirements of the Consumer, Trader and Tenancy Tribunal.
 - b) Ensures that there is no abuse of the access to the low rental accommodation that is made available specifically for full time students who are studying at Avondale.
 - c) Ensure legitimate and proper use of the Married Student Units in keeping with Avondale University Student Code of Conduct.

2. SCOPE

- 2.1. This policy applies to all eligible students entering into a tenancy agreement with Avondale for the lease of one of the Married Student Units.

3. REFERENCES

- 3.1 This policy should be read in conjunction with the Avondale Married Student Tenancy Agreement.

4. DEFINITIONS

- 4.1 **Financial encumbrance:** a financial encumbrance on the student ID Number which will prevent the student from retrieving their grades and re-enrolling for the following semester.
- 4.2 **Tuition Fees:** tuition fees owed to Avondale.

5. RESPONSIBILITIES

- 5.2 The management of the Married Student Units is the responsibility of the Business Office.

6. POLICY

Eligibility to apply for tenancy

- 6.1 Applicants for a MSU Tenancy must meet the following conditions:
 - a) Have a family of minimum 2 and maximum 4 persons;
 - b) Be enrolled in an undergraduate course with a minimum of 3 units per semester or be enrolled in a full-time post graduate course;
 - c) Has occupied a unit for no longer than 6 years for an undergraduate course and 3 years for a post graduate course;
 - d) Have no financial encumbrance;

- e) Meets all the eligibility and applicable reference checks;
- f) Be able to provide a bond of four weeks rent; and
- g) Has completed an application form to rent a Married Student Unit.

Eligibility to continue to stay in the unit

- 6.2 Be up-to-date with the rent payments – fortnightly in advance;
- 6.3 Be enrolled in an undergraduate course with a load of at least 3 units of study per semester and attending classes or be enrolled full time in a post graduate course with a full time load; and
- 6.4 Be current with Tuition payments.

Students moving from one unit to another

- 6.5 Must apply to move from one MSU to another and will need to meet the same eligibility checks that apply to a new tenancy application;
- 6.6 Must lodge a transfer of bond form to transfer the bond from one unit to the other;
- 6.7 Must complete a new bond form if a bond difference amount is payable;
- 6.8 The move can only occur once the approval is given;
- 6.9 The cost to move between units is the tenant’s responsibility; and
- 6.10 The “vacating the unit” rules contained in section 6.4 will apply.

Students vacating the unit

- 6.11 Avondale requires 14 days written notice of intention to vacate the premises (the Notification Form is provided in the information pack supplied at the commencement of the tenancy);
- 6.12 Rent is payable for every day of occupancy until the keys are returned to Reception;
- 6.13 The unit is to be left in the same condition it was in upon commencement of the tenancy, taking into account fair wear and tear with the ingoing condition report is to be used as a term of reference;
- 6.14 All rubbish is to be removed from the premises and the grounds;
- 6.15 An outgoing inspection will be carried out prior to the bond being refunded to the student;
- 6.16 The bond will be fully refunded to the student on the condition that there are no maintenance issues or rent arrears that need to be settled at the time of vacating the unit; and
- 6.17 Students are to ensure that all utility accounts are cancelled upon vacating the unit.

Management Process

- 6.18 Photos will to be taken at the ingoing inspection of the unit and a copy of the photos to be given to the tenant along with the ingoing inspection report;
- 6.19 Routine inspections of the unit will be made at least twice a year and no more than four times a year, and photos will be taken of any damage done to the unit (the inspection reports and photos are to be kept on file and copies given to the tenant on request);
- 6.20 Photos will be taken at the outgoing inspection of the unit (a copy of the photos and outgoing inspection report will be given to the tenant on request);

- 6.21 Follow up on maintenance issues, that either Avondale or the tenant must attend to, will be completed within 4 weeks;
- 6.22 Avondale will check at the beginning of each semester to verify tenants are enrolled as set out in section 6.1;
- 6.23 Avondale will apply a Financial Encumbrance on tenants who are in arrears in their rent payments; and
- 6.24 Tenants who do not take responsibility for their rental arrears, or who damage their units or who do not comply with their tenancy agreement will be given notice to vacate.

Table of amendments

Version Number	1.1	Replaces Version	1.0
Implementation Date	20 November 2014	Scheduled Review Date	November 2017
Approving Body	Executive Committee	Approval Date	20 November 2014
Policy Owner	Chief Financial & Operations Officer	Date first introduced	20 November 2014
Short description of amendment	<i>V1.1 February 2023 updated branding, nomenclature and position titles, as relevant.</i>		