

**2006**

**APPLICATION AND LICENCE TO OCCUPY  
MARGARET MAYO WOMEN'S COLLEGE  
WOLLONGONG**

**This is a contract. This means it is a legally binding document under Australian law once you (or if under 18 years, your parents or legal Guardian) sign it and your application is accepted in writing by the Head of Margaret Mayo Womens College ("MMWC").**

**This contract is a licence to occupy agreement for you to:**

- a) occupy exclusively a single bedroom at MMWC,
- b) to share designated common spaces in MMWC with other MMWC residents; and
- c) to follow the contract terms in this contract, MMWC signage, MMWC rules and reasonable directions of staff at MMWC.

**By signing this, you are agreeing to the terms of this accommodation contract if your application is accepted. Please note: you have the right to obtain independent legal advice about what signing this means.**

**Please answer all questions as soon as possible, sign, date and:**

- hand deliver to Head at Mayos
- leave in blue Mayos letter box in Thomas Street if you are in Wollongong;  
or
- mail to Margaret Mayo Women's College 65 Smith Street Wollongong NSW 2500 Australia (ordinary mail system, not courier mail service please as it is too slow)

**1. YOUR PERSONAL DETAILS**

1.1 Your last/family name : \_\_\_\_\_

Your first names: \_\_\_\_\_

1.2 Your nickname or special name: \_\_\_\_\_

1.2 Mayos Room Number: (if you know it) \_\_\_\_\_

1.3 For returning MMMWC students only: please nominate your 3 preferred rooms from most preferred:

- (i)
- (ii)
- (iii)

1.4 Your date of birth: day/month/year \_\_\_\_\_

## **2. YOUR ARRIVAL DETAILS.**

### **FOR OVERSEAS STUDENTS**

2.1 Have you booked a flight to Australia? Yes/No

2.2 If not, do you agree to email MMWC all your flight details at least 5 days before you arrive? Yes/No

2.3 If you have your flight details, please state date of arrival in Sydney, airline, airline code and time your flight arrives in Australia.

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2.4 Have you logged on to the University Accommodation Services web site and booked \*airport pick up with Leisurecoast Limousine Service?

Yes/No

\*this is a free door to door service offered by the University for international students arriving in Australia for the first time

2.5 If you have not booked your airport pickup, you should double click on the aeroplane icon on the homepage of University of Wollongong's Accommodation Services department. You must book on line at least a week, preferably longer before you arrive. (You must state on the airport pick up application that you want to be dropped off at the MMWC student entrance in Thomas Street). Yes/No

### **FOR AUSTRALIAN STUDENTS ONLY**

2.6 If you are in Australia, your arrival date and time at MMWC

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### **FOR ALL STUDENTS:**

2.7 On what date does your classes commence? \_\_\_\_\_

2.8 If you are a first year student, on what date does your Orientation commence? \_\_\_\_\_

2.9 If you are attending for Orientation, what date will you arrive at MMWC? \_\_\_\_\_

**3. YOUR PASSPORT AND VISA DETAILS (Australian citizens or permanent residents do not need to fill this in)**

3.1 Your Passport number: \_\_\_\_\_

3.2 Country issuing your passport: \_\_\_\_\_

3.3 Do you have a valid student visa to stay in Australia?      Yes/No

3.4 Date your current Australian visa expires (locate this date on the Australian visa in your passport or if you have an e-visa, it will be on the e-visa print out ): -

\_\_\_\_\_

3.5 Once you arrive in Wollongong, do you want to apply for a visa amendment to have Permission to Work up to 20 hours a week in Australia?      Yes/No

If yes, please ask Head at Mayos for an application when you arrive.  
Note: the Department of Immigration and Multicultural Affairs charge a small processing fee for this application.

**4.YOUR CONTACT DETAILS.**

4.1 Your current email address: \_\_\_\_\_

4.2 Your WUC/UoW/school email address (if you know it):

\_\_\_\_\_

If you do not have a student email address, UoW or WUC will issue you with one soon after you arrive. Ensure you tell the Head this email address when it is issued to you.

4.3 Your full home address in your home country:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

4.4 Your parents mobile phone number at home: \_\_\_\_\_

4.5 Your mobile number in Australia? \_\_\_\_\_

If you obtain a mobile phone after you arrive in Australia, ensure you tell the Head your number when you get it.

**5. YOUR COURSE AND EDUCATION DETAILS**

5.1 What is the full name of the course you will be enrolled in:

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5.2 Which education provider offers this course?

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5.3 What date does this course begin? \_\_\_\_\_

5.4 What date does this course finish? \_\_\_\_\_

5.5 What qualifications (if any) do you currently have?

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5.6 What Faculty are you or do you hope to enrol in for your degree?

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### **FOR AUSTRALIAN DOMESTIC STUDENTS ONLY**

5.7 What School or College did you attend in your final year?

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5.8 What is/do you expect your University Admission Index (UAI) to be?

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### **FOR INTERNATIONAL STUDENTS ONLY**

5.9 Do you have an IELTS or other language proficiency score? If so, please state the name of the test and your results?

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## **6. YOUR HEALTH AND DISTINGUISHING FEATURES**

**Please note we ask these questions to ensure you keep up to date with any treatment, medications etc, so we can assist you if we know your need needs. It also means if you get sick or are unable to communicate effectively with a doctor, we have your background medical information and can help you. Mayos does not discriminate. We accept students as residents people with varying conditions, but we must know about it in advance.**

6.1 Do you take any medication? Yes/No

6.2 If yes, please state the name of the medicine and your dosage \_\_\_\_\_

6.3 Will you bring prescriptions for this medication with you? Yes/No

6.4 If no, the date on which your current supply of medicine will finish?

6.5 Do you have any illnesses, allergies, any physical or mental conditions? Yes/No

6.6 If yes, please circle any applicable categories (above) and below, state the name of your condition/s, whether it currently affects you and if you have an a episode, what normally happens (this is so we can help you if you have a relapse), what any instructions our staff should follow:

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6.7 Are you or have you ever received psychological/psychiatric therapy or counselling? Yes/No

6.8 If yes, is this continuing or in the past? Continuing/Past

6.9 Do you need a referral to a therapist or counsellor in Wollongong? Yes/No

6.10 If yes, specify what type professional is required.

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6.11 Do you need a referral to a Wollongong based doctor or a medical specialist of any kind? Yes/No

6.12 If yes, state the specialisation required. \_\_\_\_\_

6.13 Do you have any permanent identifying features or marks on your body? Circle any (below) any that apply and state their location on your body alongside the item/s circled:

- Scars: \_\_\_\_\_
- Moles: \_\_\_\_\_
- Tattoos: \_\_\_\_\_
- body piercing: \_\_\_\_\_
- other (please specify): \_\_\_\_\_

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**Remember: if you have any conditions and/or are on medication, it will be useful if you bring an English language version of your**

**medical history with you and leave a copy with the Head. If you do not tell us about these matters, then MMWC cannot respond quickly, effectively or as appropriately as we can when we have all your relevant information.**

## **7. YOUR IT, TELEPHONE AND COMPUTING NEEDS AT MAYOS.**

Please note you must have a computer with either an external/ internal serial port or wireless connection on your computer to be able to connect to the MMWC internet system.

If you have a very old computer without a serial port, you will have to buy this additional piece of equipment for your computer – cost is around \$50-80.

**FOR OVERSEAS STUDENTS : You must have the correct power adaptor if you are bringing a computer from another country. MMWC strongly recommends you purchase Australian power adaptors at Sydney airport when you arrive. This is because many overseas adapters sold overseas do not always work here when you try to use them.**

**If you do not have a serial port and/or a correct power adaptor, then your internet connection at Mayos could be delayed until you purchase these items. Mayos can only connect PC's. Mac computers are incompatible with our systems.**

7.1 Do you want a telephone connected in your bedroom at Mayos?  
Yes/No

7.2 Do you want to be connected to the internet in your bedroom at Mayos?  
Yes/No

7.3 Are you bringing a computer with you? Yes/No

7.4 If yes, please state your computers make and model.

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7.5 If you are not bringing a computer with you, are you planning to buy your own computer after you arrive?  
Yes/No

7.6 Does MMWC have your permission to load software on your computer that gives you access to the internet (Ezyclient)?  
Yes/No

7.7 Do you understand that access to MMWC IT systems (hire of personal phone handset, phone lines, net software, net software installation, unlimited net downloads and net LAN leads) will cost you

\$200 each calendar/academic year (same as University colleges however MMWC does not charge any extra IT fees after this)  
Yes/No

7.8 Do you agree that this \$200 only pays for your downloads therefore you will not provide downloads at MMWC for your friends or visitors?  
Yes/No

7.8 Do you understand that MMWC is not responsible for repairing your computer?  
Yes/No

## **8. YOUR SPECIAL NEEDS.**

8.1 Do you have any special needs we should know about? For example, special dietary (eg, is there any food you will not eat) or religious needs (eg., names of local church, mosque or temple)?  
Yes/No

8.2 If yes, please tell us what your special needs are:

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## **9. FAMILY CONTACT DETAILS FOR USE IN AN EMERGENCY/ACCIDENT/ANY OTHER SITUATION DEEMED NECESSARY BY THE HEAD**

9.1 Persons Full Name/s: \_\_\_\_\_

9.2 Their Relationship to you: \_\_\_\_\_

9.3 Does your contact person speak English: Yes/No

9.4 If no English, what language/s do they speak? \_\_\_\_\_

9.5 Their Address: \_\_\_\_\_

9.6 Their Country: \_\_\_\_\_

9.7 Their Phone Numbers:

Work: \_\_\_\_\_

Home: \_\_\_\_\_

Mobile: \_\_\_\_\_

9.8 Their email address or addresses:

Home: \_\_\_\_\_  
Work: \_\_\_\_\_

9.9 Their facsimile number:

Home: \_\_\_\_\_  
Work: \_\_\_\_\_

9.10 Do we have your permission to contact them in the event of an emergency/accident or any other relevant issue involving you?

Yes/No

\* Note: if you refuse this permission, MMWC will not accept you as a resident.

## **10. YOUR PERSONALITY**

10.1 What are your favourite recreation activities?

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10.2 Use three words to describe key aspects of your personality \_\_\_\_\_

10.3 Do you prefer to be left alone or included in group activities?  
Alone/Group/Mix

11.4 Do you want to enrol in any group sports teams or other activities in Wollongong? If so, please say what kind.

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11.5 Do you think you will be homesick? Yes/No

11.6 Do you have any habits/strong dislikes/some special thing that annoys you? If you tell us about it so we can try to take them into account when looking after you.

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11.7 What is your favourite TV show? \_\_\_\_\_

11.8 Who is your favourite musician and style of music?

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11.9 What is your favourite movie? \_\_\_\_\_

## **11. ANYTHING SPECIAL WE NEED TO KNOW TO KEEP YOU HAPPY?**

11.1 Is there anything else about you we should know? Anything that will help us look after you?

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## **12. MMWC CONTRACT TERMS, CONDITIONS AND RULES.**

12.1 Do you understand that just like the University owned student colleges, MMWC does not normally offer short term accommodation.  
Yes/No

12.2 Do you understand that the MMWC **minimum contract period in 2006 is a full academic year - 12 November 2006 – the same end of contract period as the University student accommodation**  
Yes/No

12.3 Your \*agreed departure date from MMWC. Please write in the date you will leave MMWC accommodation. You may leave before 12 November 2006 however you remain liable to pay all fees until 12 November 2006 if you move out earlier.

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12.4 An “agreed departure date” means if you leave before the end of the contract period of 12 November 2006, you are required to continue paying the accommodation fees until either the 12 November 2006 or you are replaced by an acceptable new resident who signs a contract to take over your remaining contract terms. Do you understand and accept this term?  
Yes/No

12.5 Do you agree to pay MMWC 2006 accommodation fees, which are \$224 pw/\$896 4 weeks (includes GST paid to government) after an initial first 4 weeks payment of \$1124, which includes 10% GST paid to the government. The \$1224 is made up of the first 4 weeks rent at \$231pw/\$924 + \$200 annual IT/utility fee (includes supply of phone and net connection as well as downloads, electricity and gas).  
Yes/No

12.6 After your initial payment of \$1124, do you agree to pay the accommodation fee on the 1<sup>st</sup> of each month, keeping one month in advance at all times?  
Yes/No

12.7 If you chose not to pay your monthly fees in cash after you arrive, do you agree that if you use non-cash forms of payment eg., electronic transfers, that the full accommodation amount must be deposited in the MMWC bank account by the due date and **that you are responsible for making up all banking fees deducted which are associated with this form of payment.**

Yes/No

12.8 Do you understand MMWC will not accept anyone as a resident who smokes?

Yes/No

12.9 Do you smoke?

Yes/No

12.10 Do you understand and accept that for safety reasons, MMWC does not allow cigarettes, matches, candles or any naked flames used in the buildings?

Yes/No

12.11 Are you aware that lighting candles in your room or using heaters or cooling devices other than those supplied by MMWC is not permitted?

Yes/No

12.12 Do you want to have cigarettes, matches or lighted candles on MMWC property?

Yes/No

12.13 Do you agree that you will turn your heater off (in winter) and fans off (in summer) when you are not at home and/or in your room?

Yes/No

12.14 Are you aware that for resident safety, MMWC has smoke and fire detectors in all rooms (including your bedroom) throughout the property as well as on the verandahs?

Yes/No

12.15 If you (or your visitors) breach MMWC fire and smoke safety rules, your actions will set off a fire alarm and the Fire Brigade arrives. The Fire Brigade charge \$500 for this. If you or your visitors have breached these rules and cause the alarm to go off, do you agree to pay for the Fire Brigade call out if you or your visitors are the cause. [note this will not apply if there is a genuine fire arising from other reasons, a test fire drill or if equipment failure results in alarm sounding.]

Yes/No

12.16 Do you understand that MMWC is an academic environment?

Yes/No

12.17 Do you believe you are able to behave appropriately at MMWC eg., not expose other students to danger by your actions, abide by the

rules, be reasonable with noise levels so not to inconvenience people sleeping or studying? Yes/No

12.18 Can you abide by MMWC “dry” status – this means your or your visitors having NO alcohol on the premises and not be drunk on the premises? Yes/No

12.19 Do you agree to tell the Head (or leave a note stating your location) if you decide to stay overnight somewhere other than MMWC? Yes/No

12.20 Do you agree you will only have overnight visitors stay at MMWC with the prior permission of the Head? Yes/No

12.21 Do you agree that your visitors will leave MMWC by 10pm weeknights and midnight on weekends, except if you have permission from the Head for them to stay later? Yes/No

12.22 Do you agree to supervise your visitors at all time when they are on MMWC premises (this means you are agreeing to walk around and stay with/supervise your visitors at all times? Yes/No

12.23 Do you agree not to ask other MMWC residents to supervise your visitors? Yes/No

12.24 Do you agree to abide by all signs posted on MMWC property? Yes/No

12.25 Did you know MMWC prohibits illegal drugs on site? Yes/No

12.26 Do you agree not to bring illegal drugs to MMWC, not to use illegal drugs yourself or for you or your visitors be affected by illegal drugs at MMWC? Yes/No

12.27 Do you agree that if you invite your friends to visit MMWC, your friends must also abide my these rules, that you will supervise them at all times and in the event they misbehave, acknowledge it is your responsibility to tell them to leave? Yes/No

12.28 Do you agree to keep all external doors at MMWC closed and locked for your as well as other resident’s safety? Yes/No

12.29 Do you agree you will not give your MMWC keys to any other person, except MMWC staff or residents? Yes/No

12.30 Do you agree to report any loss of MMWC keys immediately to MMWC staff?  
Yes/No

12.30 Do you agree to only let your visitors in and out the main entry door in Thomas Street?  
Yes/No

12.31 Do you agree to only open the external emergency fire doors if your life is in danger or if a staff member or Senior Resident gives you permission?  
Yes/No

12.28 MMWC is a women's accommodation. Do you agree your male visitors will not enter any resident's bedroom areas, hallways on either landing or bathroom areas without permission from the Head?  
Yes/No

12.29 Do you agree to keep at least one month in advance on your accommodation fee?  
Yes/No

12.30 Do you agree to be courteous to not make loud noises, play loud music, speak loudly on the phone and/or behave in a disruptive manner when other residents are trying to sleep or study?  
Yes/No

12.31 Do you agree not to use dye (hair or any other type) anywhere on the premises, except in the laundry, and in the event you break this rule, you can be charged the full fee incurred by extra cleaning and any repairs associated with removing it from surfaces?  
Yes/No

12.32 Do you agree not to open or apply any nail polish inside MMWC itself and any nail painting is to be done outside on the grass?  
Yes/No

12.33 Do you agree if you break this nail polish rule and cause any spillage or damage, that you are responsible for all fees incurred cleaning it up?  
Yes/No

12.34 Do you agree not to bring any pets or animals into the college unless you have prior permission from the Head?  
Yes/No

12.35 Do you agree to report immediately if you break anything on site. Please note: we expect normal wear and tear and you would only be charged the cost of breakages if there was an additional factor such as negligence.  
Yes/No

12.36 Do you agree not to remove any MMWC property from the site without prior written permission from the Head?  
Yes/No

12.37 Do you agree not to enter any other MMWC resident's room without their permission? Yes/No

12.38 Do you agree to wash up properly, dry and put away any crockery, utensils etc that you dirty outside the hours the kitchen staff work? Yes/No

12.39 Do you agree to promptly wipe up any messes you cause on the property? Yes/No

12.40 Do you agree not to flush tampons, pads, any sanitary material down the MMWC toilet but to dispose of them only in the sanitary waste bins provided? (due to the number of women living here, our toilets will block immediately if this rule is not followed). Yes/No

12.41 Do you agree to be up, out of bed and out of your room on the one weekday day (am or pm) that the cleaner needs to clean your room? Yes/No

12.42 Do you agree to close your blinds in your bedroom when you are dressing/undressing (to ensure you do not attract attention from neighbours or people in the street). Yes/No

12.43 For residents on the ground floor, do you agree you will not leave your bedroom window open if you are not in your bedroom? Yes/No

### **13. UNDERSTANDING CONTRACT TERMS , SIGNATURE AND WITNESS**

13.1 I agree I have read all the information in this Contract carefully before signing it. Yes/No

13.2 I agree I have been advised that this is a legally binding contract after I sign it and I am offered a place at MMWC in writing by the Head? Yes/No

13.3 I agree I have been advised of my right to have my own legal representative advise me about this contract. Yes/No

13.4 I have chosen or not chosen to get my own separate contract advice?

Chosen/ Not chosen

13.5 Signature of Prospective Resident:

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Date: \_\_\_\_\_

13.6 Witness to Prospective Resident's Signature:

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**14. ONLY ANSWER THIS SECTION IF YOU ARE UNDER THE AGE OF 18:**

**All students under age 18 should note it is illegal for any of you to enter licensed premises (places that sell alcohol) and order or be served alcohol. It is illegal to sell any alcohol to anyone aged under 18 in Australia.**

**FOR OVERSEAS STUDENTS UNDER 18**

14.1 Do you know that that under Immigration Law you must live with your legal Guardian in Australia? Yes/No

14.2 Are you aware that under Australian immigration law, an international student under 18 years of age must live under the same roof with an Australian citizen or permanent resident over the age of 18 who must be a person of good character and is acceptable to the University? Yes/No

14.3 If you do not have an Australian Guardian as the law requires, your family will need to appoint both College owners (Christine Hayward and Robyn Wilkes) as your Guardian in Australia? Do you agree to do this? Yes/No

14.4 If you do not know how to appoint us as Legal Guardian do you want us to email you the correct application form and wording? Yes/No

**FOR AUSTRALIAN DOMESTIC STUDENTS UNDER 18**

14.5 Have your parents or Guardians appointed a Guardian for you while you are under 18 and living in Wollongong? Yes/No

14.5 Please provide the name and all home and work contact details of your Wollongong Guardian.

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14.6 If you do not have a Guardian appointed in Wollongong, do you  
want the owners of MMWC in this role? Yes/No

**15. ALL MMWC APPLICANTS UNDER 18 TO SIGN**

Signature of under 18 Proposed Resident

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Date\_\_\_\_\_:

Does your parent agree to this? Yes/No

Signature of your parent\_\_\_\_\_