The information in this booklet is correct at the time of publication, 17/10/2017, but may be subject to change.
Welcome from our Dean of Residential Students

Hello! I’m very pleased to assist you in making your decision regarding student accommodation around the Macquarie Park precinct in Sydney, Australia. Morling Residential College (MRC) is a 100-bed, student accommodation provider located in Macquarie Park. MRC is only a five-minute walk from Macquarie University, Macquarie Train Station, various bus stops, and one of Sydney’s largest shopping centers, the Macquarie Centre.

As you will see MRC offers a wide range of accommodation options from catered to independent living. We provide excellent support services, leadership opportunities, interaction with a diverse group of fellow residents, and lots of fun things to do between the serious study times.

MRC is a great place to live and call your second home for the duration of your stay. You will make lifelong friends and you will be welcomed into the dynamic community that exists around the Morling College and Macquarie University campuses. You will have the privilege of being amongst those establishing the atmosphere that MRC is becoming known for.

We are evolving into one of the well respected and excellent accommodation providers associated with Macquarie University (MQU). We look forward to the inter-college activities between the various student “houses” associated with MQU and to being part of the great times that students living in residences experience.

Regardless of where in Sydney, Australia or internationally you may be studying, I invite you to be part of this learning, welcoming, and supportive community of students and staff. We want this handbook to be a useful resource answering any questions you have about living on campus. If you have other questions, please let us know.

Please browse through our information, ask any questions you may have, and when you are ready apply online to receive our updates and secure a room for 2018.

Hope to hear from you very soon,

Mal MacCallum
Dean of Residential Students (DRS)
Where is MRC?

Location Map

Morling College Site Map
MRC Rooms
Bedrooms: Each room is equipped for the Australian climate with air-conditioning, a long single bed, bookcase, and wardrobe.

Study Facilities: Each room is equipped with a large desk, study lamp, and chair to assist the study needs of our student residents. Storage in the form of a bookcase is also provided.

Kitchenette and Ensuite: Most of the MRC student apartments are equipped with individual kitchenettes and ensuites. The kitchenette is equipped with a microwave, small fridge, kettle, and electric cook-top, as well as a sink and a crockery set. Each ensuite has a shower, toilet, and wash-basin.

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Note that toasters are not allowed for fire safety reasons.
Community

Fun and Games

MRC aims not only to be a community of students but also a place where friendships are formed. A range of both planned and unplanned social, sporting, and other activities will be held throughout the semester.

MRC staff or one of our Residential Assistants (RAs) will be available for residents 24/7, with a focus on bringing the community together and ensuring every resident knows MRC is a place where they can belong.

Food

At MRC we love our food! With a dining hall on campus providing delicious and nutritious catered meals, we host various community gatherings around meal-time throughout each semester. These include community BBQs, theme nights, pancake suppers and a variety of other meals.

Student Life

At MRC we understand that the life of a student can be stressful. We encourage our residential students to be a part of the creative process and give input into the different activities they would like to be involved in during their stay at MRC.

This may include things such as themed dinners, op-shop formals, dessert nights, or outdoor games — the opportunities are endless.

*MRC is an alcohol-free and smoking-free campus — alcohol and cigarettes/cigars/pipes are not permitted.*
About Macquarie Park

Sydney City

MRC is located in Sydney, the capital of New South Wales. Sydney is Australia's largest city, with a population of over five million people.

Some of Sydney’s famous landmarks are the Sydney Opera House, Sydney Harbour, Centre Point Tower, and the Sydney Harbour Bridge.

To find out more about this beautiful city, please visit this website: www.sydney.com.

The City of Ryde

MRC is situated in the City of Ryde, approximately 20Kms from the centre of Sydney city. Information about the area can be found at the City of Ryde’s website: www.ryde.nsw.gov.au.

Residents wishing to make MRC their main residence for tax purposes and electoral purposes can provide, if needed, a Confirmation of Address letter as proof of residency.

MRC encourages residents to become involved in the local community. Information about events can also be found on the Ryde Council website.

Electoral Information: voting is compulsory for all residents who are Australian citizens.

- Local: West Ward of Ryde
- State: District of Ryde
- Federal: Seat of Bennelong
Macquarie University
MRC is situated next to Macquarie University.

Macquarie University has been designed as a hub of inspired and unconstrained thinking, Macquarie is uniquely positioned to help shape the complex issues that define the future of humanity.

To find out more, visit the University website here: www.mq.edu.au

Shopping and Banking

The newly renovated Macquarie Shopping Centre is a short walk from MRC.

The Macquarie Centre has ample fashion, beauty, lifestyle, and food retailers to choose from. It includes major brand stores such as David Jones, Myer, Woolworths, Aldi, Coles, H&M, Events Cinemas, Strike Bowling, Ice Skating, and many more. It also has access to most major banks.

Chatswood shopping district is a few stops away on the train line and Top Ryde City Shopping Centre is a short drive or bike ride away. For further information, view the website here: www.macquariecentre.com.au

Recreation Parks and Other Activities

The Ryde Council website has a good list of recreational activities, including a list of playgrounds in the area http://www.ryde.nsw.gov.au/Recreation/Parks-and-Sportsgrounds/Find-a-Park-or-Sportsground

Lane Cove National Park is very close and is definitely worth a visit. Charges do apply for cars. A link is provided below. http://www.nationalparks.nsw.gov.au/visit-a-park/parks/Lane-Cove-National-Park

Of course, there is also plenty of space within the Macquarie University precinct to ride bikes, walk, and relax. There is also a large Sport and Aquatics Centre (public membership available; cheaper if you are an alumni of Macquarie University).
Train and Bus

Macquarie University Train Station is the closest station — only a 400 meter walk to MRC. Trains to this station run from Central, Chatswood, and Hornsby via Epping. Buses to Macquarie Shopping Centre are available from many locations. For more information call the Transport Information Line on 131 500.

Libraries

Residents of MRC are able to have borrowing rights at Ryde Council Libraries. The closest branches are in North Ryde and at Top Ryde City. For further information, go to www.ryde.nsw.gov.au/Library
Christian Activities

Morling College students past and present contribute to the life of the MRC and wider society in a variety of ways. A significant aspect of the College’s activities is the presentation of Christian beliefs and perspectives on different issues. While being publicly and actively Christian, the College imposes no test of religious belief for its resident members but provides opportunities for those who are interested to find out more about the Christian faith.

There are a number of opportunities to find out more about Christianity within the College including:

- Weekly Morling College Chapel services
- Weekly Bible Study groups
- Involvement in a local church

Local Christian Churches

There are a number of local churches in the area. Some of the closest are:

- Macquarie Baptist Church — on campus at Morling College
- Ryde Baptist — Cnr Lane Cove Rd and Dobson Cres, Ryde
- Epping Baptist — 1-5 Ray Rd, Epping, NSW, 2121
- Trinity Chapel Macquarie — nondenominational — at Robert Menzies College just down the road
- Macquarie Chapel — Presbyterian — 2 Herring Rd, Marsfield
- Salvation Army Ryde — Unit 5 112 Talavera Road MACQUARIE PARK NSW 2113
- C3 Church Ryde — Cnr Blaxland Road and Tucker Street, Ryde
- North Ryde Anglican Church — 152 Coxs Rd, North Ryde
Meals

Our Caterers

Scolarest caterers (a part of the Compass Group) provide meals in the Morling College Dining Room. To ensure the smooth running of the Dining Room and this important feature of community life on campus please note the following:

- Due to the shared use of the Dining Room with Morling Chapel and Macquarie Baptist Church please ensure that areas are left tidy and clean after meals.
- If residents have food allergies they should notify the Scolarest staff at the outset of the semester.
- As a matter of courtesy, and to help with the catering, any meetings or events with large groups (five or more) who plan to eat a meal in the Dining Room should provide numbers and details to the Dining Room or MRC Reception at least three days before the meal.
- At no time should residents enter the kitchen preparation area.
- Footwear must be worn in the Dining Room.
- Residents can provide feedback about meals to their Resident Assistants or Dean of Residential Students.

Allergies

Please make MRC aware in your application or as soon as possible of any allergies you might have. Please also inform the Dining Room staff.

In cases of severe allergies (e.g. where an EpiPen might be used) please supply a care plan to the MRC Administration Office so that this can be put on your file.

To limit allergens inside buildings, residents should regularly air their rooms and ensure that windows are open/vents are turned on in their bathrooms when showering.

Visitors:

If residents wish to invite others to share a meal they must pay for the meal/s.
Weekly Catering:

Catered meals (Breakfast, Lunch, and Dinner Mon–Fri) can be purchased for $110.00 a week. See below for further details.

Breakfast:

- Cost: $7
- Mon–Fri 7.30–9.00am
- Breakfasts will include a range of cereals, toast, yoghurt, and fruit, as well as a hot option.
- Juice, coffee, and tea will also be available.

Lunch:

- Cost: $8.50
- Mon–Fri 12.30pm–1.15pm
- Lunches will include a choice of three mains, bread, salad bar, and fruit.
- Cold drinks will also be available.

Dinner:

- Cost: $9.50
- Tues–Thurs on campus, 5.00–6.30pm
- Mon and Fri - packed dinner (needs to be pre-ordered)
- Dinners will include a choice of three mains (including a child friendly option), salad bar, dessert, and fruit.
- Cold drinks will also be available.

Rooms

Most rooms and common areas are equipped with fridges and heating/cooking facilities.
Residential Assistants

Morling Residential College has appointed a Senior Residential Assistant (SRA) and a number of Residential Assistants (RA’s) to be part of the leadership team. The SRA and RA’s will contribute to the functioning of the MRC in five focus areas.

Areas of Focus

- Pastoral Care and Resident welfare
- Peer advisor and role model
- Community development
- Administrative Support
- Emergency and Security Duties

Interested residents will be invited to apply for the roles at the conclusion of each semester in preparation for the next semester. Appointments will be for the calendar year unless a mid-year vacancy occurs when appointment/s will be made for the second semester.

The appointment process will involve written application, practical assessment and interview.

Successful applicants will need to make themselves available the week before Community Week or O-week for training purposes.

In return for significant rent and catering assistance the SRA and RA’s will be expected to contribute significant commitment to the MRC in leadership capacities.
It has been fantastic living at Morling whilst I have been studying over the past five years. Living at Morling has been an affordable option for living in the Macquarie Park area, and is in close proximity to where I study.

- Luca Croce, 2016
Financial Information

Accommodation Charges
MRC seeks to keep its costs down so that residents are able to study here without an excessive burden. The basic accommodation charges in 2018 are listed in the table below. If these charges change we will notify residents accordingly a semester prior to changes being put into effect. It is the requirement of MRC that each resident remains in credit, and that Accommodation Charges are paid in advance.

There is an early bird price available before 22nd December 2017. Further details on the 2018 MRC application.

Single residents Accommodation Charges 2018

<table>
<thead>
<tr>
<th>Room type</th>
<th>Cost per person</th>
<th>Meals</th>
</tr>
</thead>
<tbody>
<tr>
<td>Studio with Kitchenette and Ensuite</td>
<td>$375.00* / week</td>
<td>$104 extra per person /14 meals per week</td>
</tr>
<tr>
<td>Twin-Share with Kitchenette and Ensuite</td>
<td>$260.00**/week</td>
<td>$104 extra per person /14 meals per week</td>
</tr>
<tr>
<td>Dual-Key with two rooms and a shared Kitchenette and Ensuite</td>
<td>$275.00**/week</td>
<td>$104 extra per person /14 meals per week</td>
</tr>
<tr>
<td>Accessible with Kitchenette and Ensuite</td>
<td>$375.00**/week</td>
<td>$104 extra per person /14 meals per week</td>
</tr>
</tbody>
</table>

* One meal per week for all residents is included in the room price. This opportunity will be used for monthly meal meetings conducted by the Dean (2 to 3 per semester) for communication and interest. These meals will be advertised. All other weeks residents may choose which meal they want to attend.

Deposit and Initial Rent
Morling Residential College rooms require an upfront security deposit of $1,500 (refundable on departure*) and payments as per the pricing table in the MRC Accommodation Contract. The room will not have been secured without this payment.

* Departure as per the terms of the MRC Accommodation Contract

Invoices
Each resident will receive a term* rent invoice for a term’s rent. Rent is billed a fortnight in advance. The invoice will include the catered meal option if that option has been chosen. You will need to pay this invoice by the date shown.

*Term – approximately half a semester for financial purposes
Statements

Each resident will receive a statement for their account each term. This is not a bill but a statement of what has already been billed on your invoices and late payments incur an Administration Fee what has been paid, and what balance, if any, remains outstanding. If a resident is not able to pay on time, it is their responsibility to consult the MRC Administration Assistant as soon as possible. Statements for students who are also studying at Morling College will also include bills and payments or fee-help for fees relating to their study.

Casual Stays

All casual stays will be required to pay in full prior to the casual stay.

Payments Options:

- **Direct Transfer.** Payments can be made through internet banking quoting: BSB: 082-344 Account Number 02762360 Account Name: Morling College Customer Reference Number: As displayed on your invoice or statement.

- **International Money Transfer.**
  SWIFT: NATAAU 3302S
  Bank: National Australia Bank
  Branch: Macquarie Shopping Centre
  Bank Address: Shop 126 Macquarie Shopping Centre, Herring Road, Macquarie Park BSB: 082-344
  Bank Account: 027622360
  Customer Reference Number: As displayed on your invoice or statement.

  Please note International Money Transfers can incur a bank fee. Any fee differences are the responsibility of the resident and can be made upon arrival to MRC.

- **BPAY.** Payments can be made from your cheque, savings, debit or credit card using Biller Code: 134528 Customer Reference Number: As displayed on your invoice or statement.

- **Online Payments** can be made from Visa and MasterCard debit and credit cards through the Morling website www.morlingcollege.com/student-payments quoting Customer Reference Number as displayed on your invoice or statement

- **The MRC Administration Office** accepts payments by **EFTPOS or credit card** only. Visa, and MasterCard are accepted.

Please note: all payments are to be made in AUD currency only.
Room Electricity and Water Use

All MRC residents are encouraged to look after our environment through attempting to reduce electricity and water consumption. The electricity and water charges are included in the room rental charges.

Accommodation Payment Period

Payment for accommodation is to be made a term in advance. On accepting an MRC room, residents will be liable for charges for the whole contract period (generally one-year in length), and these can only be varied for exceptional reasons, with the permission of the Dean of Residential Students.

Security and Insurance

Residents are responsible for the safekeeping of their issued ID/key card and should notify the MRC Administration Office if an ID/key card is lost or stolen. A charge of $50.00 will apply if a resident needs a replacement ID/key card or in the event of the ID card not being returned at the end of room occupancy.

MRC’s insurance policy does not cover personal belongings, cars, or outdoor equipment. It is recommended that residents organise their own personal insurance for their belongings, and an inventory of belongings with a note of identification numbers.

Unfortunately, experience shows that in city living theft of money, books, bicycles, computers, and other valuables occurs from time to time. Residents are responsible for securing their own rooms and are liable for any loss that is caused by their failure to lock doors or close windows. Residents should report any suspicious persons or activity to the MRC Administration Office.

It is recommended that doors and windows are kept locked or closed whenever a room is empty, even for a short period of time.

Please note: MRC ID/Key Cards are not to be utilized by anyone other than the resident.
Transitioning to College Life

Living at MRC will often be a significant transition for residents. We want to help people transition as best as they can and to be quickly integrated into the MRC community. Below are some of the main areas that might be helpful to be aware of as you prepare to move on campus.

Adjusting to the MRC culture

Once you have arrived at MRC the adjustment process begins and it is important to know what you might experience during that time. Most new residents are very excited and enthusiastic when they arrive. They are eager to meet new people and experience all that living at MRC has to offer. They are keen to commence their studies and feel very positive about the adventure that they have just begun.

Some students will find it very easy to adjust to life at MRC and some will find it more difficult. We hope that you are positive and enthusiastic about living at MRC but at times you might find adjusting to the on-campus life a little difficult.

Managing your transition well

There are many things that you can do to help adjust to living at MRC effectively. Here are a few suggestions:

- Be aware that you might have some problems adjusting — remember it is normal to go through a period of adjustment and look out for the signs mentioned below.
- Understanding what is happening to you will help you to overcome it.
- Give yourself time to adjust, learn, and adapt to your new home. It will still take you time to get used to things when you get here!
- Remember: it is all right to make mistakes — this is how we learn. It is also ok to ask for help if you are unsure. Most people will be understanding and helpful if you ask for some assistance. Resident Assistants (RAs), the Dean of Residential Students (DRS), Chaplain, and office staff are here to help you, so don’t hesitate to ask any question.
- Talk to others — everyone who lives here had to move on campus at some stage and may have experienced similar adjustment issues!
- Try to keep an open mind and accept that things here will be different from what you are used to.
- Try to keep a sense of humour about the differences between where you lived before and what it is like to live on campus.
Become involved in MRC activities and in the community — living at MRC will give you many opportunities to try new things which you may not have done before.

Try to continue practising some cultural or family customs which you enjoyed before you moved to MRC. You might like to invite others to join you, for example, if you have a different birthday or Christmas tradition, or have a fantastic recipe you can share.

Some important issues to think about as you prepare to move and to be aware of as you live in community:

- The way people interact and communicate with each other
- What is considered acceptable social behaviour
- The style of clothing
- Family and personal values
- Differences in language and/or gestures that could be embarrassing or offensive.

It is important to remember that everyone experiences living at MRC differently and you may not have exactly the same reaction as others you speak to.

Some things that might impact you:

- Difficulty communicating with others (especially if English is not your first language).
- You may miss family, friends, work, and familiar communities.
- You may find it difficult eating certain types of food.

There are many signs that you are having difficulty adjusting to a new situation such as living at MRC. Here are a few to look out for:

- Feeling very homesick
- Feeling lonely or out of place
- Feeling frustrated or angry with how things are done
- Feeling very sad, worried, or scared about things
- Being annoyed at how other people live (tidiness, sleep patterns)
- Not feeling motivated to do anything (e.g. attend classes, spend time with friends)
- Not being able to concentrate on your studies
- Feeling tired all the time (no energy)
- Feeling physically ill (e.g. headaches or stomach problems)
- Wanting to sleep all the time, or not being able to sleep
Eating too much, or not enough
Missing classes

If you begin to experience any of these please speak with a Resident Assistant. This reaction may be short lived but it is always helpful to seek support.

Communication Information

Email

The primary email address for accommodation-related issues is accommodation@morling.edu.au. Please use this address when writing to those who administer and facilitate accommodation at MRC.

Email tends to be used as the main means of communication with residents, although at times printed material is also placed in mail pigeon-holes. If a resident changes email addresses then they must notify the MRC Administration Office.

Post and Mail

Resident’s mail is collated by the MRC Administration Office and placed in pigeon-holes in the Office foyer. Mail is filed by the initial of the resident’s family name. Residents with names expressed in characters (such as Chinese or Korean) should notify the MRC Administration Office of this.

The mailing address for residents is:

Morling Residential College
7 Saunders Cl,
Macquarie Park NSW 2113

Residents moving out of MRC are asked to use Australia Post’s forwarding service and to alert all recurrent senders of their change of address. Within reason, letters addressed to a resident who has moved off campus will be forwarded after their departure, so please leave your forwarding address with the MRC Administration Office. Mail will not be forwarded to an international address.
Resident Conduct Guidelines

**MRC expects all residents to:**

- Respect each other through actively discouraging and addressing gossip, bullying behaviour, favouritism, sexism, or disunity.

- As far as it depends on each other, live at peace with one another. When conflicts arise, residents are encouraged to proactively seek to resolve issues, offer and accept apologies, and seek forgiveness where needed.

- Be (and be seen to be) above reproach in relationships, and live with integrity and purity. All residents of MRC are expected to uphold this standard. This involves:
  - Serving others in the context of healthy relationships
  - Being above reproach in the area of sexual relationships, where the Bible upholds sexual relationships only within marriage

- Maintain a healthy, safe, and welcoming environment for all. This involves:
  - Being considerate of residents and neighbours by keeping noise to a minimum, especially between 10pm and 8am.
  - Keeping a reasonable standard of dress (e.g. footwear must be worn at all meals in the dining hall).
  - Not consuming alcohol or taking legally prohibited drugs in MRC. Smoking is forbidden in all buildings.
  - Following workplace, health, and safety guidelines.
  - Being reliable in financial commitments and other responsibilities to MRC.
  - Disclosing if you, at any point in time during your studies, fall under any form of criminal investigation or charges. This should be done by notifying the Dean of Residential Students (DRS) of the situation as soon as possible.
  - Respecting people's property, as well as MRC property, through not using property that doesn't belong to you and/or returning borrowed goods in good time
  - Respecting our environment, through our use of resources and care of our buildings and grounds.
Residency Process

1. Application
Students of a Sydney-based university or tertiary institution who wish to live at Morling Residential College (MRC) must complete the online application form (available here: www.morlingresidential.com). Applications should be submitted online and include a current passport-size digital photo. For the best chance of securing a room, prospective residents are encouraged to make an application early (preferably a semester prior to the requested move-in date). Please note that final confirmation of room allocation can only be given once the student enrolment status at your university or other institution is confirmed.

2. Application Fees / Other Charges
A $220.00 AUD deposit is required with all applications. Where someone has been offered an accommodation placement this fee is non-refundable whether the offer has been accepted or not. Any applications not offered a placement will have their fee returned.

When accepting a placement and having paid an initial payment, any changes to a residents’ payment plan or contract details (room type changes included) a $100 administration fee is charged. If a change is initiated by MRC then no charge applies.

When accepting a placement and having paid an initial payment, should a resident wish to cancel their contract a $300 contract cancellation administration fee will be charged.

Please note any refunds would be based on the amount received by MRC and net of bank fees incurred in transferring refunds.

3. Holding Deposit within seven (7) business days of application approval
Holding deposit $130
(will be deducted from security deposit of $1500)

4. Monies to be received at least seven (7) business days before moving in

- Total Security deposit $1370
- End of residency upfront payment cleaning fee $150*

*(If all requirements of this clean are met then $100 of this fee is refundable)
- One term (1/2 semester) or semester or year payment (as calculated from room rates above)
- No access will be given to the room until these payments are made.
Summary of payments

1. Application fee $220
2. Holding deposit $130*
3. Security deposit $1370*
4. End of residency clean upfront payment $150*
5. Resident Association Fee* $120

*Refundable amounts should departure follow departure requirements

Early-bird discount to be paid by 22/12/17

A 5% discount is offered on the room rate for a six month or twelve month contract if the resident pays this amount by or before 22.12.17.

- Six month contract
  22 weeks * room rate *5%

- Twelve month contract
  43 weeks * room rate *5%

Eg a twelve month contract on a studio room at $375 per week * 43 weeks = $16125 *5% = $806.25
   = an early bird payment of $15318.75 a saving of $806.25
   = a little over two weeks rent saved if the resident pays this amount by or before 22.12.17.

Signing a Contract

Each year residents will need to sign an Accommodation Contract (Contract). By signing the Contract a resident formally agrees to the guidelines and requirements as outlined in this document, including the Rights and Responsibilities of MRC and its Residents as stated below.

MRC reserves the right to cancel a resident’s Contract due to any breaches of the guidelines as outlined in this document.
4. Moving in

The Contract dates are:

**Morling College Students**: 6 February, 2018 — 4 December, 2018

**Macquarie University and other institution students**: 13 February, 2018 — 11 December, 2018

It is expected that new residents will take up residence the week before their semester begins.

Residents will be charged for their room for the whole MRC contract period. Residents must confirm their arrival and departure dates with the MRC Administration Office. Residents will need to sign for and collect a key from the Administration Office during office hours (Monday to Friday 8:30am–5pm) or with the Duty Manager (DM) if arriving after office hours is unavoidable.

Residents will not be able to move into MRC until their Accommodation Contract has been signed, the payments as outlined above are paid.

5. Condition Reports

Residents will also be given a copy of an up-to-date **Condition and Inventory** report on arrival to note any discrepancies in their room. This should be checked with any discrepancies noted, signed and returned to the MRC Administration Office on the day of arrival. Residents will receive a signed copy of this report back from MRC Administration for their records. Residents will be held responsible for the condition and inventory upon departure as signed for at the outset.

6. Vacation Periods

Vacation periods are included in the Contract dates. From time to time MRC may host conferences in holiday periods. If this is the case residents will be offered the opportunity to vacate their room for the period of the conference and have that rent credited to their accounts. These opportunities will be advertised in plenty of time for residents to make other arrangements or plan a holiday time away from MRC. Storage of personal belongings will be provided.
7. Moving Out

Residents who are planning to move out of MRC should do so by these dates:
- Leaving mid-year: before or by the end of the first week of semester break
- Leaving at the end of the year: before or by the end of the first week of semester break

Residents who are moving out of MRC must:
- Notify MRC Administration Office in writing of intention to move off campus if at the end of the Contract period
- Notify MRC Administration Office of moving date when known
- Provide forwarding address to MRC Administration Office
- Organise an exit room inspection with the Administration Office on the day of departure
- Hand in ID card
- Finalise account, ensure that all Accommodation Charges owing are paid.

Cleaning Checklist for Moving Out

- Remove all personal belongings from room
- Ensure all inventory inclusions belonging with the room are in place and in good condition
- Clear walls of blue-tac, sticky tape, or pins (any damage to the paint must be compensated for by the resident)
- Clean mirrors and floors
- Wipe down all surfaces with a cloth and multi-purpose cleaner, clean dirt from any walls
- In shared areas of kitchen, remove all personal belongings, and food
- Appropriately dispose of rubbish (in main bins in cupboards on each level).
Rights and Responsibilities

Morling Residential College’s Rights and Responsibilities

MRC has the right to:

- Expect residents to pay accommodation charges as stated on the contract and take appropriate action to claim unpaid debt
- Enter a room, or allow access to contractors, provided the resident is given reasonable notice, in the following circumstances:
  - In an emergency (including entry for the purpose of carrying out urgent repairs)
  - If there is good reason to believe the room is abandoned
  - To inspect the room
  - To carry out necessary repairs
  - To show the room to prospective residents
- Notify a resident that their Accommodation Agreement has been terminated due to breaches of the guidelines as outlined in this document or due to breaches of individual contracts with residents. This may occur
  - After two warnings for minor breaches (written or verbal)
  - Immediately in the case of illegal or dangerous behaviour

MRC has the responsibility to:

- Pay for all utilities
- Provide residents with a copy of the signed Contract and Condition Reports
- Provide residents with accurate account statements
- Notify residents of any changes to accommodation charges or accommodation conditions
- Provide reasonable notice to rooms when inspection or other access is required
- Make sure that rooms are ready for occupancy on the date agreed
- Keep rooms in reasonable repair, considering the age thereof, the accommodation charges, and the prospective use of the premises; ensuring that the rooms are clean and fit to live in
Provide and maintain locks or other security devices necessary to keep the residential premises reasonably secure.

Not to alter, remove, or add any lock or other security device without reasonable excuse and notification.

Provide a reason and details of the costs if retaining the whole or a partial amount of a resident’s security deposit.

Residents’ Rights and Responsibilities

Residents have the right to:

- Sole occupancy of their room unless a dual or shared room
- Be notified of any interruption to their room (including notification of significant noise)
- Be notified of any required access to their room
- Seek mediation through the SRA/DRS in case of conflict with the other residents.

Residents have the responsibility to:

- Follow the guidelines for Morling Residential Accommodation as explained in this document
- Notify the MRC office of any changes to their Contract
- Maintain a safe and hospitable residential environment by:
  - Keeping doors locked and secure at all times
  - Using their room only for legal purposes
  - Storing cleaning products and medicines safely and by avoiding storing dangerous substances or materials
  - Maintaining quiet after 10pm. This includes use of media, musical instruments, visitors departing and/or verbal conversations.
- Maintain personal integrity and appropriate behaviour by:
  - Dressing appropriately
  - Avoiding offensive language
  - Maintaining sobriety at all times, especially while at MRC and upholding MRC as an alcohol-free and drug-free campus
  - Ensuring that smoking does not occur inside rooms or on college grounds other than in the designated area.
Ensure that their behaviour does not cause or permit a nuisance or interference to the comfort or privacy of their neighbours, and pledging that visitors who come on to the premises with the resident’s consent comply with the guidelines as set out above.

- Be responsible for contents insurance to provide cover for their own belongings if desired.
- Notify MRC promptly of:
  - Any damage to the premises (whether or not the resident caused the damage).
  - When the agreement ends, to leave the room in the same condition (fair wear and tear excepted) as set out in the Condition report prepared at the commencement of residency.

**Applying to Break Accommodation Agreement**

Residents are expected to remain living on campus for the duration of their Contract. Any proposals to change/ and or break their MRC Accommodation Contract* will only be considered under extreme circumstances. All requests must be put in writing to the DRS.

* Please note that there is a financial penalty for breaking a contract.

**Guests**

Residents must take all reasonable steps to ensure that their guests do not behave in a manner likely to interfere with the peaceful enjoyment of another resident or any person lawfully using common property. Visiting guests are to be accompanied by the resident at all times. Guests are to leave MRC by 10 pm as agreed to in the Contract. This rule is for the good of the whole resident “family” in MRC.

Limited Casual Accommodation may also be available at a reasonable rate for overnight guests. The presence of any guest at MRC should not cause a nuisance to other residents or inconvenience them in their use of MRC facilities.

**Health and Sickness**

Please inform the MRC Administration Office, Resident Assistants, or the Dean of Residential Students as soon as possible if you contract a communicable illness. It is the resident’s responsibility to alert the MRC Administration and the Dining Room staff to any serious allergies affecting them. All residents are responsible for their own first aid and are encouraged to have health insurance.

**Internet Access**

Residents have access to the MRC’s wireless network. Residents using the MRC’s IT network do so on the acceptance of the MRC’s IT usage policy.
Code of Conduct

At no time should a resident be involved in any behaviour that may be considered as sexual harassment or bullying. Sexual harassment means unwelcome sexualised behaviour or language, whether intended or not, in relation to an adult, child, or young person where that person reasonably feels in all circumstances offended, belittled, or threatened. Such behaviour may consist of a single incident or several incidents over a period of time. Therefore, residents should not, among other things, engage in or condone:

- implicit or explicit demands or suggestions for sexual activities
- making any gesture, action, or comment of a sexual nature to a person or about a person in their presence
- making jokes containing sexual references or innuendo using any form of communication
- exposure to any form of sexually explicit or suggestive material, including but not limited to pornography of any kind
- physical contact that is inappropriate to the situation or uncomfortable or confusing for the receiver, including kissing, hugging, touching, pinching, patting, or aggressive physical conduct
- touching any sexual part of the body, including the “only kidding” or accidental occasions of sexual touch
- generating or participating in inappropriate personal correspondence (including electronic communication) in respect of sexual or romantic feelings
- inappropriate giving of gifts, including those of a sexual, suggestive, or romantic nature
- inappropriate or unnecessary discussion of, or inquiry about, personal matters of a sexual nature
- inappropriate intrusion of personal space or physical privacy, including being alone in a bedroom or bathroom or allowing inappropriate exposure during activities that require dressing or changing clothes
- voyeurism, and
- persistent following or stalking.

Any breaches of the guidelines above may result in a resident being asked to leave MRC. Any concerns about a resident’s behaviour should be communicated to the appropriate Residential Assistant or the Dean of Residential Students. Activities which are deemed legally inappropriate will result in reporting to government and legal bodies.
Noise

All residents should endeavour to maintain quiet after 10pm and before 8am and not create any unreasonable noise which is likely to interfere with the peaceful enjoyment of another resident or a neighbour of MRC. Noise is unreasonable if it annoys or provokes a complaint. Playing musical instruments, stereos, listening to TV with high volume, having loud conversations whether in person or by phone/Skype etc., with doors or windows open will usually be unreasonable. Residents who are planning parties or large gatherings should notify the MRC Administration team and also their neighbours beforehand.

If a resident is troubled by noise they should request the person responsible to reduce it. If these efforts are not successful the resident should ask for help from Resident Assistants. Residents who persistently cause disturbance by noise (for example, more than three warnings have been issued) could be asked to move out of MRC.

Mediation and Complaints

If a resident has any specific complaints about accommodation, or about another resident, they should raise this with their RA and/or the DRS. In case of persistent complaints a resident may choose to lodge a formal complaint through MRC’s grievance policy. Details of this policy can be found on the MRC website.

In instances of conflict it can be helpful to reflect on the following questions:

- Often in times of conflict we tend to minimise our own faults and focus on the faults of others. In what ways might this be the case in my current situation?
- Do I need to apologise or ask for forgiveness from others?
- What impact is this conflict having in my life?
- What impact do I think this conflict is having, or will have, on the community at large?
- What can I do, as far as I am able, to live at peace with people?

Parking and Road Use

Residents must not park or stand any vehicle on undesignated areas, or park so as to block other vehicles. All drivers should drive with care and drive on or under the displayed speed limits.
Prohibited Items

Residents must not have weapons, replica weapons, dangerous substances, and other prohibited items which are potentially dangerous to others or which may cause nuisance or anxiety to others. Such prohibited items include but are not restricted to:

- illegal substances
- highly flammable substances (including candles, tea-lights, and oil lamps)
- weapons or replica weapons of any kind
- alcohol and illegal drugs.

MRC is drug- and alcohol-free, and residents are asked to respect these restrictions. Residents should maintain sobriety at all times, especially while at MRC. Smoking is not permitted inside any MRC buildings or on college grounds except in the designated smoking area.

Resident Association

There is a $120.00 fee charged at the onset of each year. This money will be used for resident activities throughout the year. A resident-elected committee will oversee the Resident Association.

Storage

Storage is available for students at a cost of $50/per week with a maximum storage period of 8 weeks for $400.00.

- No food products are to be put into storage.
- All items are to be stored in boxes, unless otherwise cleared by MRC staff.
- A storage size limit of 5 medium sized boxes per person applies.
- MRC staff reserve the right to inspect all items of storage if we are given cause to believe they may breach any of the above guidelines, as required by law, or if the items have not been claimed after the 8 week period.
- Storage is not guaranteed as there may be limited space available
- Access is provided solely to MRC staff members during business hours.
Social Networking Media and Email

Social networking sites are popular in organising people’s lives and communications, but they can be places where intentions are misunderstood and communication is unclear. Residents should be aware that anything posted to social media is relatively public and can be regarded in the same way as verbal communication. Good judgment and common sense are needed when interacting on social media.

There is a MRC Facebook page where it is appropriate to raise concerns and alert people to social gatherings. Residents should be mindful of personal or confidential postings becoming public and the impact that this might have on the community. The following guidelines aim to facilitate communication and interaction:

- Residents should be aware of the impact of their messages and the fact that they may be liable for any defamatory or misleading or deceptive statements.
- Social media updates or emails should not:
  - contain inappropriate or offensive material (written, verbal, or pictorial);
  - use an unauthorised email from another user’s email address or impersonate another user;
  - be used to ‘troll’ another person or be electronic chain letters or spam;
  - be sent to any person who does not reasonably wish to receive it.
Cleanliness, Maintenance, and Emergencies

Accident Procedures and First Aid Provision

The closest medical centre is in the Macquarie Shopping Centre and there are other doctors and medical practitioners in the local area. The closest hospitals with Emergency Departments are Ryde Hospital and Royal North Shore Hospital. Assistance for medical emergencies should be sought from the MRC Administration office or Duty Manager (DM) if after hours.

It is the resident’s responsibility to alert MRC to any serious allergies affecting them. All residents are responsible for their own first aid and are encouraged to have health insurance.

Emergency Numbers:

- Major emergencies only (Police or Ambulance or Fire Brigade), phone: 000
- Eastwood Police Station, phone: 02 9858 9299
- Macquarie Medical Centre, phone: 02 9878 6666
- Duty Manager, phone: 02 8458 2320 or 0432 117 429

In case of extreme, major emergency, dial 000 and give the details of what has happened. As soon as is possible notify the day’s Duty Manager and the MRC Administration Office that an emergency call has been made. In the event of an accident, serious illness, or critical incident, the day’s Duty Manager will record the details in writing as soon as possible. It is also helpful to report “near misses” or hazards on the MRC premises to the day’s Duty Manager. Out of office hours, residents should alert the day’s Duty Manager at the MRC Administration on their mobile number. MRC’s insurance does not cover accidents where a resident is “at fault” or negligent.

Electrical Appliances

Residents should note the following:

- Only appliances rated at 220–240V should be used.
- Residents should not overload electrical outlets with extensions and power packs.
- Residents should ensure that appliance leads and cables are not damaged.
- Due to the fire safety system in MRC, toasters in individual rooms are forbidden.
Fire Safety

Smoke detectors are located in all rooms and spaces, and must not be tampered with.

Candles, oil lamps, and tea lights must not be used in any rooms. Air conditioners should only be used when a resident is present and be turned off when a room is empty. Residents must not use or store any flammable chemicals, liquid, or gas in their room or on common property.

It is the duty of all MRC residents, guests, and visitors to prevent fire. In case of a fire, residents must:

- Raise the alarm (preferably contact the Duty Manager first and ask them to ring the Fire Brigade)
- In event of a fire alarm evacuate rooms, do not stop to collect personal belongings, and go to the Assembly Point designated for this building
- Follow the directions of the Duty Manager, the fire officer, or fire warden
- Do not re-enter building unless permitted by the fire officer.

It is important that escape routes, especially staircases, landings, and corridors, are kept clear of personal belongings.

If an extinguisher is used the MRC Administration Office must be informed immediately to ensure that the extinguisher is replaced/refilled. Any tampering with the smoke detectors, extinguishers, or fire exits is deemed a very serious offence, and could result in a resident being asked to move out of MRC immediately.

The fire alarm system alerts the local fire brigade automatically. And the fire brigade comes immediately to MRC — at a cost of $2000 per call out. If it is discovered that a false alarm has been caused by a resident, he or she will be required to pay the bill. Fire alarms can be traced to room numbers.

If a resident sets off the fire alarm in their room accidentally they have one minute/60 seconds to switch the alarm off with the switch in each room. The smoke then needs to be cleared from the room. If the alarm re sounds it cannot be switched off and the Fire Brigade will attend and the $2000 fine will apply.

Maintenance and Repairs

Where possible, major maintenance and repairs are carried out when rooms are vacant and particularly during the summer break. If it is necessary to have repairs done during semester then residents can log a maintenance issue on their MRC Residential Portal for issues such as:
Replacement of light bulbs
Plumbing and electrical repairs
Building repairs and maintenance

MRC staff reserve the right to enter a room at reasonable times to inspect, carry out any necessary works, and to show others around the property (e.g. electricians, plumbers, etc.). Usually this will be done with the resident’s permission but may be without notice, or with only minimal notice, in any case of emergency.

Shared Kitchens and Food Storage
Levels 3, 4, 5 and 7 are equipped with kitchen facilities to supplement the catering facilities of the Dining Room. Residents should use this kitchen with care and work together to maintain the kitchen’s cleanliness and hygiene by following these guidelines:

Surfaces (stove, oven, microwave, fridges, bench tops)
- Food should be covered when using the microwave
- Residents should wipe down stove-tops, oven, microwave, fridges, bench tops, and table after use
- Surfaces should be left completely clean, no smears, sugar, coffee grains, food scraps, rubbish, etc. Kitchen Items (utensils, crockery, pots, pans, appliances, etc.)
- Used kitchen items must be washed, dried, and put away. They are not to be left out to “drip dry”
- Residents should not accumulate kitchen items in their rooms
- Residents should not remove items from the kitchens

Fridges and Freezers
- All food in the fridges must be properly sealed and not left exposed (use cling wrap, containers with lids, etc.)
- All food must be marked with the owner’s name and the date stored.
- If anything leaks or spills it must be wiped up
- Residents should be considerate about the amount of space they take up in the fridge or freezer as it is for the use of the whole floor
- Residents should not allow excess food to accumulate in fridges or freezers and regularly check to see if anything needs to be thrown out.
- Fridges and freezers will be cleaned out each semester break unless food is identified as owned and a DO NOT THROW OUT sign on it clearly.
Storage Cupboards

- Storage shelves must be kept clean.
- All food (shelf, fridge, etc.) must be properly named, sealed/covered, and not left exposed.
- Residents should not take any food, supplies, etc. which are not theirs (from cupboards, fridges, or freezers).
- Food that is left anywhere in the kitchen (i.e. cupboards, shelves, fridges, etc.) that is unsealed, uncovered, or out of date can be removed without notification.

Waste Bins

- Rubbish must be put completely into the bin, i.e. the lid must close properly.
- If a mess is made when putting something into the bin (spill, smear, etc.) it should be wiped up.
- The kitchen bin is for kitchen waste only — each room has its own rubbish bin.
- If the bin is full, remove the bag, tie it up, and put it into one of the big bins on that level.
- There is a bin cupboard on every level and the cleaners will swap full bins for empty ones as needed.

Recycle Bins

- Recycle bins are located on every level.
- All cartons, containers, cans etc. must be washed out thoroughly before being put into the recycle bin.
- Flatten any containers, cartons, tins, and boxes when possible.

Use of Common Property

Residents are responsible for the tidiness of their rooms and common areas (kitchens, common rooms, and corridors). A resident must not mark, paint, drive nails or screws or the like into, or otherwise damage or deface, any structure that forms part of the common property.

Grounds and Gardens

These are provided for the enjoyment of the MRC community. Cars and bicycles should not be driven or ridden through the gardens and extra care should be taken when the ground is wet.
Laundry and Drying of Laundry Items

There is a laundry block available, with coin-operated washing machines and dryers. It is the resident’s responsibility to provide washing powder and ensure that laundry is removed from machines as soon as possible. Residents must not hang any washing, towel, bedding, clothing etc. in such a way as to be visible from outside the building, other than in hanging areas provided by MRC.

Bathrooms and toilets

Residents should ensure that bathrooms and toilets are kept clean and hygienic at all times by:

- Turning taps off properly
- Removing hair etc. from the drain after showering
- Only flushing toilet paper and placing all other items (cleaning wipes, female hygiene products etc. in appropriate bins).
House Rules

The behaviour and guidelines listed below have been developed to protect the College and its residents, and to maximize everyone’s opportunity to live and study in a comfortable, peaceful, secure and enjoyable environment. When you sign the Contract, you agree to follow the below guidelines.

- No smoking permitted on the premises other than in the designated area.
- A zero tolerance policy on illegal drugs.
- Visitors are welcome, but no visitors are to remain on the premises after 10pm.
- Activities are to be conducted in a way which respects the space and property of others, including the limitation of noise and rowdy behavior. A guiding principle is to consider the needs of others above your own needs, and act with appropriate humility and care of others. Any activity which produces noise that may disturb other residents should cease by 10pm.
- Emergency contact details – outside of office hours, the contact details of a live-on representative and staff-representative will be supplied and displayed at MRC Reception.
- No pets are to be allowed on the premises.
- No violence, abuse or harassment of any sort.
- No drunken or disorderly conduct.
- The use of common areas on all floors must be conducted quietly between 10pm and 8am.
- Misuse or interference with a fire alarm or fire equipment is prohibited.
- No stealing from the College or any person.
- No guns, or weapons of any sort.
- No unauthorised entry or attempted entry to any room or storage area.
- No willful damage or unauthorised use of College property.
- No cooking, except in specified areas.
- No candles, incense or anything else likely to set off a fire alarm.
- No dropping rubbish, including cigarettes butts.
- Guests are not allowed to use College facilities, or be onsite, unaccompanied by their resident.
- No unauthorised notices, leaflets, etc.
- Misuse of computer facilities is prohibited.
- No games or ‘pranks’ that cause (or risk causing) damage or injury.
- Failure to co-operate with College staff or officials’ requests/directives is prohibited.
- Any behavior that disrupts the good order of the College is prohibited.
- Behaviour that may bring the College into disrepute is prohibited.
- Access cards to the MRC building are not to be used by anyone other than the identified resident.
MRC Website:

www.morlingresidential.com

Duty Manager 24/7:

Phone: 02 8458 2320
Mobile: 0432 117 429

MRC Administration Office:

Office: Monday – Friday (8.30am–5pm)
Phone: (02) 8458 2320
Email: accommodation@morling.edu.au

Casual Accommodation:

Office: Monday – Friday (8.30am–5pm)
Phone: (02) 8458 2320
Email: accommodation@morling.edu.au

Glossary of Terms

| MRC | Morling Residential College |
| DRS | Dean of Residential Students |
| RAA | Residential Administration Assistant |
| RA | Residential Assistant |
| SRA | Senior Residential Assistant |
| DM | Duty Manager |
Dean of Residential Students:
Malcolm MacCallum
Office: Monday – Friday (8am–5pm)
Phone: (02) 8458 2320
Email: malcolmm@morling.edu.au

Residential Administration Assistant
Tiana Barenaba
Office: Monday – Friday (8am–5pm)
Phone: (02) 8458 2320
Email: tianab@morling.edu.au

MRC Chaplain
Kevin Jin
Office: Various times by appointment
Phone: (02) 8458 2320
Email: kevinj@morling.edu.au

Administration Assistant
Judith Wilkinson
Phone: (02) 8458 2320
Email: judithw@morling.edu.au

Senior Residential Assistant
Rebekah Donders
Phone: (02) 8458 2320
Email: rebekahd@morling.edu.au

Grounds and Maintenance
Steve Sherriff
Office: Monday – Friday (8am–5pm)
Email: maintenance@morling.edu.au

Information Technology Department
Michael Baxter
Office: Monday – Friday (10am–5pm)
Email: itsupport@morling.edu.au