

RESIDENTIAL CONTRACT 2012

- (1) Helen Lowry Hall
and
(2) Full Name _____
Hereinafter called the "Resident")

Please
attach
2x passport
size photos

TERM OF CONTRACT

This Contract hereafter referred to as the residency term, is for a fixed term of 38 weeks commencing on 25 February and terminating on 17 November 2012. Any Resident wishing to leave before the end of the residency term will be responsible for the fees for the full term of the Contract unless a replacement, acceptable to the Hall, is found. A penalty of \$150 will be charged for early withdrawal (if a replacement is found). If, after signing this Contract, the Resident withdraws less than six weeks before the start of the residency period, the Bond and Administration Fee (totaling \$300) will not be refunded.

CONDITIONS

The Hall agrees to provide:

- A safe and supportive environment that facilitates learning;
- A grievance procedure to assist the resolution of any disputes (available on our 2012 Offers page on our website: www.helenlowryhall.org.nz/apply);
- Timely repayment of the Bond less any financial liabilities;
- A programme of social and community activities;
- Three nutritionally balanced meals a day served in the dining room. Vegetarian and special diets as required;
- Phone (local calls free) and Broadband / wireless Internet connection in rooms;
- Laundry facilities (washing machine included in cost, dryer coin operated);
- Music room, games room, computer suite with free Internet access and free photocopying;
- Shuttle on weekdays of academic term to Kelburn campus free of charge;
- Bedding hire if requested at a charge of \$100 for the full year.

The Resident agrees to:

- Pay the fees in the manner and time stated as specified in the Fees Schedule;
- Comply with the rules and obligations as set out in the Handbook and Policy & Procedures document – a summary of the rules is enclosed (available on our 2012 Offers page on our website: www.helenlowryhall.org.nz/apply);
- Take collective responsibility for the supportive and harmonious atmosphere in the Hall, showing consideration towards other residents and neighbours, and their property. This is especially important with regard to noise.

FEES *see 2012 Fee Schedule for further information*

Deposit:

\$450 is payable on accepting the offer of a place at the Hall. The deposit is made up of:

\$200	Bond (refundable)
\$100	Administration Fee (non refundable)
\$150	Student Development & Activity Fee (non refundable)

Accommodation Fees:

Accommodation fees are paid in advance and due in installments by:
25 February & 16 July 2012 (19 weeks each installment)

Residents with a Financial Guarantor in New Zealand (see details on page 2) can make quarterly payments by:
25 February, 23 April, 16 July, 10 September 2012 (9½ weeks each installment)

Fees cannot be paid weekly, however for comparative and budgeting simplicity; the weekly rates are listed below

Full Board:	Single	standard \$218 per week	larger \$228 per week	
	Shared	standard \$175 per week	larger \$185 per week	triple \$170 per week
Self Catered:	Single	\$100 - \$130	(does not include electricity)	

Payment Methods:

Cash is not accepted for accommodation or deposit. Payments can be made by: Cheque, EFTPOS, Visa/MasterCard (additional 2.6% surcharge applies), Direct Credit, Bank Deposit, International Transfer or Internet Banking (the resident's name must be included at the reference, and a receipt is faxed or emailed to the Hall Office).

SANCTIONS

The Hall may impose the following sanctions for non-payment or late payment of the fees and for breaches of the Hall rules. These are explained more fully in the Hall rules.

- Oral or written warning for breaches of the Hall rules;
- Community service within the Hall for breaches of Hall rules;
- Suspension from the Hall for a particular period for serious or consistent breaches of the Hall rules;
- Expulsion from the Hall at a specified date of departure with no refund of fees for serious breaches of the Hall rules, and no future visits allowed;
- Cancellation, by Victoria University of Wellington, of the student’s entitlement such as to have a degree conferred, receive grades, receive a transcript or academic certificate for non-payment of fees and/or other liabilities;
- Refund the Bond less any monies owed, including the cost of damages attributed to the Resident during their residency and an appropriate share of the collective costs due to damages that cannot be attributed to any individual resident (pro-rata);
- Charge \$100 per month for late payment of fees;
- Recover the cost of compensation for any loss or damage caused by misconduct;
- Debt collection costs will be the responsibility of the debtor.

RESIDENT INFORMATION AND CONTACTS

The resident authorises Helen Lowry Hall management to contact the Residents’ financial guarantor under this agreement or nominated emergency contact person in the event of serious concern for the Resident’s welfare or if any fees or other charges payable by the Resident fall into arrears.

The Resident authorizes Victoria University of Wellington (VUW) to disclose to the Hall from time to time details of the Resident’s programme of study at VUW, attendance at lectures and tutorials, and status as a VUW student.

Emergency Contact:

Name: _____ Phone: _____ Email: _____

FINANCIAL GUARANTOR

The following guarantee must be made on behalf of any person taking up residency who wishes to pay in quarterly installments. (If there is no guarantor available in New Zealand, the full trimester fees must be paid in advance before arrival.

I have read and understand the conditions under which residency is offered by Helen Lowry Hall and agree to meet all the financial obligations incurred by: _____ (Resident’s Full Name)

Guarantor Signature: _____

Full Name of Guarantor: _____

Address: _____

Suburb / City: _____

Post Code: _____ New Zealand

(all required) Phone: _____ Mobile: _____ Email: _____

ACKNOWLEDGEMENT

I have read and understood the Hall rules and understand the obligations that I incur in accepting my place here at the Hall.

SIGNED _____ (Resident) **DATE** ____/____/____

SIGNED _____ (Warden) **DATE** ____/____/____

