

Standard Accommodation Contract Conditions, Withdrawal Policy and Sanctions

Between: Lincoln University and Resident and Guarantor

I hereby accept a room at Lincoln University Accommodation Services.

Lincoln University agrees to provide:

- A safe and supportive environment in the residence that facilitates learning.
- A grievance procedure to assist the resolution of any disputes in the residence.
- A programme of social and community activities.

The Resident agrees to:

- Comply with all the requirements of the Residential Contract and the Conditions, Community Standards and Student Management Policy.
- Abide by the decisions of the duly authorised person acting under the Disciplinary Regulations of Lincoln University, arising from a breach or breaches of such Rules and Regulations.
- Pay the fees in the manner and time specified in the Fees Payment Agreement.
- Promptly pay any levy for costs incurred to the Halls of Residence to repair any damage that has been attributed to a resident, or group of residents.
- Participate in the supportive and harmonious atmosphere in the Halls of Residence, showing consideration towards other residents and neighbours, their property and the property of the University and the Halls of Residence.

The Resident understands and agrees that:

- I am required to meet Lincoln University requirements for satisfactory academic progress. This includes a requirement to pass and attain half of the papers which I am enrolled in. If my academic progress is not satisfactory, my contract may be reviewed and I understand I may jeopardise my place in accommodation.
- Student Administration may release to Accommodation Services relevant information to confirm my enrolment, contact details, and my University record, including results and information relating to papers for which I am enrolled in.
- I must be enrolled as a full-time student of the University. I understand that Accommodation Services may review my eligibility for residence if I fail to meet these requirements at any time.
- By agreeing to this contract, I accept the offer of accommodation and declare that all information provided is accurate and that no relevant information has been withheld. Any information provided that is found to be incorrect may provide grounds for Lincoln University to withdraw an offer of placement and/or terminate an accommodation arrangement.
- By agreeing to this contract I hereby agree that if the Manager of Lincoln University Accommodation Services has serious concerns regarding my welfare, safety, and behaviour, or concerns about the late payment or non-payment of my account, then he/she can contact my parents, guarantor, guardians or nominated emergency contact to discuss appropriate course of action.
- By agreeing to this contract I accept that any information held on me can be released to the Police, Fire Service or Immigration Department and where required, Student Health

Services or such other health provider.

- Residents may be required to move rooms at the discretion of management.

I hereby declare that I have no criminal convictions.

Withdrawal policy

If, after agreeing to the Contract, a prospective resident withdraws, then the \$300 Processing Fee will automatically be forfeited. The bond of \$650 will be refunded. After 1 February 2026, the processing fee of \$300 and res life fee of \$360 will not be refunded. The prospective student will also be charged 6 weeks of their accommodation fee. This is determined by the hall that they have been roomed into and the Accommodation Fee schedule for 2026 used to determine the weekly costs. The Contingency fee of \$650 is refundable (bond). The \$300 Processing Fee will automatically be forfeited should a student withdraw their accepted application at any time.

Any resident wishing to leave their accommodation before the end of the contract period would be liable for the fees to the end of that semester plus an additional 25% of the fees due for the remainder of the contract period.

Upon deciding to leave the accommodation they will be required to complete a Departure Form explaining their circumstances. The Departure Form and any supporting evidence will go to the Manager who will consider any exemptions to the Policy.

Sanctions

The Manager of Accommodation Services, or their delegated authority, may impose sanctions for non-payment or late payment of the fees and for breaches of the Residential Contract

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and the Conditions, Community Standards and Student Management Policy. These are in line with the Misconduct Policy and include, but are not limited to:

- Oral or written warning.
- Disciplinary fine and/or community service within the Halls.
- Suspension from the Halls for a designated period. In such cases the student is liable for their fees for the period of the suspension.
- Expulsion from the Halls. In such cases the student is liable for fees for the current semester, and an additional 25% of the fees for the remainder of the contract period and all other charges on the students account .
- Recovery of the cost of compensation for any loss or damage caused by misconduct by the Resident or guests of the Resident.

Note: Debt collection agencies may be used to recover outstanding debt and any costs incurred will be the responsibility of the resident.