



Student Accommodation Handbook





Welcome to the Student Accommodation

We warmly welcome you to New Zealand and your Student House Accommodation. The student houses are very popular with our International students at LSNZ and Japanese interns from Gina and Partners. We hope you enjoy your stay.

Our houses are an extension of the school—an opportunity to live with students from other countries, use English together daily, and work as a team to keep your house in good condition. Our house is not a serviced house or hostel. It is a traditional New Zealand flat or shared house. It must be treated with care and respect. To maintain a high standard, we expect all students to read and understand the terms and conditions of their stay presented in the Accommodation Handbook.

Living in student accommodation is going to be a new and exciting experience. In this document, you will find everything about living in student accommodation. Explore the house and speak with the house warden or staff members at the school to get your questions answered. Learn about the move-in and move-out processes, and check the rest of this document for the student house rules, safety, and communal living. Most house rules in the Student Accommodation Handbook are based on common sense. The check-in process should have been explained during the application process. The House Rules are designed for your comfort, safety and security. You are required to comply with these House Rules for the duration of your stay.

The student accommodation contains a mixture of twin rooms (shared), and single rooms. All rooms have beds and bed linen, built-in wardrobes and coat hangers. Student accommodation properties have a living area where students can watch TV and hang out with other students. The kitchen/dining area has facilities for the students to use, such as a fridge/ freezer, microwave, dishwasher, cooker, and dining table, for students to sit and enjoy. The laundry has a washing machine and dryer.

Also, there is a garden area to enjoy and a patio with an outside BBQ.

You can have your own vegetable garden and play outside or read a book under a tree!



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1. Information on the student accommodation

a. School Support

The school manager will help with any questions you have.

Reception at School: Our staff will provide you with information about services and facilities in Queenstown, such as medical assistance, travel, banking, and many others.

Reception is open Monday to Friday, 5 days a week, 8:15 am – 4:30 pm

Out of Hours - Emergencies: **+64 21 768 252** (WhatsApp)

b. Cancellations and Refund

If you wish to move out of the student accommodation, you must email at least two weeks' notice. The first four weeks are nonrefundable.

If you are evicted from the student accommodation due to breach of any terms and conditions in this document, no fees will be refunded. You will lose your bond and the remaining weeks in your accommodation fees.

c. Room Allocations

You will be allocated a room in the student accommodation, which includes a kitchen, bathroom, living area, and other facilities.

If you have any issues with the room you have been allocated, please advise the reception.

All room allocations are ultimately at the sole discretion of the School.

d. Check-in

You will have booked your room at the student accommodation before you arrive at the school. You will receive a bedroom key upon arrival; please don't lose it!

The check-in House Warden will tour the house, show you to your room and explain all the house rules.

Check-in time is at **2 pm**, and **check-out** time is at **10 am**.



e. Arrival / Departure Inspection Report

As part of the check-in process, you must complete an Arrival Inspection Report with the house warden and yourself and email it to the school. This Report will be used at your departure to determine whether any damage has been caused to the room, house, furniture, and equipment during your stay.

This is important for you because the cost of repairs to any damage may be payable by you and/or deducted from your Bond.

The House Warden will inspect the following:

Bedroom	Move-in Condition	Move-out Condition
Door(s) & Key(S)		
Wardrobe		
Carpet/Flooring/Under Bed		
Walls		
Windows		
Cleanliness		
Laundry/ Bed Linen		
Door(s) & Key(S)		
Kitchen	Move-in Condition	Move-out Condition
Fridge		
Food shelf		

Please ensure all tasks are completed before the House Warden comes to check. If something has not been done, we cannot refund all or part of your bond. Student(s) are not to leave any clothing/ camping gear behind. They must dispose of any unwanted items themselves. All food must be removed from the student’s shelf, and name tags must be removed and cleaned. Also, all students must clean and remove all their food from the fridge. Any unwanted, non-perishable food can be left on the shared shelf.



f. Refund of Room Bond

Check-out will be morning only between 8.30 am – **10.00 am**. On check-out day, you must return your student house keys. You must present all the bed linen on your bed. Your room must be clean, and all food must be removed from the kitchen and fridge. The house warden or LSNZ staff member will perform the check-out procedure. If you are not ready (for any reason), we will charge a **\$50** per hour **waiting fee**. After your check-out, you are expected to completely leave the house. If you stay in the house and continue to use the facilities, your bond will not be refunded.

The bond money will be returned after the final inspection. **Cleaning, use, and depreciation fees will be deducted \$50 from the refund amount.** Any deductions will be made before any money owing is deposited into your bank.

g. Roommates

Only occupants who are currently staying in the student house are permitted to stay overnight. You are not allowed to have any other person staying in your room or any other part of the house (i.e. lounge). Breach of this rule could result in you being asked to leave the student accommodation and losing some or all of your Security Deposit

h. Room changes

If you wish to change your room from a twin to a single or vice versa, you must request reception. This request will then be processed and granted only if there is availability. **Requests to change or extend your stay at the student accommodation must be made in writing to the school at least 7 days (one week) before the proposed change. To end/cancellations must be sent 14 days (2 weeks) in advance.**

Sometimes, the school might request that you move rooms within the student accommodations due to business needs. In this case, you would also receive a notice from the school at least one week before the proposed change.



2. Communication Facilities

a. Internet

The house has an internet connection, and you will be given the wi-fi password once you arrive.

Please do not share the code with visitors or friends.

b. Getting Online

Wi-Fi is free and can be used for reasonable purposes, so all students must be respectful and not download movies and music that are not reasonably used. You will be given the Wi-Fi password when you move into the property. You must never reset the router. **If the router is damaged or reset, causing an LSNZ staff member to reconfigure the settings, we will deduct \$50 from your bond.**

c. Mailing Address

Mailing address student accommodation:

- 25 Robins Rd, Queenstown, 9300
- 29 Robins Rd, Queenstown, 9300
- 20B Sainsbury, Fernhill - Queenstown, 9300
- 101B McBride Street, Frankton - Queenstown, 9300
- 37 Goldfield Heights, Frankton Rd. - Queenstown, 9300

Students can also use the School address for courier parcels as this is a more secure address.

The school address is Level 2, Dart House, 11 Hawthorne Drive, Remarkables Park, Queenstown, New Zealand.

3. Services Offered at School Accommodation

a. Laundry

Washing machines and dryers are available to occupants of the student accommodation only.

When using the washing machine:

- Please do not overload
- Please clean the lint filter after using the dryer
- Please open the laundry room window when using the tumble dryer,
- Do not leave the dryer on when you leave the property,
- Do not use the dryer or the washing machine between 10 pm and 8 am.

Irons and ironing boards are also available for use by occupants. Please be very careful not to leave the iron on, as this can cause a fire.

b. Rubbish & Recycling

All rubbish from your rooms and the kitchen should be put in bags only and deposited in the Red Bin, if recyclable materials, it should go in the designated bin. Do not leave rubbish lying around on the floors, as this creates fire, pests and potential health and safety hazards.

You should not overfill the bins so that the lids will not shut, as the Council will refuse to remove them.

Students are responsible for sorting their recyclable materials (glass, plastic, bottles, aluminium cans, paper, and newspapers) and depositing them in the recycling bins located outside the building.

Recycling Bins—If you put other non-recyclable material in the bin, the council will refuse to remove it. They will also issue the house with a warning letter that will be stuck on the lid of the bin, informing you of the offence.

At the student accommodation, there are three wheelie bins:

- **Red Bin - Rubbish**
 - The red bin is for rubbish.
 - Put takeaway cups, plastic lined cartons, soft plastics, plastic bags, pizza boxes, window glass, broken crockery, nappies and non-recyclable plastics in the rubbish bin. Remember, if you are not sure if something can be recycled, put it in the red bin.



Please don't put hazardous items like batteries, hot ashes, flammable aerosols, or chemicals in the rubbish bin. Contact us to learn how to dispose of them safely.

- **Yellow Bin - Mixed Recycling**

- Paper
- Cardboard
- Cans - steel and aluminium
- Plastic bottles and containers marked 1, 2 and 5 (look for the little triangle with a 1, 2 or 5)
- Remember: No meat trays/ No fruit and veggie punnets / No coloured bottles marked 1 (for example, tinted soft drink bottles)

- **Blue Bin - Glass Recycling**

- Only glass bottles and jars go in the blue bin.
- However, other types of glass, such as windows, drinking glasses, lightbulbs, perfume and moisturiser bottles, mirrors, and heatproof (e.g., Pyrex) glass, should be thrown in the rubbish bin.

Every week, the bins need to be put outside for collection in the evening prior to the collection day, and the bins need to be brought back after the collection. Please note that the red bin (rubbish) is collected every week, but the yellow and blue bins (recycling) will take turns every week.

If you are unsure which bin should go out on that week, please check on the below link just typing the accommodation address:

<https://reminders.saveourstuff.co.nz/s/#calendar>

c. Maintenance

You must report any repairs or maintenance necessary in your rooms and house as soon as possible so that the issues can be dealt with quickly.

You must report a repair or maintenance issue to the house warden who will then report to school management.

You are responsible for repair and maintenance costs caused by you or your guests.

Please note: Management staff respect those who admit to accidental damage and will endeavour to keep any remedial costs to a minimum.

d. Cleaning

It is all students' responsibility to keep the student house clean. There is a cleaning schedule for all students to participate in and the house warden or LSNZ Staff organises this.

e. Housekeeping

Your room and the communal parts of the house must be kept tidy and clean to a reasonable standard.

Cleaning equipment, including vacuum cleaners and cleaning products, will be provided by the School.

f. Care of Your Belongings

Your belongings remain your responsibility at all times.

Management and staff take no responsibility nor are liable, in any way whatsoever for your belongings.

We strongly recommend keeping your bedroom door locked at all times and taking out appropriate insurance to cover any expensive items during your stay in New Zealand.

g. Vehicle Parking

Several parking spaces are available outside the property. Please advise school staff if you intend to have a car while living in school accommodation.

Management and the school are not responsible for vehicles being towed away, clamped, or interfered with.

h. Transport

The bus stop is just a walk distance from the student accommodation. You can get information about the ORBUS bus from:

<https://www.orc.govt.nz/public-transport/queenstown-buses>



4. Security and Access

a. Building Security

The safety and security of both occupants and staff at the school is a priority.

We cannot be held responsible for any losses you may incur while living in our building. Please keep your room locked at all times. The key to your room must never be given or lent to any other person. If no other student is on the premises, you must also ensure that all external doors are locked.

Your cooperation is required in order to keep the building as safe and secure as possible.

b. Keys

As part of the check-in process, you will also receive keys, which will allow you access to your bedroom and the external door. You must comply with all rules and conditions in relation to your keys, including:

- You must not let anyone else have or use your keys;
- If any of your keys are damaged, lost or stolen, you must report to the house warden and school manager immediately.
- You must return your keys to the house warden or school manager before your departure.

There is a \$100 charge for replacing any lost, missing or damaged key.

You should always lock your bedroom and front door when no one else is on the premises. If you lose your key and need staff help outside of school hours, you will also be charged \$50 per hour (a minimum charge of \$50). You are welcome to cut another key at the Mitre 10 shop, but please give any spare keys to the school when you leave for security.

c. External Door

The front doors should be kept locked at all times.

Students will be given a front door key for access purposes.

5. Policies and Rules

a. Visitors

Visitor hours are 3:30 p.m. to 9:00 p.m. on weekdays and 9 a.m. to 9 p.m. on weekends or public holidays.

Friends can visit, but only if it's okay with all students living in your house. Please ask them first. There is a maximum of **two house guests at any time**. Friends or other students are never permitted to stay overnight.

Friends or guests can never stay in a camper van, vehicle or tent. Friends and guests are never permitted to use any facilities in the house.

The minimum age to stay or visit the Student Accommodation is **18 years old**. However, other **students from LSNZ who are over 16 years old are allowed to visit the house if a staff member is present**.

b. Harassment

No kind of harassment will be tolerated; it can include (but is not limited to):

- Offensive jokes;
- Expressing stereotypes (assumptions about an individual's behaviour or values or culture based on a group they belong to) in an offensive or insensitive manner;
- Derogatory or offensive material sent through mail, email, mobile phone text or published on a social media website
- Unwanted physical contact;
- Intimidation
- Abuse; and
- Assault

If you are being harassed, please speak to one of our staff immediately.

Please do not decide to do anything, nor do you believe your concerns will not be addressed. We are here to help resolve any issues. If a tenant is found to be harassing another tenant, a warning may be issued, or that tenant may be asked to leave immediately.

For any serious incidents of harassment, management reserves the right to terminate the tenant's accommodation contract immediately and retain the two-week accommodation fee.



c. Drugs and Any Other Illegal Substances

No drugs or other illegal substances are allowed at our student accommodation. **Anyone possessing or using illicit substances will be expelled from the school and accommodation.**

d. Parties

No parties.

A party is defined as an event that produces a level of noise that could disturb other students, residents, and/or neighbours.

If the students want to celebrate, we suggest they visit a cafe, bar, restaurant, park, etc. There are many activities, spots, and places around the city where they can do this.

e. Noise

Recognizing the communal nature of the student accommodation as well as the different study and sleep habits of other students (and early work commitments) noise must be kept to a reasonable level at all times. If a student asks for the noise to be reduced, this must be respected and done.

All students must avoid making excessive and/or disruptive noise at all times.

Students are required to exercise extra restraint after 10.00 pm when other students are sleeping. If you want to party, please go to a pub and come home quietly.

This also applies to washing machines and dryers; they should not be used between 11:00 pm and 8:00 am. The noise from both machines can disrupt the sleep of other residents.

Also, the student accommodation is in a residential area with families and children. They are legally entitled to quiet enjoyment of life. If you want to listen to loud music at any time, please wear headphones.

Students are also expected to take some responsibility for the noise around them, asking others to be quiet when they are being unreasonably noisy. If someone is making excessive and/or disruptive noise (and, where applicable, continues to do so despite your request to lower the noise level), please contact management.

Management reserves the right to issue a written warning to anyone who does not comply with noise requirements, to fine them and/or to evict anyone who continues to cause too much noise, resulting in a loss of 2 weeks' accommodation fee and bond.



f. Obstruction

You and/or your guests must not obstruct any staff member or authorised agent (including trade people) in the performance of their duties. When on the building premises, you must comply with any reasonable direction given by a person holding such authority.

g. Assault and/ or Violence

Assault on other occupants and/ or staff will not be tolerated, and disciplinary measures will be taken.

For any serious assault, management reserves the right to terminate the tenant's accommodation contract immediately, retain a two-week accommodation fee, and report the incident to the New Zealand Police.

h. Other Unacceptable behaviour.

In addition to the rules set out above, students must not engage in otherwise unacceptable behaviour. Acceptable behaviour means not to disrupt other students' living conditions, reasonable expectations of comfort and privacy, safety and personal security. Unacceptable behaviour is to disrupt any of those things. Unacceptable behaviour may be subject to disciplinary or legal action.

i. Damage

You and your guest(s) must not cause any damage to your room or the common areas. If you or your guest(s) cause any damage then you are liable for the cost to repair that damage. Please note: you are responsible for the behaviour of your guest(s) and will be held liable for any disturbance or damage resulting from their visits. Management also reserves the right to ban any non-occupants from the school accommodation. Student(s) who are responsible for accidental damages and vandalism to the student accommodation furnishings, structures, or equipment will be charged for the appropriate labour, administration and material costs for the expenses incurred.

6. Fire Safety

a. Fire Safety Equipment

The student accommodation has smoke detectors: one in the hallway and the other in the lounge. A small hand-held fire hose is also in the kitchen. Students who tamper with or misuse (accidental or intentional) any fire or safety equipment will be charged. Students are asked to report all problems concerning fire or safety to the school manager immediately.

If a fire occurs at the student accommodation, you should never attempt to put it out yourself. Leave the building immediately through a door or bedroom window and go to the nearest exit. Call the fire department on 111 and explain the emergency. Stay out of the building until you are told it is safe to return.

1. Dial 111
2. Say: I would like the fire department
3. Your name
4. Address of the property
5. A brief description of where the fire is.

The operator will probably ask a few more questions, so please stay on the line until they have all the correct information.

b. Smoking/ Vaping

The school accommodation is a non-smoking/ vaping property. Smoking is not permitted inside any rooms, common areas, or even gardens. Smoking is only permitted outside the property on the street. Smoking is not popular in New Zealand. If you need help to quit smoking and enjoy a healthier life, please ask us.

If you or your guest(s) are found smoking/vaping anywhere in the building, you will be charged a \$500 fine and be asked to leave student accommodation, which will result in your bond being kept by the school.

If a room is found to be contaminated by smoking, the student(s) will be charged for cleaning all furnishings, including the beds, curtains, carpet, and any other fabric furniture, and will have to leave the property immediately.



c. Fire Prevention

Fire prevention is essential. Tidy rooms and kitchens are particularly free of litter, rubbish, and flammable materials.

Remember to turn off the stove in the kitchen after use. Never leave unattended pans on the hob (even if only for a few minutes), and never use containers that may melt in the microwave. Most house fires start in the kitchen, so please always be careful.



7. General Policies and Information

a. Cleaning and Maintenance Inspections

To maintain our standard of cleanliness and maintenance, Management reserves the right to conduct room inspections. House inspections will be conducted regularly and may be unannounced.

Each student Accommodation has a cleaning schedule, which everyone should follow. The cleaning tasks are divided equally among the house's residents.

b. Cleaning and Maintenance Checks

Room and house checks will be conducted regularly. If your room and/ or house is found to be unsatisfactory and/ or your furnishings found damaged, you will receive notification to rectify this. If you do not fix the issue(s) by the due date stated in the notification, management will arrange for cleaning and/ or required repairs to be carried out, and the cost will be charged to you, along with a \$100 administration fee.

c. House Warden Holidays

The House Warden must inform the Accommodation Coordinator of your holiday dates at least one week in advance. During this period, the House Warden will pay the full accommodation cost, and one of the students/residents must assume the duties and responsibilities, with the benefits applied accordingly.

d. Energy Conservation

Energy costs for such a large house are considerable. You can help to conserve energy by:

1. Only using the laundry facilities for full loads (but not too full)
2. Turning lights and electrical appliances off when you are not using them and when you go out.
3. During winter, you must always turn the heat pump off when leaving the house.
4. Every bedroom has an electric heater or heat pump. You must turn the heater off before leaving the house.



Heaters:

Students are not allowed to use any heating device other than the ones provided by the house; electric blankets are not permitted. All heat pumps must be set at a maximum of 23 degrees.

Fines apply for failure to follow the above rules.

e. Defrosting Fridges

You are advised to defrost your fridge throughout the year. To defrost your fridge:

- Take all your food items out of the fridge;
- Take as much ice out of the fridge as you can and let it dissolve in your sink;
- Turn your fridge off at the wall plug and leave the fridge door open;
- Place a towel under your fridge and a bowl to catch water from defrosting;
- Leave for several hours so the fridge can defrost thoroughly, and
- Clean up the excess water and wipe the inside dry. You can then replace your food items.

f. Pets

At no time are a student(s) allowed to bring any animal(s) into the house. Should there be any evidence in the student accommodation of contaminated/ soiled carpets or furnishings from any animal in the house, the student(s) shall be charged at the appropriate labour and material cost for the expenses incurred.

Please note that the school owners own a lovely labrador called Willow, who you may see around the accommodations sometimes but is not a resident of any unit.



g. Kitchen

Always remember to clean up after yourself. Dishes should be cleaned and stored to avoid unwanted pests (such as mice) and mess. When cooking in the kitchen, never leave food behind.

For grease fires, turn off the heat source and cover the fire to smother the flames. Do not use water to put out a grease fire. Instead, run a tea towel under running water, squeeze any excess water from the towel, and, at arm's length, place the damp towel over the burning pot. **Do not at any time attempt to pick the pot up.** If necessary, call the fire department, which will assist with the fire.

All students must purchase their food and store it in the appropriate place. They will have a designated shelf for non-perishable foods, such as rice, pasta, oatmeal, most dry foods, and all tinned foods. Some sauces, like mayonnaise, must always be stored in the fridge, so always remember to check the label. Leftover food from tins should always be put into a plastic container and stored in the fridge. All perishable food should also be stored in the fridge.

Leftover food from preparing meals should always be stored in the fridge. It is also handy to write the date on leftover food so you know how long it has been stored.

Please be respectful. If you run out of pantry items and would like to borrow something, always ask first before taking anything from someone else.

8. Emergency Contact

a. Who to contact

Should you need to contact someone outside of school hours for Emergency only please contact one of the following numbers:

- **Emergency Number (24h): +64 21 768 252 (Whatsapp)**

The number above is for emergencies only, not for general inquiries.

b. When to contact

When to contact someone depends on the situation, for example:

- A general inquiry is not considered an emergency that could wait until the next school day when you could speak to a staff member in person.



- If you have an accident and require hospital treatment or are in a life-threatening situation, this is an emergency. Therefore, you should inform one of the staff members by calling the emergency number or dialling 111 for emergencies requiring Police, Fire, or ambulance.
- If you have any health conditions like a sore throat or common cold over the weekend, please consider very carefully whether this would warrant a Doctor's appointment over the weekend or could possibly wait until a weekday (as of hour appointment can cost considerably more than a weekday appointment). In this event, you should seek advice from a Pharmacist (Chemist) who can give you advice and over-the-counter medication to help with your symptoms until you are able to make an appointment with a Doctor.
- If your call is not an emergency, you will be charged \$50 per hour for assistance during out-of-work hours.

9. Accommodation Rules - Warnings and Fines

a. Level 1 Rules

No verbal or written warnings are issued for breaking Level 1 rules. All students living in the house must leave immediately, without warning, and with no refund of bond and a limited refund of weekly rent paid in advance.

- I. **Parties** - A party is defined as three or more guests in or around the house for any reason. No parties should happen without the School's Management's consent. Remember that your neighbours will report disturbances to LSNZ staff or to Noise Control.
- II. **Visitors** - Visitors hours are 3:30 pm-9 pm on weekdays and 9 am-9 pm on weekends and public holidays. Friends can visit, but only if it's okay with all students living in your house. Please ask them first. There are a maximum of two house guests at any time. Friends or other students are never permitted to stay overnight. Friends or guests are never allowed to stay in a camper van, vehicle or tent. No one under 18 years old is allowed to stay at the accommodation, but over 16 years old students can visit the house if the school is provided with parental consent.
- III. **No drugs** - Drugs are illegal in New Zealand. LSNZ has a "zero tolerance" policy on drug use or possession. If you or any visitors are found using, in possession of, or storing drugs at the school or the student accommodation, you will be immediately evicted from the student house. You may also be expelled from school.



- IV. **Smoking/vaping** – If we find evidence that you have smoked/ vaped inside the house or your room, you will be evicted. No smoking is permitted inside the property area.
- V. **Naked flames/candles** – you must never light candles or fires in or around the student house.

b. Level 2 Rules

You will receive a written warning if you violate a level 2 rule. Should you breach the rules again, a fine will be imposed. If you continue to infringe the rules (and incur repeated fines), you will face eviction or expulsion without warning, with no refund of your bond and a limited refund of any rent paid in advance.

- I. Cleaning – You must keep your room clean and do your house tasks. All students living in the house are responsible for cleaning, damages, and breakages in the common areas of the house.
- II. Rubbish – Please put the rubbish bins out on the correct day of the week.
- III. Security – Always lock your room and the house when you go out.
- IV. Energy: Always turn off electrical appliances when not in use. This includes lights, heat pumps, ovens, and rice cookers.
- V. Noise – all noise, including music and loud conversation (in person, on your mobile, or your computer, outside or inside), must stop at 10 p.m. If a neighbour asks you to be quiet, respect their right to sleep peacefully—no loud talking outside after 10 p.m.

c. Fines

Fines are for all students living in the Student House. We deduct them from the paid bond. The following is a list of penalties. We will only warn you once; the amount below will be deducted from your bond.

Fines are a way for you to become more responsible for the house. We hope that you understand your responsibilities and what is asked of you. If there is an issue in the house, you will receive a warning. If the issue is repeated, the first fine will be charged.

Once you have 2 fines, you will be counselled by the School Manager. This counselling will include an assessment of your suitability to continue in the house. You may be asked to vacate the house if more fines are incurred.

- **Cleaning and Rubbish: \$5 per person living in the house**
Your accommodation should always be kept clean, tidy, and in good condition. We inspect your house often and leave a list of things that need your attention. If they are not done, a fine will apply. The same applies to rubbish that is not put out for collection. A fine will also apply if the Council refuses to collect the rubbish because it was in the wrong bin type.
- **Heaters and other electrical appliances left unattended cost \$50.00 for the house or for the person who left them on.**
When not in use, please turn off all lights and electrical appliances, such as rice cookers, cookers, heat pumps, and heaters. This will save electricity and help the environment.
- **Visitors staying overnight without permission are charged \$50.00 by the person who authorised them to remain outside visitor hours.**
Visitor times are stated here, and this rule should be strictly followed. In case of emergencies, only Management can authorise a visitor to stay overnight.
- **Damage to the property: The person who caused any damage will be charged the total amount of labour and any expenses to fix whichever damage happens.**
- **Accommodation Payment:** The student will receive a reminder two days in advance regarding their current balance. However, **if the student fails to make the payment on the designated day, a fee of \$20 will be charged for each week of lateness.** Counting the week that includes the payment day.

10. Health requirements, including COVID or another pandemic event.

- All tenants must follow all school management requirements concerning COVID-19 or other health-related events. This is for the health and safety of all tenants. Anyone not following our health-related requirements will have to leave the property immediately. School requirements override government recommendations. This may include but is not limited to, wearing masks in communal areas and getting daily RAT tests if a tenant is COVID-19-positive.



11. Student / Intern Agreement

I have read and understood the “Terms and Conditions” in the Student Accommodation Handbook and agree to abide by them while occupying LSNZ Student Accommodation.

I understand that LSNZ reserves the right to deduct money from my bond and can evict me from the student accommodation if I breach any of the “Terms and Conditions” stated above,

Check-in date: __/__/____

Check-out date: __/__/____

Full Name: _____ Signature: _____

Date: __/__/____

Bank Account Details (For Bond Refund)

Account Number: _____

Account Name: _____