

# RMEA Policy | Student Accommodation Policy

## Background

Student accommodation facilities have been established at each academic site. The type and nature of residential accommodation will vary dependent on the location. But in the main requires students to share fully furnished and contained dormitory/house accommodation.

RMEA facilitates various student accommodation across the regional areas, including but not limited to:

- Toowoomba
- Warwick
- Stanthorpe
- Dalby
- Gympie
- Kingaroy
- Beaudesert
- Gondiwindi

Students occupying RMEA managed accommodation facilities will be required to agree to and abide by a Tenancy Agreement (including House Rules) and may be required to leave the accommodation where it is determined that the terms of the Agreement have been contravened.

A Residential Adviser (RA) is appointed by RMEA to each shared accommodation facility and is the students point of contact for concerns, repairs, OHS issues/incidents.

Where a student is required to leave RMEA accommodation facilities, they will not be eligible for any further accommodation support from RMEA.

Unless otherwise confirmed in writing by an authorized officer, students may occupy accommodation provided by RMEA up to three days prior to the commencement of the academic year and will depart the accommodation no later than three days after the conduct of their final examination for the academic year, completion of academic year or clinical placement.

At time of selection to the RCS, student's preferred accommodation options will be determined, and timely confirmation will be provided to the student.

RMEA recognizes that available accommodation facilities may not be suitable for all students and may offer a rental subsidy to approved students who seek to source alternative accommodation.

Approved students are those who are in a family group – a student with dependent children or married/defacto.

Where there is capacity to provide suitable accommodation, a rental subsidy will not be offered.

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To be eligible for rental subsidy payment, the student claimant must be the named tenant on a duly authorized General Tenancy Agreement.

RMEA reserves the right to levy a non-refundable weekly charge on students occupying RMEA supplied/managed accommodation. The charge represents a contribution to the cost of servicing and maintaining facilities and is not inclusive of other charges that might apply to address willful property damage and/or cleaning.

Charges will be determined by RMEA in consultation with Griffith University from time to time and students will be advised on selection to the Rural Clinical School.

As a normal practice there can be no change to the agreed accommodation option once the academic year has commenced, except where a student is found to be in breach of the Tenancy Agreement (House Rules).

Student accommodation bookings are recorded on Little Hotelier – refer to the Little Hotelier Booking procedure. Bookings are generally handled by the Student and Facility Coordinator (SaFC) Toowoomba, they will communicate with the students in regards to their accommodation.

Prior to entry to the accommodation facility, on-line orientation and training must be completed.

## Accommodation Induction

At the commencement of placement of each group of students – either by block or by year – students should be greeted by their SaFC to complete the accommodation induction. This will include a tour of the facilities and they will be handed their Welcome Pack consisting of:

- Welcome letter
- The Griffith Health Regional Accommodation Handbook, includes house rules.
- Residential Tenancy Agreement (RTA)
- Room Inspection Report
- Fire Induction Paperwork

At this stage, the SaFC is to complete additional fire training, including familiarising the students with the location of the First Aid Kit, Fire Blankets and Extinguishers and how to operate them. They will be shown the fire evacuation diagrams and advised where the Assembly Areas are located in the event of an emergency evacuation. Once completed, the students need to return their signed Fire Induction form.

The RTA is to include the commencement and end dates of the student's accommodation. It will provide details of the property, inclusions of items and services provided by RMEA, relevant site conditions and will state that the rent is \$50. The student must return their signed RTA and it should be filed electronically in the Clinical Training Facility site folder.

Students may then read through the Griffith Health Regional Accommodation Handbook and complete the Room Inspection Report at their leisure.

Once completed, a copy of the student's signed and completed RTA and Fire Induction forms to be scanned and saved to the relevant Clinical Training Facilities folder location.

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The RTA includes a section on house rules, signing of the RTA confirms the student has read and agreed to the stated rules.

## Monthly OHS Checks

The SaFC will provide the RA with access to the Safety Champion app for Occupational Health and Safety checks specific to that site. At the beginning of each month, the RA will receive an auto request to complete the monthly check, any repairs and defaults will be actioned following this.

Upon reviewing any defaults, the SaFC must consult with the CEO if any repairs are in excess of \$200. Any recurring issues are also to be discussed with the CEO.

Please also refer to the Policy Annual Maintenance Schedule for additional information.

## Process for payment

Students occupying RMEA accommodation will be required to confirm their acceptance of their obligations and responsibilities as detailed in a Tenancy Agreement.

A Direct Debit process must be in place for fortnightly rental payments and is available from an authorized RMEA finance officer.

## Process for claiming

For Students who have been approved to receive a rental subsidy, they must lodge with the authorised RMEA finance officer a copy of a General Tenancy Agreement to include the lessor's name and location.

In order to claim the rental subsidy, students must lodge with a completed Student Expense Claim Reimbursement Form.

Claims must be lodged with and are available from an authorized RMEA finance officer and must include evidence of rental payment receipts.

As a matter of practice, student reimbursement claims are accepted and processed on a monthly basis.

Claimants should allow up to thirty (30) days between lodgment and reimbursement.

Claims must be made in the academic year the expense occurred.

## Accommodation Service Charges

All students	\$65 per week for academic year
Eligible students	\$100 per week rental subsidy

## Delegation Authority

Chief Executive Officer (CEO) .....	1/04/2020 .....
Contact Officer	Approval Date
Chief Executive Officer (CEO)	
Megan O'Shannessy .....	1/07/2021 .....
Approval Authority	Date of Next Review

## Policy Reviewed and Approved by RMEA CEO



Signed by CEO

Megan O'Shannessy  
CEO's Full Name

190 Hume St  
EAST TOOWOOMBA QLD 4350  
CEO's Address

31/03/2020  
Date

## Modification History

Review Date	Source	Details	Version
25 / 05 / 2017	Sheree Brown	Creation of Policy	1
20 / 06 / 2018	MOS		2
17/10/22	MOS	Update Safety Champion, accom cost	3