

# Student Village

## Application for Entry 2012



### Welcome to EIT Hawke's Bay and welcome to the Student Village

EIT Hawke's Bay has been offering quality tertiary education programmes to the Hawke's Bay community and beyond for more than 30 years. Increasingly we also now see a wider group of students coming from around New Zealand and overseas. EIT has continued to evolve to keep pace with the changing needs of the local and global employment markets to give our students an excellent chance of success in their chosen careers.

Along with this, the Student Village offers a wonderful opportunity for living as part of a student community and for establishing friendships with others who have varied interests and backgrounds. With its four-star plus Qualmark rating, EIT's Student Village is ranked among the best student accommodation in New Zealand.

The village adopts a modern, co-educational, multi-cultural student hostel concept, providing six individual rooms with shared living and kitchen facilities in each

accommodation unit. The primary aim of village management is to provide a safe environment that is conducive to both academic study and a positive social life. Therefore a set of Conditions of Residency has been devised to make life within the village a positive and fulfilling experience. These conditions are based on many years of experience in student accommodation.

Your fees cover your fully furnished bedroom, an allowance for electrical and heating costs and the use of the shared living and laundry facilities. Dryers are coin operated. Meals are not provided. Each unit has its own shared kitchen facilities. The Student Village is in close proximity to a number of food outlets and a supermarket.

Each unit has a telephone provided in the shared living area. Toll calls can only be made using a telephone calling card. Internet access is available to residents at an additional cost. Details of access, costs and residents obligations are available on request. Each bedroom has a bed with drawers underneath, wardrobe, bookshelf, study-table with lamp, chair, bedside cabinet and a notice board, and is heated in the winter. You will need to bring your own bedding, including your own pillow(s), sheets, blankets/duvet, towels etc, plus your own crockery, pots, cutlery, food containers, tea towels etc. Please see separate list. International students may pre-pay for a bedding pack.

Please note: If you haven't received advice/confirmation that your application has been received two weeks after you've posted it, please contact us on phone 06 844 2732 or email [eitsv@eit.ac.nz](mailto:eitsv@eit.ac.nz)

**We hope you find this helpful and that you enjoy your stay in the EIT Student Village.**



0800 22 55 348  
[www.eit.ac.nz](http://www.eit.ac.nz)



**EIT**

EASTERN INSTITUTE OF TECHNOLOGY

## APPLICATION INFORMATION

### ELIGIBILITY

The EIT Student Village is available to EIT students enrolled in a full-time programme.

The minimum length of residency is 20 weeks, unless agreed to by the Village Manager prior to your acceptance. If you apply for a longer period e.g. an academic year and you are accepted, this becomes your minimum contract period.

Applications for rooms will be accepted but will not be processed until students have a letter of formal acceptance to a programme **and have paid their enrolment fee.**

**It is essential you advise us as soon as possible of your acceptance and that you have paid your fees.**

### ACCOMMODATION FEES

Accommodation fees are \$130 per week for the 2012 academic year (approximately 40 weeks, between February and November).

The minimum fees payable are ten weeks in advance (term) which must be paid before the start of each term.

Fees can also be paid by semester (two terms) in advance or for the academic year (four terms) in advance.

Residents have the option of remaining in the village during term/semester breaks, but if rooms are vacated during these periods, there will be no reduction in accommodation costs.

At times during November to February the village is rented to holiday makers. This assists to keep fees as low as possible. If you wish to stay during this time, and your application is accepted, you may be required to move room. Our normal weekly rate and conditions will apply.

Please Note: Preference will be given to students requiring accommodation for the academic year, and to those Residents who pay for the academic year in advance.

### ACCOMMODATION DEPOSIT:

A \$200 deposit is payable on application. This deposit is refundable in part or full under the following circumstances:

- If you do not gain a place in an EIT programme, or the Student Village, your \$200 deposit will be refunded in full.
- If you gain a place on an EIT programme and the Student Village, but elect not to take your offered place/s, \$150 of your deposit will be refunded.

Deposits will be refunded in full within one month of leaving the village - as long as there is no damage done to the room or unit you are in. Any cost for repairs and

excessive cleaning will be shared amongst all residents unless responsibility is accepted by a specific person or persons.

### OTHER IMPORTANT INFORMATION:

Residents who wish to leave the village will still remain liable for their rental commitment for the agreed contract period.

If you are entering a programme in July (Semester Two), please indicate this on your Room Application form.

For residents under 25 years of age, a guarantee of payment must be signed by someone over 25 years of age willing to act as guarantor upon acceptance into the village. Please ensure the Guarantor's Statement form is completed and returned with your application.

Insurance of personal possessions is the sole responsibility of each resident.

**Please make sure you have read and fully understand the Rules and Conditions of Residency.**

**Thank you for your interest in the EIT Student Village.**

## CONDITIONS OF RESIDENCY

### Manager

EIT Hawke's Bay will appoint a Student Village Manager to manage the facilities on behalf of the institute. The Manager is empowered by the EIT Hawke's Bay CEO to determine whether any behaviour breaches the rules or conditions of residency. The Manager has the discretion to impose a penalty or take action as he/she considers reasonably appropriate given the breach and taking into account the rights of other residents.

### Senior Resident

Each accommodation unit comprised of six bedrooms has an appointed Senior Resident. The Senior Resident has some management responsibilities for each unit, and is the Manager's representative. Residents must co-operate with the Senior Resident to enable the unit to run harmoniously.

### Communal Living

The resident shall not act in any manner that is likely to disturb the quiet occupancy of other residents or neighbours. Residents are to agree on a roster of duties and responsibilities so the unit operates harmoniously.

### Visitors

Residents are totally responsible for the behaviour of their visitors and will be held accountable if their visitors cause problems. Overnight visitors can only be accommodated with the prior permission of the Manager/Senior Resident. All visitors must leave the premises by 10pm.

**Room Allocation**

The resident will be allocated a room by the Manager. The Manager has the discretion to move the resident and re-allocate a substitute room.

**Pets**

Regrettably, no pets are permitted.

**Noise**

Unreasonable or excessive noise which disturbs residents and prevents them from sleeping or studying is not permitted. The use of headphones is strongly recommended. The use of amplified musical instruments (eg. electric guitars) is specifically forbidden in the units.

**Illness or Accident**

Cases of illness or accident should be reported to the Manager/Senior Resident immediately. Where necessary, medical assistance will be contacted by the Manager/Senior Resident.

**Sexual Harassment**

Sexual harassment is prohibited. Residents of the Student Village will be required to observe the EIT policy regarding sexual harassment.

**Alcohol**

The Student Village is an alcohol-free environment. Any serious or repeated infringement of this rule will be viewed most seriously, and may lead to residents being expelled from the Student Village.

**Smoking and Drugs**

The Student Village is a smokefree environment, all EIT facilities and grounds are smokefree. If you are currently (or become) a smoker, this will not jeopardise your opportunity to reside in the village. You will, of course, be required to observe the smokefree policy. The use of illegal drugs in or around the village is forbidden. Residents found or suspected of using illegal drugs may be expelled from the village without warning.

**Dangerous Goods**

Weapons, ammunition, fireworks, explosives, flammable liquids, candles, incense and oil burners are not permitted in the village.

**Renovations**

The resident shall not make any renovations, alterations or additions to the premises without the Manager's consent.

**Subletting**

The resident may not sublet the premises.

**Chattels**

The Resident shall not remove any chattels from the premises.

**Grounds**

The maintenance of grounds will be the responsibility of the Manager. However, any litter or rubbish left adjacent to the premises is the responsibility of the residents jointly.

**Transport**

Limited car parking space is available to Student Village residents only. Each unit has a lockable storage shed for bicycles. Local public transport is available at the gate of the village.

**Electrical Appliances**

Only the major electrical appliances supplied by the Manager (refrigerator, stove, microwave) are to be used in the kitchen area. Personal computers are permitted, but no personal heaters, refrigerators etc are to be used in the bedrooms.

**Cleaning and Safety Inspections**

The Manager will carry out regular inspections of the units including cleaning, safety and maintenance. Rubbish build-up in rooms is considered to be a fire-risk. Adequate recycling and disposal bins are provided and it is up to residents to ensure their personal rubbish is removed regularly.

**Health and Safety**

A guide to the Health and Safety in accommodation will be provided by the Manager.

**Insurance**

Insurance of personal possessions is the sole responsibility of each resident.

**Contract Period**

The contract period will be the duration of the accommodation agreed between the manager and resident in response to that requested on the Room Application Form. Residents will be required to pay for accommodation for the contract period, even if their residency is terminated. Exceptions will only be considered where the vacancy can be filled, or where there are substantial medical or personal grounds for doing so. A resident moving from another EIT Hawke's Bay room into a vacant room does not constitute "filling the vacancy". Residents terminating early are liable to pay any shortfall in fees paid for the contract period or to any agreed earlier date.

### Payments and Refunds

Accommodation fees are to be paid a minimum of ten weeks in advance. Payments are due prior to arrival and prior to the commencement of each term. Refunds will occur only where the total cleared payments by the resident exceed all accommodation and related fees payable under this agreement together with any other debts owing to EIT.

### Notice of Termination of Agreement

Apart from "Immediate Termination" provisions, the manager will give five weeks notice of termination to residents in writing.

### Immediate Termination

The Manager may action immediate termination in any case where:

- Any EIT Student Village rules or conditions of residency are breached.
- Rent has not been paid in full by the due date.
- The resident has caused or threatened to cause damage to the premises.
- The resident has assaulted or threatened to assault the Manager or any appointed officials or another resident.
- The resident has, or has had possession of, sold or used alcohol and/or illegal drugs on the premises.
- The resident has any firearms or dangerous weapons on the premises.
- The resident has after a written warning, continued to leave the premises in a filthy state.
- The resident has provided false details in their application.

### New Zealand Fire Service False Alarms

It is now the policy of the New Zealand Fire Service to recover the costs involved in attending false alarms generated by fire alarms in accordance with section 47 C (4) of the Fire Service Act 1975. Should you or any of your guests activate the fire alarm for a false callout you will be charged \$500 or the actual callout charge, whichever is higher.

### Provision of Keys and Lost Keys

A fee of \$20 will be charged for a replacement if a tenant loses a key.

### Contacting Parent/Rent Guarantor

The Manager reserves the right to contact the next of kin, parents or the rent guarantor if the Manager is concerned about any aspect of the residency, including the resident's behaviour.

### RESPONSIBILITIES:

#### The Manager will:

- Provide and maintain the premises in a reasonable state of repair.
- Pay any rates, land tax and minimum water charges.
- Not interfere with the residents' quiet enjoyment of the premises.

#### The Residents jointly shall:

- Keep the premises clean, tidy and clear of rubbish and notify the Manager of any repairs needed.
- Pay any personal telephone and internet costs incurred at the premises.
- Not damage or permit damage to the premises.
- Leave the premises clean, tidy and clear of rubbish.
- Not supply or consume alcohol or permit the consumption of alcohol within the EIT Student Village complex.
- Not smoke anywhere within EIT facilities or grounds including the student village.
- Not allow non-residents to sleep in any areas of the Student Village, except with the prior permission of the Manager, and Senior Resident. Visitors must register at the office. A \$10 overnight fee could apply.

#### Rights to Enter:

- The Manager retains the right to enter, without notice to the residents, for inspection purposes, the communal areas. This will apply in cases of emergency or to effect previously requested repairs.
- The Manager retains the right to enter for cleaning purposes as outlined under cleaning.
- The Manager will give not less than 24 hours notice of inspection of bedrooms. This will not apply in cases of emergency or to effect previously requested repairs.

#### DISCLAIMER

Information contained in this publication is correct at the time of printing, but may be subject to change. While all reasonable efforts will be made to ensure listed programmes/courses are offered and regulations are current, the Institute reserves the right to change content or method of delivery, to withdraw any programme or course of study, or to impose limitations on enrolment, should circumstances require this. Some programmes/courses mentioned in EIT publications are offered subject to final approval and accreditation or to efficient enrolments being received. For the latest information visit our website.

For more information phone EIT Info Line 0800 22 55 348





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## STUDENT VILLAGE LIST OF ITEMS AND APPLICATION CHECKLIST

Major Items Supplied	Quantity per Unit
TV Cabinet	1
Microwave	1
Electric Stove	1
Fridge/Freezer	1
Table	1
Dining Chairs	6
Washing Machine	1
Clothes Dryer (Coin Operated)	1
3 Seater Couch	1
2 Seater Couch	1
Single Divan Bed (3 drawer) with mattress protector	5
Queen Divan Bed (3 drawer) with mattress protector (senior resident only)	1
Double Wardrobe (with shelf)	6
Small Chest Drawers (3 drawer)	6
Study Table and Lamp	6
Study Chair	6
Telephone - Communal with toll bar	1

Appliances Supplied	Quantity per Unit
4-slice Toaster	1
Electric Jug (Cordless)	1
Vacuum Cleaner	1

Items You Must Bring
Crockery (Plates, Cups etc) & Cutlery
Pots for cooking
Plastic Food Storage Containers
Tea Towels & Dish Cloths
Sheets/Pillow Cases
Duvet/Blankets
Pillow/s
Towels/Face Cloths
Bath Mat

Utensils/Cookware/Cleaning Supplied	Quantity per Unit
Frying Pan	1
Cooking Utensils - non-scratch (set)	1
Cooking Knives (set)	1
Chopping Board	1
Grater, Colander, Can Opener	1 each
Dish Rack & Dish Brush	1 each
Floor Mop & Bucket	1
Broom, Brush & Shovel Set	1
Toilet Brush Set	1

### APPLICATION CHECKLIST

Please ensure all of the following forms are completed to ensure your application is processed as soon as possible. Check when you have completed.

- Room Application Form (including passport photo).
- Personal Statement Form.
- Residency Agreement Form (including \$200 deposit).
- Guarantor's Statement Form (for residents under 25 years of age).
- Referee's Statements (two required). These must be from responsible adults (eg. friend of the family, school teacher, someone in a club to which you belong, someone you babysit for or work for) whom you have known for at least three years and are not members of your family.
- Application for Senior Resident Duties.





Why did you choose to study at EIT Hawke's Bay?

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EIT Student ID Number: \_\_\_\_\_ Date of Birth: \_\_\_\_\_  
 (if known)

Are you a NZ Resident: Yes  No

If "no" which country are you from? \_\_\_\_\_

Which ethnic group do you identify with?

Māori	<input type="checkbox"/>	European	<input type="checkbox"/>	Pacific Islands	<input type="checkbox"/>	South American (also state country)	<input type="checkbox"/>
Asian	<input type="checkbox"/>	Africa	<input type="checkbox"/>	Arabic	<input type="checkbox"/>	Other	<input type="checkbox"/>

Do you like to study with the stereo or TV on?		Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	
Do you usually go to bed:		Before midnight	<input type="checkbox"/>	After midnight	<input type="checkbox"/>	
Is your housekeeping:	Spotless	<input type="checkbox"/>	Neat	<input type="checkbox"/>	Untidy	<input type="checkbox"/>
If I gain a place in the Student Village, I would prefer my flatmates to be:						
Vegetarians:	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	Don't mind	<input type="checkbox"/>
What Music do you like?	Pop/rock	<input type="checkbox"/>	Reggae	<input type="checkbox"/>	Country	<input type="checkbox"/>
	Heavy Metal	<input type="checkbox"/>	Classical	<input type="checkbox"/>	Other (specify)	<input type="checkbox"/>
What form of transport will you use?	Car	<input type="checkbox"/>	Motorbike	<input type="checkbox"/>	Bicycle	<input type="checkbox"/>
	Public Transport	<input type="checkbox"/>				
Do you require your own telephone/fax line? (At your own expense)		Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	
Do you wish to be considered for the role of "Senior Resident"?		Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	
Do you require Internet? (at your own expense)		Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	

There is one Senior Resident in each accommodation unit of six people. The Senior Resident enjoys a larger, double room and a slightly reduced cost, in return for some management responsibilities of their unit.

Do you have a medical condition? e.g. hearing loss, bulimia, anorexia, asthma, diabetes, epilepsy, allergy, psychological disorders/mobility condition?

If "yes" please give more information: Yes  No

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### IN CASE OF EMERGENCY

Name of parent or guardian: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: ( ) \_\_\_\_\_ Facsimile: ( ) \_\_\_\_\_ Email: \_\_\_\_\_

In the event that you are admitted to hospital while a resident in the EIT Student Village, you authorise hospital and medical staff to give information to the Student Managers (employees of EIT) so that they can inform your emergency contact people accurately of your condition and required treatment or support.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Personal Information and the Privacy Act: All personal information collected and held by EIT Student Village is covered by the twelve Information Privacy Principles. Further information is available from the Privacy Officer.





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## STUDENT VILLAGE RESIDENCY AGREEMENT

**Between the Eastern Institute of Technology and**

Resident: \_\_\_\_\_  
(First name/s) (Family name/Surname)

Programme applied for: \_\_\_\_\_

Contact Address: \_\_\_\_\_

Contact Phone: ( ) \_\_\_\_\_

Permanent Home Address: \_\_\_\_\_  
(If different from above)

Permanent Home Phone: ( ) \_\_\_\_\_  
(If different from above)

**Family Contact/Next of Kin:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Relationship: \_\_\_\_\_

Contact Phone: ( ) \_\_\_\_\_ (day) ( ) \_\_\_\_\_ (evening)

If this application is accepted, the EIT Student Village Manager agrees to provide a room within the Student Village and the student agrees to pay the accommodation fees in advance in terms of this agreement and to abide by the Rules and Conditions of Residency.

**Accommodation Fees**

Fees are \$1300 per ten week period or \$130 per week.

All fees are payable in advance with the minimum fees payable being ten weeks. Fees can also be paid by semester or for the academic year (\$5,200 for 40 weeks), with preference given to those paying for the academic year in advance.

**Accommodation Deposit:**

A \$200 deposit is payable on application. This deposit is refundable in part or full under the following circumstances:

- If you do not gain a place in an EIT programme, or the Student Village, your \$200 deposit will be refunded in full.
- If you gain a place on an EIT programme and the Student Village, but elect not to take your offered place/s, \$150 of your deposit will be refunded.
- Deposits will be refunded in full within one month of leaving the village - as long as there is no damage done to the room or unit you are in. Any cost for repairs and excessive cleaning will be shared amongst all residents unless responsibility is accepted by a specific person or persons.

**Please continue over the page**

Residents per room: One person per bedroom Total: 6 persons in each accommodation unit  
Children: Not permitted  
Pets: Not permitted  
Rules and Conditions: See attached

**The EIT Student Village bank account number is:**

Account Name: Eastern Institute of Technology, Hawke's Bay, New Zealand  
Student Village  
Account Number: 03 0631 0007233 84  
Bank: WESTPAC BANK  
Address: Gloucester Street  
P O Box 7141  
Taradale  
NAPIER, 4142  
NEW ZEALAND

**Any payments must include the student's name and the reference details.**

**RESIDENT'S DECLARATION:**

Please note that the whole Student Village Application for Entry is a legal document. Please ensure you understand the implications and commitments involved when you apply.

I declare all information given on this application form is true and correct. I understand that if I am offered accommodation at EIT Student Village and accept, I agree to:

1. Remain in residence for - (please tick a box)  
(a) Semester One  Semester Two  Academic Year   
(Terms 1 & 2) (Terms 3 & 4)  
OR  
(b) a period as agreed by the Manager in writing, prior to my acceptance.
2. Meet payment of accommodation fees in advance by the due dates as outlined in the application information and this document.
3. Pay all costs incurred by EIT relating to the recovery of any amounts overdue under this agreement.
4. Confirm I have read, understood and agree to abide by the Rules and Conditions of Residency in EIT Student Village as outlined in this whole application for entry.
5. I acknowledge rules may need to be changed in the interests of safety and consideration to other residents.

Resident's Signature: \_\_\_\_\_ Deposit \$200  Attached

for EIT Hawke's Bay: \_\_\_\_\_

Date: \_\_\_\_\_



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# STUDENT VILLAGE APPLICANT'S PERSONAL STATEMENT

This form is to be completed by the student in support of their application for a room in the village.

Full Name: \_\_\_\_\_  
(First name/s) (Family name/surname)

Which programme have you applied for: \_\_\_\_\_

Please list your cultural interests, involvements and achievements:

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Please list your sporting interests, involvements and achievements:

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Please list your community service activities, involvements and achievements:

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Signature: \_\_\_\_\_

Date: \_\_\_\_\_





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## STUDENT VILLAGE DESCRIPTION OF DUTIES SENIOR RESIDENT

Reporting to: EIT Student Village Manager  
Responsible to: EIT Student Village Manager  
Compensation: Use of resident's double bedroom  
Tenure: At the discretion of the EIT Student Village Manager.  
No employer/employee relationship shall be created or implied.

### PRIMARY PURPOSE OF THE POSITION:

- To assist the Student Village Manager to ensure the smooth running of the accommodation unit.

### 1. Resident Support and Communication

- 1.1 Group building is undertaken.
- 1.2 Ensure residents work well together.
- 1.3 Fortnightly resident meetings are to be held and convened by each senior resident.
- 1.4 Problems are discussed and resolved.

### 2. Maintaining Standards

- 2.1 Cleaning roster is implemented (copy lodged with the Manager).
- 2.2 Any damage reported.

### 3. Liaison

- 3.1 Monthly meetings attended.

### 4. Training

- 4.1 Initial training attended to equip for role.
- 4.2 Further training attended if required.

### 5. Resident Behaviour

- 5.1 Any problems, potential problems or incidents of broken rules are to be reported promptly to the Manager.

### 6. Fire Warden

- 6.1 If any fire alarms are sounded, senior resident is to act as fire warden and ensure all residents are safely evacuated.

Name of Senior Resident: \_\_\_\_\_

"I acknowledge having received a copy of the above description of duties".

Signature required: \_\_\_\_\_

Date: \_\_\_\_\_





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## STUDENT VILLAGE GUARANTOR'S STATEMENT

(required for residents under 25 years of age)

The Manager  
EIT Student Village  
EIT Hawke's Bay  
Private Bag 1201  
Taradale, 4142  
Napier

Dear Sir/Madam,

### GUARANTEE FOR RENTAL AND ACCOMMODATION COSTS

I confirm the following information and guarantee to the EIT Student Village:

- I agree to act as guarantor for \_\_\_\_\_ who has signed a Residency Agreement with EIT Student Village.
- I undertake to make full payment for any rental fees, or other reasonable costs, associated with the Residency Agreement in the event that \_\_\_\_\_ does not meet these costs on any due date.
- I am over 25 years of age and agree to pay all costs incurred by EIT relating to the recovery of any amounts overdue under this agreement.

Yours sincerely,

Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Address: \_\_\_\_\_ Date: \_\_\_\_\_

Please note that this is a legal document. Please ensure that you understand the implications of what you are signing.

Please indicate if you would like a copy sent to you:    Yes     No





**General Comments:**

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**Referee's Details (the person providing this reference):**

Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Address: \_\_\_\_\_ Date: \_\_\_\_\_

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**General Comments:**

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**Referee's Details (the person providing this reference):**

Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Address: \_\_\_\_\_ Date: \_\_\_\_\_

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