



Laidlaw
College
TE WANANGA AMORANGI

ACCOMMODATION GUIDE 2012



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HOW TO APPLY FOR ACCOMMODATION

An application form is required to be completed by every person wanting Laidlaw College accommodation. There are two different application forms – one for those who will be Laidlaw College students and will go through the Laidlaw application process, and the other for those who will not be Laidlaw students. If the incorrect form is included with this Accommodation Guide, please contact the Residential Services Manager.

The application closing date for the first round of accommodation offers is 30 November. Late applications will be processed in later rounds.

Once your application has been accepted, you will receive an Offer of Accommodation. The signing and return of this document (and payment of the Reservation Fee where applicable) by the required date will confirm your accommodation.

ALLOCATION OF ACCOMMODATION

Accommodation is allocated in the following order:

1. Current full-time students already residing in Laidlaw College accommodation (provided their accommodation account is clear at the end of the prior Semester, and they have met the Terms and Conditions outlined herein)
2. New full-time students in order of date of application to study at Laidlaw College (note that the application fee must accompany the application to study)
3. Part-time Laidlaw College students
4. Non-Laidlaw College students

Priority is given to married couples in the allocation of East Wing accommodation

Priority is given to students wishing accommodation for the full academic year

Accommodation is allocated on a yearly basis, with a new application form required to be completed each year.

RESERVATION FEE – HALLS OF RESIDENCE ONLY

A room reservation fee of \$50 is required to confirm acceptance of an offer of accommodation. This fee is non-refundable.

FEES/RENTS

The fees/rents stated in this Accommodation Guide are for the 2012 academic year only. Annual reviews are carried out in October each year, with any changes being effective from 1 January of the following year. All costs are shown in NZ dollars and are inclusive of GST if applicable.

COMMUNITY LIFE AT LAIDLAW COLLEGE

Laidlaw College seeks to be a place at which students and staff encounter God and one another in genuine relationships of faith, hope and love. Our multi-cultural community is drawn from a variety of denominations, ages and life experiences.

Our desire is not simply to offer places to live, but to offer a community environment where deep friendships are fostered, personal qualities such as consideration for others are enhanced, and Christian growth is experienced. We believe learning does not only happen in the lecture room, but in our interaction with those we live alongside. Community living is demanding; it challenges the trends towards individualism within modern society, and offers a way of living which enriches our appreciation for diverse people and their gifts.

Our staff strive to provide students with a safe and comfortable living environment. Regular forums in our different accommodation areas seek to enhance communication within the community. A campus pastoral care structure is in place to assist with any personal issues that may arise. However, students should not depend on this as their sole resource but also develop off-campus support and care networks through friends, churches, and community agencies.

An Accommodation Information Booklet relevant to your area of residence is given to you on arrival. This will explain more and provide practical information of where things are, what to do and who to go to.

The residential options on offer are detailed in the following pages. If you are unsure which option would suit you, please contact us or arrange to visit to see the campus.

WHAT WE OFFER

HALLS OF RESIDENCE

INTENTIONAL COMMUNITY

In 2011 we offered Laidlaw students the opportunity to participate in *intentional community* in one area of our campus. This proved such a success that we are broadening our intentional community focus to both areas of our Halls of Residence which cater for single students – Te Au and Te Hono. Both areas are open to Laidlaw students and to boarders who are studying in other institutions, with the majority of residents being Laidlaw students. Applicants to the Halls of Residence will need to be those who profess a Christian faith and who want to experience Christian growth through living in community.

Intentional community ... what do we mean by this? We mean community characterised by a deep commitment to godly relationships, eating together, listening, prayer, lament, fun, dialogue, hanging out together, movie evenings, theological debate, understanding each other's cultures, growing to maturity, developing character, respecting one another and working out what it means to live out of faith, love and hope in the gospel of Jesus Christ.

We cannot regulate "community" but for those who live in our Halls of Residence we are expecting them to commit to joining together for meals in our dining room, being part of a small discipleship group that meets weekly, and joining together as a full community once a fortnight for an evening meeting where we pray together, share our stories and have input from guest speakers. Laidlaw College students are also expected to attend our weekly community gathering on Tuesday mornings.

We are not inviting those who live in our accommodation to become an elite group, rather a servant group. They will be quite intentionally invited into the larger task to which Laidlaw is deeply committed – equipping students and scholars to renew their communities with a faith as intelligent as it is courageous in service of our vision of a world shaped by love compelled and informed by the gospel. We envisage these people walking and talking the gospel as they pursue their studies, influence other students, and give leadership to the Laidlaw community and subsequently the alumni association.

We see this as an invitation into privilege and responsibility, sacrifice and significant formation. We trust you will consider joining us.

Our Halls Of Residence are divided into three distinct areas:

Te Au

This single-storey accommodation area of around 45 rooms offers a variety of accommodation options: shared room, single room, and large room (limited number of single rooms). See page 4 for further details.

Te Hono

This single-storey accommodation area offers 40 single rooms. It is priced more cheaply, given that it has not been as recently renovated as the Te Au area. See page 6 for further details.

East Wing

Our two-storey East Wing block consists of 12 studio rooms suitable for married couples or single residents. Each room has its own en suite bathroom and study area, with some rooms containing two study spaces. Residents in East Wing can opt for the full meal package or to cater for themselves using the communal kitchen in East Wing. Wheel-chair accessible units are available in East Wing. See page 6 for further details.

FLATS AND HOUSES

Our campus flats and houses are available primarily for families with children. Subject to availability, this accommodation may also be rented to married couples without children and singles flatting together. The College has over 50 flats and houses on its campus, ranging from 2 and 3 bedroom flats, to 3 and 4 bedroom houses.

See page 13 for further details.

THE MINIMUM AGE FOR A RESIDENT IN THE HALLS IS 18.

HALLS OF RESIDENCE

TE AU: INTENTIONAL COMMUNITY

Property Features

A single-storey accommodation area of around 45 single and large rooms for men and women, living in separate corridors. Students are allocated their own fully furnished study bedroom, though there is the option of sharing a bedroom.

Room Configurations

Fully furnished – bed, mattress and pillow, desk, chair, drawers, wardrobe, small bookcase, mirror, noticeboard, heater, rubbish bin. (Note: more shelving and wardrobe space available in the large rooms). Carpeted, venetian blinds.

The larger rooms can also be shared. For men, bunk beds are put in the room and a single study room made available for an additional \$10 a week (for room size, see top diagram page 5). For women, the large study desk is removed and replaced with an extra bed, and smaller study desks made available (see bottom diagram, page 5)

Bathroom facilities

Separate bathroom facilities for men and women – toilet and shower cubicles, bath in each bathroom.

Mobility Access

Disabled toilet available in each bathroom. Wheel-chair accessible units available in East Wing.



Linen Services

Serviced linen supplied each week (exchange 1 sheet, 1 pillowcase per week). Residents supply own towels.

Utilities

Accommodation fees include electricity and water.

Internet Access

Accommodation fees include internet access (10GB voucher issued every 3 months).

Meals

Breakfast and dinner is provided 7 days a week, and lunches Monday–Friday, for all 18 weeks per semester. Lunches are only provided for Laidlaw students, and not on public holidays. Free tea, coffee, sugar and milk provided in common rooms during each semester.

Vegetarian options are available. Residents with special dietary needs not met in Laidlaw’s usual daily meal cycle may need to make their own arrangements to supplement their diet.

No refund of accommodation fees is available for missed meals, nor are meals transferable to other people.

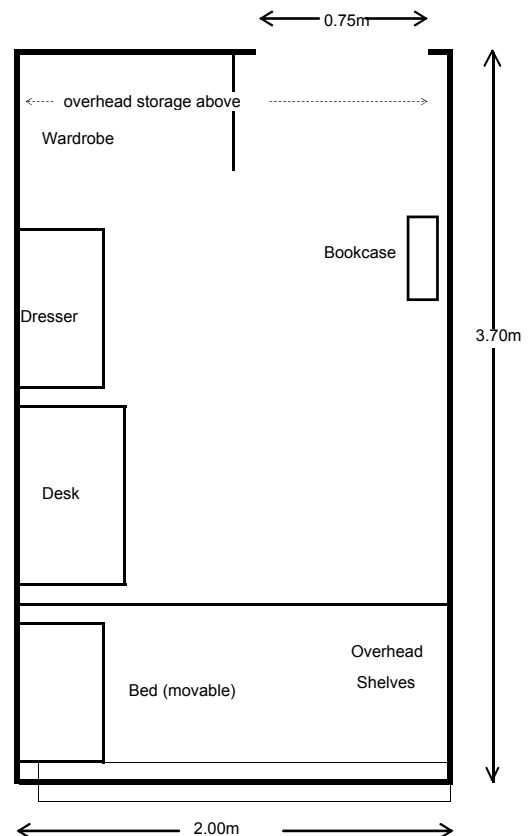
Laundry Facilities

A communal laundry is provided. Free use of washing machines. Clotheslines, pegs, and drying room available. Token operated dryers (\$1 per token per half hour). Residents supply own washing powder.

Lounge Facilities

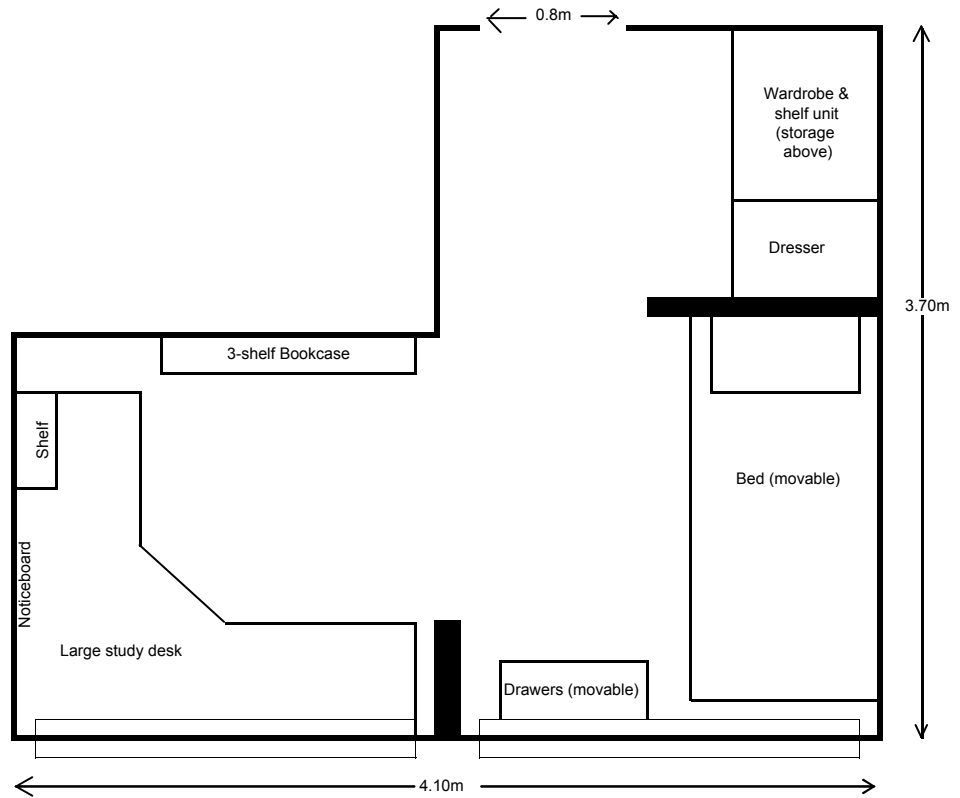
A commonroom with Sky TV, DVD player, lounge furniture and a gas fire is located in the Te Au area. A kitchen facility is available within the commonroom for making drinks, weekend lunches, and for casual cooking. An outdoor BBQ area is located adjacent to the common room.

SINGLE ROOM

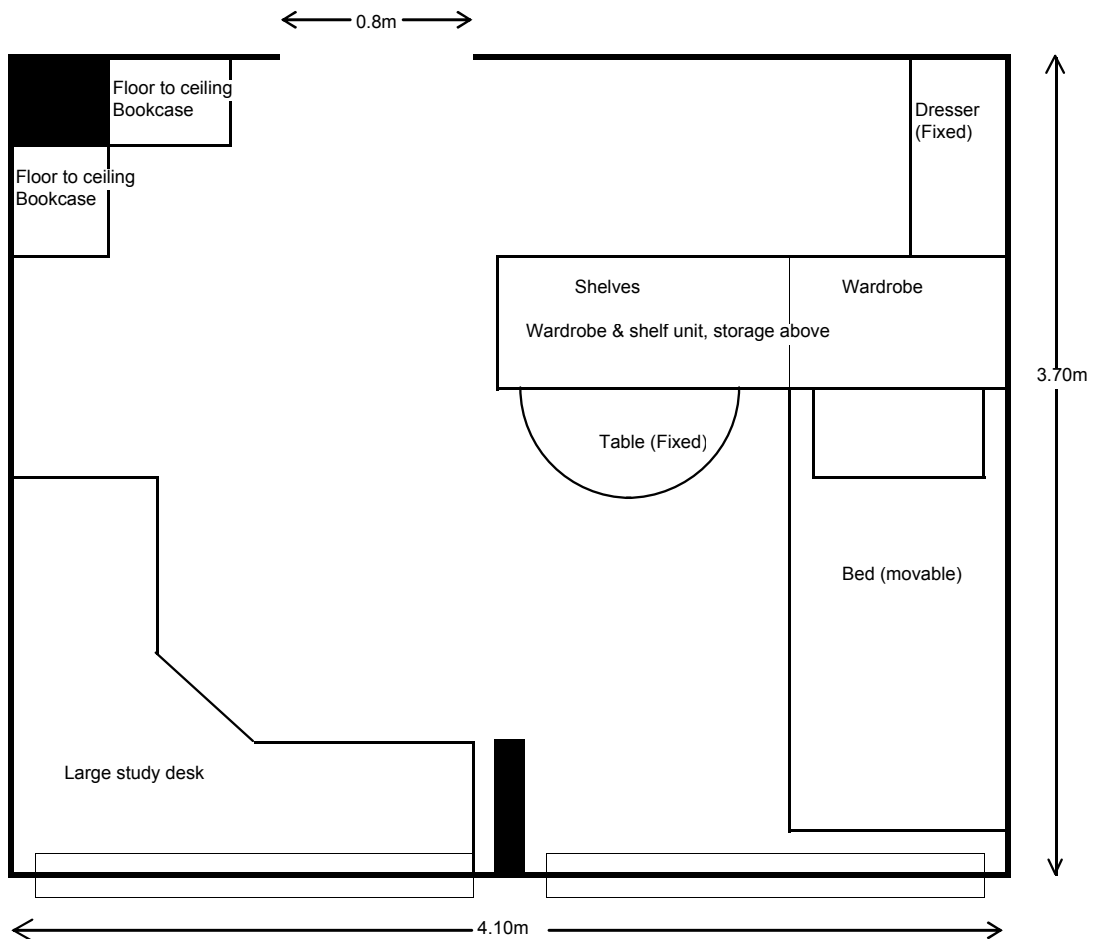


TE AU LARGE ROOM CONFIGURATIONS

TE AU MEN'S ROOM



TE AU WOMEN'S ROOM

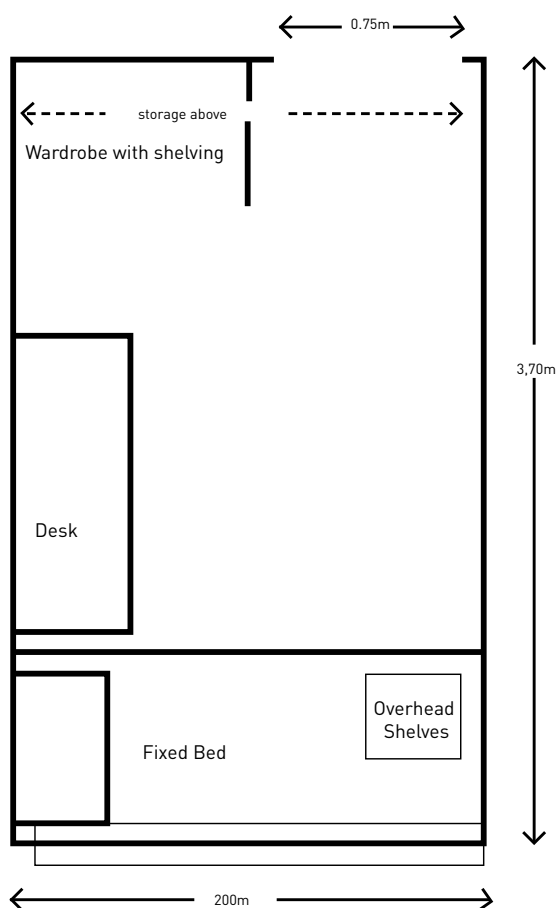


TE HONO: INTENTIONAL COMMUNITY

Property Features

A single-storey accommodation area of around 45 single rooms for men and women, living in separate corridors. Residents are allocated their own fully furnished study bedroom.

SINGLE ROOM



Room Configurations

Fully furnished – bed, mattress and pillow, desk, chair, wall bookshelves, wardrobe with shelving, mirror, noticeboard, heater, rubbish bin. Carpeted, venetian blinds

Bathroom Facilities

Separate bathroom facilities for men and women – toilet and shower cubicles. (No disabled access)

Linen Services

Serviced linen supplied each week (exchange 1 sheet, 1 pillowcase per week). Residents supply own towels.

Utilities

Accommodation fees include electricity and water.

Meals

Breakfast and dinner is provided 7 days a week, and lunches Monday–Friday, for all 18 weeks per semester. Lunches are only provided for Laidlaw students, and not on public holidays. Free tea, coffee, sugar and milk provided in common rooms during each semester.

Vegetarian options are available. Residents with special dietary needs not met in Laidlaw's usual daily meal cycle may need to make their own arrangements to supplement their diet.

No refund of accommodation fees is available for missed meals, nor are meals transferable to other people.

Laundry Facilities

A communal laundry is provided. Free use of washing machines. Clotheslines, pegs, and drying room available. Token operated dryers (\$1 per token per half hour). Residents supply own washing powder.

Lounge Facilities

A commonroom with TV, DVD player, lounge furniture and a gas fire is located in the Te Hono area. A kitchen facility is located within the commonroom for making drinks, weekend lunches, and for casual cooking.

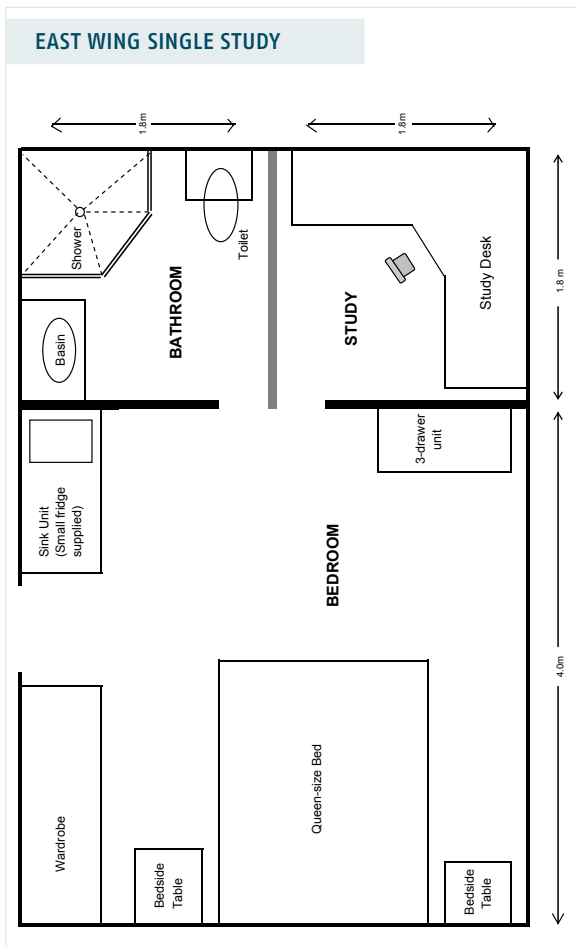
Internet Access

Accommodation fees include internet access (10GB vouchers issued every 3 months).

EAST WING

Property Features

Two storey accommodation block; 12 studio rooms – 5 double-study and 7 single-study (refer room plan). Upstairs rooms have a small balcony, ground-floor rooms have an individual deck area. Priority in allocation is given to married students. Depending on number of married applicants, East Wing rooms can be allocated to single students.



Note: Double study rooms are larger with two study areas. Layouts all vary.

Room Configurations

Fully furnished – Queen-size bed, mattress and pillows, two bed-side tables, 3 drawer unit, double wardrobe, sink unit with small fridge, shelf for microwave (not supplied), heater. Study room contains study desk and chair, noticeboard, small bookshelf (two study desks and chairs in larger units). Carpeted, curtains.

Bathroom facilities

Ensuite bathroom in each studio room (shower, basin, toilet)

Children

Unable to accommodate toddlers, small children or teenagers under 18. Couples expecting their first child during the College year may live in East Wing until a family flat is available.

Mobility Access

Two ground-floor rooms have wheel-chair access/showers. Disabled toilet/shower situated downstairs for visitors.

Linen Services

Serviced linen supplied each week (exchange 1 sheet, 2 pillowcases per week). Residents supply own towels.

Utilities

Accommodation fees include electricity, water.

Meals

Residents in East Wing can opt to cater for themselves using the kitchen provided, or buy the meal package. The meal package provides breakfast and dinner 7 days a week, and lunches Monday-Friday, for all 18 weeks per semester. Lunches are only provided for Laidlaw students, and not on public holidays. No refund of accommodation fees is available for missed meals, nor are meals transferrable to other people.

Vegetarian options are available. Residents with special dietary needs not met in Laidlaw's usual daily meal cycle may need to make their own arrangements to supplement their diet.

Free tea, coffee, sugar and milk provided in the East Wing kitchen for the making of hot drinks during each semester.

Laundry Facilities

Communal laundries are on both floors. Free use of washing machines. Outside clotheslines and pegs available. Token operated dryer available (\$1 per token per half hour). Residents must supply their own washing powder.

Internet Access

Accommodation fees include internet access (10GB vouchers issued every 3 months).



GENERIC INFORMATION FOR THOSE LIVING IN HALLS OF RESIDENCE

Telecommunications

Communal telephones available (free local calls, calling card needed for toll calls). Facsimile machine available in Student Lounge.

Telephone connection services can be installed in your room (\$10 connection fee).

Two options available:

- Telephone line with direct dial: \$39.15 per month
- Telephone extension \$29.00 per month.

Residents must supply their own phone. Toll calls are charged monthly by the College. Charges include GST and are subject to line company price adjustments.

Mail

Mail is delivered to mail boxes in the Student Lounge Mon–Fri. Incoming mail should be addressed to: Your name, Private Bag 93119, Henderson, Waitakere 0650. Couriered items should be delivered to our street address at 80 Central Park Drive, Henderson.

Security

All bedrooms/studio rooms have their own lock and keys are issued at the time of arrival. A key replacement fee of \$25 per key applies.

A security company patrols the campus perimeter a number of times each night, ensuring exterior doors and gates are locked.

Insurance

College insurance policies cover College-owned property only. You need to arrange insurance cover for your own personal property, including your vehicle.

Vehicle Parking

Free uncovered off-street parking near the Halls. No allocated parking.

Bicycle Storage

Locked bike shed available.

Recreation/Sport

Common rooms and small lounges are located in each accommodation area. There are kitchen facilities in each common room (and in the East Wing lounge) for making drinks and lunches, and for casual cooking (for those who stay in the Halls during the mid-semester break or summer holidays when the College Kitchen is closed). Some limited cupboard space for storage of personal food items in addition to a fridge and freezer are provided. Daily newspapers are delivered to the Dining Room and Student Lounge. A gym room with some gym equipment is

provided exclusively for residents in the Halls. The Student Association provide a pool table, table tennis and foosball table in the Student Lounge and adjacent Games Room. The Student Lounge contains TV, video and a DVD player and snack and drink vending machines. A petanque, tennis court and outdoor basketball/netball/volleyball courts are situated on campus.

A multi-purpose sports complex and fitness centre is located to the rear of the College. An Olympic swimming pool, ten pin bowling, touch rugby fields, and tennis, netball, squash and badminton courts are available in the local area.

Storage

There is no additional room on campus for storage of personal furniture or other items.

Shopping

A supermarket, post shop, video hire, pharmacy, banks, ATM (24 hour cash) machines and fast food outlets are located within a short walking distance of the campus. A Westfield Shopping Mall and movie theatres are situated in the Henderson town centre, a 30min walk or short drive away. The College is situated on a main bus route.

Vacation Periods

Accommodation during the 3 week mid-semester break (2–22 July), and over the summer holidays (no meals provided) is usually available for an additional cost (refer Vacation Charges page 10). However, Laidlaw College reserves the right to use Halls of Residence rooms for conference accommodation, if needed. You will be advised at least 8 weeks prior to the date that Laidlaw College requires the use of the room.

Guests

There is some guest accommodation available on campus, and family/friends are welcome to stay at guest rates. Residents are not permitted to have guests stay overnight in their rooms without the permission of the Residential Services Manager. A charge applies.

Management

A Property Services team repairs and maintains College buildings and accommodation facilities and attends to the grounds. Residents are responsible for cleaning their own rooms. Vacuum cleaners and cleaning products are provided. A six-monthly maintenance inspection is carried out by Property Services.

Residential Leaders live in the Halls and are available after hours and on weekends to deal with any out-of-hours emergencies, or issues which may arise. They hold master keys in the event residents lock themselves out of their rooms, and are responsible for the security lock up of the residential wings.

What to Bring

It's a good idea to bring:

- Mug/cup for morning/afternoon teas/supper in common rooms
- Duvet, blankets, electric blanket
- Bedside lamp
- Clothing suitable for Auckland temperatures ranging from 9–25 degrees celsius
- Sports equipment (tennis, badminton, squash racquet)
- CD Player/Radio
- Alarm clock
- Pictures/ornaments/things to make your room like home!
- Small armchairs or couch (for East Wing residents)

LENGTH OF STAY IN HALLS OF RESIDENCE

Laidlaw College recognises that the nature of our community is a temporary one, a place where people spend a period of time in their lives before moving on to live in the wider community. In recognition of the temporary nature of our community, Laidlaw College applies the following limits to the length of a person's stay in our Halls of Residence:

- Students studying in a Laidlaw College programme – 3 years' accommodation in Halls of Residence. This limit can be extended by arrangement with the Accommodation Committee to allow another 1–2 years for the purpose of completing a Laidlaw College programme (excluding Centre for Distance Learning programmes).
- Boarders (those not studying at Laidlaw College) – 2 years' accommodation in Halls of Residence. This limit may be extended a year if the boarder is a studying in a 3 year programme.

The maximum limit a person can therefore stay in the Halls of Residence is 3 years – except in the situation where a person is granted permission to stay for an additional 1–2 years to complete a study programme.

HALLS OF RESIDENCE ACCOMMODATION CHARGES 2012

Laidlaw Students

SINGLE (PER PERSON) – INTENTIONAL COMMUNITY

Room Size	Per Semester	Per Week
Single Room (Te Hono)	\$3,780	\$210
Single Room (Te Au)	\$4,050	\$225
Large Room (Te Au)	\$4,230	\$235
Shared Room (Te Au)	\$3,150	\$175

Charges include a weekly linen change (sheet/pillow slip), breakfast and dinner 7 days a week, lunch Mon–Fri, internet access, and power/water.

Boarders

SINGLE (PER PERSON) – INTENTIONAL COMMUNITY

Room Size	Per Week
Single Room (Te Hono)	\$200
Single Room (Te Au)	\$215
Large Room (Te Au)	\$225
Shared Room (Te Au)	\$165

Charges include a weekly linen change (sheet/pillow slip), breakfast and dinner 7 days a week, internet access, and power/water. Charges do not include lunch.

EAST WING STUDIO ROOMS

SINGLE (PER PERSON) – ROOM ONLY RATE

Room Size	Per Semester	Per Week
Studio Room with single study	\$4,050	\$225
Studio Room with double study	\$4,230	\$235
Wheelchair/mobility unit	\$4,230	\$235

SINGLE (PER PERSON) – ROOM AND MEAL PACKAGE

Room Size	Per Semester	Per Week
Studio Room with single study	\$5,310	\$295
Studio Room with double study	\$5,490	\$305
Wheelchair/mobility unit	\$5,490	\$305

MARRIED COUPLE (PER COUPLE) – ROOM ONLY RATE

Room Size	Per Semester	Per Week
Studio Room with single study	\$4,086	\$227
Studio Room with double study	\$4,266	\$237
Wheelchair/mobility unit	\$4,266	\$237

MARRIED COUPLE (PER COUPLE) – ROOM AND MEAL PACKAGE

Room Size	Per Semester	Per Week
Studio Room with single study	\$6,930	\$385
Studio Room with double study	\$7,110	\$395
Wheelchair/mobility unit	\$7,110	\$395

Charges include a weekly linen change (sheets/pillow slips), power/water and internet access. Meal package includes breakfast and dinner 7 days a week, lunch Mon–Fri.

Halls of Residence Vacation Charges

During the 3 week mid-semester break (2-22 July), and over the summer holidays, the accommodation charge reduces to a "vacation rate" as no meals or tea/coffee/sugar/milk supplies are provided.

SINGLE (PER PERSON)

Room Size	Per Week
Single Room – Te Hono	\$130
Single Room – Te Au	\$135
Large Room – Te Au	\$145
Shared Room	\$90
EW Studio Room with single study	\$225
EW Studio Room with double study	\$235
EW Wheelchair/mobility unit	\$235

MARRIED COUPLE (PER COUPLE)

Room Size	Per Week
EW Studio Room with single study	\$227
EW Studio Room with double study	\$237
EW Wheelchair/mobility unit	\$237

Vacation Application

Vacation accommodation application forms for the July and summer holiday periods will be issued by the Residential Services Manager in the month prior to the vacation period. Those with outstanding accommodation debt at the end of a semester will not be permitted to stay in the Halls over the vacation period.

FINANCIAL INFORMATION

Semester One accommodation in 2012 covers 27 February–1 July.

Semester Two accommodation covers 23 July–25 November.

Semester One meals commence on 27 February with breakfast and conclude with dinner on 1 July.

Semester Two meals commence on 23 July with breakfast and conclude with dinner on 25 November.

Room Reservation Fee

A non-refundable room reservation fee of \$50 is required to confirm acceptance of an Offer of Accommodation. Non-payment of the fee by the required date may mean your room is re-allocated to another applicant. The date the fee is due will be advised with the Offer of Accommodation.

Room Bond

A bond of \$400 is payable at least one week prior to residence. This is refundable at the time of departure provided all accommodation costs are met, all keys returned and the room is left in a clean and undamaged condition.

Term Of Residency

Those who request and enter Halls of Residence do so on the understanding that the room is reserved for the duration of the Semester. Therefore no refund of accommodation fees will be made should a student vacate after the first seven days of the Semester. There are also no rebates for late arrival. No refund of accommodation fees is available for missed meals. Laidlaw College does not offer a "room only" rate to those living in Te Au or Te Hono during the academic year unless a resident's special diet is unable to be catered for by the College Kitchen.

Absence

If residents are away for 7 or more days during the semester, they may apply for a refund of their food costs for the period of their absence. No reduction in charges is given if residents are away for less than 7 days. Notice of dates of absence must be given to the Residential Services Manager in writing 1 week prior to absence. No refund is given if the Residential Services Manager is advised after the period of absence.

Departure

Laidlaw students' accommodation is reserved for them for the duration of the semester and no refund is given should a student leave their accommodation before the end of the semester. Boarders are required to give two weeks' written notice to the Residential Services Manager prior to departure. Failure to do so will mean an automatic forfeiture of the bond.

Vacation Rates

Those who wish to stay in the Halls of Residence during the three week mid-semester break (2-22 July), or over the summer holidays will be charged a "vacation rate" (no meals provided). Residents who are away during the mid-semester break and summer holidays are able to pack their belongings and store them in the wardrobe for no charge, provided the room is left in a condition where it is able to be used by conference guests. If the room is not left in a condition suitable for use by guests, residents will be charged the full "vacation rate".

Payment Options

Accommodation fees are payable in advance in one of two ways:

- Payment of a semester's fees in full at the start of the academic year; or
- Automatic weekly or fortnightly payment from a nominated bank account.

On entering the Halls, residents must pay for their first two weeks' accommodation fee, and then pay regularly on a weekly or fortnightly basis ensuring that their accommodation fees are always two weeks in advance.

Penalty For Late Payment

For all amounts that are due and not paid by the end of the calendar month, a 1% Late Payment Fee will be added. This is calculated on the amount that is due and not paid at the payment due date, or the end of each month thereafter until full payment is received. This does not apply to those who make arrangements for automatic payment or direct debit as per above, unless payment is (i) in default of the arrangement, and/or (ii) not complete by the end of each semester.

Dishonour Fee

Should a resident's automatic payment or direct debit be dishonoured by their bank, a dishonoured payment fee of \$10 per transaction will be charged by Laidlaw College.

Financial Obligations

Failure to meet the conditions of payment of accommodation fees will put your accommodation entitlement in jeopardy, and will result in the holding back of academic results in the case of Laidlaw College students. You are required to keep the Residential Services Manager or Finance Office staff fully informed if there is a difficulty in meeting your financial obligations to the College.

TERMS AND CONDITIONS OF RESIDENCE

The emphasis at Laidlaw College is on personal responsibility. The rules of the College are only those which we think are necessary for the smooth functioning of the College community.

Changing Accommodation

A formal request to the Residential Services Manager to change accommodation during the academic year is required. An accommodation change fee of \$25 per change is charged. For those in Halls of Residence who have a telephone connection, a fee of \$10 per new connection is also charged.

Community Meetings

A fortnightly meeting is held for all living in the Halls of Residence after dinner on Tuesday evenings. This meeting is an opportunity for the whole community to share together, to pray, and to be encouraged and challenged by others' stories. Guest speakers are invited from among the lecturing staff, and from outside of Laidlaw College. Attendance at these meetings is expected of all residents.

Consideration

Communal living means we reside in close proximity to each other! Therefore, residents are expected to respect other residents' needs. Complete quietness is expected in and around the Halls of Residence living areas between

10 pm – 7 am on weekdays. Music should be played at a sound level sufficiently low so as not to disturb other residents.

Damage To Property

Residents are expected to take good care of Laidlaw College property. Property damage should be reported immediately to the Property Department. Furniture belonging to the College should not be removed from the room or premises without the permission of the Residential Services Manager. Where any deterioration or damage to property is not due to fair wear and tear, the resident will be responsible to pay for the repairs. Residents are also responsible for any damage caused by their guests.

Dining Room

Meal times are an important time for socialising, and behaviour in the Dining Room is expected to be of a high standard.

- a. Footwear and a reasonable standard of dress are required at all times.
- b. No crockery or cutlery is to be removed from the Dining Room. If meals are being taken out of the Dining Room due to a resident's lateness, or illness, they must be taken on a disposable plate or container. Cutlery is supplied in the Common rooms.
- c. The Dining Room is out of bounds outside of meal times.

Disciplinary Procedures

Discipline or dismissal from Laidlaw College accommodation may result from any of the following:

- **Misconduct:**
Misconduct is defined as failure to maintain proper standards of integrity, or conduct that is a threat to the security, safety or wellbeing of residents, students, or staff of Laidlaw College or its stakeholder community.
- **Serious Misconduct:**
Serious misconduct may include, but is not limited to, sexual harassment, sexual immorality, abusive behaviour, excessive drinking, assault, theft, fraud, misappropriation, wilful negligence, wilful disobedience, wilful misconduct, breach of the Laidlaw College policy against harassment.

Incidents of misconduct are monitored by the Student Review Committee. This Committee is comprised of the Principal, Vice Principal (Academic) and any other person the College Executive may appoint. Residents may appeal decisions made by this committee by presenting a written submission to the Chair of the National Governing Council who will appoint an external commissioner to review and adjudicate the matter.

Drugs, Alcohol, Smoking

Illicit drugs or alcohol are not permitted in the Halls of Residence. Laidlaw College holds the view that given the diversity of background and conviction of our Christian constituency, consumption of alcohol on the campus

is inappropriate. While recognising that some of the Christian community is changing in its attitude to alcohol, the College policy of no alcohol to be consumed or held on the campus still applies. In retaining this policy, College is aware that this may not be the preferred option of a number of residents in Laidlaw College accommodation but, considering the wide range and circumstances of the community that live here, the College requests that this policy be honoured.

Smoking is prohibited inside all College buildings and all courtyard areas. There are some designated smoking areas available.

The College also does not permit:

- The use of mood/mind altering substances apart from medication under a doctor's supervision.
- Involvement in inappropriate sexual behaviour including the use of pornography.
- Involvement in illegal practices.

Guests

Some guest accommodation is available on campus. Guests are not permitted to stay in Halls of Residence rooms without the permission of the Residential Services Manager. Each resident is responsible for the actions and behaviours of their guests while they are on the property. Any guest found in the Halls unaccompanied by their host, or without a Laidlaw College guest tag, will be asked to leave.

Harassment/Complaints Procedures

Laidlaw College is committed to providing an environment which is safe, and which is free from harassment and discrimination. Safety issues may include something which should be occurring and is not, or, if it is occurring, is not up to standard.

Harassment and discrimination may be offensive behaviour or unwarranted attention. It may involve an abuse of power to disadvantage, discriminate or insult. Any kind of harassment is unacceptable – sexual, racial, academic, religious, or any other form of discrimination. Complaints regarding harassment or student life in the Halls of Residence are referred in the first instance to the Residential Services Manager, either directly, or through a Residential Assistant or a Student Leader. The Residential Services Manager may then consult further with the Residential Assistants, Student Leaders or Student Deans, and if necessary refer the matter to the National Principal. If all of these procedures do not result in a satisfactory resolution of concern, the matter would be referred to the Chairperson of the National Governing Council. The Chairperson would have recourse to mutually agreed external mediation if necessary. Anonymous complaints cannot be acted upon.

Linen

Bed linen (sheets and pillowcases) is supplied and commercially laundered each week (one sheet and one pillowcase per week). Residents need to supply their own towels. Hired linen is not to be taken off campus.

Rooms And Maintenance

1. The Residential Services Manager and/or a Property Services staff member reserves the right to enter any room when it is deemed necessary for health and safety reasons and/or maintenance issues.
2. Residents are responsible for their room and its contents. Residents shall keep their room and its contents in a clean and tidy condition and shall not allow the accumulation of rubbish within their room.
3. Residents shall maintain all fittings, furnishings, and chattels in good and sound condition. No furniture is to be removed from a room without the permission of the Residential Services Manager.
4. Residents are required to notify Property Services of any damage or maintenance need promptly. Residents are not permitted to attempt/effect any repairs themselves.
5. Residents shall not put nails, screws, hooks, or sellotape on the walls or ceilings. Blue-tac may be used to put up posters. A noticeboard is provided in each room.

Parking

There is parking along the South Drive for residents' vehicles. Parking is not allocated. The main parking area in front of the Library is reserved for day students and staff. Cars should be kept locked with no valuables left inside. The College strongly recommends that you use a steering wheel lock device and insure your vehicle in case of theft.

Pets

Apart from aquarium fish you may not keep any pets at College.

Restricted Access Areas In Halls Of Residence

The Halls of Residence accommodation areas, common rooms and lounges are open only to those living in the Halls and their invited guests. Laundries and gym room are open only to Halls' residents. Lounges and commonrooms may occasionally be used by the wider College community for cell group meetings.

Men's and women's bedrooms are accessible to those of the opposite sex between the hours of 8 am and 10 pm. The bedroom door, and blinds, must be left open when a member of the opposite sex is visiting. Corridors are open 24/7 to enable through access between bedrooms and commonrooms. Residents are requested to walk quietly along corridors between 10 pm – 7 am.

There is a women-only lounge in each of the residential wings.

The courtesy expected of residents visiting any other resident in her/his room at any time is to knock and wait to be invited in before entering.

Residents may enter East Wing to visit someone, but access to the East Wing lounge and kitchen is restricted except by invitation.

Safety

For fire safety reasons, bar heaters or the lighting of candles are not permitted nor is cooking allowed in any Halls of Residence bedrooms. All Halls of Residence bedrooms are equipped with smoke detectors which must not be tampered with.

Security

- Residents are issued with a room key and exterior door key. These keys must not be attached to anything which identifies Laidlaw College. Loss of these keys results in a \$25 per key replacement charge. If it is deemed by the Property Manager that lost or stolen keys will put security at risk, all corresponding locks will be changed, with all costs charged to the relevant resident's account.
- A security lock up is conducted each night between 9.30 pm–10.00 pm where all corridor doors are locked. Residents have key access to their own corridors, and must lock the door behind them when entering after lock-up has occurred.
- Residents should lock their bedroom door whenever they are out of their room.
- Outside entry doors to living areas must be kept locked at all times.
- Exterior campus gates are padlocked between 11 pm – 7 am. Residents are issued keys to these locks. Locked gates must be re-locked by residents when they pass through at night.
- For the safety of yourself and others, do not let any person into the Halls that you do not know.
- Residents are strongly encouraged to obtain contents insurance which includes a cover for personal liability. If there is a fire or other event which causes damage to your room, you will not only have to replace your own possessions, but you may find the College's insurance company seeks to recover the cost of repairing the damage from you if they consider you were at fault. The College's insurance policies do not cover individual's belongings in the result of theft or damage.

Vacating Rooms

Prior to departure, at the end of a period of occupancy, a room cleaning checklist is given to each resident. Residents are then to arrange with the Residential Services Manager a mutually convenient time for a final inspection. If at the time of final inspection the bedroom is found not to be cleaned to a satisfactory standard, a cleaner will be engaged at a charge of \$25 per hour, to be charged to the relevant resident's account.

College keys will be collected at the final inspection. Lost keys will incur a \$25 per key charge.

Failure To Meet Terms And Conditions

Continuity of accommodation is dependent upon satisfactorily meeting the above terms and conditions.

FLATS AND HOUSES

Laidlaw College provides a range of unfurnished flats and houses for accommodation on-campus.

FLATS

Property Features

22 single-storey self-contained flats: 12 two bedroom and 10 three bedroom. Individually fenced garden/lawn area with rotary washing line. Communal field and playground.

Flat Configurations

Carpet and curtains. Stove/oven and fridge/freezer provided. Otherwise unfurnished. Limited supply of furniture available to borrow – contact the Residential Services Manager regarding availability. Priority is given to families arriving from overseas.

Bathroom facilities

Bathroom includes a bath with shower above. Toilet and basin unit, mirror. Tub with space for washing machine (not provided). Six of the 2 bedroom flats share a communal laundry and do not have washing machine space in the flat.

Mobility Access

No disabled showers/toilets available. No wheelchair access. Limited other mobility access.

Utilities

Water charges included in the rent. Electricity is not included in the rent and must be paid for separately. It is the tenant's responsibility to arrange their own power provider.

Laundry Facilities

Tub with space for washing machine (not provided) available in the bathroom of all 3 bedroom flats and six 2 bedroom flats. The other six 2 bedroom flats do not have space for a washing machine, and share a communal laundry nearby. A token-operated dryer is located in the Family Flats laundry. \$1 per token for half an hour.

Vehicle Parking

Allocated parking for one vehicle close to flat (uncovered). Additional vehicles must be parked in general student parking area.

Storage

Some flats have storage sheds, others have a storage cupboard in the porch area.

HOUSES

Property Features

18 stand-alone houses; 2 three bedroom and 16 four bedroom. Perimeter fence around housing area, but not individually fenced. Own deck leading out from lounge.

House Configurations

Carpet and curtains. Stove/oven provided. Otherwise unfurnished. Limited supply of furniture available to borrow – contact the Residential Services Manager regarding availability. Priority given to families arriving from overseas.

Bathroom facilities

Bathroom includes bath and separate shower box. Basin unit, mirror. Extractor fan. Separate toilet.

Mobility Access

No disabled showers/toilets available. No wheelchair access. Limited other mobility access.

Utilities

Water charges included in the rent. Electricity is not included in the rent and must be paid for separately. It is the tenant's responsibility to arrange their own power provider.

Laundry Facilities

Laundry tub and space for washing machine (not provided) located near back door.

Vehicle Parking

Allocated parking for one vehicle next to house (uncovered). Limited additional parking spaces are available inside the housing area and are allocated by the Residential Services Manager on application (a fee of \$50/semester applies). Otherwise, additional vehicles must be parked in the campus student parking area adjacent to the tennis court.

Storage

No additional storage space.

INFORMATION FOR THOSE LIVING IN FLATS AND HOUSES

Telecommunications

A telephone is provided with a unique phone number (voicemail system attached). Line rental of \$39.15 and toll calls charged monthly by the College. Charges include GST and are subject to line company price adjustments.

Computer Access

A data connection service is available in the flats. Wireless network is available to those who live in the houses.

Pricing options for 2012:

Period	Data Cap	Cost
1 month	2 GB	\$15
3 months	4 GB	\$30
3 months	9 GB	\$45
4 months	14 GB	\$60

Tenants need to have an account with an internet service provider.

Mail

Mail is delivered to mail boxes in the Student Lounge Mon–Fri. Incoming mail should be addressed to: Your name, Private Bag 93119, Henderson, Waitakere 0650. Couriered items should be delivered to our street address at 80 Central Park Drive, Henderson.

Study Room

Study room in the main campus area with allocated carrels is available for Family and Off-Campus students.

Study carrels: \$215/semester

Security

Security access tag giving 24/7 access: \$40 (\$25 refunded when returned)

Two sets of door keys are provided at time of arrival. A key replacement fee of \$25 per key applies.

A security company patrols the campus a number of times each night.

Photo ID cards are issued to all students and must be worn within the central campus area. Access cards are issued by Reception to non-studying tenants. A security tag giving access through the main Reception doors during Library hours is available for \$40 (\$25 refunded when tag is returned).

Insurance

Tenants are strongly encouraged to obtain contents insurance which includes a cover for personal liability. If

there is a fire or other event that causes damage to your property or to your flat/house, you will not only have to replace your own possessions, but you may find the College's insurance company seeks to recover the cost of repairing the damage from you if they consider you were at fault.

Meals

Tenants living in the flats and houses are responsible for cooking their own meals.

Recreation/Sport

Play areas and equipment are provided for children in both the flats and housing areas. A Family Room is available in the Flats area for booking for children's parties, social gatherings, meetings, etc. A BBQ and picnic tables are situated in both accommodation areas. A small charge applies for use of the gas BBQ.

Shopping

A Pak'n Save supermarket, fruit and vege shop, hardware store, post shop, video hire, pharmacy, banks, ATM (24 hour cash) machines and fast food outlets are located within a short walking distance of the campus. A Westfield Shopping Centre and movie theatres are situated in the Henderson town centre, a short drive from the College. The College is situated on a main bus route.

Schools & Childcare

An Early Childhood Centre is situated on the campus to provide quality care and education for the children of Laidlaw College students, and for children from the wider community. The Centre is fully licensed by the Ministry of Education and is divided into two age groups (Crèche—under two's, and Kindergarten 2–5 years).

Information on fees, and a copy of the Childhood Centre's handbook can be obtained from the Centre Managers on +64 9 836 7838 or email: oliveshoots@laidlaw.ac.nz

There are a number of local schools nearby which cater for primary, intermediate and secondary education. A list can be sent on request to the Residential Services Manager.

Vacation Periods

Tenants may stay on in their accommodation between each academic year (Dec–Feb). Rebates on rent are available to families in on-campus accommodation (who are returning to study full-time) who are away from their accommodation for a month or longer over that period. Some conditions apply.

Management

A Property Services team repairs and maintains all College buildings and attends to the grounds (including mowing lawns around each residence). Tenants are responsible for keeping their premises and gardens in a tidy condition. A six-monthly maintenance inspection is carried out by Property Services.

What to Bring

Tenants need to provide their own crockery, cutlery, kitchen utensils, cooking equipment, linen, furniture and garden tools. Clothing should be suitable for Auckland temperatures ranging from 9–25 degrees celsius.

Availability

The demand for Laidlaw College flats and houses can exceed supply. You should therefore not count on College accommodation being available until this is confirmed in writing (usually by the end of November). Assistance will be given to find accommodation locally if Laidlaw College accommodation is not available. This accommodation is not assessed by Laidlaw College. Market median rentals in the area range from \$290/week for a two bedroom flat, \$320/week for a 3 bedroom flat, \$375/week for a 3 bedroom house and \$490/week for a 4 bedroom house. Bond, power, phone and water costs extra. (Figures taken from the Department of Building and Housing website: www.dbh.govt.nz for the Henderson area.)



RENTAL CHARGES

Rental figures set out below are current rents. Laidlaw College is required to give 60 days' notice to tenants of any rent increase.

Dwelling	Per Week*	Per Week†
2 bedroom flat	\$260	\$285
3 bedroom flat	\$285	\$310
3 bedroom house	\$340	\$375
4 bedroom house	\$370	\$415

*Charge per Week (Full-time Family Students)

†Charge per Week (Part-time, Flatting or Non-Laidlaw College residents)

Notes:

Power, phone, water (where metered) extra

There is no GST payable on rentals

Rents for full-time students are set at the "lower quartile" figure for rents in the Henderson area. The "lower quartile" is the weekly rent at 25% of all market rents when all are placed in order of value.

Part-time students, single students flatting in Laidlaw College flats/houses and those not studying in a Laidlaw College programme pay a higher rental. Their rental is set at the median rental figure for rents in the Henderson area.

Students who cease to study full-time during their tenancy will be charged the higher rental rate.

Rental figures are based on data supplied by the Department of Building and Housing for the Henderson area. This data can be viewed at www.dbh.govt.nz/tenancy.

Payment Of Rent

Rentals are payable fortnightly in advance by Automatic Payment.

Payment Of Bond

A bond of two weeks' rent is payable at the time the Tenancy Agreement is signed. The bond is lodged with the Department of Building and Housing Bond Centre and is refunded when the flat/house is vacated, provided the property has been properly looked after and all accommodation-related payments are up-to-date.

A Cheque Processing Fee of \$15 applies when tenants pay their bond by cash or EFTPOS and the Finance Office writes a cheque to the Bond Centre on their behalf.

Should a tenant change accommodation to another Laidlaw College flat or house, a Bond Transfer Form is required to be completed. An extra payment will be required to make up the bond if a family moves to larger accommodation.

Penalty For Late Payment

For all amounts that are due and not paid by the end of the calendar month, a 1% Late Payment Fee will be added. This is calculated on the amount that is due and not paid at the end of each month.

Dishonour Fee

Should a tenant's automatic payment or cheque be dishonoured by their bank, a dishonoured payment fee of \$10 per transaction will be charged by Laidlaw College.

Term Of Tenancy

Tenants are issued with a periodic tenancy agreement which requires them to give 21 days' notice to vacate, and the College is required to give 90 days' notice to vacate.

ACCOMMODATION POLICY

Given the demand for flats and houses and in the interests of fair treatment, Laidlaw College has the following policy on entitlement to, and duration of, accommodation.

1. Laidlaw accommodation is allocated on a date of application basis for full-time students doing one year or more of study at Laidlaw College, where the delivery is on campus. Priority is given to families.
 - The date of application is taken at the point where the application fee to study is received, together with the appropriate application form.
 - Postgraduate students doing study through another university but who are being supervised by Laidlaw College staff and using Laidlaw College facilities may make application to the Accommodation Committee and will be considered on a case by case basis.
2. The decision on the allocation of specific flats and houses lies with the Accommodation Committee, who will take into consideration the following factors:
 - Size of the family (ie. number of children or dependants living with the student). This does not include adult boarders
 - Credit history with Laidlaw College
 - Other special needs
3. A full-time Laidlaw College student is entitled to Laidlaw College accommodation for the duration of their programme (usually 3 years for a degree, or 4 years for students who do a year of Preparatory before completing the degree). A maximum limit of 4 years' accommodation applies. Students who wish to take up a further programme (eg. Masters) may make application in writing to the Residential Services Manager for further accommodation. As part of the consideration of the application, they may be asked to meet with their Student Dean to discuss financial implications and community obligations. Decisions are made on a case by case basis.
4. The accommodation entitlement is not passed automatically to the student's spouse.

In the case where a student completes his/her Laidlaw College course and wishes to continue in Laidlaw College accommodation in order for their spouse to commence study, their application will be placed into the pool of new applications for accommodation.

In all other cases such an application will be considered on a case by case basis by the Accommodation

3 BEDROOM FLAT



4 BEDROOM HOUSE



Committee (eg. where a husband and wife have taken year about to do full-time study, or where a spouse has studied part-time and wishes to complete his/her course on a full-time basis).

The maximum limit of 4 years' accommodation will still apply.

TERMS AND CONDITIONS OF RESIDENCE

The emphasis at Laidlaw College is on personal responsibility. The rules of the College are only those which we think are necessary for the smooth functioning of the College community.

Changing Accommodation

A formal request to the Residential Services Manager to change accommodation during the academic year is required. Should a tenant change accommodation to another Laidlaw College flat or house, a Bond Transfer Form is required to be completed. An extra payment will be required to make up the bond if a family moves to larger accommodation.

Consideration

Communal living means we reside in close proximity to each other! Therefore, residents are expected to respect other residents' needs. Those living in family accommodation are asked to be considerate of their neighbours when playing music, entertaining guests, arriving home late at night, etc.

Damage To Property

Residents are expected to take good care of Laidlaw College property. Property damage should be reported immediately to the Property Department. Furniture and furnishings belonging to Laidlaw College should not be removed from the premises without the permission of the Residential Services Manager. Where any deterioration or damage to property is not due to fair wear and tear, the resident will be responsible to pay for the repairs.

Disciplinary Procedures

Discipline or dismissal from Laidlaw College accommodation may result from any of the following:

- **Misconduct:**
Misconduct is defined as failure to maintain proper standards of integrity, or conduct that is a threat to the security, safety or wellbeing of residents, students, or staff of Laidlaw College or its stakeholder community.
- **Serious Misconduct:**
Serious misconduct may include, but is not limited to, sexual harassment, sexual immorality, abusive behaviour, excessive drinking, assault, theft, fraud, misappropriation, wilful negligence, wilful disobedience, wilful misconduct, breach of the Laidlaw College policy against harassment.

Incidents of misconduct are monitored by the Student Review Committee. This Committee is comprised of the

Principal, Vice Principal (Academic) and any other person the College Executive may appoint. Residents may appeal decisions made by this committee by presenting a written submission to the Chair of the National Governing Council who will appoint an external commissioner to review and adjudicate the matter.

Drugs, Alcohol, Smoking

Illicit drugs or alcohol are not permitted on any College property. Laidlaw College holds the view that given the diversity of background and conviction of our Christian constituency, consumption of alcohol on the campus is inappropriate. While recognising that some of the Christian community is changing in its attitude to alcohol, the College policy of no alcohol to be consumed or held on the campus still applies. In retaining this policy, College is aware that this may not be the preferred option of a number of residents in Laidlaw College property but, considering the wide range and circumstances of the community that live here, the College requests that this policy be honoured.

Smoking is prohibited inside all College buildings and all courtyard areas. There are some designated smoking areas available.

The College also does not permit:

- The use of mood/mind altering substances apart from medication under a doctor's supervision.
- Involvement in inappropriate sexual behaviour including the use of pornography.
- Involvement in illegal practices.

Gates

Tenants are responsible for ensuring the perimeter gates to the Flats and Housing areas are closed when they walk/drive through. This is to ensure our small children's safety.

The gate at the Lincoln Road entry should also be kept closed by residents between the hours of 10 pm–7 am for security reasons.

Guests/Boarders

Tenants in flats and houses must seek the written permission of the Residential Services Manager if they have guests staying for longer than 14 days or wish a person not named on their tenancy agreement to board with them.

Parking

One carpark space is allocated for each flat/house. Additional allocated parking in the housing area may be available on application to the Residential Services Manager (A fee of \$50/semester is charged for each reserved carpark). Tenants are not to park their cars in the main carpark in front of the Library. Additional parking for tenants cars is available adjacent to the tennis court.

Pets

Apart from aquarium fish and caged birds you may not keep any pets in your College flat or house.

Restricted Access Areas

Halls of Residence areas are restricted to those living in the Halls and their invited guests.

Children are welcome and part of the Laidlaw College family. However in the central campus area (ie. Student Lounge, Games Room, Cafe, Library, Offices and Lecture Room areas) children 14 years and younger must be adequately supervised, preferably by their parent(s).

The property workshop, equipment and vehicles are out of bounds.

Safety

Flats and Houses have battery operated smoke detectors. It is the tenant's responsibility to ensure the batteries are replaced when they wear out.

Heaters are not to be used in bathrooms for safety reasons.















Failure To Meet Terms And Conditions

Continuity of accommodation is dependent upon satisfactorily meeting the above terms and conditions.



AUCKLAND CENTRAL CAMPUS AREA

80 Central Park Drive, Henderson or 221 Lincoln Road, Henderson

-  Administration and Offices
-  Residential Accommodation
-  Jireh School
-  Lecture Rooms
-  Kitchen
-  Fire Assembly Area
-  Tennis Court
-  Telephones
-  Bathroom
-  Toilet(s)
-  Laundry
-  Residential Parking
-  Central Courtyard
-  Fountain Courtyard



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