



Agreement for Admission to Knox College for the 2023 Academic Year

Name:
First Name(s) *Last Name*

Home Address: **Post Code:**

Home Telephone: (.....) **Mobile:** **Student ID:**

Email Address you expect to use during 2023:

Knox College is a residential college operated by Knox College and Salmond College Incorporated (jointly **the College**). I wish to accept the place offered at the College for the 2023 academic year (**the Place**) on the conditions set out below.

The academic year referred to in this agreement is *(Please tick the option that is specified in your Letter of Offer)*

- University of Otago, full academic year (18 Feb 2023– 11 Nov 2023)
- Otago Polytechnic/other tertiary education institution in Dunedin, full academic year (18 Feb 2023 – 25 Nov 2023)
- Special Arrangement with Head of College
 - University of Otago Semester (18 Feb 2023 – 1 Jul 2023, 1 Jul 23 – 11 Nov 2023)
 - Otago Polytechnic/other Semester (18 Feb 2023 – 8 Jul 2023, 8 Jul 2023 – 25 Nov 2023)

I accept the offer and the following conditions:

1. I recognise the authority and responsibility of the Head of the College (the Head) for the welfare and behaviour of all College residents.
2. I will remain a resident of the College for the whole of the selected academic year and will pay the accommodation fees in the Schedule to this agreement, the fees detailed in this agreement, and any other fees referred to in the documents accompanying this agreement (jointly **the Fees**).
3. I agree that it is a fundamental condition of residence at the College that I must be a full-time student at the University of Otago, Otago Polytechnic, or other tertiary education institution in Dunedin; and that if for any reason I can no longer satisfy that condition I may be required to withdraw as a resident and, if required to do so, will promptly leave the College.
4. I have made an initial payment of the Entry Fee by online banking. Entry fees are: University Full Year or Polytechnic Full Year \$1,400.00, Returner \$1,100.00, and Semester only (by special arrangement with the Head) \$850.00.
5.
 - a) As a new resident: if having entered into this agreement I decide not to take up the Place, and notify the College of this prior to 26 January 2023, I will receive a refund of half of the Entry fees paid. After that date the College may also retain an amount equivalent to the first two weeks' accommodation fees but subject to clause 9.a).
 - b) As a returning resident: I agree to pay the non-refundable Entry Fee. If after 26 January 2023, I do not take up the Place then the College may also retain an amount equivalent to the first two weeks' accommodation fees but subject to clause 9.a).
6. I acknowledge that at any time the College is entitled to require me to withdraw as a resident and leave the College if:

- a) any information provided in support of my application for residence is false or incomplete in any material particular.
 - b) I commit a serious breach of this agreement or of any rules or policies regarding my conduct;
 - c) I fail to pay my fees at the times required;
 - d) I withdraw any of the authorisations or undertakings given in this agreement, or refuse to comply with any requirement imposed by the Head under this agreement;
 - e) I refuse to comply with any disciplinary processes required by the Head in investigating possible misconduct or other breach of my obligations as a resident, or with any sanctions imposed by the Head arising from such investigation;
 - f) the Head believes on reasonable grounds that there are health or other issues which make my continuing as a resident an unacceptable risk either to my wellbeing or to the wellbeing of other residents or to the peace and unity of the College.
7. If I am advised by a healthcare professional that there are, or may be, issues with my physical or mental health which make my continuing as a resident an unacceptable risk either to my own wellbeing or to the wellbeing of other residents, I will immediately advise the Head that the issues exist and will authorise the healthcare professional to disclose any information relating to those issues to the Head.
8. I authorise the Head to inform my Emergency Contact or Family Contacts about any issues which may arise in relation to my health or conduct as a resident and to provide them with any information relevant to those issues.
9. If I withdraw from residence in the College during the academic year, whether voluntarily or because I have been required to do so, no fees already paid will be refunded and I will pay the balance of fees which would have been payable had I remained a resident for the full academic year.
- a) If a replacement resident suitable to the College takes up residence in my place, then the College will refund the portion of my accommodation fees paid by the replacement resident.
 - b) If the Head considers that my withdrawal is the result of exceptional or unforeseeable circumstances, the Head may agree to waive all or part of my liability to pay fees for the full academic year.
10. I will take reasonable care not to damage College property and will immediately pay the College's reasonable costs of repairing or replacing property which I deliberately or carelessly damage (either alone or with others) while I am a resident of the College.
11. I am aware that I may appeal any decision of the Head which could impact on me personally by following the processes set out in the Residents' Handbook.
12. If the College premises become uninhabitable in whole or in part due to events beyond its control or if the College requires the premises or any part of them to be vacated during works the College considers necessary to protect against damage from such events, the College may terminate this agreement either with or without notice depending on the particular circumstances at the time and:
- a) my liability for fees shall cease from the time I cease to be a resident; and
 - b) the College will take reasonable steps to find me suitable alternative accommodation, or to assist me in making alternative arrangements.
13. I acknowledge that any overdue fees owed by me to the College may incur 1% penalty interest per week on the outstanding balance and I agree to pay all reasonable costs incurred in the collection of any overdue accounts owed by me.
14. I authorise the University of Otago and/or Otago Polytechnic to supply my examination results, and the results of admission to special schools, to the Head while I am a resident of the College on the understanding that the information will be disclosed only to appropriate College staff.
15. I undertake to comply with any policies and requirements of the College as amended from time to time and notified in the Residents' Handbook or otherwise, and to follow with all reasonable requirements and any

directions made by staff of the College. I confirm I have read and understood the Handbook and any other policies and requirements provided to me by the College and that these form part of my agreement with the College unless they conflict with the express terms of this agreement, in which case this agreement will apply.

16. I will participate in and contribute to the supportive and harmonious atmosphere of the College, showing consideration towards other residents and neighbours.
17. I undertake that all information I provided to the College in support of my application for a Place at the College is true and correct, and that I have withheld no information which might reasonably affect the College's decision to accept me as a resident.
18. I understand that in consideration of my agreement to these terms, and undertaking to pay the fees required, the College will provide me with:
- a) a furnished single bedroom (unless an alternative arrangement has been agreed or in an emergency situation);
 - b) a supportive collegiate environment designed to facilitate learning;
 - c) access to the College's programme of academic, social and community activities;
 - d) timely repayment of any monies owing to me by the College.

Signed by the Resident Date

The College (**We**) require the following additional agreements and information:

If you are under 18 at the time of signing please also have this section signed by a parent or guardian:

I have read and understood the content of this agreement and agree to my son/daughter entering into this agreement with the College;

Signed..... Date

Father/Mother/Guardian

Guarantor: In signing this agreement the Guarantor acknowledges having read and understood the conditions of this contract and has had the opportunity to take independent advice. The Guarantor agrees to meet all of the Resident's financial obligations to the College which arise under this agreement, including all reasonable costs incurred in the collection of any overdue accounts.

Signed by the Guarantor Date

Name of Guarantor
First names *Last name*

Address:
..... Postcode:

Telephone: (.....) Mobile:

Email:

Relationship of Guarantor to Resident:.....