



**Adventist
HealthCare**

GENERAL APPLICATION PACKAGE

Residential Accommodation SAH Residence

Package Valid from July 2024

Note: Students from Australian National University or Avondale University hold a different application process.

ANU = refer to Natasha Easson – Natasha.Easson@anu.edu.au

Avondale = www.avondale.edu.au (link to Campus Life/Accommodation)

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HOW TO APPLY FOR ACCOMMODATION

To lodge a residential application, follow our 2 EASY STEPS...

Please note: Application Form & payment of the Application Fee must be submitted a **minimum** of 2 weeks before the proposed check-in date. Applications will not be processed until the Application Fee has been paid in full.



Complete the Application Form.

You will find the Application Form within this Application Package. Please complete all questions before submitting the form.



Submit the Application Form and Pay the Application Fee.

Completion of these 2 steps must be done at least two weeks prior to the date you wish to check-in.

Submit the form in person or email to:-
residence.manager@sah.org.au

Pay the Application Fee at Residence Reception:-
Refer to the Schedule of Fees (page 9) for the cost.
Refer to the options below on where/how to pay.

Please note: Applications will not be processed until the Application Fee has been paid in full.

Payment of the Application Fee

OPTION 1 - In person at Residence Reception via Eftpos, Visa or MasterCard – cash payments are not accepted
OPTION 2 = over the phone via Visa or MasterCard - Phone +61 (0)2 9480 9333

*No other options are available for payment of the SAH Residence Application Fee.
Following check-in ongoing payment of accommodation is via BPAY.*

What happens after I submit the Application Form and pay the Application Fee?

Following submission of a completed Application Form and payment of the Application Fee Residence staff will process the application. Once the application has been processed, successful applicants will be notified by email that their application has been successful and confirmation will be given for the date of check-in. Successful applications will also receive, as part of their confirmation of acceptance email, additional information about the SAH Residence which will be helpful in preparation for living within the Residence.

Unsuccessful applicants will receive a letter from the Housing Services Manager and a refund of the Application Fee.

Check-in days and times

Applicants have the freedom to provide, on the Application Form, a preferred date for check-in which is suitable to their own plans. The preferred date will change to a confirmed date once an application has been processed and accepted.

Check-in is restricted to business days - Monday through Friday between the hours of 10:30am and 3:00pm. Check-in is not available on weekends, public or Adventist HealthCare Limited gazetted holidays.

Overseas or long distance travellers will need to ensure their flights and/or travel plans line up with these check-in times, particularly the 3:00pm close-off. If travel cannot be arranged around our check-in trading hours the applicant will be required to pre-book a Guest room (additional charges apply). Accommodation within the Guest room will occur until completion of check-in to the residential room.

Please note: Residential rooms will not be made available for occupancy until the check-in process has been completed.

I cannot meet the advertised Check-in days or time what do I do?

As explained at "check-in days and times" above, if applicants cannot meet our check-in days or time we can provide accommodation within our Guest rooms. Guest room reservations are conducted as separate transactions from the residential application process and attract costs (min. \$55.00 per night) over and above the advertised residential accommodation Rate. A Booking Fee, or in some circumstances the full Guest room charge, is payable at the time of making the reservation. Guest accommodation is not guaranteed until payment of the Booking Fee has been made. As guest rooms are subject to availability reservations must be made in advance. Without the guarantee of the reservation applicants may find no accommodation is available to them on arrival at the SAH Residence.

Guest room keys, for guaranteed (paid) reservations, are then available to guests for their collection at the hospital's Security Department. Check-in to the residential room can then occur during our next business day.

What if I need to change my check-in date?

If the check-in date needs to be changed, please notify Residence Reception as soon as plans change. Phone Reception on (02) 9480 9333. Reception trading hours are Monday to Friday 9:30am to 5:30pm except public holidays (reduced hours from 9:30am to 2:00pm may occur between 24 December and 7 January).

Payment of accommodation charges

As part of check-in a minimum of 1 week's accommodation must be paid. Check-in cannot be completed until this payment has been made. It is then the resident's responsibility to ensure ongoing payments are paid when they are due. It is also the resident's responsibility to make note of rate increases and to change their payment amounts accordingly. Debts or arrears are strictly managed under the Resident Handbook where penalties can apply.

Once check-in is completed, ongoing accommodation payments are processed through BPAY. Personalised BPAY details will be provided as part of check-in.

Please Note: the folio credit which is paid as part of the Application Fee is held in trust until such time as a Notice of Departure has been provided. At that time this credit is automatically applied to the accommodation folio to assist with the last few weeks' accommodation payments or if unused, it will be refunded with any Room Bond refund.

GENERAL INFORMATION

How do I know the 'House Rules' and what happens if I break them?

The Resident Handbook defines the SAH Residence 'House Rules'. As part of check-in residents receive a copy of the Resident Handbook. The Handbook includes a copy of the Occupancy Agreement signed at check-in between the resident and Adventist HealthCare Limited. The Occupancy Agreement legally provides residents with a license to occupy the SAH Residence building. With that license comes the responsibility to respect and adhere to the requirements set out in the Resident Handbook, regardless of whether the resident personally agrees with those policies/rules or not. By signing the Occupancy Agreement the resident is acknowledging they will uphold the Policy and requirements of the Resident Handbook and are aware they will be held accountable to the Resident Handbook rules.

In technical terms when the 'House Rules' are broken or disregarded, the individual is in 'Breach' of the Occupancy Agreement. Penalties, including monetary fines and termination of the Occupancy Agreement may apply where a Breach of the Resident Handbook occurs. Breaches to zero tolerance policies (for example, smoking or consuming alcohol within the SAH Residence or Hospital estate) will incur an immediate termination of the Occupancy Agreement.

The SAH Residence has unique zero tolerance policies in relation to its gender specific accommodation as well as smoking and alcohol within the building, so it is important that residents read through the Resident Handbook so they are familiar with its requirements and responsibilities. For full disclosure on all policies and requirements, please read the Resident Handbook. The Resident Handbook is available on a link at the following website: <https://www.sah.org.au/residence-accommodation>

Late Payment of Accommodation Charges

It is important for the resident to initiate communication with the Housing Services Manager when payment of accommodation charges will not be met or paid on time. This communication will determine if an extension on the payment period will be granted or if penalties will be imposed.

The penalties for late payment are drawn from the Resident Handbook. These penalties can also affect the resident's ability to live within the Residence. It is important that financial management is prioritised if the resident wishes to avoid enforcement of late payment penalties.

Invoices & Receipts

Similar to a rental situation invoices for accommodation charges are not generated. The *SAH Residence: Schedule of Fees* (dated as current to the year of occupancy) is the official documentation which states the charge for accommodation within the SAH Residence.

Receipts will only be issued for transactions undertaken at the Residence reception desk.

Resident Handbook

The SAH Residence is not bound by the *Residential Tenancies Act*. Successful applicants are granted a license to occupy a room within the Residence under the terms and conditions of the Resident Handbook and the Occupancy Agreement. The Resident Handbook outlines the "House Rules" of the Residence.

The Occupancy Agreement, which forms part of the Resident Handbook, is signed at check-in and establishes an acceptance of the requirements each resident will uphold while living in the SAH Residence. By signing the Occupancy Agreement at check-in the new resident is acknowledging that they will uphold the Policy and requirements set out in the Resident Handbook. Penalties apply where the Policy and requirements are not upheld by the resident.

Each resident receives their own copy of the Resident Handbook at check-in.

Resident Parking

Parking for residents, staff and visitors across the entire Hospital estate is on a user pays basis. Pre-paid parking can be achieved through a Parking Pass. Parking is managed through the hospital's Security Department. Application for, payment and issuing of parking permits is with Security.

Please Note: No charge applies to vehicles which enter and leave the estate within a 15 minute timeframe.

Further Information

Further information, including the Resident Handbook, is available through a link on the Adventist HealthCare website: <https://www.sah.org.au/residence-accommodation> alternatively contact the Housing Services Manager. Phone: +61 (0)2 9480 9330 or email: residence.manager@sah.org.au

RESIDENTIAL APPLICATION FORM SYDNEY ADVENTIST HOSPITAL (Nurses) RESIDENCE



APPLICANT DETAILS: (where applicable, please tick or circle)

SURNAME: _____ **Given Name/s:** _____
please print please print

Preferred Name as used by Family and Friends: _____

Your (Australian) Mobile Phone No: _____ please print Date of Birth: ____/____/____
Male Female (Minimum age requirements apply)

Your email address: _____

Would you class yourself as: An Introvert An Extrovert Inbetween

Are you a: Non-Smoker Smoker

Are you a current or pending employee of Adventist HealthCare Limited? Yes / No

If yes, list the department: _____

Is this application for a clinical placement? Yes / No

Name of your study institution: _____

Please Note: Applicants who are not employed by Adventist HealthCare Limited or students through our affiliates are required to purchase a Security ID Card for access into the Residence. Please refer to the Residence Schedule of Fees for the associated cost.

Please advise your source of income and total amount received per week:

Source: _____ \$ _____ p.w.

If you have a vehicle which will be parked on the hospital estate, please provide the following:

Vehicle Make (eg Holden) : _____ Vehicle Registration Number : _____

Vehicle Model (eg Commodore) : _____

EMERGENCY CONTACT: (where applicable, please circle)

Should an emergency arise, who would you like us to contact?

Name: (please print) _____

Your relationship to this person: (They are your.....?)

Parent / Child / Sibling / Friend / Other (Specify) _____

Their address: _____

_____ City _____ State _____ Postcode

Country (if applicable): _____

Their Home &/or Mobile phone number: _____ / _____

HEALTH: (where applicable, please circle)

Do you have Ambulance cover? Yes / No

Do you have Private Health Insurance? Yes / No

Do you suffer from any of the following?

Asthma Yes / No

Epilepsy Yes / No

Diabetes Yes / No

Heart Condition Yes / No

Other: (please specify) _____

Do you require any assistance or special considerations from Residence management toward your personal Health Care plans? Yes / No

If YES please specify:

ROOM OPTIONS: (Please tick as required)

If the option is available my preference for a room is as follows:
SELECT ONE:

Sunny/warm room (full afternoon sun)
 Shady/cool room (morning sun or good ambient light)

Choose any Add-On's:

Room with a hand basin (additional charges apply - limited to some Level 3 rooms only)
 Larger room (additional charges apply - only two rooms in the building are larger)

Rooms are allocated by the Residence Manager in relation to vacancies which exist at the time of application.
Although your request will be considered, there is no guarantee this request will determine allocation.

Do you have any health issues which require consideration for room placement? Please specify:

REFERENCE DETAILS: (Please circle whatever is applicable - Rental or Personal)

Please provide one rental and one personal reference with this application. Where a rental reference is not obtainable please supply two personal referees.

Reference #1: **Name:** _____
This is a Rental reference
This is a Personal reference **Phone:** _____

Reference #2: **Name:** _____
This is a Rental reference
This is a Personal reference **Phone:** _____

CHECK-IN DETAILS:
This application must be lodged two weeks prior to the intended date of check-in.
For consideration of an earlier check-in date discussion must be undertaken with the Housing Services Manager.
Check-in occurs: Monday to Friday 10:30am to 3:00pm. Check-in is not available on weekends or public holidays.
Check-in will not occur without prior confirmation of acceptance of this application.

I would like to check-in to the Residence on ____ / ____ / ____

Please list your anticipated length of occupancy _____ Months / Years

Financial Liability Commitment: I understand in making this application I have indicated that I will reside in the SAH Residence for a minimum of 7 weeks. Should this not be the case I acknowledge that I will be retrospectively charged guest accommodation rates for the length of my stay or that I will be liable for 7 weeks accommodation charges. Whichever holds the lowest cost.

Applicant Signature: _____ **Date:** ____ / ____ / ____

**Return the completed Application Form in person or via email to: residence.manager@sah.org.au
PLUS make payment of the Application Fee by phoning Residence Reception on
+61 2 9487 9333 between 10:30am and 5:00pm Monday to Friday**

Privacy and Your Rights:
Your personal information disclosed in relation to this residential accommodation application and/or during occupancy within the SAH Residence will be collected, accessed, used, disclosed and stored in accordance with the Privacy Act.
What information will be collected: We collect personal information about you as it directly relates to our business function. The information we collect will not be used for any purpose other than the purpose for which it is collected.
Protecting your personal information: Under the Privacy Act we are required to take reasonable steps to protect your personal information against misuse, unauthorised use or disclosure. We may only disclose information we hold about you to the extent specifically permitted by the law. All paper records pertaining to you will be securely destroyed within five (5) years following your departure from the SAH Residence. Where an Application does not proceed, this form will be securely destroyed within one (1) year from the date of lodgement.
Your access to the information we hold about you: You hold the right to access and correct any information we hold about you. It is important that you tell us when the information we hold about you has changed. E.g. mobile phone number or email address.

OFFICE USE:

Application Fee paid? _____ Initial: _____
Referee's contacted? _____ Initial: _____

SAH Residence

Schedule of Fees

1 July 2024 to 30 June 2025

PART 1 – Residential Room Rates – Minimum stay requirements apply

| | |
|--|-------------------|
| Application Fee Payment of the Application Fee is required at the time of submitting the Residential Application Form. Applications will not be processed without payment of the Application Fee. Payment methods: Visa or MasterCard (over the phone or supplied in an email) or Eftpos at the Residence Reception desk. Cash payments are not accepted. The Application Fee is made up of the following components which are conditionally refundable as indicated: Folio Credit = \$400.00 (on notice of departure) Room Bond = \$600.00 (within 4 weeks of departure ** see notes) | \$1,000.00 |
| Weekly Base Rate—Add-on's may apply, see below (rate includes Utilities & Laundry Levy) | \$182.00 |
| Add-On—Level 3 room with hand basin (weekly charge to be added to the Weekly Base Rate) | \$14.50 |
| Add-On—Room 204 & 353 larger room (weekly charge to be added to Weekly Base Rate) | \$22.00 |
| Add-On—Room 203 ensuite room - 1 room only (weekly charge to be added to the Weekly Base Rate) | \$109.00 |
| Student Storage Rate - Clinical Education Centre students only (conditions apply) - Per Day Rate | \$7.00 |
| Charges & Levy: | |
| Linen Hire Charge - one-off charge for one full set of linen (sheets, pillow, blankets or doona) self laundering applies | \$45.00 |
| Change of Room Charge - Payable at change of room approval | \$75.00 |
| Guest in your room Charge — per night (Maximum stay of 2 nights) | \$5.50 |
| Guest in your room Mattress Deposit (The deposit is refundable when mattress is returned to reception staff. Conditions apply.) | \$20.00 |
| Weekly Storage Charge (Residents Only) - Per Bay | \$7.30 |
| Weekly Storage Charge (Residents Only) - Per Room (+ Room Bond of \$600.00) | \$80.00 |
| Replacement charge for Lost Room Key and/or Access Card - Per Item | \$31.00 |
| Room and/or Building Access Charge - During Reception Trading hours | \$30.00 |
| Room and/or Building Access Charge - After hours (through Security) | \$100.00 |
| Under the Residence Building Car Parking Bay Charge - (per week/per bay) Limit of 8 spaces available. Application through Manager. (Includes estate parking.) | \$18.00 |
| Initial ID Access Card Charge - for applicants not affiliated with AHCL | \$31.00 |
| Laundry Levy (per week) - automatically calculated into Weekly Base Rates | \$7.35 |
| Estate Parking Charge - Refer to hospital Security Department Phone (02) 9480 9988 | |

NOTES:

- ◆ Accommodation charges are to be paid ahead of the charge period (paid a minimum of weekly in advance).
- ◆ Following check-in the ongoing payment method is via BPAY.
- ◆ The Folio Credit is refunded to the accommodation folio when a Notice of Departure, Part 1 is received.
- ◆ Invoices are not produced for accommodation charges. And receipts are only issued on request.
- ◆ Rates are inclusive of GST requirements.
- ◆ Individuals are responsible to know how much is due, when it is due and to maintain payments within requirements.
- ◆ All payments are subject to refund. Please refer to the Refund Policy in the Resident Handbook or speak with the Housing Services Manager (02) 9480 9330 for conditions of refunds.
- ◆ ****IMPORTANT:** At departure a mandatory carpet cleaning charge will be withheld from the Room Bond refund.
- ◆ This Schedule is subject to additional monetary penalties as documented in the Resident Handbook.

SAH Residence

Schedule of Fees

1 July 2024 to 30 June 2025

PART 2 – Guest Room Rates — From 1 night up to 6 weeks

For reservations and payment of the Booking Fee call Residence Reception (02) 9480 9333

Payment options = Credit Card (Visa or MasterCard) or Eftpos (no cash transactions)

Rates are inclusive of GST requirements.

| Booking Fee - The Booking Fee is equivalent to the first nights accommodation charge | Variable |
|--|----------|
| Reservations are only guaranteed following payment of the Booking Fee. The Booking Fee is applied to the first nights charge. | |
| Standard Room** - with linen supplied - per night | \$65.00 |
| Standard Room** - without linen (guest supplies bed linen & towel) - per night | \$45.00 |
| **All standard guest rooms utilise shared bathrooms | |
| Ensuite Room - per night (gender specific - one male room only) | \$85.00 |
| Twin Share Ensuite Room —per night (limited availability) | \$105.00 |

Payment:- Charges are to be paid in full at the time of reservation or at check-in.
For reservations greater than one (1) week, payments can be made each week at Residence reception, for the week in advance.
There are no discounts for length of stay on the advertised rate.

♦ Cancellation and/or Refunds

The Booking Fee and any advance payment will be refunded when notice of cancellation is received in excess of 24 hours before the date of the reservation.

Phone and/or leave a cancellation voice message. Phone: (02) 9480 9333

Guests are required to observe a number of our policies:-

- ♦ Rooms are single occupancy and gender specific.
- ♦ Guests will uphold and observe our gender specific accommodation (the opposite gender is not permitted within your Guest Room after 8:30pm or before 10am)
- ♦ No smoking within the SAH Residence or on the hospital estate
- ♦ No consumption of alcohol in the SAH Residence or on the hospital estate
- ♦ All guests must be over 18 years of age.

Where linen is supplied as part of the Rate, the Guest room beds are ready made. A bath towel is also provided.

All guests utilise the shared bathroom facilities within the Residence, with the exception of the ensuite room.

Guest Rates apply to all SAH Residence accommodation except where a Residential applicant is approved and a License to Occupy is issued under the Residential Room Rates.

Basic cooking kits are available from Reception for guests who wish to provide their own meals. Enquire at Residence Reception. Alternatively, the San Café provides a variety of meal options.

CHECK-IN TIME IS AFTER 2:00pm unless under arrangement (additional charges may apply).

CHECK-OUT TIME IS BEFORE 10:00am unless under arrangement (additional charges may apply).