

# Student Handbook



*Ministry of the Sisters of St Joseph*



# INTRODUCTION

Since 1990 MacKillop House has provided accommodation for young rural women who come to Canberra to continue study after completing their school education. Our aim is to offer a warm, friendly, Christian atmosphere. We emphasise the values of justice, tolerance, respect, personal responsibility and care for one another and our environment. We are committed to supporting those who choose to live here, through the provision of:

- A safe, clean and friendly environment
- Facilities supportive of their study needs
- Clearly stated expectations regarding responsibilities and behaviour within the house
- Balanced, nutritious meals and
- Opportunities to develop skills for communal and independent living.

Those who wish to live at MacKillop House choose to be part of a community. By signing the Contract for accommodation, each student agrees to maintain the ideals and rules of the House. This implies that each student will respect the rights and dignity of each person living and/or working in the House and contribute positively to the House routine.



# HISTORY

MacKillop House, formerly known as St Joseph's House of Studies, was built in 1969 as a residence for Josephite Sisters completing tertiary qualifications at the various Universities and Colleges in Canberra. In 1990, the Goulburn Congregation of the Sisters of St Joseph, considering the needs of country families, took the decision to use the facility to provide accommodation for young rural women in their first year of

tertiary study. It was, and remains, the intention of the Sisters to provide a homely environment in which the students continue to mature as young Christian women and be successful in their course of study. The House was renamed MacKillop House in 2007 to mark the beginning of a new phase in its history. In keeping with the tradition of the House preference is given to young rural women leaving home for the first time to begin tertiary studies.

## APPLICATION PROCESS

### Application Guidelines

Priority is given to those students who are in their first year of post-secondary school studies and in their first experience of living independently away from home. Consideration will be given to exceptional applications.

The Application/enrolment process opens at the end of August with the Tertiary Open Day. The process involves:

1. Completion of an application form
2. Applicant's interview at the House
3. Payment of an application fee
4. Bond payment.
5. Return of the signed contract

Applications are processed as they are received and the House is filled on a 'first in' basis. Following a successful interview a student receives notification that a room will be held for her, once a signed contract and bond are received.

Applications received from those who do not fit in the priority group are held until late January when the Manager, in consultation with staff, will give consideration to these if the House still has vacancies at this time.

The applications may include the follows:

- Students who are in their second or third year of study
- Post graduate students
- Students on placements

### At Interview

At the interview applicants will be given a guided tour of the House. This includes information regarding the philosophy of MacKillop House and the routines within the House that the students will be agreeing to uphold when signing the contract. A



copy of the Handbook and Conditions of stay is given to each applicant at the interview and applicants are asked to read this before returning the signed contract.

## The Contract

The Contract covers the academic year. It begins on the day students move in and finishes the weekend after their final assessment/exam. If students leave before this date they are in breach of the Contract and forfeit their bond.



MacKillop House is committed to creating an environment that values personal responsibility and accountability. When signing the boarding contract students agree to uphold the practices/rules which support the philosophy, values and aims of our community. It is important that prior to signing the contract, the conditions of stay and handbook are read thoroughly by the person concerned. Any specific behavioural or contractual issues arising will be resolved by the manager, with the student. Any termination of Contract prior to the end of the academic year results in the loss of the bond.

## Application fee

This payment must accompany the application form and is non-refundable.

## Bond

The Bond is a security deposit against any default of the terms of the contract. The bond will be refunded at the end of the academic year less any amount that may be deducted for damages to any property or outstanding rent for which the student is responsible.. Should a student resign her place before the end of her contract the bond is forfeited.

## Fees

While the Sisters of St Joseph are committed to keeping fees as low as possible, it is important that they be set to cover the whole academic year.

There is no reduction in fees for semester breaks or for students' absences for personal reasons.



Board is to be paid two weeks in advance throughout the year.

Weekly Board includes:

- All meals - the evening meal is prepared each night except Sunday
- Utilities
- Use of washing machines
- Parking
- 24 hour supervision

Fees may be paid in cash, by cheque or as a scheduled payment via electronic transfer.

Students are responsible for the rent being paid on time. All correspondence and formal notification pertaining to late payments will be discussed with and or sent to the student.

## **MOVING INTO MACKILLOP HOUSE**

After students have received notification that a room is being held, an email will be sent mid January outlining the procedure for moving in. MacKillop House opening date is generally within the last week of January, to provide enough time for students to settle into MacKillop House before the commencement of their studies.



## **WHAT YOU NEED TO BRING**

Students provide their own:

- Bed linen - including a mattress protector, pillow, sheets and quilt.
- Towel and bathmat.
- Iron (tagged and clearly labelled with name)
- Laundry basket with name clearly marked on it
- Washing powder
- Headphones for any sound /tv equipment brought into bedrooms
- Copy paper for printing

You may also like to bring:

- Lunchbox
- Small plastic carry basket for toiletries while showering

All electrical equipment brought into the House MUST BE tested and tagged by a qualified person. The cost to repair any damage to MacKillop House property caused by faulty equipment will be the responsibility of the student/parents.

## LIVING AT MACKILLOP HOUSE

MacKillop House provides students with the opportunity to settle into tertiary study and a new city without the day-to-day concerns of independent living. It also provides an experience of community with other young women at a similar stage in their academic studies.

Living at MacKillop House can be a great experience for those prepared to get involved in the life of the House and help maintain those practices that contribute to ensuring a harmonious environment. Everyone who lives (and works) here plays a part in building the atmosphere of the House. Consideration of others' needs and tolerance of people's differences makes for happy living. MacKillop House has a zero tolerance policy against any aggressive or bullying behaviour.

House harmony can be maintained by avoiding:

1. Noise at night when students are trying to study or sleep;
2. Students NOT cleaning up after themselves in the dining room, kitchen and bathrooms; and
3. Students leaving their washing in the machines or dryer, hindering others from using them.

The smooth running of MacKillop House is a shared responsibility. While we employ staff to do some of the general cleaning we are only able to keep our fees low with the assistance of those living here. Students are required to keep the shared areas tidy and items in their correct place. All students are expected to volunteer one night a week to assist with the clean up after the evening meal.



### Employment

There are many opportunities for casual employment. In previous years students have worked in areas of retail and hospitality. Employment is self-directed.

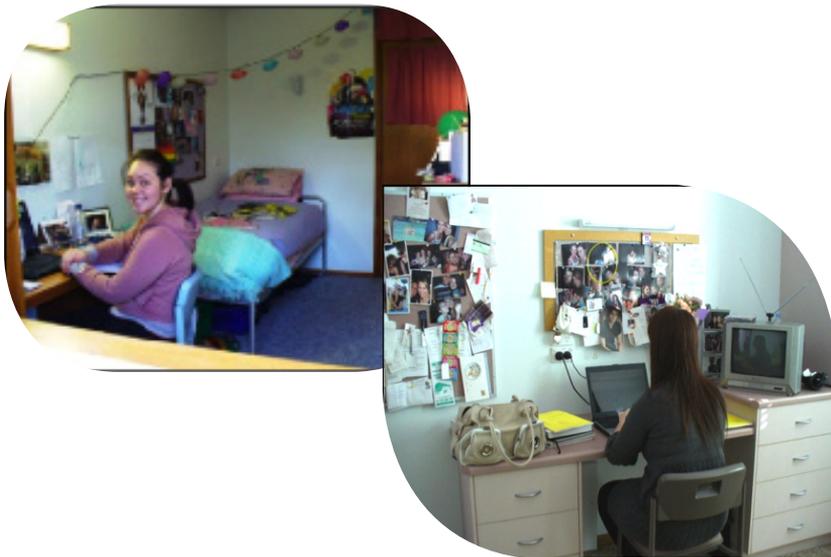
## GENERAL FACILITIES

The House accommodates 38 residents in single bedrooms. The remainder of the House, including bathrooms, dining, lounge and computer rooms as well as laundry

and ironing room, are shared facilities.

## Bedrooms

Each bedroom has a single bed, wardrobe, small chest of drawers, study desk and chair, bookshelf, pin-board and waste bin. It also has a sink with hot and cold water and heating for the winter months. Each room has wireless access to internet. Bedrooms are the responsibility of each student. Regular room inspections will take place to ensure full refund of the bond and to assist in providing references to students when moving into private rental. During winter the House is centrally heated and electric blankets are not necessary. In the interest of safety Radiators or heaters of any kind are not permitted.



## Computer Room

Mackillop House provides computers for students and access to the wireless network. The internet is a complementary service. Due to the location of MacKillop House and the number of students accessing the internet at the one time, the speed of the internet can be compromised. If students are in courses that require a fast download it might be advisable to provide one's own wireless. To use printers students are required to provide their own paper. The internet is provided for study purposes but inappropriate or excessive use of social networking sites may result in these being blocked.



## Dining Room

The Dining Room is a gathering place for students and is open most of the day. Breakfast is a self-serve meal with cereals, yoghurt, fruit, breads and juice available in the dining room. Students may pack a lunch to take if they are out for the day. If home, they may prepare lunch from available supplies. A home-cooked meal is served each evening at 6pm Monday to Saturday inclusive. For students unable to be at the evening meal, due to classes or work, a late meal can be arranged.

## Common Room

The Common Room provides a place for groups to gather, watch TV or entertain friends. It has comfortable lounges, large TV, DVD/VCR player, and some exercise equipment. There is an area that can be closed off for study, which also has a TV

## Laundry

Washing of clothes and personal linen is the responsibility of each student. Washing machines and a coin operated dryer are provided in the laundry. Students are expected to provide their own washing supplies i.e powder, washing basket. Clotheslines are located in the garden area. There is an ironing room upstairs where each student has a cupboard to store her iron and washing powder. Ironing boards are provided.

## Student Phone

The payphone on the ground floor is for student use. Calls may be made and received on this phone. Family and friends may contact students on the following number - 02 6257 6451

## Parking

There are car spaces for 25 cars. Parking of cars or motor bikes on site will be at

owners'/drivers' own risk. It is advisable that vehicles are appropriately insured and that all care be taken to ensure vehicles are secured to avoid theft. It is strongly advised that students purchase a steering wheel lock and use it each night. MacKillop House will not be liable for any damage to such vehicles or

loss of internal accessories or other personal effects contained within a vehicle.



## Bicycles

MacKillop House provides a shelter and rack for bikes to be stored, but is not responsible for the security of or any damage to bicycles. Students are advised to purchase a chain and lock and strongly recommended to keep their bikes secured at all times.



## Visitors Accommodation - Family Flat

A self-contained flat on the premises is available for parents who are visiting Canberra. It can accommodate up to five, with a queen bed, a double sofa bed and a small fold-away bed suitable for a child. It has a kitchenette with microwave and small fridge. For students' families the cost is \$60 per night for one person and \$80 per night for two or more. Breakfast is included. Bookings need to be made in advance.

## Security - Insurance

The insurance policy of MacKillop House does not cover the students' (and/or their guests') personal possessions such as bicycles, cars, mobile phones, televisions, computers, ipods etc. Contents insurance and vehicle insurance are the responsibility of the student.

# GENERAL INFORMATION

MacKillop House is well located for easy access to all tertiary institutions and Town Centres using either public or private transport. There are bus stops nearby and Lyneham and Dickson shops are within walking distance from the House.

## Buses

Bus stops for buses heading into the City and to Belconnen are a short walk from the House. Copies of timetables are displayed in the dining room.

## Cycle Paths

Canberra has a great network of cycling paths. Universities and CIT are within riding distance for those wishing to cycle to school.

## Distance from MacKillop House

Australian National University - 6.3 km

Australian Catholic University - 3.3 km

University of Canberra - 6.1 km

CIT Reid - 6.0 km

CIT Bruce - 7.0 km

Lyneham Shops - 800 m

Dickson Shops - 2.1 km

City Centre - 5.7 km

Belconnen shopping mall - 7.5 km

Calvary Hospital - 6.5 km



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