



SHAFSTON
www.shafston.edu

PENINSULA APARTMENTS

TERMS & CONDITIONS 2019

Upon booking your stay at the Peninsula Apartments, you agree to the following Terms and Conditions.

1. Cancellation & Changes

- Please note that the following will apply for early checkout, cancellations & changes:
 - Any changes to the booking prior to arrival must be changed **at least 14 days** before check-in date or a 2 week rent fee will be charged. Any changes are subject to availability.
 - A minimum of 14 days' written notice must be given to the homestay and accommodation department prior to early check out.
 - Cancellation with less than 14 days' notice or a No-Show will be charged 2 weeks rent.
- No refunds will be given to students evicted for unacceptable behaviour.

2. Prior to Arrival

- Accommodation and cleaning fees must be paid in full prior to check-in.

3. Check In

- An Entry Report form will be provided to students with their key upon arrival. Students must complete this entry report & return it to the homestay and accommodation department located at Shafston College on their 1st day.
- A request for a room change must be made in writing and will be considered by the Accommodation Manager. Room changes will incur a fee of \$155 (**\$95 cleaning fee + \$60 Admin fee**) and is subject to availability.
- If a Student has reserved a Private Room, they cannot change to a twin share room until the end of their term contract.

4. Security Deposit

- A refundable security deposit of **\$500** must be paid to the homestay and accommodation department on the 1st day of college.
- The security deposit must be paid by Credit Card.
- In special circumstances we may allow the security deposit to be paid by cash however the refund process will take no less than 2 weeks (14 days) to process.
- Strictly no refunds will be processed prior to your check-out date.
- Strictly no refunds will be processed prior to a post-inspection being conducted by Shafston Homestay Staff.

5. Check Out

- Students must ensure that all cooking and eating utensils are washed, dried and put away before vacating the apartment.
- The room must be left in a clean and tidy state. Failure to comply with this may incur an extra cleaning fee of **\$95**.
- Students must have paid their account in full, returned the keys and checked out before 10.00am on day of departure.
- Homestay & Accommodation staff will conduct pre-inspections and post-inspections for each student arriving at, and departing from Peninsula Apartments.

6. Cleaning & Maintenance

- Students must allow cleaners and maintenance staff uninterrupted access for the purpose of cleaning and maintenance.
- Students must keep their bedroom areas and shared common areas clean and tidy at all times.
- Students must pay an extra cleaning fee (this could be up to **\$300** per student), if extra cleaning is deemed required by the Accommodation Manager;
- Students must not hang clothing, signage or other items where they are visible from the outside of the building.
- Rubbish must be placed in the garbage chute located near the elevators on each floor. This is to be done daily.
- Any large items of rubbish, or any recycling, is to be taken down to the bins located in the visitor car park area.
- Weekly apartment inspections will be conducted by a member of the Homestay & Accommodation Department from Shafston College or Peninsula Apartments.

7. Notice of Damage

- Students must not intentionally or recklessly damage or destroy, or allow their guests to intentionally or recklessly damage or destroy, any part of the Peninsula Apartments building, it's facilities and/or the rental premises;
- Damage to the apartment or any fixtures may incur a repair or replacement fee in excess of **\$1000**.
- If a student has knowledge of any damage to the premises caused by a student, the student must inform the homestay and accommodation department as soon as possible. **If no student accepts responsibility for any damages incurred, the cost of repair will be split between all residing students.**
- If the premises need routine repairs, the notice must be given to the Accommodation Manager.

8. Student's Obligations

- All noise must be limited after **9pm on weekdays and 10pm on weekends**.
- Any noise complaints received by the Homestay and Accommodation Department may result in fine of **\$100** per student involved. If breaches continue the student/s may also be requested to attend academic counselling;
- Bedroom and shared areas are to be kept clean, tidy and free from clutter at all times.
- The apartment is to be in a condition that does not give rise to a fire or health hazard;
- For safety and security purposes, students are never to let their guests enter or remain in the apartment while the student is not present. Students will be fined **\$100** if their guest is found in the apartment unaccompanied.

9. Apartment Rules

- If a twin share room has been reserved then the second part of the room and second bed cannot be used. A cleaning fee of **\$95** will apply should a student not comply with this.
- Students must not lend their keys or give lift access to another person.
- Replacement of lost key will incur a fee of **\$150**.
- Replacement of lost swipe card/token will incur a fee of **\$150**.
- Replacement of lost key and/or swipe card/token will incur a fee of **\$300**.
- Please note that rooms are shared by the same gender, however the apartment may be shared by both male and female students and of the same nationality.
- Strictly **NO SMOKING** in the unit or on the balcony or on any part of the Peninsula Apartment premises. An on the spot fine of **\$100** will be charged to each student if breaches occur.
- Any evidence found of a student smoking cigarettes or the like in any apartment will be in breach of clause 9g of these terms and conditions and will incur a fine of **\$100**.
- In the event the QLD Fire & Rescue Service is called out due to a false fire alarm caused by a student, then the student/s responsible for the false alarm will be liable to pay the call out fee of **\$1300**.
- Should a student misplace their keys afterhours and require assistance gaining access to the building and/or room, a security call out fee of **\$150** will be charged to the student.
- Students must not sublet their unit.
 - No visitors are allowed to stay in the room overnight. Any student in breach of this will be fined \$100 plus the nightly room rate of **\$38 per night**.
- The apartments are self-contained. In the event of apartment items going missing after a student has checked-out, replacement costs will be charged to that student and deducted from that student's security deposit.
- Students are not to use any part of the apartment or Peninsula Apartment premises for an illegal purpose.

10. Building Rules

- Students are responsible for the behaviour of their visitors at all times.
- Smoking is NOT permitted within the building including balconies, pool and gym.
- Consumption of Alcohol is NOT permitted in public areas including foyer, gym, pool and lounge areas.
- Please note that the gym, pool and lounge areas are not to be used after 9:00pm.
- Bicycles, roller blades, skateboards or balls are not permitted in the building.
- Animals or pets are not permitted in the building.

11. Any continuous breaches of the Terms and Conditions listed above can result in eviction with 48 hours' notice.

12. Residency is governed by By-Laws. A copy of the By-Laws is available at Peninsula Apartments reception.

These terms and conditions can change at any time, please contact Shafston College for a current copy.