



2025 STUDENT HANDBOOK

ST ALBERT'S COLLEGE



ST ALBERT'S COLLEGE

Postal

St Albert's College
University of New England
Handel Street
Armidale NSW 2351

Telephone

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Email

stalberts@stalberts.com.au

Web

www.stalberts.com.au

Facebook

/albiescollege
/albiesalumni

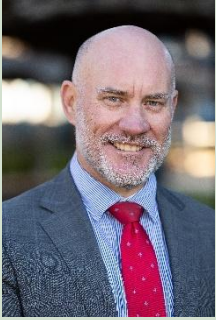
Instagram

@st_alberts_college

Acknowledgement of Country

St Albert's College, within the grounds of the University of New England, acknowledges and respects the Traditional Custodians and First Peoples of the land on which we work, learn and live. We recognise the strength and resilience of the Aboriginal community and pay our respects to Elders past, present and emerging.

FROM THE PRINCIPAL



On behalf of the entire St Albert's College community, including staff, students, alumni and friends, and the senior common room, I would like to extend to you a very warm welcome.

You are joining the College Community at a very exciting time, with the College Executive and Board of Directors having recently undertaken a process to create a strategic plan that will guide St Albert's through the next six years.

We are committed to our vision to be a leading residential College shaping courageous, committed, emotionally intelligent and engaged citizens and our mission to be a residential community of personalised learning and support, responding to the Gospel call to build the Kingdom of God.

With respect to our history and traditions as well as acknowledgement of our current environment and an eye to the future, we have refined our college values, which we expect all members of our community to live by.

In taking your place at St Albert's College, you are making a commitment to serve with compassion, to act with integrity, show respect, live by faith, engage with courage, and participate in community.

You will find you are surrounded by people who want you to do well here. We have a variety of pastoral and academic support structures drawing on students, alumni and friends, members of the senior common room and the broader community.

Without a doubt, our greatest strength is the sense of community and engagement St Albert's College engenders. This is due in part to us being a fully catered college with exceptional accommodation, dining and communal facilities but also the committed staff and student leaders who make the Albies experience unique.

Our student leadership team, comprised of exceptional young men and women, set the standards, provide outstanding pastoral and academic guidance and embed the culture of the College.

The culture that exists at St Albert's is very welcoming and supportive and you will find that you can approach anyone should you need assistance or guidance at any time.

Typically, residents at the College display respect, openness and humility while participating in a range of activities and forging life-long friendships through shared experiences.

Our mantra of Endeavour, Evolve, Exceed, encourages our students to pursue a variety of experiences and grow holistically.

St Albert's College residents pursue their academic goals with a high degree of rigour and are supported and encouraged as they engage with their learning. They are supportive of the entire College experience and benefit from their

engagement. They are financially responsible, and they demonstrate respect for themselves and all members of the College Family.

The young men and women of St Albert's College develop skills and qualities here they will take with them as they become contributors to society. They stay connected with the College and each other, ensuring we have an active alumni who continue to advocate for the college.

I encourage you to grasp the many and varied opportunities for involvement at the College. Extend yourself and immerse yourself in our wonderful community to fully benefit from your time at St Albert's.

With my very best wishes,



FIRE EVACUATION PLANS

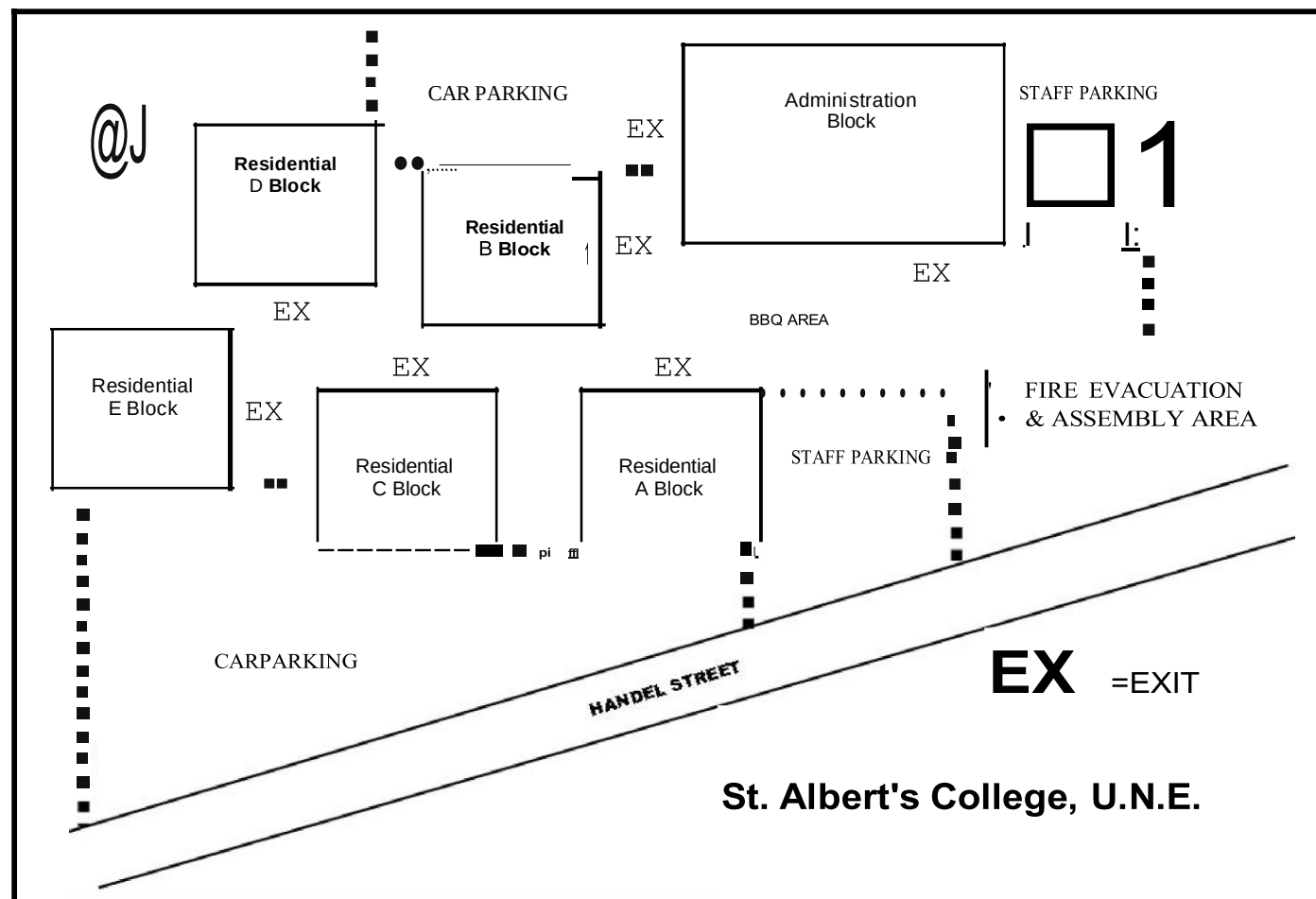
If you discover a fire or the fire alarms sound:

- Tell the people around you immediately.
- Dial 8, 2222 or 000 to Alert Fire Service if alarms do not activate
- Evacuate the building via nearest safe exit.
- Proceed to the Fire Evacuation and Assembly Area (grassed area outside office).
- Do not return to the building until cleared by the Fire Service Officers.

In this room is a sensitive alarm. Do not:

- Do not cover the alarm with any material
- Do not touch the alarm unit
- Do not use fly spray or any pressurized can substance in the room (incl. Deodorant)
- Do not smoke, cook, use candles or burn incense

Intentional alarms or alarms resulting in fire call-outs as a result of your negligence will cost you the full invoice from the Fire Service and any fine that is appropriate.



General Safety Tips:

Lock your door and windows on departure even if you are out for a short period (i.e. Going to the toilet/shower).
 Never keep large sums of cash in this room (The office has a safe).
 Mark your personal goods clearly, especially small items such as CD's.
 Do not lend your room key or metallic tag to anyone. Report loss to the office.
 Notify office or Duty Tutor/Floor Tutor of strangers in the block.

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DIOCESE OF ARMIDALE



Welcome to St Albert's College and the Diocese of Armidale. As Diocesan Administrator for the Diocese of Armidale, I am delighted to be associated with the University of New England.

In 1955, the University invited the Diocese to establish a Catholic resident college at UNE. The then Bishop, The Most Reverend E Doody, invited the Dominican Fathers to build and run St Albert's College on behalf of the Diocese. In 2001, the Diocese was asked to take over from the Dominican Fathers and is now directly involved in the governance and life of the College.

Providing spiritual support and pastoral care to all people of the Diocese is one of my priorities. I am very happy that St Albert's College is able to do this as they guide and support you during your time at UNE. Enjoy your time at College and good luck with your studies.

Monsignor Edward T Wilkes

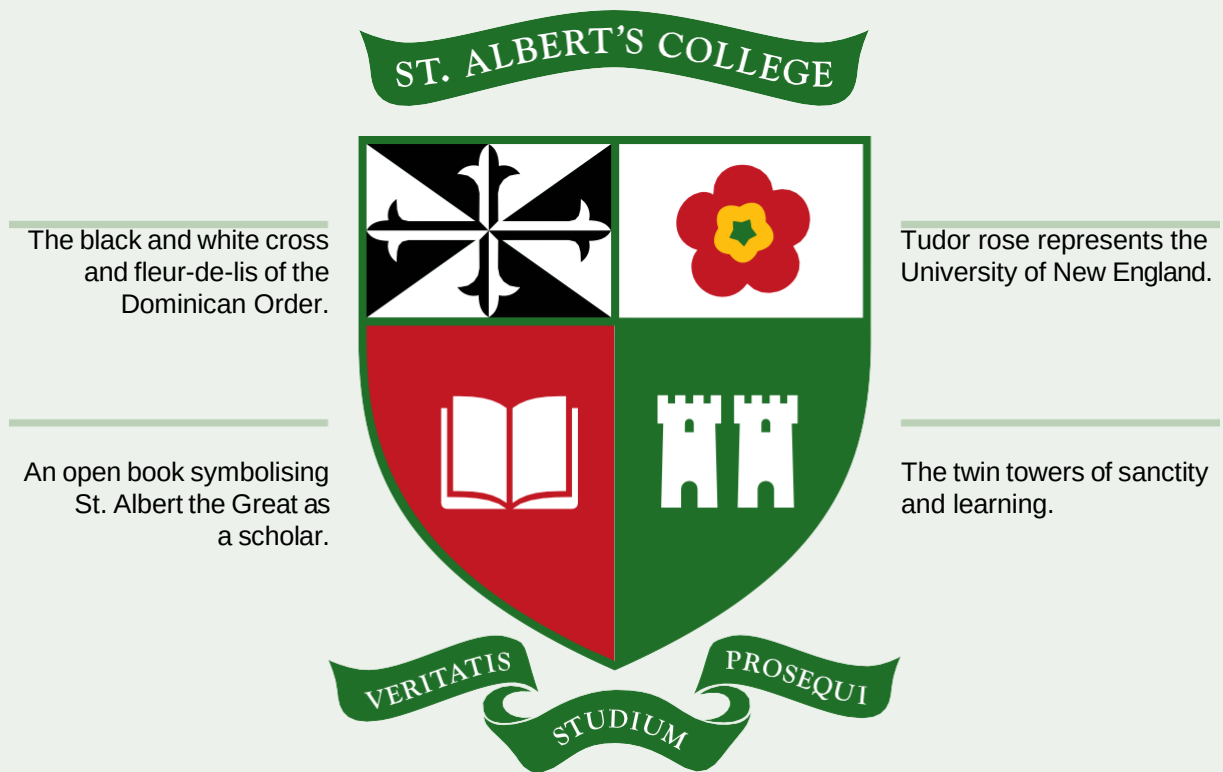
OUR COLLEGE CHAPEL & CHAPLAIN



Being a Catholic College, Mass is celebrated in the St Albert's College Chapel throughout the year. During term time, students from each floor are also welcome to attend a scheduled Mass on Tuesday morning at 11.30am. The doors of the Chapel will remain unlocked on most occasions for students to access our Chapel.

The College is part of the Saints' Mary and Joseph Cathedral Parish of Armidale. Monsignor Wilkes and our parish priests have a keen interest in the spiritual life of the College and the wellbeing of its many stakeholders. St Albert's students are also welcome to attend weekend Mass at Saints' Mary and Joseph Catholic Cathedral and would be a most valued addition to the parish community beyond the College itself. For more information about the parish including Mass times please go to [Saints Mary & Joseph Cathedral](#).

COLLEGE CREST



The heraldic shield of St Albert's College was adopted in 1969 and combines elements from the shields of the University of New England, the Dominican Order and symbolic elements that represent St Albert the Great.

Refreshed in 2016, the upper right corner holds the Tudor rose of the University of New England and the upper left the black and white cross and fleur-de-lis of the Dominican Order. The lower half of the shield holds the twin towers of sanctity and learning and an open book to symbolise St Albert the Great as a scholar.

The College motto, **Veritatis Studium Prosequi**, means to *pursue the study of truth*.

COLLEGE HISTORY

St Albert's College was founded in 1969 by the Dominican Order at the invitation of the University of New England (UNE). St Albert's started as an all-male college, becoming co-educational in 1976, currently housing up to 300 students.

St Albert's is the only independent college on campus. It is integrated into the life of the University and the other six colleges, which are all owned and operated by UNE. Whilst St Albert's has a strong Catholic identity, the College welcomes students of all faiths.

The Dominican Fathers filled the roles of Principal and Dean and went on to provide academic, pastoral, spiritual, and moral support to thousands of university students over the next 23 years. During its history there have been four Dominican Fathers who have served as Principal of the College:

1969 – 1977	Fr Tom Fitzgerald, AO, OP
1978 – 1986	Fr Denis Hallinan, OP
1987 – 1989	Fr Ian Waite, OP
1990 – 1997	Fr Kevin Saunders, OP

At the end of 1997, the shortage of suitable priests in the Dominican Order saw the position of Principal of the College passed onto lay staff. Since then there have five lay Principals:

1998 – 1999	Dr Paul Thornton
2000 – 2003	Mr Sean Brito-Babapulle
2004 – 2015	Mr Geoff Johnston
2015 – 2020	Mr Jason Lincoln
2021 – current	Mr Michael Holland

COLLEGE VALUES

St Albert's College prides itself on offering a harmonious and supportive environment where a fundamental care for the beliefs, feelings, and property of others is of the utmost importance. Responsibility for consistently maintaining such an environment rests with each and everyone of us, and it is through a strong commitment to the College's values that we can offer a community-based College experience founded on compassion, integrity, respect, faith, and courage.





SERVE WITH COMPASSION

We care for ourselves and serve each other, and our environment with compassion and respect.

We give active and generous support to each other

We give active and generous support to the life of the College.

We acknowledge and respect difference in beliefs and values.

We go beyond St Albert's into society to lead, serve and participate; and to help those less fortunate.



ACT WITH INTEGRITY

We act with honesty and integrity in all areas of life.

We do the right thing when faced with difficult decisions and hard choices.

We have strong ethical values; we respect Catholic beliefs and teachings.

We have clear behavioural expectations where respect, moral courage, authenticity and honesty are valued, recognised and modelled.

We hold ourselves and each other to account for both positive and negative behaviours.



SHOW RESPECT

We show respect and consideration for one another.

We consider the impacts of our choices.

We value the contribution of each person, and we celebrate diversity of experience and interests.

We treat all with dignity and kindness.

We make conscious efforts to assist one another.

We step up to protect others and assist those who are in need.



LIVE BY FAITH

Everything we do flows from our faith in God and His love for us.

We respect the dignity of every human person.

We are called to live our lives following Christ's example of humility and service.

We live by the virtues of faith, hope, charity, prudence, justice, temperance, and courage.

We aspire to make a significant difference in whatever we pursue.



ENGAGE WITH COURAGE

We engage with courage with each other and the world around us.

We stand up for ourselves, for others and for what is right.

We are committed to improving our lives and the lives of those around us.

We remain positive when faced with negativity.

We engage fully in the life of the College.

We bring our gifts and talents to enhance College life.



PARTICIPATE IN COMMUNITY

We acknowledge that all residents have a right to live and learn in a safe and inclusive environment.

We have an obligation to participate with cooperation and respect in college life ensuring the safety and inclusivity of all residents.

We accept responsibility and are accountable for how our actions affect others as neighbours.

We participate actively to build strong friendships, develop networks, show care and support to one another, co-creating a cohesive and dynamic community together.

PRINCIPAL DATES 2025

TRIMESTER 1	
February	
Sunday, 2 February	Student Executive and Block RA's return to College
Tuesday, 4 February	Student Leadership Return to College
Sunday, 9 February	First Year Residents Arrive at College
Monday, 17 February	Returning Residents Check-In from 2:00pm
Monday, 24 February	Lectures Commence
Thursday, 27 February	Commencement Mass & Dinner
March	
Tuesday, 11 March	First Year Netball
Thursday, 13 March	First Year Hockey
Thursday, 20 March	First Year Rugby
Monday, 24 March	Census Day (last day to withdraw from Trimester 1 units without HECS/Financial liability)
April	
Friday, 4 April	Lectures End
Sunday, 6 April	Albies Race Day
Friday, 18 April – Monday 21 April	Easter
Mid Trimester Break Friday, 4 April to Monday, 21 April (2 weeks)	
Tuesday, 22 April	Lectures Recommence
TBC	Academic Formal Dinner
Friday, 25 April	ANZAC Day
May	
Friday, 2 May – Sunday, 4 May	Parent's Weekend
Monday, 12 May	Curfew
Friday, 23 May	Lectures End
Monday, 26 May	Exams (2 weeks)
June	
Sunday, 1 June	Trimester 1 Ends

PRINCIPAL DATES 2025

TRIMESTER 2

Monday, 23 June	Lectures Commence
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July

Friday, 4 July – Sunday, 6 July (TBC)	Mates Weekend
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Monday, 14 July	Careers Week
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Monday, 15 July	Census Day (last day to withdraw from Trimester 1 units without HECS/Financial liability)
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TBC	Academic Formal Dinner
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August

Friday, 1 August	Lectures End
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Mid Trimester Break Friday, 1 August to Sunday, 17 August (2 weeks)

Monday, 18 August	Lectures Recommence
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Thursday, 21 August	Academic Formal Dinner
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TBC	Rugby Presentation Dinner
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TBC	UNE Netball Grand Finals
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September

Monday, 1 September	Curfew Week
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Saturday, 6 September	New England Rugby Grand Finals
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Thursday, 11 September	Valedictory Dinner
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Friday, 19 September	Lectures End
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Monday, 22 September	Exams
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Friday, 26 September	Returners Enrolment Confirmation for 2026
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Sunday, 28 September	Trimester 2 Ends
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Please Note

A number of events in Trimester 2 will be confirmed once the UNE Netball draws have been finalised.

COLLEGE STAFF



Michael Holland
College Principal
mholland@stalberts.com.au



Jonathan Grace
Executive Dean
jgrace@stalberts.com.au



Fr Damien Locke
College Chaplain
frdlocke@armidale.catholic.org.au



Lily Hook
Registrar
lhook@stalberts.com.au



Lauren Hassett
Executive Assistant
lhassett@stalberts.com.au

Brendon Thomas
Executive Manager of Finance
& Operations
bthomas@stalberts.com.au



Jason Babington
Chef Manager
jbabington@stalberts.com.au



Wayne Gloy
Precinct Manager
wgloy@stalberts.com.au



Janine Ranck
Accounts Officer
jranck@stalberts.com.au

COLLEGE OFFICE

College Office Hours	Monday to Friday 9:00am – 5:00pm
College Office Number	02 5733 5200
After Hours Contact	02 5733 5200 College office phone is diverted to College Duty Phone
Email	admin@stalberts.com.au
Photocopier	A printer is available next to the College office and upstairs in the Tutorial Room. A printing account can be set up with the College Office.
Laminator	Laminating is available at the College office, costing: \$2.00 per A4 page \$3.00 per A3 page
College Office Area	Please request permission before entering the College Office area, unless you are a member of the Student Leadership Team.
EFTPOS	The College has EFTPOS facilities, fees can be paid by credit card or debit card.
Appointments with the Principal	Appointments with the Principal can be arranged through the College Office or made directly with the Principal.
Mail & Mailing Address	Mail is delivered once daily on weekdays. Mail is sorted and placed in pigeon holes in the College Office foyer area. It is students responsibility to check pigeon holes. Should a student receive a parcel, a SMS will be sent notifying them. Parcels can be collected from the College Office. Outgoing mail can be placed in the red bag next to the College Office. Postage must be paid with stamps, reply paid envelope, or something similar. Internal mail (on-campus only) can be sent via the red bag also.
Mailing Address for Residents	Residents Name St Albert's College 131 Handel Street University of New England Armidale NSW 2350

IMPORTANT CONTACT DETAILS

St Albert's College	College Office	Phone: 02 5733 5200 Email: admin@stalberts.com.au
St Albert's Accounts	College Office	Phone: 02 5733 5200 Email: accounts@stalberts.com.au
Jonathan Grace	Executive Dean	Phone: 02 5733 5200 Email: jgrace@stalberts.com.au
Brendon Thomas	Executive Manager of Finance & Operations	Phone: 02 5733 5200 Email: bthomas@stalberts.com.au
Jason Babington	Chef Manager	Phone: 02 5733 5231 Email: jbabington@stalberts.com.au
Duty Resident Advisor/RSO	After Hours	Phone: 0421 739 600
UNE Safety & Security		Phone: 02 6773 2099 Phone: 02 6773 2299
Armidale Police		Phone: 02 6771 0699
Fire Brigade		Phone: 000
Ambulance		Phone: 000
Armidale Hospital		Phone: 02 6776 4777
UNE Medical Centre		Phone: 02 6773 2916

FEES & CHARGES 2025

NEW STUDENT	
ANNUAL FEES	\$20,339.29
Includes levies & refundable deposits to the value of	\$1,379.00
February – June 9 February 2025 to 30 June 2025	\$11,559.74
July – October 30 June 2025 to 29 September 2025	\$7,460.55
PAYMENT SCHEDULE	
Payment 1 (Deposit) Due: refer to offer for due date	\$1,000.00
Payment 2 Due: 26 February 2025	\$5,969.38
Payment 3 Due: 7 May 2025	\$5,969.37
Payment 4 Due: 9 July 2025	\$3,730.27
Payment 5 Due: 27 August 2025	\$3,730.27
Payment in advance per trimester or annually attracts a discount. See bottom right for details.	

RETURNING STUDENT	
ANNUAL FEES	\$19,693.42
Includes levies & refundable deposits to the value of	\$1,329.00
February – June 17 February 2025 to 30 June 2025	\$10,903.87
July – October 30 June 2025 to 29 September 2025	\$7,460.55
PAYMENT SCHEDULE	
Payment 1 (Deposit) Due: 12 December 2024	\$1,000.00
Payment 2 Due: 26 February 2025	\$5,616.44
Payment 3 Due: 7 May 2025	\$5,616.44
Payment 4 Due: 9 July 2025	\$3,730.27
Payment 5 Due: 27 August 2025	\$3,730.27
Payment in advance per trimester or annually attracts a discount. See bottom right for details.	

RETURNING STUDENT – SELF CATERED	
ANNUAL FEES	\$14,519.02
Includes levies & refundable deposits to the value of	\$1,329.00
February – June 17 February 2025 to 30 June 2025	\$7,831.58
July – October 30 June 2025 to 29 September 2025	\$5,358.44
PAYMENT SCHEDULE	
Payment 1 (Deposit) Due: 12 December 2024	\$1,000.00
Payment 2 Due: 26 February 2025	\$3,605.65
Payment 3 Due: 7 May 2025	\$3,901.59
Payment 4 Due: 9 July 2025	\$2,713.51
Payment 5 Due: 27 August 2025	\$2,333.69
Payment in advance per trimester or annually attracts a discount. See right for details.	

IMPORTANT DATES			
NEW STUDENTS & STUDENT LEADERSHIP TEAM			
Check-in		9 February 2025	
Check-out		29 September 2025	
No of Nights		232	
RETURNING STUDENTS			
Check-in		17 February 2025	
Check-out		29 September 2025	
No of Nights		224	
DISCOUNTS FOR UPFRONT PAYMENTS			
	New Student		Returning Student
Feb to June	\$173.40	Feb to June	\$163.56
July to Oct	\$111.91	July to Oct	\$111.991
Full Year	\$380.41	Full Year	\$367.29
	Self-Catered Returning Students		
Feb to June	\$117.47		
July to Oct	\$80.38		
Full Year	\$263.80		

IMPORTANT INFORMATION

- 1) **REFUNDABLE DEPOSITS** are required for all students. There are 3 refundable deposits paid each year. They are room, room key and academic gown. These deposits are not negotiable and are billed to every student. At the end of each year, if the room key and gown are returned to the office on departure and the room check is in accordance with the incoming room inventory the refundable deposits are credited back onto your account.
- 2) **CHECK-IN DATE for New / First Year Residents** is between 10:00am and 12:00pm on Sunday, 9 February 2025.
- 3) **CHECK-IN DATE for Returning Students** is after 2:00pm on Monday, 17 February 2025.
- 4) **CHECK-OUT DATE** – Residents must depart College by 10:00am on check out date unless prior arrangements have been made with the College Office.
- 5) **FEES** are to be paid in full by the due dates unless a direct debit plan is in place, otherwise an administration fee is charged. Penalties apply for outstanding amounts at the end of each Trimester. Fees may be reviewed for the second half of the year.
- 6) **FEE DISCOUNTS** for yearly and half-yearly payments in advance apply to the accommodation fee component only, not to the levies or refundable deposits. **The discount does not apply to payments made by credit card.**
- 7) **PRACTICUM REBATES** – a rebate will be available, on application, for time a student is away from the College to attend a practicum that is a requirement of their course. Proof of practicum needs to be emailed to accounts@stalberts.com.au when a prac rebate form has been handed to the office. An example of documentation proof would be the placement letter from UNE. Please contact the College Office for further information.
- 8) **MEAL REBATES** – A meal rebate will be available, on application, for time a student is away from the College during designated UNE

holidays/breaks. To qualify for the rebate you must complete the following;

- a) You must notify the college of the dates you are away from the College by signing out at the reception prior to your departure and signing in upon your return;
- b) The meal rebate form must be handed into the office within 2 weeks of your return to college – no forms will be accepted after this 2 week period;

Note:

- No forms will be accepted for processing before the break commences
- Meal rebates are only available during designated UNE holidays/breaks

Please contact the college office if you require further clarification.

ACCOMMODATION BILLING PERIODS

February to June & July to October

For February to June billing, an invoice will be sent prior to the commencement of residency, once the Accommodation Agreement is accepted and the Fee Agreement and payment of deposit are received (\$1,000 deposit for both new and returning students).

The amount of the deposit is applied against deposits and levies, with the balance applied as a credit against fees. An invoice for accommodation fees for each billing period will be emailed prior to the billing period. Outstanding fee reminders are given to students prior to the end of each fee payment period.

It is important that all fees are paid on time. If you are experiencing difficulties in paying your fees, the College will endeavour to assist you. It is important that you notify the College Office if you are encountering any difficulties in paying your fees.

FEES & CHARGES 2025 MEDICINE

NEW STUDENT	
ANNUAL FEES	\$25,400.31
Includes levies & refundable deposits to the value of	\$1,379.00
February – June 9 February 2025 - 30 June 2025	\$11,559.74
July – October 30 June 2025 - 29 November 2025	\$12,461.57
PAYMENT SCHEDULE	
Payment 1 (Deposit) Due: refer to offer for due date	\$1,000.00
Payment 2 Due: 26 February 2025	\$5,563.04
Payment 3 Due: 7 May 2025	\$5,278.31
Payment 4 Due: 9 July 2025	\$5,676.61
Payment 5 Due: 1 October 2025	\$5,176.13
Payment in advance per trimester or annually attracts a discount. See below for details.	

SECOND YEAR STUDENT	
ANNUAL FEES	\$24,120.55
Includes levies & refundable deposits to the value of	\$1,329.00
February – June 18 February 2025 - 30 June 2025	\$10,903.87
July – October 30 June 2025 - 18 November 2025	\$11,887.68
PAYMENT SCHEDULE	
Payment 1 (Deposit) Due: 1 December 2024	\$1,000.00
Payment 2 Due: 1 March 2025	\$5,563.04
Payment 3 Due: 3 May 2025	\$5,278.31
Payment 4 Due: 28 June 2025	\$5,676.61
Payment 5 Due: 23 August 2025	\$5,176.13
Payment in advance per trimester or annually attracts a discount. See below for details.	

FEE DISCOUNTS	
DISCOUNTS FOR UPFRONT PAYMENTS	
New Student	
February – June	\$173.40
July – November	\$186.92
Full Year	\$480.43
2nd Year Student	
February – June	\$163.56
July – November	\$178.32
Full Year	\$455.83

IMPORTANT DATES	
NEW STUDENTS	
Check-in	9 February 2025
Check-out	29 November 2025
No. of Nights	293
RETURNING STUDENTS	
Check-in	17 February 2025
Check-out	22 November 2025
No of Nights	278

IMPORTANT INFORMATION

- 9) **REFUNDABLE DEPOSITS** are required for all students. There are 3 refundable deposits paid each year. They are room, room key and academic gown. These deposits are not negotiable and are billed to every student. At the end of each year, if the room key and gown are returned to the office on departure and the room check is in accordance with the incoming room inventory the refundable deposits are credited back onto your account.
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- 15) **PRACTICUM REBATES** – a rebate will be available, on application, for time a student is away from the College to attend a practicum that is a requirement of their course. Proof of practicum needs to be emailed to accounts@stalberts.com.au when a prac rebate form has been handed to the office. An example of documentation proof would be the placement letter from UNE. Please contact the College Office for further information.
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Note:

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It is important that all fees are paid on time. If you are experiencing difficulties in paying your fees, the College will endeavour to assist you. It is important that you notify the College Office if you are encountering any difficulties in paying your fees.

SEXUAL HARM & HARASSMENT

St Albert's College values respect for all members of the College community. The College maintains a zero-tolerance policy regarding sexual assault and/or harassment.

If you have been the victim of sexual assault or sexual harassment, or have witnessed sexual assault at any time it is vital to report the incident to protect yourself and your fellow students.

It is important for anyone wishing to come forward that all reports will be treated seriously and with confidentiality. Within the College there are several people that you may choose to report your incident to:

Jonathan Grace, Executive Dean
Phone 02 5733 521
Email jgrace@stalberts.com.au

Lilly Hook, Registrar
Phone 02 5733 5211
Email lhoo@stalberts.com.au

College RSO's
8.00pm – 4.00am daily
Phone 0421 739 600

Your Resident Advisor (RA)

Respect X

In 2025 the College has rolled out Respect X. This allows you to report anonymously and securely.

URL:

<https://www.respectx.com.au/reporting>

The College also recommends that all students visit the **Respect.Now.Always** page on the University website. This page provides contacts to which incident reports may be made.

UNE Safety and Security
Phone 02 6773 2099

UNE Student Grievance Unit
Phone 02 6773 2897

UNE Counselling and Psychological Services
Phone 02 6773 2897

After Hours Counselling
Phone 1300 661 927

Respect.Now.Always also provides an option for submitting an anonymous online report via <https://www.une.edu.au/connect/respect-now-always/grapevine-complaint-management-system>

St Albert's College and the University of New England have a zero-tolerance approach to any form of sexual assault or harassment, and will take appropriate action to ensure the safety and privacy of the student community.

**St Albert's College and the University of New England
have a **ZERO-TOLERANCE APPROACH** to any form of
sexual assault or harassment.**

SEXUAL HARM & HARASSMENT REPORTING

This flowchart has been provided as an overview of the support and reporting process for St Albert's students who have experienced sexual assault or harassment. St Albert's College has a zero-tolerance policy toward any kind of sexual harassment or sexual assault.

INCIDENT OCCURS

EXTERNAL REPORTING/SUPPORT

In an Emergency

Call Police 000 (Triple Zero).

Armidale Police Station

96-98 Faulkner Street Armidale
Ph: 02 6771 0699 Armidale Rural

Referral Hospital

24 Hour Accident & Emergency
226 Rusden Street, Armidale
Ph: 02 6776 9622

NSW Health Sexual Assault Services

Armidale Community Health Centre
Claire House
Corner Butler & Rusden Streets,
Armidale
Ph: 02 6776 9716 (25 Hours)

24 Hour Contact Numbers

- ▶ NSW Rape Crisis Counselling
1800 424 017
- ▶ Child Protection Helpline 13 21 11
- ▶ Lifeline 13 11 14
- ▶ Youthline 02 9951 5522

ALBIES STAFF MEMBER DISCLOSURE

- ▶ **Lily Hook** (Registrar) 02 5733 5212
- ▶ **Jonathan Grace** (Executive Dean) 02 5733 5214
- ▶ **Duty Phone** 24hr 0421 739 600
- ▶ **Respect X**
- ▶ Any other member of the **Student Leadership Team**

UNE SUPPORT SERVICES DISCLOSURE

- ▶ **UNE Crisis Support Line** 1300 661 927
- ▶ **Campus Safety and Security** 02 6773 2099

REPORTER SEEKS TO PROCEED WITH DISCLOSURE

- ▶ Depending on the nature of the complaint either **St Albert's College** or the **University Student Grievance Unit** will proceed with an investigation.

Note: If you would prefer to only make a report and not investigate the incident – this option is also available to you.

REPORTER DOES NOT WISH TO PROCEED WITH DISCLOSURE

- ▶ No further action will be taken by St Albert's College.

WHY IS IT IMPORTANT TO MAKE A DISCLOSURE?

Disclosures of sexual harassment or sexual assault helps us provide students with the support they need and help us keep our communities safe.

COLLEGE COMMUNITY

THE SENIOR COMMON ROOM

The Senior Common Room (SCR) includes members of the broader community who support our undergraduates in their life at College and the University. The SCR assists the College to ensure the student experience at St Albert's is enriching and engaging for all.

Members of the SCR often support the student journey through creating networking opportunities both formal and informal as well as offering both academic and pastoral support. Our SCR attend certain functions as well as having a presence at sporting and other inter-collegiate events. The SCR also play an integral role in supporting the College in fundraising activities.

The strong relationship that currently exists between the SCR, college management and our student body is a point of difference that the College proudly promotes.

ALUMNI AND FRIENDS

St Albert's students, who have completed a minimum of one term at College, automatically become a member of the Albies Alumni and Friends Association (A&F).

Past parents, former SCR members and staff are also welcome to join the A&F.

Reunions are held annually across the country and we encourage you to stay connected to the Albies community by following the Albies Alumni Facebook page.

Keep an eye out for upcoming Alumni events in your area.

AFFILIATES

The College welcomes students of UNE who do not live in a college to become affiliate members.

Affiliate members can attend numerous College and Junior Common Room events and play sport in College teams.

STUDENT LEADERSHIP TEAM (SLT)

SENIOR RESIDENT ADVISORS

The Senior Resident Advisors (SRAs) have a special role of leadership among the Student Leadership Team (SLT) and in the College.

The role of SRA is to lead by example and to help with the effective functioning of the SLT system in all its aspects (academic, pastoral, administrative) as well as liaise between Residential Advisors (RAs) and students and the administration.

The SRAs are members of the Student Executive Team.

SENIOR ACADEMIC ADVISOR & DEPUTY

The Senior Academic Advisor (SAA), supported by their Deputy (DSAA), has a special role of leadership among the academic advisors of the college.

The role of the SAA is to lead by example and to help the effective functioning of the academic advisor system in all its aspects as well as liaise between academic advisors and students, and students and the administration.

The SAA and DSAA are members of the Student Executive Team.

BLOCK RESIDENT ADVISOR

The Block Resident Advisors (BRAs) work with the SRAs and are accountable to the Principal and Deputy Principal for the pastoral care of the students at St Albert's College and for the conduct and coordination of the SLT as it relates to the floor Resident Advisors (RAs) and Pastoral Assistants (PAs) within their accommodation block.

STUDENT LEADERSHIP TEAM (SLT)

RESIDENT ADVISOR

The Resident Advisor's (RAs) are the first point of contact for any student with enquiries, whether in regard to policies/ procedures or a need for pastoral support.

1. The pastoral duty of RAs is to take a personal interest in each member of the floor and by following their progress, helping them adjust to University and College life and giving encouragement.
2. The community duty of RAs is to develop a community spirit among the members of their floor.
3. The administrative duty of RAs is to exercise some degree of supervision, especially with regard to noise and anti-social behaviour. They have disciplinary authority delegated by the Principal.

The RAs rotate the function of Duty RA. A roster is placed on the wall outside the office in the administrative building; all emergencies or out of hours enquiries should be taken initially to the Duty RA.

ACADEMIC ADVISOR

Academic Advisors (AAs) are appointed by the College to offer academic assistance in their chosen fields of expertise.

AAs assist residents to commence their study right from the start of the year and to persevere.

No one succeeds without real effort and it cannot all be done at the last moment.

To help achieve this they will be available for consultation in their rooms and to conduct support sessions particularly for first year students.

PASTORAL ASSISTANTS

Pastoral Assistants (PAs) are especially selected for their commitment to the College and for their positive example to other College members. Their role is to assist the RA in the running of the floor.

CLUB & COMMITTEE PRESIDENTS

The President of the Rugby Club, Netball Club, Hockey Club along with the Co-President of Charity are members of the SLT. Each of these clubs and committee play an important role in extra-curricular activities available to students

JUNIOR COMMON ROOM (JCR)

JUNIOR COMMON ROOM

All students at St Albert's College are members of the Junior Common Room (JCR).

The JCR Committee is an elected group of senior students who assist College management in coordinating the social, inter-college sporting and cultural affairs of the student body.

The JCR represents its members in matters affecting their interests. It aims to involve the maximum number of students in college activities whilst organising ongoing events of an academic, cultural, social and sporting nature.

The JCR Executive has an advisory capacity in College and works closely with the SLT and College management to ensure all students are supported through their college journey.

JCR fees for 2025 are set at \$240 for first year students (including shirt) and \$190 for returning students. JCR fees are collected through the College office with the payment of first term fees.

JCR EXECUTIVE 2024

President
Lachlan McGufficke

Vice-President
Erin Alcorn

Treasurer
Georgie Cochrane

Secretary
Patrick Davis

Publicity Officer
Henry Molesworth

The JCR President and Vice-President are also members of the Student Executive Team.

JCR COMMITTEE 2024

MB Representatives
Xavier Graham

SFK Representatives
Emily Mailler
William James

STUDENT SPACES

DINING HALL

Located on the ground of the Administration Building.

JUNIOR COMMON ROOM

A dedicated student space located on the second floor of the Administration Block.

TUTORIAL ROOMS

Three dedicated study rooms located on the second floor of the Administration Block.

FISH TANK

Paved area between the Dining Hall and Block A.

FISH BOWL

Central grassed area between Blocks C, D and E.

BARBEQUE AREA

Near the main entrance.



SPORTING AND CULTURAL PURSUITS

SPORTS

The College has a very good record in the field of sport, with students participating in a range of sports across the region.

The College has dedicated teams in basketball, hockey, netball, and rugby.

CULTURAL

Sir Frank Kitto (SFK) Competition

An inter-college participatory cultural competition also exists, the Sir Frank Kitto (SFK) Trophy.

Competitions in public speaking, debating, poetry, short-story writing, performance, theatre sports, photography, painting, craft and drawing are held at various times throughout the year.

Your participation is encouraged and is a great way to involve yourself in college activities. SFK representatives Tom Medway and Holly Maley, will be seeking your participation throughout the year.

A calendar of events for SFK is located at the entrance to the Dining Hall.

INTERCOLLEGIATE SPORT

Mary Bagnall (MB) and President's Trophy (PT)

The Mary Bagnall and Presidents Trophy are intercollegiate sporting competitions that have been strongly embedded in the UNE Residential Colleges' sporting traditions for many years.

St Albert's College aims to participate in every sporting event throughout the year. Participation in the MB / PT events helps St Albert's students build strong bonds with students from other colleges.

The MB/PT representatives Tom Mitchell, Lachlan Lawson, Matilda Aveyard, and Erin Alcorn will be asking for participating a variety of events as the year progresses.

A calendar of events MB/PT is located at the entrance to the Dining Hall.

STUDENT CONDUCT

STUDENT CONDUCT

St Albert's College aspires to offer all its students the best educational experience that it can, in a safe environment where all members of the community can flourish and in line with the College's values as a Catholic college within but independent of the University of New England.

The values of the College, which it is committed to uphold, are that its residents serve with compassion, act with integrity, show respect for all, live with faith, engage with courage and participate actively in the life of the community.

To this end, and to protect the rights of the College, its residents, and other stakeholders, the College expects all residents, affiliates, and visitors to behave always in ways that best exemplify the College's values.

While St Albert's College has its own set of expectations, its approach to the management of resident conduct is aligned with the following University of New England policies and procedures ('the UNE policies'):

- [University of New England \(UNE\) Residential College Code of Conduct](#)
- [UNE Student Behavioural and Misconduct Rules](#)
- [UNE Sexual Harm and Harassment Prevention and Response Policy](#)
- [UNE Student Alcohol and Other Drug Policy](#)

Whilst St Albert's College works within the guidelines outlined in the UNE policies, the College has adopted its own process for investigation of instances or allegations of misconduct, the imposition of penalties in respect of misconduct and the conduct of appeals in respect of penalties. Consequently, the provisions of Sections 5 and 6 of the UNE Code do not bind the College. The exception to this is sexual misconduct (including Sexual Harassment and Sexual Assault as those terms are defined in the UNE policies), allegations of which will be referred to the UNE Student Grievance Unit to be dealt with in accordance with the Student Grievance Unit's relevant policies and procedures, or the UNE's Student Behavioural Misconduct Rules, as the case may be.

ST ALBERT'S COLLEGE BEHAVIOURAL EXPECTATIONS

All members of the College Community, residents, affiliates and guests, are expected to adhere to the following:

1. RESPECT

- 11 It is expected that all members of our college community will respect the rights of others, both students of the college and its employees. This also includes the members of other colleges and residential dwellings within the vicinity of St Albert's.
- 12 This level of respect will ensure that they too feel safe and supported in an environment free from harassment or intimidation in all circumstances.
- 13 Participation in any act of hazing arising from initiation, affiliation or membership is not permitted at the College. This includes acts of hierarchy and ordering.
- 14 Bullying, harassment or discrimination of any kind of or against another person will not be tolerated.

2. CONFIDENTIALITY

- 21 It is expected that residents will always provide information that is accurate and true and that they do not divulge any confidential information relating to the College or any of its residents or other stakeholders.

3. ACADEMIC ACCOUNTABILITY

- 31 In accordance with the UNE Student Behavioural and Misconduct Rules, it is expected that residents will not share their assessment task with another student or use someone else's work (partially or fully) in the preparation of their own assignment.
- 32 It is expected that residents will maintain a pass average (GPA of 4.0) each trimester of study.
- 33 Additional support structures will be offered to residents in unique and difficult academic situations.
- 34 It is the responsibility of the individual to take up these support structures and/or seek a meeting with the Deputy Principal or Dean of Students to discuss any additional support that may be required.

STUDENT CONDUCT

4. REPUTATIONAL RISK

It is expected that no member of the College will commit any actions or make any comments that could cause reputational damage for the College including being involved with the production of any offensive material, including materials that may have reference to the College, its floors, blocks, clubs, associations or employees.

5. INTELLECTUAL PROPERTY

No member of the College community is permitted to produce any material using the College's name or logos without prior permission from the College Principal.

6. INFORMATION TECHNOLOGY

It is expected that members not use any communication tool in a manner that is unethical, unlawful, ineffective or inefficient. This includes any unauthorised usage of College or individual devices including the misuse of social media.

7. PROHIBITED ITEMS

It is expected that no firearms, ammunition, explosives, other weapons, or chemicals will be brought onto College grounds.

Non-prescription drugs and other dangerous or prohibited substances are not permitted on College grounds.

It is expected that no member of the College will misuse or offer other students any dangerous or prohibited substances, sprays or chemicals.

Any illegal usage of drugs will result in immediate removal from the College and reporting of the offence by College management to the relevant authorities.

8. COLLEGE INFRASTRUCTURE

All buildings and grounds within the College are to be treated with respect to ensure damage does not occur.

No litter of any kind is to be left behind after using any area of the College grounds or buildings.

Each resident is allocated a room that is effectively their home during their stay at College. The room is to be assessed at the commencement of each year and when the

resident vacates the room. The inspection will note any damages or items missing from the room.

All items are to remain in the room throughout a resident's stay at the College. Damage apart from reasonable wear and tear, will be paid for by the occupant of the room.

Any damage should be reported to the College office.

Accidental damage to any College facilities will attract no other penalty than the replacement of the damaged property (including labour costs).

It is expected that members will not gain entry into another resident's room without their permission including using a student leader's keys without the approval of the Principal or Deputy Principal to gain entry to a resident's room.

If a member causes a fire alarm to be activated by carelessness they are responsible for paying the Fire Brigade call-out fee.

9. VANDALISM

Any vandalism or intentional damage to College facilities is considered a serious offence against the College and will result in a 'show cause' to remain at College

All damage will be paid for by those responsible in addition to an administration and/or cleaning fee. Residents will be billed to their college account for any damage caused.

If the person responsible for damage to College property is not identified, the replacement of the damaged property will be charged to either the students of a floor or block or the Junior Common Room - which reduces their capacity to buy new facilities for resident use.

10. SEXUAL HARASSMENT

Any attempt to coerce an unwilling person into any form of sexual activity, or to subject a person to repeated unwanted sexual attention, or to punish a refusal to comply, constitutes sexual harassment and is considered serious misconduct. Students are encouraged to familiarise themselves

STUDENT CONDUCT

with the UNE Sexual Harm and harassment Prevention and Response Policy so they are aware of their rights and obligations and where they may access support.

102 Any incident of sexual harassment which can result from sexist behaviour which is not necessarily of a sexual nature, but which arises from discrimination against women or men on the basis of sex is not tolerated at the College.

103 Any harassment on the basis of sexual preference which can result from verbal or physical conduct which arises from discrimination against individuals on the basis of sexual preference or imputed sexual preference is not tolerated at the College.

11. THE DINING HALL

111 It is expected that all members of the College will act responsibly in the dining hall at all times respecting the rights of others and property. Furniture is not to be removed from the dining hall without the express permission of the Principal or Deputy Principal.

112 No ordering by a senior student will be tolerated at any time in all College spaces.

12. COLLEGE GUESTS

121 All guests are the responsibility of their host at all times while on the College site or attending a College function. It is the host's responsibility to ensure the guest's behaviour is aligned with College values while they are in the College, this includes ensuring that a guest does not have an unpaid meal.

13. NOISE

131 The time period for normal daily activities is 8:00am – 11:00pm. During this time the noise level should be such as to allow students in adjoining rooms to pursue their studies undisturbed by others.

132 Between the hours of 11:00pm – 8:00am it is expected that the College will be a quiet area. Therefore the use of laundry facilities or causing a disruption in or around the blocks or areas such as the fishbowl between these hours is prohibited.

133 On a few gala occasions, for example formal dinners and JCR functions, on which the College as a whole celebrates, higher than normal levels of noise are tolerated.

134 Those seeking a quiet spot to study at these times should go to the University library.

135 Televisions, radios, other electronic equipment or musical instruments should not be audible outside the room where they are operated. This applies particularly to block common rooms.

136 It is expected that students will always comply with the directions of the Student Leadership Team in relation to noise levels.

STUDENT CONDUCT

14. PARTIES

- 141 A party is defined as any gathering of two or more people where the activities of those present result in other College residents being disturbed.
- 142 Study areas are not to be used for parties.
- 143 If activities are being undertaken in block common rooms, the doors should be closed and sound systems should be set at a level which cannot be heard outside the room. All activities must be closed down by 10:00pm.
- 144 Members are encouraged to frequent the JCR or barbeque area for most social gatherings.
- 145 College-wide parties need to have the approval of the Principal or Deputy Principal and must involve completing an event form.
- 146 Parties have the follow requirements:
- the host is responsible for the behaviour of guests
 - equipment from the kitchen or dining hall is not available for parties
 - the party is to be closed down by 11:00pm
 - after 11:00pm it is suggested that the party move to the JCR or off College grounds.
- 147 All members of the College involved are requested to assist in the clean up after parties and social gatherings - the host is responsible for this clean up.

15. EXAM CURFEW

- 151 The fortnight prior to exams and during exam time is the designated curfew for the College. Except from 12:00pm – 2:00pm and 5:00pm – 7:00pm, there is to be a quiet, study-oriented atmosphere in the blocks.
- 152 It is expected that no member of the College will hold parties or drink on College grounds or cause a disruption in or around the blocks at any time.

16. ALCOHOL

- 161 It is expected that all members of the College community act responsibly with the usage of alcohol including not partaking in any activities that are not aligned with the values of the College or with societal norms.
- 162 Underage students will not attend any licensed events within the College.
- 163 Intoxication will not be considered a mitigating factor in relation to contrary conduct.
- 164 Games or activities that encourage rapid intoxication are prohibited by the College.

YOUR ROOM

ROOMS

Rooms are allocated at the discretion of the College Principal and Deputy Principal as indicated by the room allocation policy. The person to whom the room is allocated is responsible for any damage to that room and pays a \$700 deposit for the room. This includes the door and windows, and its furnishings. A fine will be issued to you indicating replacement costs and time taken to repair the damage along with community service. Cost will be placed on your student account. Please report any damage or missing items promptly to the College Office. The cleaning staff will also report any damage or breach of rules to the College Office on a daily basis.

ARRIVAL & FINAL DEPARTURE

A room key will be issued to you at the College office upon your arrival. A room inventory form must be completed on arrival at College and must be completed by the resident. Please ensure that all furniture, markings on carpets/walls or damage is recorded on this form. At the end of each year or on your permanent departure from College, a staff member will inspect your room and if the damage (date and type) has not been recorded on the inventory sheet, then as the room's occupant, you are responsible and the cost of repair work will be charged to your College account.

ROOM CHANGES

Room changes will only be considered at the commencement of a trimester if rooms are available. Applications can be submitted prior to this time for consideration. A request for a room change must be made in writing to the Registrar/ Student Advisor, forms are available from the College Office. The room to be vacated must be checked for damage and the resident must sign out of his/her room and hand in keys before signing in and obtaining keys for the changed room. Students may not change rooms without the permission of the Registrar/Student Advisor.

KEYS

You will be issued with a key to your room and code for your residential block when you arrive at College. If you lock yourself out, the Duty Resident Advisor or the College Office have spare keys. However, repeated lock-outs reflect a lack of regard or consideration for others and may incur a cost after a warning has been issued. Report the loss of any room key to the College Office as soon as possible. Your keys must be returned to the College Office when you depart College at the end of the year. Making a copy of your room key is prohibited. The College will not be held responsible for any injury that a student suffers by entering or leaving rooms by the window or crawling along ledges.

FURNISHINGS

Bed, wardrobe, mirror, sink (hot and cold running water), desk and chair, bookshelves, desk lamp, wastepaper bin, curtains, bedspread, doona and pillow are provided. All rooms are centrally heated. Furnishings must not be exchanged without prior consultation with the College Office. Furniture must not be exchanged from room to room or removed from the common room and tutorial rooms.

BEDDING

Only single beds are allowed at College. Residents are required to make their own beds after use. Double beds and mattress/bed extensions are not permitted in the College. Fines will be imposed for the dismantling of beds and bed heads.

LINEN

A blanket, bed linen, pillow and doona are provided. Please do not remove these from your assigned room as charges apply to replace any items including furnishings that are missing. Each week, you will receive one clean pillowcase and one sheet. Please place soiled sheets inside your

YOUR ROOM

pillowcase and leave both outside your door (you will be informed of which day of the week by your house-keeper). The College provides and launders sheets and pillow cases but towels are to be supplied by you.

HEATING

Hot water radiators normally operate during the colder months. To operate your heater follow these simple instructions.

1. use the knob on the bottom right of the radiator
2. turn clockwise to turn heat off (whole or partially)
3. turn anti-clockwise to turn heat on (whole or partially)
4. heating-up is rapid and cooling-down is slow

Note: Safety regulations forbid personal heaters and electric blankets in rooms

CLEANING

Your room will be cleaned once a week by College house-keeping staff. This is necessary for hygiene purposes. You must clear your floor and sink so staff can enter, clean and vacuum these areas. Residents are required to make their own beds as linen is provided weekly. When vacating your room, please leave it reasonably clean and tidy otherwise an additional cleaning charge will be imposed. Your room will be checked for damages during university breaks. If you spill food, drink or soil your carpet, notify the College office immediately and they will have the carpet steam cleaned for \$50.

DECORATING YOUR ROOM

You are welcome to decorate your room in any way which does not leave any permanent marks. Stickers of any type are not to be attached to any wall, ceiling or door as they are very difficult to remove and damage the paint. Blue tac can

be used for posters etc and must be completely removed before vacating the room. Failure to do so may result in a cleaning labour charge being added to your account. No hooks or nails are to be attached to any painted surface in your room. If you want to hang a picture or notice board, you must use special hooks (3M Commander Adhesive Hooks are advised, there are various hooks for different weighted items). Placing other hooks or nails on walls will result in a fine being imposed to cover the cost of repair.

PROTECTING YOUR PROPERTY

The College accepts no responsibility for lost or stolen property. All residents are advised not to leave valuables visible in their rooms and to lock rooms whenever absent. It is recommended that each resident insure his/her personal property. It is suggested that doors and ground-floor windows are kept locked during absences and that property such as bikes, cars, sporting gear etc be insured privately. Notify the College immediately if a theft has taken place. An incident report must be completed at the College office. The review of College CCTV cameras will on be undertaken by a staff member with the approval of the Principal or Deputy Principal.

INSURANCE

The College has arranged insurance cover of resident students' personal effects to a maximum of \$3,000 per student. The policy provides cover for losses arising from fire, explosion, burglary, malicious damage, storm and tempest. There are limitations. Claims in the first instance must be genuine. In the case of theft it must be demonstrated that there was forceful entry to the student's room. That is, the room would have needed to be locked and otherwise appropriately secured in order to sustain a claim. Also the effects are not covered if they are otherwise insured, that is parents often extend their home insurance policies to cover these effects. Any enquiries regarding this insurance may be directed to

YOUR ROOM

College office staff. Students should maintain an inventory of valuable items together with serial numbers where appropriate. There is an excess pay on claims. To make a claim, thefts must be reported to the police and a police report number must be obtained.

PETS

Fish are the only pets allowed to be kept in residence.

STORAGE

Every room has a lockable cupboard and we recommend that valuables are locked in this cupboard during absences particularly mid-trimester and mid-year breaks. Additional storage space is available in the box rooms on the top and bottom floors of the blocks. These items must be clearly named. Over the long vacation only individually approved and labelled packages may be left in the box rooms. If you are leaving College permanently you must take all belongings with you as there is only sufficient room to accommodate residents' belongings. Those leaving belongings in box-rooms when they have permanently left will be given a final notice to collect belongings after which, they will be disposed of or donated. Items left in rooms will be kept for a short period of time, unless approved by College office staff, after which unclaimed items will be disposed of or donated.

ELECTRICAL EQUIPMENT

Due to fire regulations, electrical equipment and installations must not be interfered with in any way. Electric blankets or privately-owned heaters are not permitted. Use of electrical equipment without an automatic or thermostat cut-off safety system is banned from College because of fire-risk. You may bring a computer, TV, radio/speaker and fridge to place in your room. No cooking at all is permitted in your room or any other room not setup for that purpose. This includes slow cookers, rice cookers, fry pans, toasters etc and failure to observe this ruling may result in your being asked to leave College or to pay a substantial fine. By law, electrical equipment must be tagged by a registered person.

LOST PROPERTY

The College has lost property box located under the printer/photocopier machine outside the Administration office. All items that are left in common areas will be placed and kept for the remainder of the term. At the end of each any unclaimed items will be disposed of or donated.

YOUR FLOOR

LAUNDRY

A laundry room is located on each floor and contains a washing machine, clothes dryer, tub, ironing board and iron. Times for using these facilities are posted in each laundry; normally before 10:00pm and not before 7:30am. Drying rooms are located on the middle and top floors. Remember that drying room space is limited and to remove clothes as soon as they are dry. Please do not hang washing in the windows; there are clothes lines in the block courtyards (except Block E).

TOILETS & SHOWERS

Toilets and showers are shared, unisex facilities. Shower and toilet areas are cleaned three times each week. There are four showers and six toilets on each floor in Block A, C, D and E.

BOX-ROOMS

Residents may store belongings in the box-rooms during holiday periods. The box-rooms are cleaned out periodically and any unlabelled boxes or items belonging to non-residents will be removed and disposed of.

FLOOR MEETINGS

Each week the Resident Advisor will arrange a floor meeting. Newsletters and information are handed out. This is also a good opportunity to discuss issues and problems on the floor. Attendance is essential. Please give your apologies to your Resident Advisor if you are unable to attend.

YOUR BLOCK

BLOCK RESIDENT ADVISOR

Each block has a Block Resident Advisor. They are responsible for the welfare of students and the after hours administration of the block. If you need someone to chat to or have any problem, contact your Block Resident Advisor (BRA). All floors have a Resident Advisor and a Pastoral Assistant to support the Block Resident Advisor.

NOTICE BOARD

Essential information and current notices are displayed here. They are located near the entrance of each block.

FIRE DETECTION & FIRE FIGHTING EQUIPMENT

Take all precautions to prevent fire, and ensure you know where the extinguishers and hoses are located on your block floor. Fire drills will be carried out during the first and third term. The assembly area in case of alarm is located next to the College office area on the College lawns near the barbecue

area. Fire evacuation instructions are located on the back of your door. Please ensure that you are familiar with these instructions. Do not interfere with the fire-fighting equipment, hose cabinets or smoke detectors, this is a serious offence and you will be fined.

NOTE: Safety regulations forbid lit candles, naked flames of any kind or incense in your room.

SMOKING/VAPING POLICY

Smoking/Vaping must be four (4) meters away from any building. Smoking/Vaping is not allowed inside any buildings, including your room. Smoke detectors are fitted throughout the complex. Please be aware the smoke detector in your room is extremely sensitive.

FIRE BRIGADE FEE

Burning anything, releasing a cloud of steam or even the careless use of an aerosol spray can set off the smoke alarm. Please also be aware of the use of hair dryers as burning or caught hair in the motor can trigger the alarm. If the alarm is activated it will bring the fire brigade to your door and if the alarm has been triggered through malice or carelessness, the person responsible will be liable for the call out fee.

COLLEGE FINES

	ACTION	PENALTY	COLLEGE CONSEQUENCE
1.	Parking in a loading zone or emergency zone	\$100	
2.	Parking in staff carpark	\$50	
3.	Setting of fire alarm	Fire Brigade callout fee	
4.	Tampering with fire equipment	Replacement cost and \$50 administration	
5.	Stain removal from carpet	\$50 administration cost	
6.	Untidy room which is unable to be cleaned	\$50	
7.	Unintentional damage	Replacement cost + \$50 administration fee	Allocation of points in accordance with Code of Conduct (see page 30)
8.	Smoking/vaping in non-designated areas	\$50	
Monies collected from items 1 and 2 will be donated to the St Albert's College Charity Committee.			

YOUR ROOM

DINING HALL

Located on the ground floor of the Administration Block, the Dining hall can seat up to 350 people. All formal dinners are conducted in the Dining Hall. Please refer to Meals and Dining Hall (page 42 and Formal Dinners (page 45 for more information.

JUNIOR COMMON ROOM

The Junior Common Room (JCR) is located on the first floor of the Administration Block and is for the use of all College students. The JCR is fitted-out with a big screen TV, bar area and comfortable seating, it is used for movie nights, JCR functions, meetings and social gatherings. The JCR is used for study purposes as well.

SENIOR COMMON ROOM

The Senior Common Room (SCR) is located on the first floor of the Administration Block.

TUTORIAL ROOM

The DJ Hallinan Room, named in honour of the second principal of St Albert's College, is located on the first floor of the Administration Block and is one of our study rooms.

SMALL TUTORIAL ROOMS

Two smaller tutorial rooms are located on the first floor of Administration Block next to the Tutorial Room.

CHAPEL

Located on the first floor of the Administration Block, the Chapel is open all the time as a quiet place for prayer and reflection.

BARBEQUE AREA

The barbeque area is located in front of the Administration Block, opposite the staff carpark. Students are asked to use this area for smoking. A number of barbeque's are held during O-Week and throughout the year. Students may use the facilities as long as the area is cleaned after use.

CARPARK

Student parking is available in the carparks around the College. Please do not park in unauthorised areas, on footpaths or pathways. Parking is free if you park in the College carparks, however, if you wish to park in other UNE carparks near the College or park 'up top' you will require a blue student carparking sticker (available from UNE) if you are to avoid a parking fine.

STAFF CARPARK

The Administration Block carpark has designated disabled parking and staff parking and is not to be used by students. B Block has a designated loading zone that must be kept clear at all times. E Block has emergency access that must be kept clear at all times.

NOTE: The area adjacent to the boiler house and the rear entry to the kitchen is for service and emergency vehicles only. Cars and motorcycles should be parked as quietly as possible. Drivers must observe the 5kph speed limit. Do not fit devices that add excess noise to your car and be aware of the noise you make on arrival and departure from our carparks.

MEALS & THE DINING HALL

MEAL TIMES	
WEEKDAYS (MONDAY – FRIDAY)	TIME
Breakfast	7:00am – 9:00am
Lunch	12:00pm – 1:30pm
Dinner	5:30pm – 7:00pm
WEEKENDS & PUBLIC HOLIDAYS	TIME
Breakfast	7:00am – 11:00am
Lunch	12:00pm – 1:30pm
Dinner	5:30pm – 7:00pm
FORMAL DINNER	TIME
Seated by	6:30pm

MEALS & THE DINING HALL

OPENING HOURS

The Dining Hall is open between meals for students to use as a communal area.

GUESTS

Students may bring guests to meals at College. Meal tickets must be purchased at the College office in advance. The charge is \$8.00 for breakfast, \$12.00 for lunch and \$15.00 for dinner, except formal dinners when the charge is \$30.00

CROCKERY & CUTLERY

The replacement costs each year for crockery and cutlery are very high and add significantly to College fees. Please do not remove crockery or cutlery from the Dining Hall.

SPECIAL DIETS

If you have particular dietary requirements, please discuss these with the Deputy Principal or Registrar. Our kitchen staff are willing and able to be flexible to meet your needs. You may also provide written verification of your requirements.

CUT LUNCHES

During the academic term students are able to prepare their own lunches (usually a sandwich or wrap) at breakfast time. This is for students that have classes scheduled within the lunch period. Please speak to the kitchen staff.

LATE MEALS

If late classes, sports practice, a part-time job or other university activity will cause a student to be late for a meal he/she can apply in advance for the kitchen to hold a late meal. In case of sports practice where there are more than five students are barbeque pack may be arranged with the kitchen. Please note that packs that are ordered

and not used will result in a charge being placed on the student's account.

DINING HALL GENERAL RULES

1. Health regulations demand that footwear be worn in the Dining Hall at all times.
2. All students must be dressed appropriately and tidily, pyjamas are not acceptable.
3. Remove your hat/baseball cap before entering the dining hall.
4. No alcohol is to be consumed in the Dining Hall without the permission of the Principal or Deputy Principal.
5. On formal dinner nights, alcohol may not be brought into the Dining Hall.
6. No ordering of any kind is permitted in the Dining Hall.
7. Food fights or throwing of food will not be tolerated.
8. Kitchen staff have the authority to ask students to leave the Dining Hall if they feel students are behaving inappropriately. Refusal to obey a directive may result in disciplinary action being taken.
9. Please place your crockery and cutlery in the cleaning area after use.
10. Mixed seating at all meals is encouraged.

At all meals in the Dining Hall students should always be tidily dressed. Residents must also ensure that their guests conform to dress regulations.

SELF-CATERED STUDENT POLICY

SELF-CATERED OPTION

1. Self-Catered students must be second year or above and demonstrate behaviors that would indicate responsible use of kitchen facilities.
2. Students must request the self-catered option at the end of the trimester (in order to be eligible to be self-catered for the following trimester).
3. Only those students who can clearly demonstrate a personal need to be self-catered will be considered. St Albert's College is fully catered, and a core part of college culture involves eating and socialising in the Dining Hall.
4. The amount of kitchen space available will be a factor in determining how many residents can be self-catered. Priority will be given to students with medical or financial need, and also full year or full trimester.
5. It will be a requirement for a resident to move to E Block if they become self-catered. Timing of movement to E Block will depend on availability. Only with the approval of the Deputy Principal can a student remain in another block and be self-catered, and this will be in exceptional circumstances.
6. The Deputy Principal will speak with each student requesting the self-catered option and make a decision in consultation with the Director of Finance and Operations.

Note: Only students with a medical condition (provision of a medical certificate showing they require self-catering facilities) and who are unable to be catered for by our Catering Team will be considered for the self-catered option during trimester. This is also dependent on availability of kitchen space (there are only 15 spaces in total).

E BLOCK SELF-CATERED KITCHENS

1. Each student is allocated a kitchen for their use (with others).
2. Students must only use the kitchen they have been allocated (and must not cook in their rooms).
3. Kitchen doors must be closed at all times while cooking and eating in kitchens. The responsibility for any fire alarm fines will be that of the student/s responsible for setting-off the fire alarm.
4. Students must clean up after themselves and store any food in their allocated fridge or cupboard space.

DINING HALL USE

1. Additional meal vouchers may be purchased from the College office.
2. Anyone who is found to be eating meals in the Dining Hall without a meal voucher will be fined \$50.
3. Self-catered students can attend all formal dinners.

FORMAL DINNERS

FORMAL DINNERS

Held a number of times throughout the academic year, formal dinners are the meeting of the whole College. It is the occasion for celebration of the vitality of all parts of the College; pastoral, academic, cultural/spiritual and sporting. They are important occasions and should be duly treated by all participants as the College is very much on show at these times. The College usually hosts important guests on these occasions and every member of the College should consider it a duty to act as hosts to all guests present.

EXPECTED BEHAVIOUR

Students and guests including affiliates are expected to abide by the dress code for each formal dinner including green academic gown for members, a jacket and tie for men and appropriate ladies wear for women. Students and guests are expected to assemble in the Dining Hall punctually by 6:15pm and stand when the Principal and high table guests enter. Tables are set for these occasions by your block. Most tables will have Senior Common Room members seated. Polite manners are expected throughout the meal. Members are expected to wear gowns throughout the meal and men are expected to keep their coats on while the Principal is in the Dining Hall. Members and their guests are requested not to smoke during the duration of the dinner. Members are expected to remain seated and not talk during speeches. Members may leave after final Grace and the high table has exited the Dining Hall. The singing of the College song at the end of the meal is traditional but should be conducted in an appropriate manner.

TYPES OF FORMAL DINNERS

TYPE	PURPOSE	DRESS CODE
Commencement Dinner	To welcome all new students to the College	Coat & Tie + Academic Gown
Academic Dinner	Presentation and recognition of students who have achieved an outstanding academic result last trimester and have been awarded University and College scholarships	Coat & Tie + Academic Gown
Futures Dinner	A dinner dedicated to the future prospects of both St Albert's College and its student	Coat & Tie
Founders Dinner	A celebration of the College's history and recognition of academic achievements in trimester 1	Coat & Tie + Academic Gown
Valedictory Ceremony	The final dinner of the academic year celebrates those leaving the College or about to complete their degree, after a minimum of one year's residence at the College	Coat & Tie + Academic Gown

SAFETY AND SECURITY

PERSONAL PROTECTION

UNE and St Albert's College have an excellent record for student safety. Despite this, all students are advised to take reasonable precautions for their personal safety.

Resident Advisors can make suggestions as to how you can maximise your safety on campus in Armidale. Phone numbers for the duty phone and the Deputy Principal are listed in this handbook. If there is a real emergency dial 000 for police, fire and ambulance and if possible please notify the Resident Advisor on duty of the situation as soon as possible.

College safety and security is a shared responsibility of students and staff so it is important that you act with the best interests of yourself and the College at all times.

ROOM SECURITY

All personal property kept at the College is at the student's own risk. As there is always the possibility of theft, for the safety and security of all, please follow these guidelines:

1. Always lock your door and windows when leaving your room, regardless of the duration of your absence. Most thefts are opportunistic or spur of the moment.
2. Avoid leaving valuables lying around or in a visible place in your room.
3. Collect clothes promptly from the drying rooms to avoid them going missing.
4. After 11:00pm make sure the blocks security doors are safely locked after you have entered.
5. Do not prop security doors open.

6. The College accepts no responsibility for lost or stolen property. If items are handed in, a lost property box will be in the College office. The items in this box will be donated at the end of each trimester.
7. People entering locked rooms other than Resident Advisors, cleaners and security conducting College business may be charged with breaking and entering. Resident Advisors who open a locked door should have a witness.

SECURITY CAMERAS

Security cameras are located in external areas and in each accommodation block and in the Administration Block. They are there to enhance your personal safety and to help protect your personal belongings. Video taken by these cameras is not looked at unless there has been an incident that is being investigated. Please note any interference with the cameras will result in a fine plus coverage of any repair costs, and may result in disciplinary action.

RESIDENT SUPPORT OFFICERS

Resident Support Officers (RSOs) provide assistance to our College residents overnight. The RSO is responsible for receiving and responding to calls made to the Duty Phone and can assist with emergencies, lockouts, noise complaints and other disruptions, and any other after-hours support that may be required. Our RSOs remain onsite from 8.00pm – 4.00am daily.

RESPECT X

St Albert's College is committed to creating a safe, inclusive and supportive environment for all members of our community. Respect X provides a robust reporting system which allows for individuals to report incidents anonymously and securely, while also ensuring that these reports are addressed in a timely and effective manner.

ILLNESS AND INJURY

FIRST AID

First aid kits are available from Resident Advisors and the College office. They do not have Panadol or the like; students should supply such medications themselves. All the Resident Advisors hold senior first aid certificates and are available if needed.

ACCIDENTS

Notify your Resident Advisor of any accident or injury as soon as possible, so that measures may be taken to ensure your personal comfort and safety. If you know that you are going to be away from College due to illness, ie you cannot make it back to College, need to go home or to hospital please notify your Residential Advisor or the College office as soon as possible. To aid in keeping the College a safe environment please report any incidents, which may result in a loss of security (eg broken lock), or jeopardise safety (eg broken glass) to the College office immediately. After hours, report the incident to the Duty Resident Advisor.

UNSAFE PRACTICES

Please note that the College will not sanction any practice that is unsafe and may cause injury to any student or community member.

ILLNESS

Resident Advisors should be notified if you are ill so that medical advice can be sought, if warranted, or meals arranged for you from the Dining Hall. All cases of illness or contact with infectious disease must be reported to your Resident Advisor, Duty Resident Advisor or College office as soon as possible. Doctors or an ambulance should not be called without referring to the Duty Resident Advisor, or the College office, except in the case of emergencies.

FIRE SAFETY PROCEDURES

FIRE SAFETY PROCEDURES AT ST ALBERT'S COLLEGE

All blocks in College have smoke and thermal detectors fitted and each room is fitted with a very sensitive fire detector. Alarms will sound automatically if a fire is detected by the system. These procedures apply to all students, staff, and guests on site at St Albert's College.

FIRE PROCEDURES

If you suspect a fire and do not hear the fire alarm ringing, notify people around the area who may be in danger to leave the building. Dial 000 to notify the fire brigade. Contact the Duty Resident Advisor if possible on 0421 739 600.

When a fire alarm sounds, no matter what time of day or night, everyone is required to vacate all buildings immediately. When vacating a building close (but do not lock) the door on your way out, and move quickly to the designated fire evacuation assembly area (this is on the grassed barbeque area near the front entrance to the College).

You must wait in the designated assembly area until you receive further instructions from the Fire Warden or Duty Resident Advisor. It is a serious offence to remain inside a College building during a fire evacuation (including any fire drill) and anybody found to be doing so will face disciplinary action.

ROLE OF RESIDENTIAL ADVISORS AS FLOOR WARDENS

1. Residential Advisors have responsibility for ensuring all students have vacated the building/s as soon as they hear the fire alarm or if they suspect a fire in the building.
2. Residential Advisors are asked to clear their floor by knocking on each door and calling out "Fire alarm! Please move to the evacuation assembly area immediately".
3. Once the Residential Advisor's floor has been cleared, the Residential Advisor then

checks that the other floors in their block are cleared and if not, assist with clearing those floors. When the block is cleared, Residential Advisors head to the evacuation assembly area.

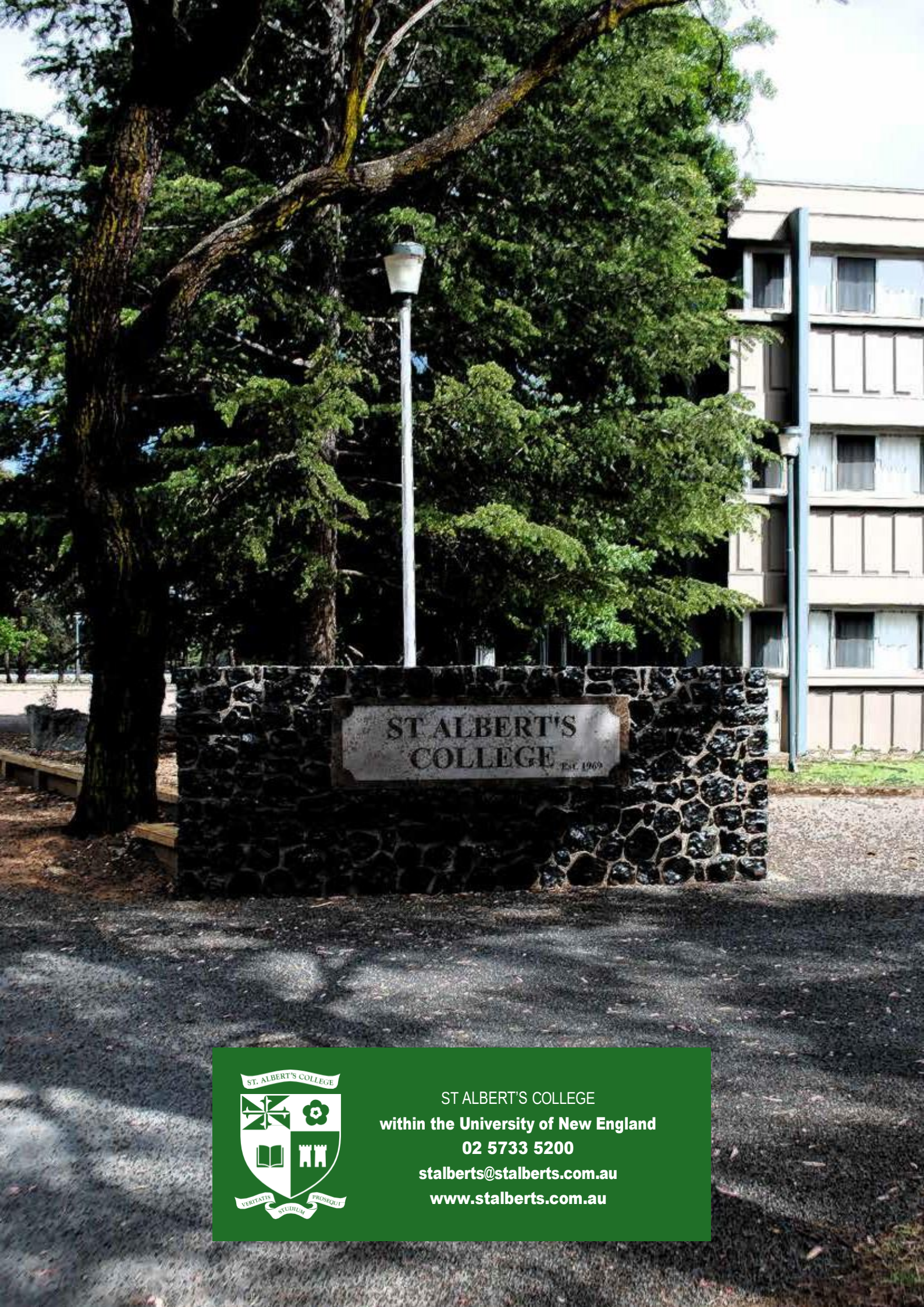
4. In emergencies, the Fire Warden on site (usually the Duty Residential Advisor or a senior member of College staff) is in overall command until emergency services arrive.
5. Residential Advisors are to ensure that no person re-enters College buildings until the Fire Warden (or emergency services staff) give the okay.
6. At the end of any fire evacuation, Residential Advisors will be given instructions by the Fire Warden or a senior member of the College staff.

ROLE OF DUTY RESIDENT ADVISOR AS FIRE WARDENS

1. The Duty Residential Advisor first priority is to go to the fire panel at the front of the Administration Block and see where the fire alarm has been activated.
2. The Duty Residential Advisor immediately heads to the relevant building/floor and starts to clear the area by knocking on each door and calling out "Fire alarm! Please move to the evacuation assembly area immediately".
3. If the Duty Residential Advisor sees that there are other Residential Advisors on the floor, he or she can return to the fire panel and wait for emergency services staff to arrive. If not, they must continue to clear the floor and then the block. When the block is cleared, the Duty Residential Advisor returns to the fire panel and awaits instruction from emergency services staff.

MY NOTES

MY NOTES



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