NEW RESIDENT
2016 Acceptance Information

DEADLINES:
In order to complete your acceptance of a place at Fenner Hall you are required to pay an Acceptance Fee within the timeframe given i.e. 48 hours from the date of your Letter of Offer.

1. ACCEPTANCE FEES
If you had difficulty paying online via the Portal, the following options are available within the 48 hour timeframe.
   1. We accept payments at Fenner Hall during office hours in person or by phone, OR
   2. By scanning or faxing a copy of an Overseas Bank Draft in $AUD, a Bank Cheque or Money Order payable to “The Australian National University, Fenner Hall”, clearly marked with the Student’s name AND sent along with your forms to:

   Hall Officer, Admissions
   Fenner Hall, ANU
   GPO Box 10,
   Canberra City ACT 2601

   WE DO NOT ACCEPT Diners Club or American Express.

2. ACCOMMODATION FEES - OPTIONS
All residents of Fenner Hall are required to make rental payments by a fortnightly Direct Debit from a nominated Australian Bank Account / Credit Union OR pay the full Semester or Year in advance.

For a standard room, you will be charged $211.85 per week ($30.27 per day) from either the day that you arrive (for those who request an early arrival only) OR from the start of the contract period, i.e. 6th February 2016. Those opting to arrive later will still be required to pay from the start of the contract period of Saturday 6th February 2016.

Your first 2 weeks rent, paid in your Acceptance Fees, will be taken into account with your first direct debit unless you organise an early arrival with the Hall Officer at admissions.fenner@anu.edu.au.

Please put one of these options in place shortly after you have accepted your Accommodation Offer.

Option 1: To pay fortnightly by Direct Debit from your nominated Australian Bank Account
You are required to pay your accommodation fee as set out in the Fenner Hall 2016 Residents’ Direct Debit Schedule, by a direct debit from an Australian Bank Account. To do this you must authorise Fenner Hall to direct debit an Australian Bank Account for the fortnightly rental payment by completing the Direct Debit Request form.

OR

Option 2: You are able to pay your Accommodation Fees in Advance but no discount applies
(Standard Room)
   - Semester 1 (06/02 - 02/07/2016) is $4,025.15 (19* weeks only at $211.85 per week,
     *Your Acceptance Fee payment of 2 weeks rent in advance will cover the period 06/02 - 20/02/2016.
   OR
   - Full Year in Advance (06/02 - 03/12/2016) is $8,685.85 (41* weeks only at $211.85 per week.
     *Your Acceptance Fee payment of 2 weeks rent in advance will cover the period 06/02 - 20/02/2016.
FENNER HALL

2016 CHECKLIST for New Residents

IMPORTANT MESSAGE
Accommodation charges commence as of the contract start date for 2016 (i.e. 6th February 2016) unless otherwise agreed by the Head of Hall and stipulated in your Occupancy Agreement.
If you wish to arrive before your agreed date of arrival you MUST email the Hall Officer at Fenner Hall at Admissions.Fenner@anu.edu.au

1. If you have not already logged into the Accommodation Portal (http://portal.rcc.anu.edu.au/StarRezPortal) and completed the acceptance step, with the Username and Password provided in your Fenner Hall Letter of Offer, please do so now immediately.

If you DO NOT wish to accept this Offer, please email: Admissions.Fenner@anu.edu.au so it can be passed to another student.

2. Forms to Sign & Return (as soon as possible BEFORE arrival) can be posted, scanned/ emailed or faxed (details below) to Fenner Hall:
   - Student Record Sheet (2 Pages),
   - Acceptance Payment has been made by:
     - The Accommodation Portal
     - Or
     - Payment in $AUD posted or made at the Front Office.
   - Balance of Accommodation is to be paid by:
     (see 2016 Acceptance Information Sheet for details)
     - Fortnightly Direct Debit Request (from an Australian Bank Account)
       (International Students will have five (5) days after arriving to provide this information)
     - Or
     - In Advance (per Semester OR Full Year)

3. Information for You to Read:
   - Fenner Hall Letter of Offer

Details for the Return of Forms
Fenner Hall – ANU
GPO Box 10, Canberra City ACT 2601
AUSTRALIA
Attn: Admissions Officer

Admissions.Fenner@anu.edu.au
PH: +61 2 6125 9000
FAX: +61 2 6125 9555
**Personal Details**

<table>
<thead>
<tr>
<th>Title</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Mr</td>
<td>□</td>
</tr>
<tr>
<td>Miss</td>
<td>□</td>
</tr>
<tr>
<td>Ms</td>
<td></td>
</tr>
<tr>
<td>Mrs</td>
<td>□</td>
</tr>
<tr>
<td>Dr</td>
<td>□</td>
</tr>
<tr>
<td>Other__________</td>
<td></td>
</tr>
</tbody>
</table>

Surname: ___________________  First Name(s): ___________________

Preferred Name: ______________  Gender: __________ (male/female)

Date of Birth: ______/_____/______  Nationality: _______________________

ANU Student Number: ___________  Religion (optional): __________________

**Academic Details**

ANU Program Enrolment (e.g. BEc/LLB, MSc, PhD): _________________

Major subject area(s): ____________________________

Year of course (ie. 2nd year): ___________  Honours/Postgraduate: _______

**Home Address**

Street: ____________________________

City: _______  State: _______  Postcode: ___________

Country: _______________  Email address: _______________

Telephone: _______________  Mobile Telephone: _______________

(include area and country code if outside Australia)

**Other Details**

Have you or any of your family members lived in an ANU Hall before?

- □ Bruce Hall
- □ Burton & Garran Hall
- □ Fenner Hall
- □ Toad Hall
- □ Ursula Hall

Name: _______________

Relationship to you: ____________________________

Year/s of residence: ____________________________

Will you be parking a car at the residence?

Vehicle Registration Number: ___________  Make & Model: ___________________

Will you have a bicycle at the residence?

Make and Model: ____________________________  Colour: ______________________

*It is strongly recommended that all vehicles and bicycles are fitted with quality steering locks, immobilisers and bicycle locks and display the Hall's appropriate sticker.*

**Arrival**

Intended Date and Time of Arrival: ___________/______/______ at _____:____ AM/PM

DD  MM  YYYY
Medical Conditions and Special Needs

Bruce/Ursula Hall – Do you have any special dietary requirements that need to be considered by the caterers? If so, please specify them below:

Dietary Requirements: ______________________________________________________

All Residents - If you have a serious illness or medical condition that we may need to know about while you are in residence, please let us know the following:

Your condition: ___________________________________________________________

Medications taken: _______________________________________________________

Doctor in Canberra: ____________________________ Phone: ______________________

Family Doctor: _______________________________ Phone: ______________________

Do you authorise the Residence to inform your Senior Resident/Community Coordinator(s) of your condition? This information will be kept strictly confidential and is only needed in case there is an emergency.

☐ Yes ☐ No

Emergency Contact Details

Emergency Details 1: 
Name: ________________________
Relationship to you: ____________
Address: ________________________
Phone (hm): ____________________
   (wk): ________________________
   (mb): ________________________
Email: _________________________

Emergency Details 2: 
Name: ________________________
Relationship to you: ____________
Address: ________________________
Phone (hm): ____________________
   (wk): ________________________
   (mb): ________________________
Email: _________________________

Signature

The information supplied on this form is complete and correct and it is my responsibility to inform the Hall if any changes occur.

Signature: ________________________ Date: ______/_____/______
# Direct Debit Request

Request and Authority to debit the account named below to pay

**The Australian National University**  
**Fenner Hall**

<table>
<thead>
<tr>
<th>Request and Authority to debit</th>
<th>Surname or company name: ________________________________</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Given names or ACN/ARBN: _________________________ (“you”)</td>
</tr>
</tbody>
</table>

request and authorise The Australian National University (User ID number 101584) to arrange for any amount The Australian National University may debit or charge you, with regards accommodation and/or accommodation related services, to be debited through the Bulk Electronic Clearing System from an account held at the financial institution identified below subject to the terms and conditions of the Direct Debit Request Service Agreement.

<table>
<thead>
<tr>
<th>Insert the name and address of financial institution at which account is held</th>
<th>Financial institution name: ________________________________</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Address: ______________________________________________</td>
</tr>
<tr>
<td></td>
<td>_______________________________________________________</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Insert details of account to be debited</th>
<th>Name of account holder: ________________________________</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSB number: [<em><strong><strong>] - [</strong></strong></em>]</td>
<td>Account number: [<em><strong><strong>] [</strong></strong></em>] [<em><strong><strong>] [</strong></strong></em>] [<em><strong><strong>] [</strong></strong></em>] [<em><strong><strong>] [</strong></strong></em>] [_____]</td>
</tr>
</tbody>
</table>

**Acknowledgement**  
By signing this Direct Debit Request you acknowledge having read and understood the terms and conditions governing the debit arrangements between you and The Australian National University as set out in this Request and in your Direct Debit Request Service Agreement.

**Payment Detail**  
The first debit will be processed as per the Direct Debit Payment Schedule and at fortnightly intervals after that.

<table>
<thead>
<tr>
<th>Insert signature and address of authorised account holder</th>
<th>Signature: ____________________________________________</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>(If signing for a company, sign and print full name and capacity for signing eg. Director)</td>
</tr>
<tr>
<td></td>
<td>Address: ______________________________________________</td>
</tr>
<tr>
<td></td>
<td>_______________________________________________________</td>
</tr>
<tr>
<td></td>
<td>Phone: (H) [<em><strong><strong>] (W) [</strong></strong></em>]</td>
</tr>
<tr>
<td></td>
<td>Date: ____ / ___ / ___</td>
</tr>
</tbody>
</table>

**Full name of resident (if different from account holder)**  
Surname: ________________________________  
First Name: ________________________________
Direct Debit Request
Service Agreement

Definitions

**account** means the account held at your financial institution from which we are authorised to arrange for funds to be debited.

**agreement** means this Direct Debit Request Service Agreement between you and us.

**business day** means a day other than a Saturday or a Sunday or a public holiday listed throughout Australia.

**debit day** means the day that payment by you to us is due.

**debit payment** means a particular transaction where a debit is made.

**direct debit request** means the Direct Debit Request between us and you.

**us or we** means The Australian National University you have authorised by signing a direct debit request.

**you** means the customer who signed the direct debit request.

**your financial institution** is the financial institution where you hold the account that you have authorised us to arrange to debit.

1. Debiting your account

1.1 By signing a direct debit request, you have authorised us to arrange for funds to be debited from your account. You should refer to the direct debit request and this agreement for the terms of the arrangement between us and you.

1.2 We will only arrange for funds to be debited from your account as authorised in the direct debit request.

Or

We will only arrange for funds to be debited from your account if we have sent to the address nominated by you in the direct debit request, a billing advice which specifies the amount payable by you to us and when it is due.

1.3 If the debit day falls on a day that is not a business day, we may direct your financial institution to debit your account on the following business day. If you are unsure about which day your account has or will be debited you should ask your financial institution.

2. Changes by us

2.1 We may vary any details of this agreement or a direct debit request at any time by giving you at least fourteen (14) days’ written notice.

3. Changes by you

3.1 Subject to 3.2 and 3.3, you may change the arrangements under a direct debit request by contacting us:

Administration Manager
Fenner Hall
Building 210 Northbourne Avenue
Canberra, ACT 0200 Phone: +61 2 6125 9007, Fax: +61 2 6125 9555 Email: admin.manager.fenner@anu.edu.au

3.2 If you wish to stop or defer a debit payment you must notify us in writing at least two (2) days before the next debit day. This notice should be given to us in the first instance.

3.3 You may also cancel your authority for us to debit your account at any time by giving us two (2) days notice in writing before the next debit day. This notice should be given to us in the first instance.

4. Your obligations

4.1 It is your responsibility to ensure that there are sufficient clear funds available in your account to allow a debit payment to be made in accordance with the direct debit request.

4.2 If there are insufficient clear funds in your account to meet a debit payment:

(a) you may be charged a fee and/or interest by your financial institution;
(b) you may also incur fees or charges imposed or incurred by us; and
(c) you must arrange for the debit payment to be made by another method or arrange for sufficient clear funds to be in your account by an agreed time so that we can process the debit payment.
4.3 You should check your account statement to verify that the amounts debited from your account are correct.

4.4 If The Australian National University is liable to pay goods and services tax ("GST") on a supply made by the National in connection with this agreement, then you agree to pay The Australian National University on demand an amount equal to the consideration payable for the supply multiplied by the prevailing GST rate.

5 Dispute

5.1 If you believe that there has been an error in debiting your account, you should notify us directly:

Administration Manager
Fenner Hall
Building 210 Northbourne Avenue
Canberra, ACT 0200 Phone: +61 2 6125 9007, Fax: +61 2 6125 9555 Email: admin.manager.fenner@anu.edu.au

and confirm that notice in writing with us as soon as possible so that we can resolve your query more quickly.

5.2 If we conclude as a result of our investigations that your account has been incorrectly debited we will respond to your query by arranging for your financial institution to adjust your account (including interest and charges) accordingly. We will also notify you in writing of the amount by which your account has been adjusted.

5.3 If we conclude as a result of our investigations that your account has not been incorrectly debited we will respond to your query by providing you with reasons and any evidence for this finding.

5.4 Any queries you may have about an error made in debiting your account should be directed to us in the first instance so that we can attempt to resolve the matter between us and you. If we cannot resolve the matter you can still refer it to your financial institution, which will obtain details from you of the disputed transaction and may lodge a claim on your behalf.

6. Accounts

6.1 You should check:

(a) with your financial institution whether direct debiting is available from your account as direct debiting is not available on all accounts offered by financial institutions.

(b) your account details which you have provided to us are correct by checking them against a recent account statement; and

(c) with your financial institution before completing the direct debit request if you have any queries about how to complete the direct debit request.

7. Confidentiality

7.1 We will keep any information (including your account details) in your direct debit request confidential. We will make reasonable efforts to keep any such information that we have about you secure and to ensure that any of our employees or agents who have access to information about you do not make any unauthorised use, modification, reproduction or disclosure of that information.

7.2 We will only disclose information that we have about you:

(a) to the extent specifically required by law; or

(b) for the purposes of this agreement (including disclosing information in connection with any query or claim).

8. Notice

8.1 If you wish to notify us in writing about anything relating to this agreement, you should write to:

Administration Manager
Fenner Hall
Building 210 Northbourne Avenue
Canberra, ACT 0200 Phone: +61 2 6125 9007, Fax: +61 2 6125 9555 Email: admin.manager.fenner@anu.edu.au

8.2 We will notify you by sending a notice in the ordinary post to the address you have given us in the direct debit request.

8.3 Any notice will be deemed to have been received two business days after it is posted.
### 2016 Residents’ Direct Debit Schedule

<table>
<thead>
<tr>
<th>Direct Debit Date</th>
<th>Rental Period</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>28 January 2016</td>
<td>6 February 2016 to 13 February 2016</td>
<td>1 Week’s Accommodation Tariff (Not applicable – Paid in Acceptance Fees)</td>
</tr>
<tr>
<td>11 February 2016</td>
<td>13 February 2016 to 20 February 2016</td>
<td>1 Week’s Accommodation Tariff</td>
</tr>
<tr>
<td></td>
<td>20 February 2016 to 27 February 2016</td>
<td>1 Week’s Accommodation Tariff</td>
</tr>
<tr>
<td>25 February 2016</td>
<td>27 February 2016 to 12 March 2016</td>
<td>2 Weeks Accommodation Tariff</td>
</tr>
<tr>
<td>10 March 2016</td>
<td>12 March 2016 to 26 March 2016</td>
<td>2 Weeks Accommodation Tariff</td>
</tr>
<tr>
<td>24 March 2016</td>
<td>26 March 2016 to 9 April 2016</td>
<td>2 Weeks Accommodation Tariff</td>
</tr>
<tr>
<td>7 April 2016</td>
<td>9 April 2016 to 23 April 2016</td>
<td>2 Weeks Accommodation Tariff</td>
</tr>
<tr>
<td>21 April 2016</td>
<td>23 April 2016 to 7 May 2016</td>
<td>2 Weeks Accommodation Tariff</td>
</tr>
<tr>
<td>5 May 2016</td>
<td>7 May 2016 to 21 May 2016</td>
<td>2 Weeks Accommodation Tariff</td>
</tr>
<tr>
<td>19 May 2016</td>
<td>21 May 2016 to 4 June 2016</td>
<td>2 Weeks Accommodation Tariff</td>
</tr>
<tr>
<td>2 June 2016</td>
<td>4 June 2016 to 18 June 2016</td>
<td>2 Weeks Accommodation Tariff</td>
</tr>
<tr>
<td>16 June 2016</td>
<td>18 June 2016 to 2 July 2016</td>
<td>2 Weeks Accommodation Tariff</td>
</tr>
<tr>
<td>30 June 2016</td>
<td>2 July 2016 to 16 July 2016</td>
<td>2 Weeks Accommodation Tariff</td>
</tr>
<tr>
<td>14 July 2016</td>
<td>16 July 2016 to 30 July 2016</td>
<td>2 Weeks Accommodation Tariff</td>
</tr>
<tr>
<td>28 July 2016</td>
<td>30 July 2016 to 13 August 2016</td>
<td>2 Weeks Accommodation Tariff</td>
</tr>
<tr>
<td>11 August 2016</td>
<td>13 August 2016 to 27 August 2016</td>
<td>2 Weeks Accommodation Tariff</td>
</tr>
<tr>
<td>25 August 2016</td>
<td>27 August 2016 to 10 September 2016</td>
<td>2 Weeks Accommodation Tariff</td>
</tr>
<tr>
<td>8 September 2016</td>
<td>10 September 2016 to 24 September 2016</td>
<td>2 Weeks Accommodation Tariff</td>
</tr>
<tr>
<td>22 September 2016</td>
<td>24 September 2016 to 8 October 2016</td>
<td>2 Weeks Accommodation Tariff</td>
</tr>
<tr>
<td>6 October 2016</td>
<td>8 October 2016 to 22 October 2016</td>
<td>2 Weeks Accommodation Tariff</td>
</tr>
<tr>
<td>20 October 2016</td>
<td>22 October 2016 to 5 November 2016</td>
<td>2 Weeks Accommodation Tariff</td>
</tr>
<tr>
<td>3 November 2016</td>
<td>5 November 2016 to 19 November 2016</td>
<td>2 Weeks Accommodation Tariff</td>
</tr>
<tr>
<td>17 November 2016</td>
<td>19 November 2016 to 3 December 2016</td>
<td>2 Weeks Accommodation Tariff</td>
</tr>
</tbody>
</table>

It is most important that you ensure adequate funds are in your account OR meet with the Administration Manager (admin.manager.fenner@anu.edu.au) OR telephone 612 (Ext) 59007 at least four days before a Direct Debit Date, should you find yourself in difficult financial circumstances.