

Medical School  
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CREATE CHANGE

# Rural Clinical School Student Accommodation Support Guidelines - 2025



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## Background

The Medical School's Rural Clinical School (RCS) is funded by the Commonwealth Government with the mandate to improve access for rural communities to appropriate health services, by encouraging Doctor of Medicine (MD) students to pursue a career in rural practice through the provision of education, training, and support in regional and rural areas. The RCS is currently transitioning from offering year-long opportunities in Years 3 and 4 to an end-to-end program that includes provisional entry pathways and offers all four years of the program in the regions. 2025 will be the final year of opportunities in Year 4.

The RCS is committed to supporting students to succeed when relocating to a regional community. This support includes access to a limited amount of on-campus (Rockhampton only) and off-campus furnished accommodation or private rental relocation grants. Further details regarding eligibility, fees, support, and responsibilities are detailed in these guidelines.

These guidelines are relevant to the 2025 academic year only. The RCS accommodation support strategy will continue to evolve with the introduction of the opportunity to complete all four years of the MD program with the RCS as part of the Medical Pathways.

## Accommodation

### 2.1 Student Accommodation Survey

To plan for and allocate UQ accommodation you are asked to complete the Accommodation Survey (see Appendix A for questions).

To complete the survey [click here](#).

This survey will be open from the 12 August 2024 – 2 September 2024 .

**N.B.** *If you do not complete the survey by the deadline (2 September 2024) it will be noted that you have private accommodation and are not seeking financial assistance. You are welcome to contact your local RCS team who can offer support with local real estate or private rental contacts and a letter of introduction, if required.*

### 2.2 RCS Managed Accommodation

There is limited RCS-managed accommodation available across the regional sites.

All properties include white goods, basic kitchen equipment such as pots and pans, beds, desks etc (see Appendix B for a list of inclusions). Bedding (sheets, pillows, and duvets etc), towels, and cleaning consumables are not supplied; you will be required to purchase these. All properties are self-catered with no meal provisions or cleaning service provided.

The type and nature of accommodation do vary. Examples of the available accommodation can be found below. In general, you will be allocated a single room in a shared unit/townhouse or house. The properties also vary in proximity to the RCS site with some on-site accommodation available in Rockhampton.

More details can be found here: <https://medical-school.uq.edu.au/accommodation>

The RCS recognises that the accommodation may not be suitable for all, so if you prefer more independent living you are supported and encouraged to make private rental arrangements.

The accommodation is not suitable if you have dependents living with you permanently or for couples where a student's partner (not a medical student) intends to live with them. The accommodation is also not suitable for pets.

## Pros and Cons of RCS Accommodation

Pros	Cons
Fully furnished rooms and price inclusive of utilities & internet	Required to utilise the furniture provided (mix of single/double beds) and expected to bring minimal household items
Proximity to hospital (but may still need a car)	Can nominate housemates but may be assigned to share with other students if required. Vacant rooms may be assigned to students undertaking short-term placements.
Fixed annual costs	Access to accommodation is available from 3 Jan to 20 Nov 2025 – no personal belongings are to be stored onsite outside these dates.
Ready-made student community	Not suitable for families or couples (unless both partners are medical students and happy to share with other students) or students with pets.

## 2.3 RCS Accommodation Offers

When allocating UQ-managed accommodation, priority will be given to students requiring shorter-term accommodation and students who are new to the regional community. If you are allocated RCS accommodation, you can access this from Thursday 3 January 2025 until Thursday, 20 November 2025. Students with extenuating circumstances may apply to extend by a maximum of 2 weeks or to cover the supplementary examination period if required.

Consideration is given to the following students' preferences:

- Students' transport needs and access to a vehicle.
- Students request to share with either a nominated student or housemate gender or year level preferences.

Offers and room allocations will be communicated to you via email which will include the Letter of Occupancy (see Appendix F). You can accept the offer by returning the signed RCS Residential Agreement which includes the agreement to pay the accommodation services charge and to abide by the terms and conditions of residency contained in the "House Rules" (see Appendix C). If you have not signed the House Rules, you are not permitted to occupy UQ student accommodation and will not receive residential keys.

Accommodation arrangements are negotiated on a year-to-year basis. There will be no change to the agreed accommodation allocation once the academic year has commenced with the following exceptions:

- Landlord terminates lease agreement with the RCS early. If it is necessary to relocate the occupants within the academic year due to the ongoing availability of leased accommodation, the RCS will endeavour to offer the closest (both proximal and standard) offering possible and ensure you are not subject to any additional expenses (i.e., exit cleaning).
- Natural disaster or maintenance issues that occur outside of the control of the RCS (i.e., plumbing issues, flooding, etc). In this instance, the RCS will endeavour to source temporary accommodation

that is the closest (both proximal and standard) offering possible to the your original accommodation and to rectify any maintenance issues or carry out repairs in a timely manner.

- Resident is found to be in breach of the terms and conditions of residence. You may be required to leave the accommodation if it is determined that the terms and conditions of residency have been breached. If you are required to leave the RCS accommodation facilities due to a breach, you will not be eligible for any further accommodation support from RCS.

Where alternate accommodation is provided, you are not eligible for accommodation service charge refunds or discounts. The key dates for the management of the RCS accommodation is included in Appendix G.

### 3.1 Cancellation of RCS Accommodation

You may request to cancel your RCS Residential Agreement when there are extenuating circumstances that are out of your control. This includes a change in Learning Community or interruptions to studies. You are asked to notify the RCS in writing as soon as practicable.

If you depart your accommodation earlier than the booked time frame (full academic year) due to an interruption to study, a pro-rata refund may be negotiated. If you vacate your RCS accommodation to undertake [Away Placements](#), you are not eligible for discounts or refunds.

### 3.2 Allocation of Housemates

If you choose to reside in RCS accommodation, you will be asked to nominate preferred housemates. All attempts will be made to allocate according to your preferences however, the final allocation of rooms and households is at the discretion of the RCS.

Living with people you don't know and even with friends can be challenging. When living with housemates, it is important to talk through some of the decisions you will make as a household including:

- How to [split up cleaning](#) tasks.
- Daily routines (e.g. what time you take showers) – if schedules don't work discuss [compromises with each other](#).
- Sharing items and how to split the costs of these items (i.e., cleaning supplies).
- How to [deal with disagreements](#) in the house.

Accommodation arrangements are organised for the full academic year. If conflicts arise during the academic year, you will be guided through a mediation process which is paramount to the learning process and the development of conflict management skills. As such, participation in mediation is required before any changes to accommodation allocations can be actioned.

### 3.3 Schedule of Payments and Charges

The RCS reserves the right to levy a non-refundable charge to you for using University owned or managed accommodation. The charge represents a contribution to the cost of servicing and maintaining facilities and is inclusive of furnishings, utilities, and internet access. It is not inclusive of other charges that might apply such as wilful property damage and/or additional cleaning (refer to Appendix C RCS House Rules).

The 2025 accommodation services charge is presented in Table 1 below. Students are still required to pay the full accommodation services charge regardless of whether they undertake approved placements away from their allocated site (i.e., RRM, EPP, Med Spec or PLC).

**Table 1: 2025 RCS accommodation services charge for student accommodation**

Annual	Accommodation Service Charge	Weekly
\$6,900.00	Annual off-campus furnished shared room	\$143.75
\$8,500.00	Annual on-campus furnished ensuite room (4 bed-unit) (ROK)	\$179.17
\$14,400.00	Premium on-campus studio (ROK)	\$300.00
\$4,800.00	Returning 4 <sup>th</sup> Year off-campus furnished room	\$100.00
\$6,200.00	Returning 4 <sup>th</sup> Year on-campus furnished room (ROK only)	\$129.17
\$14,400.00	Premium on-campus studio (ROK)	\$300.00

### 3.3.1 Payment due dates

You may pay the total annual amount in full by 31 January 2025 or, to assist with cash flow, a monthly payment plan is available and will be included in your accommodation offer. The accommodation services charge is due in full by 31 August 2025.

If you are experiencing financial hardship and are unable to make scheduled payments by the due date, you should email [RCS.finance@uq.edu.au](mailto:RCS.finance@uq.edu.au). You are also encouraged to reach out to the [Medical School Student Support Team](#) to discuss accessing [Financial Hardship Grants](#).

### 3.3.2 How to make payments

You will make payments through the online UQ payments service. Instructions on how to access and use the UQ Payments service are below. If you have any further questions, please contact the RCS finance team via email: [RCS.finance@uq.edu.au](mailto:RCS.finance@uq.edu.au).

Instructions for making UQ Student Accommodation Services Charge Payments:

1. Access the payment facility via this [link](#), or via the UQ Payments Page: *UQ Pay/Other Student Payments/Other Services and Payments/Rural Clinical School Accommodation*
2. Click Create Booking.
3. Enter your details and select the Quantity against your Rural Site – The Quantity will either be the full amount or based on the recommended payment schedule (*as per 2.6.1 in these guidelines*).
4. Click Add to Cart.
5. Select your **payment method** and follow the prompts to complete your payment. NOTE: If you select **Create Invoice** it will generate an invoice that you must pay in full within 30 days.

### 3.4 Private Accommodation Arrangements

You are encouraged to establish yourself independently in the community and the RCS will provide support to make your own private rental arrangements. Rental accommodations such as units and houses are available in regional areas with median rental prices ranging from approximately \$350-\$550 for a 2- or 3-bedroom property. Please be aware that regional rental vacancies are currently low and the rental market can be very competitive. If you would like to rent independently, we still ask you to complete the RCS Accommodation Survey so we can assist you to connect with available properties, local real estate contacts and provide you with a letter of support to aid rental applications.

There are many benefits to renting privately including:

- the freedom to choose who you live with,
- choice around budget and location, and property inclusions (pool, proximity to beach, pets).
- Having a more permanent address over summer break where you can leave your belongings
- Opportunity to establish a rental history which helps apply for home loans or even other rentals in the future.

### 3.5 Relocation Grants

In 2025, in recognition of the changing support strategies as the Medical Pathways are implemented, all RCS students who would like to rent privately and who complete the RCS Accommodation Survey are eligible to apply for a Relocation Grant. Relocation Grants are available to students who rent privately and replaces the previous rental subsidies that were only available to students who had dependants or had a partner (non-medical student) who relocated to the regions with them.

For the 2025 academic year, all RCS students are eligible for the relocation grant consisting of:

- \$2,000 towards rent (per student) OR
- \$5,000 towards rent for students with dependents.
  - Students are required to submit documentation providing evidence that they have dependants (children, parents, siblings) living with them permanently of whom they are a carer and provide financial support. Supporting documents that demonstrate evidence of your relationship and circumstances might include birth certificate for children, carer payments and/or medical professional letter.

An additional \$2,000 is available for bond assistance (one per household). You need to meet the following criteria to be eligible:

- You are relocating to the region for the first time (i.e. you have not claimed for this grant previously).
- You are moving out of RCS student accommodation to rent privately for the first time.
- You are relocating from the Bundaberg to Hervey Bay to undertake Year 3 and/or 4.

You are welcome to rent with your peers and pool this funding.

For example, if three students meet the criteria above wanted to share a private rental, they would be eligible for:

- 1 x household bond assistance of \$2,000
- 3 x rental assistance of \$2,000 (\$6,000 total)

On a rental property at \$550 per week, this could bring the per-student cost down to approximately \$6,800 each (\$132 per week).

### **Claiming the relocation grant**

To claim the assistance, you are required to submit a [Student Domestic Expense Reimbursement form](#). Claims must be lodged with the RCS finance team ([uqracs.finance@uq.edu.au](mailto:uqracs.finance@uq.edu.au)) and must be accompanied by a copy of the General Tenancy Agreement including the lessor's name, the name of occupants, the rental rates and the location of the premises. Where this Tenancy Agreement is not with a commercial provider and/or there is no evidence of a bond payment to the Rental Tenancy Association, you may be required to provide the RCS with a Statutory Declaration confirming arrangements for the lease of the property.

Claimants should allow up to thirty (30) days between lodgement and reimbursement occurring. All claims must be submitted to the RCS no later than 31 October 2025.



# Appendix A Accommodation Survey

Please complete survey electronically – link below:

On completion of the summary, you will receive confirmation that your response has been recorded and a summary of your responses. If you would like to change any responses during the application period, please re-submit and we will review your final submission or reach out for further clarity.

[https://uniofqueensland.syd1.qualtrics.com/jfe/form/SV\\_eakIHnxKF06aOq2](https://uniofqueensland.syd1.qualtrics.com/jfe/form/SV_eakIHnxKF06aOq2)



You are completing the Rural Clinical School (RCS) Accommodation Survey. The purpose of this survey is to gather information on student accommodation needs and to identify resource requirements for 2025. This information will be used to inform the allocation of RCS accommodation according to student needs and preferences as well as manage access eligibility for Relocation Grants. Applications are due by 5pm 2 September 2024.

#### Privacy

*The information on this form is collected for the primary purpose of assessing your need for UQRCS housing support. Information on this form may also be used for the assessment and verification of the application, compliance with conditions of tenancy and the continuing management of your tenancy. Otherwise, the information you provide will not be disclosed to a third party without your consent unless disclosure is authorised or required by law. For further information please consult the UQ Privacy Management Policy.*

Student Name:

UQ student email:

Telephone contact:

Which of the following best describes your current accommodation arrangements?

Shared housing (housemates & private rental)

Reside with family members

Reside with partner

Live alone

On or off-campus student accommodation

# Appendix B

## RCS Standard Accommodation Furnishing Guide

Bedroom	Kitchen
Bed – Mattress (Mattress protector) & Base - King single (minimum)	Refrigerator
Desk	Oven
Desk chair	Hotplates
Bedside table	Microwave
Wardrobe (may be built-in)	Toaster
Dining room	Electric Kettle
Dining table	Fire blanket & Fire extinguisher
Dining chairs	Laundry/Bathroom
Lounge room	Washing machine
Lounge chairs	Clothes airer
Coffee table	Ironing board & iron
Television	Vacuum cleaner

# Appendix C RCS House Rules 2025

## 1 Application to UQ Students

### 1.1 These House Rules:

- (a) apply to all residential Premises owned or leased by the University of Queensland (represented by Rural Clinical School (**RCS**)), located at Toowoomba, Hervey Bay, Bundaberg and Rockhampton (**Premises**);
- (b) are binding for RCS students who reside in or occupy, the Premises (**Residents**);
- (c) relate to the use, enjoyment, control and management of RCS student accommodation in the Premises;
- (d) must be read with the:
  - (i) Letter of Occupancy; and
  - (ii) RCS Accommodation Guidelines, issued to each Resident.
- (e) When administering these House Rules, RCS may act on its own and/or through the officers, agents, and authorised representatives (including real estate agents and property managers) of The University of Queensland.

### 1.2 Residents are:

- (a) guests of RCS during the period of their stay;
- (b) not boarders or tenants of the owner of the Premises or RCS;
- (c) not the holders of any estate or interest or ownership rights, in the Premises.

## 2 RCS may vary arrangements

RCS may, in its sole discretion and without having to give reasons, vary accommodation arrangements at the Premises, including:

- (a) the redeployment of resources (furniture, chattels etc);
- (b) short term occupancy of vacant rooms by visiting students; and/or
- (c) changing these House Rules.

## 3 Fees and charges

### 3.1 Premises Residents must pay:

- (a) **a non-refundable** Fee for Service to occupy the Premises. This fee for service is charged in January and payable by August 31<sup>st</sup> in the year of residence.
- (b) the costs of repairing property damage caused or contributed to, by them.
- (c) the costs of cleaning the Premises (refer cleaning clause);
- (d) the costs of replacement or damaged keys.

- 3.2 The University will be responsible for the payment of all reasonable utility expenditure (power, water, internet services).

#### **4 Breaches by Residents**

- (a) If Residents breach the House Rules, and do not remedy that breach within the time and in the manner specified by RCS, Residents must pay the full cost of rectifying and making good the breach.
- (b) The charges are subject to standard University policy governing the non-payment of debt and student sanctions.

#### **5 Bond**

RCS will not charge a bond for Residents to occupy the Premises.

#### **6 Cleaning requirements**

- (a) Residents acknowledge that the Premises are equipped with a vacuum cleaner for Residents to clean the Premises. Residents are required to purchase all other household cleaning consumables.
- (b) Residents must regularly and thoroughly clean and keep the Premises and inclusions tidy and clean, including:
  - (i) Premises, ovens (microwave and conventional), cook tops; refrigerators and freezers, bathrooms, toilets and kitchens, laundry and other wet areas;
  - (ii) External areas including carports, courtyards and gardens must be kept free from obstruction;
  - (iii) Household appliances including washing machines; and
  - (iv) furnishings including by regular vacuum cleaning.

#### **7 Inspections**

##### **7.1 RCS will:**

- (a) conduct entry and exit inspections – (the exit inspection is to ensure that the Premises are left in an appropriate condition and will be conducted in accordance with the published RTA “Exit Condition Report” (copy attached);
- (b) conduct regular inspections of the Premises during the period of the Residents’ occupancy. Such inspections will be at a reasonable time and following notice from RCS of not less than 2 days, except in emergencies when RCS need not give prior notice; and
- (c) provide notice to Residents of insufficient cleaning standards or other breaches of these House Rules.

##### **7.2 Residents must:**

- (a) permit entry to the Premises by the RCS and its authorised representative for the purpose of conducting regular inspections; and
- (b) remedy insufficient cleaning or other breaches of these Rules within seven days of receipt of RCS’ notification.

Residents’ failure to do so is a breach of the House Rules making the Resident liable to the costs of additional cleaning or other costs consequent upon a Resident’s breach of these Rules.

## **8 Routine repairs**

### **8.1 RCS will:**

- (a) Provide residents notice in writing at least 24 hours prior of the requirement to access and enter the Premises to review faults, failures or damage and to undertake repairs and replacement of essential services and household appliances. Residents may refuse entry without prior notification and contact the RCS to notify, except in emergencies when RCS need not give prior notice but will make every attempt to contact Residents before entering.

### **8.2 Residents must:**

- (a) permit entry to the Premises by the RCS and its authorised representative for the purpose of conducting repairs and maintenance where prior notice has been given OR in the event of Emergency repairs (see 9).

## **9 Emergency entry**

The University's authorised representative(s) may access and enter the Premises without notice where the:

- (a) health, safety and/or well-being of a Resident or other person is deemed to be at risk; or
- (b) security, fabric and/or integrity of the Premises is deemed to be at risk.

## **10 Damage to Premises**

- (a) Any Resident or individual who damages RCS property, by intentional or negligent action will be liable for the cost of restitution.
- (b) Residents should report, as soon as possible, any damage including damage/breakdown of any fixtures, furniture or equipment to the RCS authorised representative.

## **11 Repairs**

### **11.1 Afterhours**

- (a) In the case of electrical and plumbing emergencies, Residents must contact the emergency numbers advised in the "Residents' Information" maintained at the Premises.

### **11.2 Emergency repairs**

Emergency repairs are defined as a:

- (a) Burst water service;
- (b) Blocked or broken lavatory system;
- (c) Serious roof leak;
- (d) Dangerous electrical fault;
- (e) Flooding or serious flood damage;
- (f) Serious storm, fire or impact damage;
- (g) Failure or breakdown of the electricity or water supply to the Premises;
- (h) Failure or breakdown of an essential service or appliance for hot water or cooking;
- (i) Fault or damage that makes the Premises unsafe; and

Fault or damage likely to injure a person, damage property or unduly inconvenience a resident of the Premises

## 12 Make good at end of occupancy

At the end of their occupancy, Residents must:

- (a) Complete the RCS Exit Checklist (Appendix D).
- (b) Contact RCS staff to arrange an exit inspection. They will be ensuring that you have followed the RCS Exit Checklist and especially removed all rubbish and the contents of fridges, freezers and cupboards.

Any costs incurred by the RCS to rectify sub-standard cleaning at the end of occupancy will be recharged equally to each of the household Residents. This includes furniture removal / relocation, rubbish removal, appliance removal and the removal of any items excess to the contents upon initial occupation of the residence. In the event that any chattels are not removed, the RCS may direct such to waste services or charity.

The RCS will engage a professional cleaner to conduct a full “bond clean” and steam clean all carpets prior to the next academic year.

## 13 Access to Premises

### 13.1 Keys

- (a) Keys for initial occupancy of residences will be available from the appropriate RCS office within business hours only effective from Wednesday, 3 January 2025.
- (b) Residents must pay for:
  - (i) replacements of lost or stolen keys;
  - (ii) after hours callout fees and locksmith costs and charges in the event of being locked out of Premises (or rooms);
- (c) RCS staff will not be available after hours in such events. However, spare keys are available from the RCS office within business hours.
- (d) Residents must not:
  - (i) tamper with or change, any lock on the Premises; or
  - (ii) make copies of keys for the Premises without the permission of the RCS authorised representative;
- (e) Residents must report lost or damaged keys as soon as possible to the RCS authorised representative.

## 14 Behavioural Standards

### 14.1 Courtesies

Residents and their guests must not interfere with the reasonable peace, comfort or privacy of other Residents or neighbours of the Premises and agree to behave in a respectful manner described in the UQ Student Charter:

<http://ppl.app.uq.edu.au/content/3.60.01-student-charter>

Residents must not intimidate, bully or be disrespectful to other Residents in the Premises or neighbours of the Premises.

[Bullying and harassment guidelines - Faculty of Medicine - University of Queensland \(uq.edu.au\)](#)

RCS staff will use reasonable measures to respect the privacy of Residents.

## 14.2 Noise

Residents must not generate unnecessary noise including loud music within the Premises or so as to be a nuisance or discomfort to neighbours of the Premises or occupants of adjoining or nearby accommodation.

Visitors, partners, and family may not occupy the Premises unless approved in writing by the RCS. Occasional short-term stays are permitted provided such does not interfere with the reasonable peace, comfort, or privacy of other residents. The same behavioural standards (in this clause 11) are required by visitors, families, and partners. Visitors, partners, and family are subject to the House Rules. Residents are required to discuss plans for visitors with their housemates and demonstrate respect in circumstances whereby a degree of discomfort has been expressed.

## 14.3 Smoke Alarms and Fire Evacuation

The Premises are all installed with interconnected smoke alarms. The RCS will arrange an annual inspection of the smoke alarms. Residents are encouraged to test smoke alarms and report any issues to RCS staff.

Residents must follow evacuation procedures in the event of fire or other emergency.

## 14.4 Prohibited conduct

Residents must not:

- (a) use the Premises for illegal activities;
- (b) keep an animal or bring animals/pets (incl. fish, lizards, birds, rats) on the Premises.
- (c) use/burn incense, open flame lamps, oil burners or candles within the Premises
- (d) keep or utilise fireworks and flammable liquids on the Premises'; and
- (e) smoke on the premises and external areas. Pursuant to the University's policy, smoking is not permitted anywhere inside the building or within the defined external boundary of the Premises.

## 14.5 Positive obligations of Residents

Residents must:

- (a) ensure that in the event of an incident/injury, an incident/injury report is completed in a timely manner and lodged with the RCS Representative;
- (b) ensure their rooms and the Premises are secure at all times. When the Premises are not occupied, external doors and windows must be closed in the event of inclement weather;
- (c) take responsibility for the security and safekeeping of their personal possessions at all times;
- (d) acknowledge and agree that the University is not liable for loss, theft or damage to Residents' personal effects whilst on or within the Premises. Residents are encouraged to obtain private contents insurance at their own expense; and
- (e) take responsibility for and are liable for, replacement costs and costs of locksmiths or out of hours callout fees in the event of being locked out of the Premises.

## 14.6 Drugs

Residents shall not keep or have in their possession or control in the Premises any substance or article including drugs and drug making chemicals and poisons, which are forbidden by the Law of the State of Queensland or the Commonwealth of Australia.

Any infringement of this rule:

- (a) will be immediately investigated and may result in the matter being reported to the Police; and
- (b) may result in suspension or expulsion from the RCS.

#### 14.7 Alcohol

- (a) Residents are required to be responsible in their use of alcohol on the Premises.
- (b) The consumption of alcohol will not be accepted as reasonable explanation or absolve accountability for unacceptable behaviour or damage to property.
- (c) Home brewing and the use of alcoholic stills is prohibited.

### 15 Individual rooms and common spaces

Residents must:

- (a) maintain their rooms in a way that does not interfere with the reasonable comfort of other residents and, in a condition that does not give rise to a fire or health hazard;
- (b) not mark or put holes in the walls of the Premises or put up any type of pictures or wall hanging;
- (c) not intentionally or recklessly damage or destroy any part of the facilities; and
- (d) not remove from the Premises any inclusion – furniture or chattel – without the permission of the School's authorised representative. This includes moving furniture and appliances outdoors or relocating to different units. Costs incurred by the RCS to relocate furniture and chattels to the appropriate unit will be recharged to the residents of the unit to which the items belong.

In the interest of preserving the integrity of the Premises, residents may NOT bring onto the Premises any furniture or fitting without first seeking the approval of the RCS' authorised representative. Such approval may be withheld where it is deemed that such furniture or fixture may jeopardise the integrity of pre-existing infrastructure.

Laundry and other items should be hung in designated drying areas only.

### 16 Internet

- (a) Wireless internet is available.
- (b) Residents will ensure that internet access is utilised for study purposes as a priority.
- (c) Extraordinary use of data for non-priority purposes such as the streaming of movies will result in the University reviewing or not extending data plans and at RCS discretion, cost recovery of a portion of the internet supply costs from the Resident responsible.



## **17 Water and Electricity Use**

Residents:

- (a) must ensure responsible water and electricity usage;
- (b) must not introduce additional air conditioning, heating devices, spas or Jacuzzis. Excess water or electricity charges (by comparison to residential averages) will be recharged; and
- (c) must whenever reasonably possible, bucket-wash vehicles in open parking bays only in the interest of conserving water (students are required to adhere with [local water restrictions](#)).

## **18 Parking and Motor Vehicles**

Residents must:

- (a) use the car parks to park a single motor vehicle and for no other purpose;
- (b) not obstruct passing traffic when parking;
- (c) store bicycles in car ports or courtyards, where available;
- (d) negotiate the use of secured garages amongst Residents and occupants of each facility;
- (e) provide appropriately maintained sand trays for vehicles with oil and fluid leaks; and
- (f) not use garages as storage facilities.

## **19 Air Conditioning Units**

The majority of accommodation offerings are fitted with air conditioning units and ceiling fans. Air conditioning units are expected to be used in a responsible manner (i.e., turned off when Residents are not on the Premises). The use of portable air-conditioners is prohibited.

## **20 Animals and Pets**

Residents must not:

- (a) bring or keep animals and pets on the Premises (guide dogs for blind and vision impaired persons excepted); or
- (b) encourage stray animals by feeding them.

## **21 Rubbish Disposal**

Residents must:

- (a) empty all rubbish (from own rooms and common areas) into waste (recycling and general) bins provided;
- (b) ensure that bins are delivered to (and collected from) the designated location for fortnightly or weekly collection.

## **22 Breaches of House Rules**

- (a) Where a Resident is deemed to be in breach of the House Rules, the Resident will be required to leave the Premises and source their own accommodation at their own expense.
- (b) Residents will be notified of alleged breaches in writing and if in RCS' opinion the circumstances warrant, be required to "show cause" why they should not be required to leave the Premises.

- (c) Having afforded due consideration to the Resident's response to the show cause notice, the Senior Manager of RCS will determine any action to be taken. Where the Resident is required to leave the Premises, this determination will be provided to the Resident in writing.

## Appendix D RCS Exit Cleaning Checklist

RCS Accommodation Exit Cleaning Checklist		
<b>General</b>	<input type="checkbox"/>	Vacuum carpeted floors
	<input type="checkbox"/>	Sweep and mop all non-carpeted floors
	<input type="checkbox"/>	Remove all dust from skirting boards, window frames, window seals, above cupboards, architraves and both sides of all doors and all other fittings etc. in all rooms
	<input type="checkbox"/>	Remove dust from all blinds in all rooms (wipe or vacuum)
	<input type="checkbox"/>	Replace any light bulbs/batteries that no longer work
	<input type="checkbox"/>	Remove all rubbish and personal items from the property
	<input type="checkbox"/>	Clean all ceiling fans of dust
<b>Kitchen</b>	<input type="checkbox"/>	Clean all countertops
	<input type="checkbox"/>	Clean stove top
	<input type="checkbox"/>	Clean inside/outside of oven including griller, doors, trays, racks and glass
	<input type="checkbox"/>	Clean inside and outside of microwave, refrigerator and dishwasher (if applicable)
	<input type="checkbox"/>	Clean sink and tapware
	<input type="checkbox"/>	Ensure all cooking utensils/crockery/cookware are thoroughly cleaned and wiped over
	<input type="checkbox"/>	All food and personal items to be removed from fridges and cupboards.
	<input type="checkbox"/>	Clean kitchen bin
<b>Bathroom/s</b>	<input type="checkbox"/>	Clean mirror
	<input type="checkbox"/>	Clean inside and outside of all cupboard and doors
	<input type="checkbox"/>	Clean benchtops & tapware
	<input type="checkbox"/>	Clean toilet (inside/outside/behind cistern), Please dispose of toilet brushes
	<input type="checkbox"/>	Clean shower (inside and outside), remove built up soap residue on tiles and shower screens
<b>Laundry</b>	<input type="checkbox"/>	Clean inside/outside of washing machine

RCS Accommodation Exit Cleaning Checklist		
	<input type="checkbox"/>	Clean inside/outside of dryer (if applicable). Remove lint
	<input type="checkbox"/>	Clean inside/outside of laundry tub, cabinets, shelves, drawer and tap ware
<b>Furniture</b>	<input type="checkbox"/>	Wipe over lounges. Pick up seat cushions of lounges and vacuum under and in cracks of seats
	<input type="checkbox"/>	Wipe over coffee table, TV unit, desks and bedside tables including inside drawers where applicable.
	<input type="checkbox"/>	Remove and dispose of mattress protectors (these are replaced annually)
<b>Outside</b>	<input type="checkbox"/>	Clean/hose out general waste and recycling bin (including Wheelie bins)
	<input type="checkbox"/>	Ensure the letterbox is clear of any dirt/leaves/cobwebs
	<input type="checkbox"/>	Clean/hose any outdoor furniture
	<input type="checkbox"/>	External areas to be swept, clean and free from debris / personal belongings
<b>Garage</b>	<input type="checkbox"/>	Garages and sheds to be swept and left clean. There is no ability to store items in the garages or sheds after departure.

# Appendix E Acceptance of House Rules

## RCS Accommodation

### Acceptance of House Rules

Students must be aware of, understand and accept their responsibilities and obligations as a Resident of student accommodation provided by The University of Queensland.

#### STATEMENT OF ACCEPTANCE

I, (*insert name*) \_\_\_\_\_  
have read and understood my responsibilities and obligations as a resident of University Premises.

I understand that my continued residency/occupancy of University Premises is conditional upon my satisfying in full my responsibilities and obligations, and that I can be required to leave the student accommodation where so directed by the RCS Senior Manager.

I agree to pay any charges/costs associated with the execution of the stated responsibilities and obligations. I acknowledge and understand the stipulations as follows:

- Each resident (irrespective of the period of residency in the case of students undertaking non-RCS clinical blocks) will pay a non-refundable accommodation service charge. This charge is a contribution to the cost of fitting out and maintaining units (including outgoings such as utilities). The charge does not defray costs that will be incurred by a resident to clean and to remedy damage (normal wear and tear excepted) to the property. In 2025, these charges are listed as follows:

Annual	Accommodation Service Charge	Weekly
\$6,900.00	Annual standard off campus furnished shared room rate	\$143.75
\$4,800.00	Returning 4 <sup>th</sup> Year off campus units	\$100.00
\$8,500.00	Annual on-campus furnished ensuite room (4 bed-unit) (ROK)	\$179.17
\$6,200.00	Returning 4 <sup>th</sup> Year on-campus units (ROK)	\$129.17
\$14,400.00	Premium on-campus studio (ROK)	\$300.00

- Residents will be charged for the repair of any damage caused to the Premises and fittings where it can be demonstrated that such damage has been caused by a Resident's wilful act or negligence.

Student Signature:		Date:	
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Signed in the presence of (name of witness):	
Witness Signature:	

Date:	
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**RETURN TO**  
*(insert site email)*

## Appendix F Letter Of Occupancy

Below is the example of the letter of occupancy provided to students to confirm arrangements



CREATE CHANGE

15 October 2021

Dear <Student>

### **Letter of Occupancy - Accommodation Arrangements 2022**

I write to confirm approved arrangements for support to be provided to you during your attachment to the Rural Clinical School in <RCS Site>. All arrangements are governed by the "UQRCS Student Residence House Rules" which you must sign and return to accept this offer by the 1 November 2021. Where an acceptance of offer has not been finalised students will not be permitted to collect keys or occupy the residence below. The UQRCS House Rules document is attached to this email for your information.

Approved accommodation arrangements are:

#### **University Accommodation**

You will reside at:      Unit X, Property Name  
   Number Street Name, Suburb, postcode

Your housemates are:    Student 1 and Student 2

The Rural Clinical School is committed to ensuring that students enjoy both their living and learning experience whilst undertaking their clinical training.

Should you have any concerns or seek further information, please contact <RCS Staff name> Student Coordinator at the Rural Clinical School Office in <RCS site> email:

Kind regards

**RCS Site Team Leader**

## Appendix G Key dates

Date	Item
w/c 28 Aug 2023	Placements release provisional clinical placement allocations
4 Sept 2023	Email RCS Accommodation Guidelines and Student Accommodation Survey
21 Sept 2023	Student Accommodation Survey due date
25 Sept -30 Sept 2023	Allocate students to RCS owned & managed accommodation and confirm eligibility for relocation grants
2 Oct 2023	RCS to issue accommodation offers to students (including information on locations and housemates). <b><i>N.B. in the event that the RCS is required to secure additional rental leases final accommodation allocation details and offers may be delayed for some students until late November (the RCS staff will update student with respect to any delays).</i></b>
23 October 2023	Accommodation offers response due date (student to return signed Acceptance of House Rules to secure accommodation for 2025)
4 Jan 2025	Earliest date for collection of keys for RCS accommodation and access
31 Jan 2025	Final date for submission of supporting documents for students eligible for a Relocation Grant.
31 August 2025	RCS annual accommodation service fee full payment due date
23 November 2025	Final date to vacate RCS accommodation and return keys





## Contact details

### Ms Clare Butters

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The University of Queensland Medical School

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CRICOS Provider Number 00025B