

STUDENT HOUSING OCCUPANCY AGREEMENT

TENANCY DETAILS & ACCEPTANCE



OCCUPANCY PERIOD	
Semester:	
Check in date:	
UNIVERSITY DETAILS	
Name:	Bond University Limited 14 University Drive ROBINA QLD 4226
ABN:	88 010 694 121
Contact Details:	Phone: 07 5595 5000 Email: student_housing@bond.edu.au
STUDENT DETAILS	
Full Name:	
Phone (Student Mobile):	
Student ID:	
Enrolment Status:	
Emergency Contact Name:	
Emergency Contact Phone:	
Guardian Name: (for students under 18)	
Guardian Phone:	
OCCUPANCY DETAILS	
Room Style:	
Room No:	
Room Rate:	
Room Cancellation Fee:	4 weeks of room rate
Dining Plan Fee:	

EXECUTED AS AN AGREEMENT

I agree to comply with Bond University's *Student Housing Occupancy Agreement*. I acknowledge that I may be held accountable for breaches of this Agreement.

Applicant's Name:

Signature:

Date:

(Residents under 18 years)
Name of Guardian:

(Residents under 18 years)
Signature of Guardian:

Date:

Privacy: Bond University collects and holds personal information about you for various purposes including assessing your application as a resident of Student Housing. Click [here](#) to view our personal information use and disclosure statement.

1. Introduction

1.1 Purpose

Bond University's Student Housing Occupancy Agreement ('the Agreement') sets expectations for residents living in Bond University Student Housing and governs the management of alleged breaches of this Agreement. The University is committed to maintaining a safe, respectful, and inclusive living environment for all residents and the standards within this Agreement are designed to promote the wellbeing of students, protect University property, and ensure compliance with the University's legal obligations and institutional policies. By abiding by the standards of this Agreement, residents will be contributing to a positive community experience and upholding the values and expectations of the University.

Breaches of this Agreement are not considered breaches of the [Student Code of Conduct Policy](#). Where a resident's actions are alleged to have breached the Student Code of Conduct Policy, they will be dealt with in accordance with that policy and the [Student General Misconduct Procedure](#). Upon enrolment, students are required to declare they are aware of and will adhere to the University's policies and procedures including expectations and standards of student conduct.

2. Occupancy Details

2.1 Eligibility

Eligibility to occupy a room in Student Housing is conditional upon:

- Signing this Agreement; and
- Paying the requisite fees prior to check-in; and
- Be enrolled and maintain a minimum 30 credit point study load.

Where a resident is enrolled in less than the minimum study load at the commencement of the semester or wishes to reduce their study load during the semester, an application for exemption must be sought through Student Housing Services. Failure to do so may result in termination of this Agreement.

2.2 General

- Subject to the provisions of this Agreement, the resident shall have occupancy of an allocated room for the period stated in this Agreement
- It is mandatory that residents have a University dining plan. Any unused funds on the last day of semester will be forfeited
- Residents will ensure they are able to gain access to the building and allocated room by way of keys and/or Student ID card at all times

2.3 Minors (Under 18 years of age)

Minors must:

- Ensure their Legal Guardian/s are signatories on this Agreement
- Attend regular meetings with their assigned contact person as outlined on the [Support for students under 18 years old](#) webpage
- Read and adhere to the [Welfare Arrangements for Students Under the Age of 18 Policy](#) and the [Welfare Arrangements for Students Under the Age of 18 Procedure](#)

2.4 Check-in Procedures

- Residents may check-in from the beginning of O-week. Prior check-in is not possible
- Keys will be issued after the occupancy agreement has been signed by the resident, their guardian (if under 18 years of age) and Bond University
- Upon check-in residents are required to complete the room inspection report to record any defects and submit to Student Housing Services within two (2) days of arrival.

2.5 Room Move

2.5.1 Resident Application

An application may be submitted to Student Housing Services during Week 2 of the academic calendar for the semester of occupancy. Applications will be assessed subject to room availability.

2.5.2 University Action

The University may, with not less than 7 days' notice to the resident, or without notice in the case of an emergency, move a resident to another room during the semester or at any time that the University considers it necessary for the following reasons:

- Repairs and maintenance;
- For reason of student safety or wellbeing;
- To address difficulties between residents;
- To cater for residents with special needs including mental health needs;
- To correct an administrative and/or clerical error;
- For breaches to this Agreement.

Residents must comply with such requirements to move to another room within the period specified by the University. If the resident fails to do so the University may arrange to move the residents possessions to the alternate room or storage at the residents cost. The University will make every effort to provide an equivalent room type (subject to availability).

2.6 Special Needs and Reasonable Adjustments

The University is concerned for the health and wellbeing of residents and understands that some residents may have special needs. Prior to accepting an offer of occupancy, a prospective resident must provide ample notice to the University of any special needs to ascertain if the University can provide adjustments with respect to Student Housing.

2.7 Access and Inspections

The University reserves the right to:

- Enter rooms for health and safety reasons, scheduled or emergency maintenance, or if there is evidence or suspected evidence of any breach of this Agreement, the Student Code of Conduct Policy, or any other University policy
- Conduct regular room inspections which may occur at any time but normally in mid-semester and end-of-semester

2.8 Application for New Agreement

The occupancy period is valid for the dates specified in this Agreement. Normally from Week 7 of the occupancy period, the resident may apply for conditional approval to extend this Agreement for the following semester. Applications are made via the Student Housing Portal. The University will assess applications in a timely manner. The University cannot guarantee that an application will be approved. Following conditional approval, where the resident breaches this Agreement, the University reserves the right to revoke conditional approval.

2.9 Check-Out Procedures

2.9.1 During Semester Break (excluding end-of-year)

Where a resident is approved to renew the same room, an end-of-semester room inspection will be conducted, and a standard clean will be undertaken.

In preparation for this, the resident is required to:

- Remove all personal property from common areas and communal bathrooms. Any items left in common areas will be disposed of
- Leave their room clean and in good condition including but not limited to:
 - removing or storing personal property in cupboards
 - removing / discarding all food or beverages
- Turn off their refrigerator and other electrical equipment
- Vacate the room by the last Sunday of the semester and return their issued key to Student Housing Services

Where a resident has been allocated a different room for the following semester, personal items must be stored in a storeroom allocated by Student Housing Services. Items must be placed in a packing box and clearly labelled. Items not clearly labelled will be disposed of.

2.9.2 End of Agreement and Permanently Vacating Room

Where the resident is vacating Student Housing permanently, the resident must:

- Remove all personal belongings from premises;
- Vacate the room by the last Sunday of the semester; and
- Return their issued key to Student Housing Services.

Any damages identified as part of the departure inspection will be charged to the outgoing resident's student account

3. Fees and Payments

3.1 Late Payment Penalties

A late payment penalty of \$350 applies and will be charged where payment of dining and residential fees are not received by 5pm on the Friday of O-week.

3.2 Fees and Charges related to Breach of Agreement

Standard fees and restitution costs will be applied to your student account when a breach has occurred. Restitution costs will be applied at the replacement and/or repair costs of an item. Justification for such fees/charges will be provided in a breach notice issued to the resident. Fees and charges include but are not limited to:

- The cost of any repairs to or replacement of any part of your allocated room and other areas of Student Housing. This includes fittings, fixtures, and furnishings or any other item provided by the University that sustains damage
- Cleaning a resident's room is charged at \$75 per hour (outside the scheduled weekly clean)
- Full restitution* will be charged for emergency services call out to deactivate alarm for avoidable activation of safety devices and alarms (* Current avoidable call out fee is \$1,505.60)
- Unreturned/lost room key fee is \$150

Where damage to property has been done so wilfully and intentionally, students will be dealt with in accordance with the Student Code of Conduct Policy and Student General Misconduct Procedure.

3.3 Cancellation of Agreement

- Where a resident terminates this agreement, a four-week cancellation fee will apply
- Where a resident terminates this agreement after week 10, the unused balance of the resident's Dining Plan will not be refunded
- Where a resident terminates this agreement that is applicable to the following semester, a two-week cancellation fee will apply where the termination occurs between the end of Week 8 to the end of Week 14

4. Use of Premises

4.1 Personal Property

- Personal property is brought to and stored within Student Housing at the resident's own risk (refer to clause 6.2 Residents Insurance)
- The University may confiscate property for reasons of occupational health and safety, hygiene and where the use or presence of such property in Student Housing is in breach of any sections set out in this Agreement or any other University policy including the Student Code of Conduct Policy
- Room decorations are to be safe and must not leave permanent damage to the room. Any decorative lighting (i.e. fairy lights) is to be battery powered only
- Coffee pod machines and electric kettles featuring an automatic shut-off switch are permitted
- Permission must be sought from Student Housing Services or the Senior Resident Fellow before decorating common areas
- Residents agree to not:
 - place sporting equipment, clothes, washing, shoes, additional furniture in common areas
 - store or place any items on balconies or externally of buildings

Where personal property is left in Student Housing after a resident has vacated their allocated room, the University reserves the right to pack, remove and onforward personal belongings at the residents cost or, after reasonable inquiries have been made, dispose of abandoned personal property.

4.2 Prohibited Items

Residents agree to not bring any of the following prohibited items into the building or into their allocated room including:

- Alcoholic beverages in glass containers less than 500ml
- Bed stilts
- Temperature control appliances (e.g., air-conditioners, heaters, fans)
- Cooking and kitchen appliances not approved by Student Housing Services (e.g., rice cookers, hot plates, deep fryers, electric woks)
- Any dangerous items and flammable goods (candles, gas bottles, jerry can, incense, sparklers, or open flames)
- Equipment that causes noise disturbances (e.g., amplified sound systems, musical instrument, DJ equipment)
- Camping and sporting equipment (e.g. extra bedding, swags, bikes/scooters including electric)
- Any electrical equipment that does not comply with Australian standards
- Additional furniture items
- Other items as advised by the University that are deemed inappropriate

Where a resident is unsure if an item is permitted, the resident is required to check with the Student Housing Services team.

4.3 Prohibited Activities

Residents must agree to not:

- Promote and/or organise drinking games, or use equipment, posters or flyers that promote excessive consumption of alcohol or that contain material deemed offensive in any areas of Student Housing
- Exceed the maximum number of 15 people permitted in a common room
- Hold an unauthorised social gathering (i.e., without prior approval)
- Bring pets or other animals into Student Housing buildings and rooms (except accredited support animals which will require prior verification and approval by the University)
- Use or allow their room or any Student Housing area to be used in a way that causes or is likely to cause unreasonable nuisance or interfere with the peace, comfort, or privacy of others
- conduct a business of any kind in your allocated room, or any area of Student Housing

4.4 Guests and Visitors

- Residents may have guests and visitors between the hours of 7am – 11pm except when quiet hours and noise restrictions apply (refer to Clause 4.4)
- Residents must accept responsibility for the behaviour of and any damage to property made by their guests

4.5 Quiet Hours and Noise Restrictions

Residents will be advised in writing when 'Quiet Hours' apply (including but not limited to hosting/attending social gatherings during these hours) and are required to comply. Quiet Hours include:

- During mid-term and final assessment periods, quiet hours apply from 9pm
- At all other times, quiet hours apply from 11pm

4.6 Common Area Collective Responsibility

When a breach of this Agreement has occurred in common areas, after reasonable steps have been taken to investigate a matter, and where the University cannot identify the individual(s) responsible, all residents of the corridor or building of which that common area forms part will be considered equally responsible. The University may institute an administrative action including issuing a collective warning, imposing fees and charges, seek restitution, or relocate residents to other corridors or buildings as a result.

Following administrative action, individual resident(s) will be exempt from such action where:

- They are able to provide evidence they were not present at the time the breach occurred (where a timeline can be established); or
- Individual(s) can be deemed responsible either through evidence or by the responsible party(ies) coming forward and accepting responsibility for the breach.

4.7 University Property

- Within common areas, residents are provided many items of furniture, equipment and other fittings. It is the responsibility of all residents to ensure that these items are maintained in good order and to report any faults or damage to Student Housing Services
- University fixtures, fittings and furniture must be used properly and safely and only for their intended purpose

- Common area furniture as well as fixtures or fittings must not be removed or relocated to individual student rooms or other common areas
- If a resident causes damage to University property, the resident will be liable to the University for the cost of cleaning, repair or replacement of the damaged property
- When damage is caused to a common area and the University cannot identify the individual or individuals responsible for the damage, all residents of the corridor or building of which that common area forms part are deemed equally responsible for the damage and the associated costs of cleaning, repairing or replacement of the damaged property

4.8 CCTV/BWC Cameras

Residents acknowledge the University's right to operate CCTV (close circuit television) cameras in common areas and that their image may be captured and recorded. Security officers may also wear BWC (body worn cameras) that may record residents. The University will comply with the Privacy Policy in the collection, use, and disclosure of such footage.

4.9 Alcohol-Free or 'Dry' Zones

The University, at its discretion, may designate one or more areas within Student Housing as a 'dry' zone for a specified period or for the duration of the semester. Where an area has been designated 'dry' the possession, consumption or storage of alcohol outside a resident's allocated room is not permitted.

4.10 Cleanliness

- A refresh of an allocated room is included in the resident's accommodation charges and will occur on the same day every week. On these days, the cleaners will carry out a refresh of a resident's room and bathroom. Where a resident is occupying their allocated room they are required to vacate temporarily to allow cleaners access. Cleaners will not conduct a room refresh where a resident is sleeping. Where cleaners are unable to access an allocated room for two consecutive weeks, the resident will be charged a cleaning fee
- Cleaners are responsible for rubbish removal from common rooms daily
- Residents agree to:
 - maintain an acceptable standard of cleanliness and tidiness (as deemed by Student Housing Services) in their own living space and in communal areas including individual and communal fridges
 - keep common areas free of personal belongings
 - wash and store crockery and cutlery
 - refrain from placing anything in pipes or drains which are likely to cause a blockage
 - regularly remove and dispose of rubbish from your room
 - clean up, remove, and dispose of any rubbish at the end of a social gathering
- Where the University determines there is a need to engage cleaning contractors to provide extra cleaning for a common area, the cost of the cleaning will be divided by the number of the students in the corridor or building of which that common area forms part and each student will be required to pay the cost of their share of the cleaning to the University.

4.11 Reporting Damage or Maintenance Issues

Residents agree to report any maintenance issues as follows:

- To Student Housing Services during business hours via the appropriate QR Code; or
- To the relevant Senior Resident Fellow or Campus Security where an issue arises outside of business hours.

5. Health, Safety, and Security

The resident agrees to:

- Familiarise themselves with all emergency procedures in their building (as outlined on the evacuation signage in each allocated room)
- Respond to any emergency including evacuations from buildings when instructed to do so
- Not act in any way that would put themselves or fellow students or staff at risk of harm
- Notify Student Housing Services as soon as is practicable of any damage sustained to University property.

The resident must under no circumstances:

- Block fire doors or allow them to be unsecured and propped open by objects. This is prohibited and a breach of *Queensland Fire Safety Regulations (2008)* and the *National Higher Education Code to Prevent and Respond to Gender-based Violence (2025)*

- Climb or sit on balcony railings or access rooftops

6. Liability and Insurance

6.1 University Liability

The University attempts so far as is practicable to provide a residential environment that is safe and conducive to study without disturbance. The resident acknowledges that the University is not liable for, and is released from all liability for:

- Any loss of or damage to a resident's personal property howsoever caused
- Loss resulting from the use of, or unavailability of, the IT Network facilities provided by the University
- Any injury sustained by the resident howsoever caused
- Any interruptions to the supply of water, electricity and/or gas provided to the building
- The presence of environmental hazards (including but not limited to pests, mould, and water damage) in the building despite reasonable preventative measures actioned by the University.

6.2 Resident Insurance

Residents are responsible for arranging their own insurance for property (including cover for bicycles, vehicles, and personal belongings).

7. Breach of Agreement

7.1 Administrative Actions

In responses to breaches of this Agreement, the University reserves the right to:

- Issue a 'Behavioural Advice Notice'
- Issue a 'Notice to Remedy' (allowing a resident to fix an issue within a specified time frame)
- Issue a 'Breach of Student Housing Occupancy Agreement Notice' which may include a fee or notice to pay restitution for repair or replacement of broken, lost or damaged property or to recoup payment for emergency services call out fees
- Relocate a resident to another room of any type either immediately or the following semester
- Deny further room occupancy at the end of the occupancy period
- Issue a termination notice to a resident whereby the room will be vacated within 14-days

Where a resident incurs multiple administrative actions as a result of breaches to this Agreement, such actions will be considered wilful disregard for the University and fellow residents. In such circumstances the University, at its discretion may decide to deny the resident further room occupancy, relocate the resident to another room, corridor or building, or terminate the Agreement whereby the resident must vacate Student Housing.

7.2 Review Process

Where a resident seeks a review following an administrative action, the resident must, within 5 business days of receiving a notice, seek a review in writing to the appropriate University officer and demonstrate why the action was unreasonable or made in error.

Residents may seek a review as follows:

Review of	University Officer
Behavioural Advice or Notice to Remedy and any associated fees and charges	General Manager – Hospitality Services
Breach Notice and any associated fees and charges	Director, Campus Life
Termination of this Agreement	University Registrar

The outcome of a review is final.

8. Termination of Agreement

8.1 Termination by Resident

The resident may terminate this Agreement for any reason before the end of the semester under the following conditions:

- The resident must notify Student Housing Services in writing no less than 14 days in advance of the intended termination
- The resident will be refunded the balance of unused dining plan

8.2 Termination by University

The University reserves the right to terminate this Agreement and remove a resident from Student Housing under the following circumstances:

- Suspension or Cancellation of enrolment under another University policy
- Failure to check into Student Housing by Census Date (Friday Week 4 of Semester)
- Failure to remediate following multiple administrative actions under clause 7.1 of this Agreement
- Conduct that interferes with the safety, wellbeing or amenity of others
- Failure to maintain enrolment and minimum a 30-credit point study load without an approved exemption.
- Non-payment of housing fees or other charges after being provided reasonable notice

8.2.1 Termination Process

- The resident will be issued a notice of termination by the Director of Campus Life requiring the resident to vacate the premises within 14 days
- In cases of emergency, concerns for the resident, staff and other students, immediate termination may be enacted without prior notice
- Residents must comply with clause 2.10 Vacating Room End of Agreement