

# 2024 Ourimbah Returning Resident Welcome Guide



THE UNIVERSITY OF  
NEWCASTLE  
AUSTRALIA



**STUDENT  
LIVING**



# Welcome to Student Living!

**Living on campus is a life-changing experience, and we're really excited that you will be coming back to our vibrant Callaghan campus community!**

Student Living's hope is for all residents to have a home that is safe, fun, and vibrant. We aim to offer opportunities for residents to build lifelong friendships, to celebrate diversity, to listen and learn from one another, and to build life skills whilst navigating living with others and studying.



# Contents

## **2 Move in day**

Don't forget your student card

Student Living Standards

Housemate Handbook

## **3 What not to bring**

Parking permits

Compulsory e-induction

Student Living X NUsport Residential Gym Memberships

## **4 Authorisation**

Mail

Guests

ResLife Orientation

## **5 Inventory inspection**

Maintenance requests

Personal and household safety

## **6 All things finance**

Room fees

Direct debit and manual payments

Invoices

## **7 Contact Information**

---

The University of Newcastle acknowledges the Traditional Custodians of the lands on which our campuses are located. The Worimi nation and the Pambalong clan of the Awabakal nation (Newcastle) and Darkinjung People (Central Coast).

We pay respect to Elders past, present and emerging. We also acknowledge and pay respect to the other Aboriginal and Torres Strait Islander nations from which our students, staff and community are drawn.



# Move-In Day

The official Move-In Day for our returning 2024 Standard Stay or Semester 1 contract residents is **Saturday 10 February 2024 from 10:00am-3:00pm.**

Unfortunately, we are unable to accommodate out-of-hours check-ins. If you are not planning to arrive on Saturday 10 February, you are welcome to check in the following week, during Securities normal office hours. Please let us know via email when you plan to arrive.

When you arrive, you'll need to:

- Visit the Security team in the Facilities Management (FM) building, opposite Blue Gum House.
- State your name and that you are here to check in to Blue Gum House
- Present your photo ID (e.g. driver license, Student Card, or passport) to the security officer for verification
- You will then be issued with your keys in a labelled envelope that will tell you your room number

## A few reminders...

### Don't forget your Student Card

Your student card will be programmed so you can use it for building and/or room access (where applicable). Any queries you may have about student cards are best directed to [ASKUON](#).

### Student Living Standards

The [Student Living Standards](#) set out expectations and standards for all members of the Student Living community. Student Living will provide support along the way to guide residents to meet these expectations so that together we can create and maintain a fulfilling experience for all residents. Please read through the [Standards](#) before you arrive on site.

This welcome guide does not replace the Standards in any way, but rather has been developed to answer common questions students ask when preparing to move on to campus.

### Housemate Handbook

Please re-familiarise yourself with our [Housemate Handbook](#). Inside you'll discover tips on how to make friends, create connections, contribute to your new living environment, navigate difficult conversations and be the best housemate possible!

## What not to bring

Residents are provided with all the necessary equipment and furniture to live comfortably on campus. Please do not bring large furniture like beds, desks, lounge chairs, or wardrobes.

The following items are not permitted, so please leave them at home:

- portable air conditioners
- blow-up pools
- barbecues
- any items that may encourage excessive levels of intoxication (e.g., beer bongs, drinking games and equipment)
- candles/incense/diffusers
- mattresses

For more information regarding prohibited items please refer to our [Student Living Standards](#).

## Parking permits

Digital parking permits can be purchased [here](#) from Friday 12 January 2024.

For residents of Blue Gum House, you will need to log into vPermit via SSO to create a vPermit account. Once you have logged in, please advise [transport@newcastle.edu.au](mailto:transport@newcastle.edu.au) of your name and Student Number and you will have a residential identifier added to your profile. Infrastructure & Facilities Services will advise you when this is complete and you will then be able to apply for the Blue Gum House permit (Resident - Annual permit (NC) 2024).

Once you have been issued an Electronic Residential Parking Permit, you are agreeing to the rules governing traffic and parking. Failure to hold a valid permit while parked on campus may result in an infringement issued by Campus Security.

## Compulsory E-Induction

Our E-Induction module covers all the basics about being a resident here at Student Living - it includes information about moving in, student services, welfare and wellbeing, security and important documents you need to look over. Please ensure you have completed the E-Induction prior to checking in as it is compulsory. Click [here](#) to complete.

You must enrol using the email address you applied to Student Living with - if you are unsure which email this is, please contact [studentliving@newcastle.edu.au](mailto:studentliving@newcastle.edu.au)

## Student Living X NUsport Residential Gym Memberships

In an exciting first for Student Living, a membership to NUsport's The Forum at Callaghan, Harbourside and Ourimbah's pop-up gym will be included as part of the benefits of living on campus from February 2024.

We're committed to providing you a holistic health and wellbeing program and this membership is just one of the ways we're achieving this.

Whether you're a fitness fanatic or simply use the gym or pool for some self-care - there'll be something for everyone with your membership.

For more information and FAQs click [here](#).

## Authorisation

Your accommodation contract is an agreement between you and Student Living. Student Living is unable to discuss any matters regarding your personal information or your account with anyone else without written authorisation from you. If you would like a parent or other third party to be able to contact us to discuss your financial account please complete and return the [Student Authorisation Form](#). These forms need to be supplied each year that you live on campus.

## Mail

Unfortunately, we cannot accept mail before you have checked in.

Once you have checked in you are welcome to receive mail. To ensure it finds you please address it to:

Blue Gum House [Room No.]  
University of Newcastle  
10 Chittaway Road  
OURIMBAH, NSW, 2258

When your mail arrives, you can collect it from the Logistics Store at the Facilities Management Building.

## Guests

All guests you bring in to Student Living and your residence during the year will need to be registered on the [Portal](#). This is an important element that contributes to us all doing our part to maintain a safe and respectful community. As noted above, we are happy to welcome guests on Move-In Day and ask that all guests depart from the Student Living precinct by 4pm on Move-In Day. Please note: for Move-In Day you are not required to register your guests.

After Move-In Day, guests are not permitted back on campus until the end of ResLife Orientation (5-16 February) and at other times as noted in the Student Living Standards.

Guests can then return to campus as normal from Monday 19 February and all guests you are planning to bring into Student Living need to be registered on the Portal, regardless of the time of day they are coming onto campus.

## ResLife Orientation

Make sure you are following us Instagram and join our 2024 Facebook group as we release more information! Most of the ResLife Orientation activities are optional (but super awesome, so you should definitely come!)

There will be ongoing giveaways and competitions, so make sure you're checking the Student Living Socials regularly!



[uni\\_newcastle\\_students](#)



[www.facebook.com/uninewcastleresidents/](https://www.facebook.com/uninewcastleresidents/)

## Inventory inspection

As per Section 24 of the Student Living Occupancy Agreement, in order to confirm the condition of your room upon check-in, we ask you to please complete a room inventory/check-in inspection report available on the Student Living Portal as soon as possible after move in. It is important that you complete this report with as much detail as possible as this record will be used to assess your room condition following check out. Further to this, should you not agree to the condition of an item (see below) we will clarify this with you and may result in a maintenance request being lodged on your behalf.

Please see below for instructions on how to complete the form:

- Log onto the Student Living Portal
- Select the 'Room Inventory Form' tab at the top of the screen
- Select the '2024 Check In Inspection' and then click 'review'.
- Please review all inventory details.
- If you accept the condition of the item, click the 'agree' option next to the item and add a comment if required.
- If you do not accept the condition of an item, do not click the 'agree' option next to the item. You are then required to add a comment by clicking 'More information' to describe why you do not agree with the proposed condition of the item. Our Facilities Team will then review the item to determine whether it needs repair, replacement, or needs to be simply noted under your room type.
- Click 'Save Review' to submit your Room Inventory Form.

Please complete the form within one week of your-check in. If your form is not completed by this time, it will be assumed that you have agreed with the proposed condition of the item at the time of move in.

## Maintenance requests

If you have any maintenance issues, you're able to log a request for our team to assist you with (ie. blown light bulb, broken towel rail etc.)

How to log a maintenance request:

- Log into the portal
- Select the 'Maintenance and Cleaning' tab which is located across the top bar or in the drop-down (three lines) menu on the left-hand side.
- At the bottom of the page, you can select 'New Job'
- From there include details of where, category, item and leave a note about the specifics of the maintenance request
- Select 'Save Job'

What happens next?

Student Living team receives the job request and organises with external contractors to inspect the issue. Some cases may require new parts to be ordered or further planning before maintenance is performed. If it's something minor such as a light bulb for a desk lamp, Ethernet cable, kettle or toaster, the maintenance team will advise you when the item is ready to be collected from the Student Living Reception.

## Personal and household safety

Lockouts - When you lock yourself out of your room and call for help to re-enter it is considered to be a 'lockout'. Whenever you leave your apartment please remember to have your room key with you and that you have locked your bedroom and apartment doors.

Door breaches - Your safety and security is our highest priority and it is really important that residents keep front/ apartment doors locked. Propping doors open or leaving them unlocked and unattended is a safety risk and we ask our community to look after themselves and their fellow residents.

# All things finance

## Room fees

The Room Fees in Advance payment you made when accepting your accommodation offer covers the first two weeks from your contract start date.

For most of our residents with a contract starting on Saturday 10 February, your first room fee payment will be due on the 22nd of February.

More due dates can be viewed by following the [Student Living Direct Debit Schedule](#).

If you have concerns about meeting the due dates on the Direct Debit Schedule, please contact **StudentLiving-Finance@newcastle.edu.au** to discuss your circumstances further.

## Direct debit and manual payments

For more information on how to set up Direct Debit or how to process a manual payment please visit the [Student Living Portal](#).

## Invoices

If you wish to make a lump sum payment for a full semester or full year, or if your Student Living fees are being paid partially or in full by a third party requiring an invoice, please contact **StudentLiving-Finance@newcastle.edu.au** to request an invoice. Payment for a standard invoice is required within two weeks of the date of issue.



# Contact Information



## Student Living

### Student Living Reception

Services include – customer service, mail, finance.

☎ 4913 8888 ✉ [studentliving@newcastle.edu.au](mailto:studentliving@newcastle.edu.au)



### Student Living Support

Services include – Health and Wellbeing Coordinator, general wellbeing support, community concerns, Residential Mentors and ResLife Program.

☎ 4913 8888  
✉ [studentlivingsupport@newcastle.edu.au](mailto:studentlivingsupport@newcastle.edu.au)



### Student Living Accommodation Portal

Maintenance and cleaning requests, Student Living account statements and payments, quick reference guides i.e. laundries and air conditioning units, submitting community concerns to get support and advice with challenging situations or wellbeing concerns.

🔗 [newcastle.edu.au/accommodationportal](http://newcastle.edu.au/accommodationportal)



### After-Hours Duty Officers (AHDOS)

Services include – support provision when the Student Living office is closed.

☎ 4913 8888



## Academic Learning Support

Support for academic reading, writing and study skills and Peer Assisted Study Sessions (PASS).

☎ 4921 5350 ✉ [learningsupport@newcastle.edu.au](mailto:learningsupport@newcastle.edu.au)



## AccessAbility

Students with a disability or medical condition can register for reasonable adjustments to support their study.

☎ 4921 6622 ✉ [accessability@newcastle.edu.au](mailto:accessability@newcastle.edu.au)



## AskUON

For general University information and advice.

☎ 4921 5000 ✉ [askuon@newcastle.edu.au](mailto:askuon@newcastle.edu.au)



## Campus Care

For advice or to report concerning or harmful behaviour, or experiences of sexual assault or sexual harassment.

☎ 4921 8600 ✉ [campuscare@newcastle.edu.au](mailto:campuscare@newcastle.edu.au)



## Campus Health (GP) Service

Available at Callaghan and Ourimbah Campuses.

☎ 4921 6000



## Campus Security

Campus patrols, security shuttle, safe walk service, lost property, emergency management.

☎ 4921 5888 ✉ [security-services@newcastle.edu.au](mailto:security-services@newcastle.edu.au)



## Chaplaincy

Chaplains are credentialed religious-workers who are authorised by their faith to provide support and guidance.

☎ Callaghan 4921 5571 Central Coast: 4348 4036



## Counselling and Psychological Services

Emotional and psychological support.

☎ 4921 6622 After hours support: 1300 653 007  
✉ [counselling@newcastle.edu.au](mailto:counselling@newcastle.edu.au)



## Equity, Diversity and Inclusion (EDI)

The EDI Coordinator provides advice, support, education and information on a range of equity related matters.

✉ [edi@newcastle.edu.au](mailto:edi@newcastle.edu.au)  
🔗 [newcastle.edu.au/our-uni/equity-diversity-inclusion](http://newcastle.edu.au/our-uni/equity-diversity-inclusion)



## Financial Wellbeing

Financial supports may be available to students including interest free loans, grants and vouchers.

✉ [financialwellbeing@newcastle.edu.au](mailto:financialwellbeing@newcastle.edu.au)



## Indigenous Student Support - Wollotuka

Provides academic, cultural and emotional wellbeing support for Aboriginal and Torres Strait Islander students.

☎ 4921 6863 ✉ [wollotuka@newcastle.edu.au](mailto:wollotuka@newcastle.edu.au)



## Information Technology Support (IT)

Wi-Fi and wired Internet.

☎ 4921 7000 ✉ [uonau.service-now.com/itservices](http://uonau.service-now.com/itservices)



## International Student Support

Central point of contact for advice and support.

☎ 4921 6236  
✉ [internationalsupport@newcastle.edu.au](mailto:internationalsupport@newcastle.edu.au)



## UNSA

Student representation, clubs and societies, engagement activities and events, food bank.

☎ 4921 6006 ✉ [unsa@newcastle.edu.au](mailto:unsa@newcastle.edu.au)



## Useful University Apps

### myUni App

Access to systems and information including transport, parking, software and support.

### Talk Campus App

Student-to-student mental health and wellbeing support.

Download the apps at the App Store or Google Play.

