Welcome

Thank you for choosing to reside in Tangatarua Hall of Residence. We hope you have a pleasant stay.

Toi Ohomai Institute of Technology owns and operates Tangatarua Hall of Residence (student accommodation) and Rotorua Thermal Holiday Park (public holiday park facilities) in which it’s situated. Professional staff members live onsite in order to efficiently manage and care for the property and its residents.

Being located next to Mokoia Campus, the hall of residence is convenient for students to walk to their classes at Toi Ohomai.

Situated in a park-like setting with mature landscaping, open spaces and recreational areas, we aim to provide a home-away-from-home atmosphere.

Some of the facilities and services in the hall of residence include:

- Residential manager to ensure your security and safety
- Communal kitchen and dining areas
- Free weekly linen service
- Wi-Fi available in your room
- Cable/paid TV through SKY TV
- Table tennis
- Pool table and games
- Free on-site parking

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Our Team

STUDENT ACCOMMODATION SERVICES TEAM, ROTORUA
The student accommodation services team provides the professional services required to efficiently manage and care for the hall of residence, the surrounding property, and its residents. This team is your first port of call for most of your requirements or concerns relating to the hostel, your room, and other residents.

HOLIDAY PARK MANAGER
The holiday park manager is responsible for the effective and efficient management of the student accommodation (Tangatarua Hall of Residence) and the holiday park (Rotorua Thermal Holiday Park).

HOSTEL MANAGER
The hostel manager can be found in the accommodation office located near the main entrance to the hall of residence. The hostel manager is responsible for creating a supportive student residential community, maintaining a safe and secure living environment, and providing support and advice to you and all other residents.

RESIDENTIAL ASSISTANTS
Residential assistants help create a supportive student residential community by organising and managing fun events and assisting in the maintenance of the community standards and discipline throughout the property.
Contact Information

IMPORTANT PHONE NUMBERS

<table>
<thead>
<tr>
<th>Service</th>
<th>Contact Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accommodation office</td>
<td>022 503 0506 <a href="mailto:student.accommodation@toiohomai.ac.nz">student.accommodation@toiohomai.ac.nz</a></td>
</tr>
<tr>
<td>Hostel manager*</td>
<td>022 503 0506 <a href="mailto:student.accommodation@toiohomai.ac.nz">student.accommodation@toiohomai.ac.nz</a></td>
</tr>
<tr>
<td>Maintenance manager*</td>
<td>022 068 6077 <a href="mailto:facilities@toiohomai.ac.nz">facilities@toiohomai.ac.nz</a></td>
</tr>
<tr>
<td>Residential assistants (RAs)</td>
<td>See the visitor sign-in sheet for the RA contacts [these may change during the year]</td>
</tr>
<tr>
<td>Health Centre on campus</td>
<td>0800 86 46 46, ext. 8883 toiohomai.ac.nz/services/health-centre-mokola-campus</td>
</tr>
<tr>
<td>Healthline (registered nurses provide assessment and advice over the phone)*</td>
<td>0800 611 116</td>
</tr>
<tr>
<td>Security (after hours only)**</td>
<td>07 346 8880</td>
</tr>
<tr>
<td>Emergency*</td>
<td>111 (free call from any mobile phone)</td>
</tr>
</tbody>
</table>

*These staff or services provide 24-hour care/response to urgent needs.
**Fees apply for lock-out assistance ($80+), or replacement of keys or access tags ($160+)

MAIL AND PARCEL DELIVERIES
Receiving mail and packages from home is one of the highlights when you’re living abroad. Please provide the address format below to your family and friends, and to any business sending you mail or parcels.

(Your name, written clearly)
Tangatarua Hall of Residence
c/o Rotorua Thermal Holiday Park
463 Old Taupo Rd
Rotorua 3015

Mail and parcels are delivered to the accommodation office. If a parcel for you has been received, we will text you, advising you to collect your parcel. Collection can only take place during the accommodation office open hours of 9am–5pm daily.

Please note:
- All parcels need to be signed for upon collection.
- The accommodation office will take the greatest care with your parcel, however, we cannot be held liable for any damage or loss incurred.

SOCIAL MEDIA
Keep in touch with what is happening at the hall of residence via social media:
www.facebook.com/tangataruahalls
Arrival and Departure

ARRIVAL
Check-in times are from 10am until 12 midnight daily.

You will only be allowed to check into your room on the date specified on the reservation system and after the following forms have been signed:
• Registration/deposit form;
• Accommodation agreement; and
• Signed acceptance of the terms and conditions outlined in this handbook.

You are expected to check both your bedroom and the common area of your room to ensure all items listed on page 6 are present and undamaged, and that the room is in a good state of repair, clean and well maintained upon your arrival.

If you do not report any missing or damaged items, we will assume that there are no issues with the room and its contents when occupied by you.

After the 24-hour period has passed, any damage or loss that occurs will be charged to you.

Furniture and items in any room or bedroom are not to be removed. Any removal of items may be viewed as theft and will be reported to the police.

DEPARTURE
Follow these steps when you plan to move out of your accommodation:

1. Ensure your bedroom and room is clean and that there is no damage. If the bedroom or the room are not in an acceptable condition, cleaning will be arranged and you will be invoiced for the cost.

2. Schedule a check-out appointment with the accommodation office. During this appointment a student accommodation services team member will inspect your bedroom and room for any damages, cleanliness and to ensure that all original items provided are all in place.

3. At the time of scheduling your check-out you will also be required to complete the Deposit Refund Form and pay any rental fees or other amounts owing.

4. Ensure the door to your bedroom or room is locked upon departure.

5. Return all keys provided to you to the accommodation office. If any keys are missing, you will be charged for key replacement costs.

Please note:
• Any outstanding rent or other amounts owing will be deducted from your deposit.
• If you move out of your room prior to the agreement end date, rent is still due and payable until that agreement end date.
Emergency Procedures

If you experience a serious emergency anywhere in New Zealand, dial 111 from any phone for emergency services.

Calls to 111 are free from any phone, including from a mobile phone, even if you have no phone credit.

**MEDICAL or PSYCHOLOGICAL EMERGENCIES**
Notify the residential assistant on duty if you or another student is experiencing a medical emergency. If the emergency is of a serious nature, dial 111. If you are unsure of what action to take, contact a student accommodation services team member immediately so the situation can be assessed.

**DISASTER**
In the event of a disaster such as an earthquake, major fire, or disease outbreak, which requires the temporary evacuation of residents from the property, Toi Ohomai will endeavour to arrange alternative accommodation if health and hygiene regulations permit.

Alternatively, the student accommodation services team will release residents from their agreement obligations as required and no rental payment will be required for this period.

**FIRE ALARMS**
Tangatarua Hall has smoke detectors, fire protection devices, and posters detailing evacuation procedures and assembly points. Ensure you know where fire extinguishers are hung, as well as the nearest exits and assembly areas.

**DISCOVERING A FIRE**
In the case of fire, immediately operate the nearest fire alarm if it’s safe to do so, and then dial 111.

**FIRE WARDENS**
The residential assistant on duty will act as a fire warden in the event of a fire.

**FIRE ALARM ACTIVATED**
If you hear the fire alarm, you must leave your room immediately. If it’s safe to do so, close your windows and doors, but do not lock them.

Take your room key with you; leave all other belongings behind.

During office hours, student accommodation services team members are responsible for responding to fire alarms.

Outside of office hours, phone a member of the student accommodation services team so they can assist you. If you suspect the alarm was activated because of your room, please report this to a student accommodation services team member as soon as possible so they can notify the fire service.

If an evacuation occurs at night, take a blanket or warm clothing if possible. Please knock, wake-up and warn other residents in the next or nearby rooms. Everyone must leave the building using the nearest exit and meet at the assembly point as stated on the Evacuation Plan.

Do not run and, if there is smoke, keep low to the ground to see more clearly and to avoid inhaling smoke.
General Information

CAR PARKS, BUSES, CYCLING
Parking at the hall of residence and on Mokoia Campus is free.

Toi Ohomai accepts no liability for loss of or damage to any vehicle or its contents parked on campus or at Tangatarua Hall of Residence. We strongly advise you to obtain insurance coverage for your vehicle, and never to leave any valuables inside your vehicle (this is also good practice for anywhere you travel).

Rotorua’s Cityride bus services operate daily. On weekdays, the buses stop at two nearby bus stops – one at campus on Mokoia Drive (in front of the Recreation Centre), and one on Old Taupō Road next to the holiday park. Rotorua is also easy to navigate on a bicycle, with a growing network of dedicated bicycle lanes in and around town.

ITEMS PROVIDED WITH ACCOMMODATION

BEDROOMS
All bedrooms are furnished with the following:
• Bed
• Linen pack consisting of:
  • 1 x mattress protector
  • 1 x fitted sheet
  • 1 x flat sheet
  • 1 x duvet
  • 1 x duvet cover
  • 2 x pillows
  • 2 x pillow slips
  • 1 x towel
• Desk and chair
• Chest of drawers
• Lockable cupboard
• Heater
• 10 x coat hangers
• Rubbish bin
• Table lamp

Please note:
The bunk rooms have two single beds.

KITCHEN
A fully equipped communal kitchen is available to all residents and provides the following:
• Oven
• Cook tops
• Walk-in fridge with lockable sections
• Large freezer
• Microwave
• Dry store storage
• Toasters
• Hot water zip/boiler
• Rice cooker
• Cooking utensils
• Chopping boards
• Dish washing liquid
• Tea towels and dish cloths

On arrival you will be issued with a container with the following in it:
• 1 x large dinner plate
• 1 x small side plate
• 1 x bowl
• 1 x drinking glass
• 1 x drinking mug
• 1 x knife
• 1 x fork
• 1 x spoon
• 1 x teaspoon

All communal areas are professionally cleaned each morning, and linens will be washed once a week. You are required to clean up after yourself in all communal areas, and to clean your own room.

ROOM KEYS AND ACCESS TAGS
You are responsible for the security of your room keys and/or access tags. Any lost key or tag must immediately be reported to the accommodation office by emailing student.accomodation@toiohomai.ac.nz.

As the security of all our residents is paramount, all lost keys will result in the replacement of room door locks and other residents’ keys. The cost of $160 or more will be charged to the resident who lost the key/s, so please take great care with the keys you are issued.

At the end of your accommodation agreement, all keys and tags must be returned to the accommodation office. If any keys are missing, you will be charged for key replacement costs.
SUMMER RENTALS
We offer students the opportunity to stay in residence during December and January. If you are interested in renting a room over the summer break please contact the accommodation office.

LAUNDRY FACILITIES
Laundry facilities are available on both floors. You will be required to supply your own laundry powder. The washing machines operate using $2 coins per wash.

Dryers also operate using $2 coins.

Ironing board and iron are available for your use.

You are responsible for leaving the laundry area clean and tidy after use. If any of the appliances are not be working properly, let us know so that repairs can be undertaken as soon as possible. Email the issues and the location of the machines to facilities@toiohomai.ac.nz.

LOCK OUTS
If you get locked out of your room during office hours, phone the accommodation office or go to the reception at the Rotorua Thermal Holiday Park. After hours, phone security on 07 346 8880.

Note: Fees of $80 or more will be charged to you for lock-out assistance after hours.

TELEPHONE
There is a phone in the accommodation office available for making free local calls.

INTERNET
Students can use their Toi Ohomai login to connect to free Wi-Fi at the hall of residence, as well as throughout campus.
House Rules

Toi Ohomai student accommodation services team maintains a set of community standards that relate to your accommodation agreement, code of conduct, consideration for others, safety, welfare and protection of property. These standards are outlined here and your understanding and agreeing to them are part of the accommodation offer process. Without exception, residents are bound by these community standards if they accept an offer of accommodation.

DRUGS
The use, possession or cultivation of all types of illegal drugs and non-prescription drugs by any resident or visitor is strictly prohibited. Any breach of this regulation will result in immediate action to terminate the tenancy agreement and possible consideration of the matter under Toi Ohomai’s disciplinary procedures. The matter will also be reported to the police.

A drug is defined as any substance which changes the way the body functions and may alter its biological structure. Cannabis is the most widely used illegal drug among residents.

SMOKING
All residents and their visitors have the right to breathe clean, fresh air free of smoke, regardless of where they are located.

Smoking is not allowed by anyone inside the rooms or any areas inside the buildings. Smoking of any substance within the property will result in disciplinary action against you and you will be charged a $300 cleaning fee.

Signs are posted in the designated smoking area outside Tangatarua Hall of Residence, at the back, near the BBQ area. You must not smoke near any open windows.

Please ensure that you and your visitors keep this area clean, tidy and safe after use. You must dispose of your cigarette butts in the receptacles provided.

If you would like free assistance to stop smoking please contact the Health Centre on campus.

ALCOHOL
Toi Ohomai operates a no-alcohol policy. Behaviour resulting from the over-consumption of alcohol that disturbs the peace and privacy of others will result in disciplinary action or referral to an external agency. Please respect that you are living in accommodation specifically operated to facilitate academic success.

- Open vessels/drinks are not permitted within the property and will be confiscated/removed. This is based on health and safety requirements and is intended to protect all residents and visitors from accidents and injury, and to reduce rubbish and damage to property.
- Intoxicated guests or visitors are not permitted on the property and will be asked to leave. Alcohol consumption will also result in disciplinary action or a referral to an external agency.
- Toi Ohomai accommodation services reserves the right to refer student residents with a pattern of excessive alcohol consumption to the Heath Centre. Alternatively, your parents or guardians may be contacted if there is a concern about your safety and wellbeing.

NOISE
The hall of residence and surrounding property is a social place and some noise will be present, however, all residents should be able to live free from unsanctioned loud noise. It is the responsibility of each resident and visitor to show regard and consideration for others at all times, and ensure that the accommodation is conducive to study, sleep and relaxation.

Be particularly mindful of the noise generated from normal activities such as holding small gatherings, watching movies, playing computer games, returning late at night or gathering in a common area. You are required to ensure that the noise level from your room is kept to a minimum after 10pm, including weekends. If you feel you might disturb your roommate or neighbours with excessive noise, move your activity to a common area.

Keep in mind that not all students have assignments and breaks at the same time during the year, therefore if you’re asked by a fellow resident to lower your noise level, please respect their request.

Additional noise restrictions will be enforced over exam periods.

Excessive noise will not be tolerated and will result in disciplinary action. If security is called to handle a noise complaint, call-out fees will be charged to those creating the disturbance.

If you are unsure of what constitutes unreasonable noise, please contact your residential advisor for advice.
The level of noise that is acceptable is at the discretion of the staff on the property, including security staff.

Tips for keeping your noise to a minimum:
• Keep room doors closed if you have visitors;
• Do not slam doors;
• Do not have the stereo, radio or room television at a high volume;
• Use headphones if you wish to listen to your stereo/radio at a high volume in your room.

If you feel that you are being affected by unreasonable noise, please follow these procedures:
• Approach the resident making the noise and discuss the effect it is having on you and request they lower the level of noise; or
• If you are unable to approach the resident or they appear to be irresponsible, contact the residential advisor.

If a request by the residential assistant to lower the noise is not adhered to, security or the hostel manager will be contacted, and residents making the noise will be identified and may be subject to disciplinary action and/or security call-out fees.

VISITING GUESTS
Residents are permitted to have guests for short periods of time with the approval of the student accommodation services team and other residents in the room. However, extended visits are not permitted.

To ensure compliance with fire and safety regulations, and in consideration of the rights of the other residents in the room, please ensure:
• All residents in your room are aware of your guest staying and have given their approval;
• Your guest is registered at the accommodation office;
• Your guest is accompanied by you at all times and must not be given a swipe tag or key; and
• If your guest plans to stay past 10pm, or overnight, you inform the student accommodation services team.

Please note:
• You will be responsible for paying the fees for your guest if they stay past 10pm;
• You are liable for your guests and any damage they may cause; and
• Your guest must leave the property immediately if they are requested to do so by the student accommodation services team.

PETS
Pets, including fish, are not permitted on the property.

SOLICITATION
Solicitation is considered to be any uninvited or unwanted attempt to make contact with a resident for the purpose of promoting religious beliefs, engaging political views or encouraging the purchase of items or membership.

Solicitation is prohibited on the property – this includes solicitation by any group or organisation.

OPERATING A BUSINESS FROM THE PROPERTY
Residing on the property must be your main purpose. You are not permitted to conduct a business from your room or any area of the property.

TRESPASSING
Unauthorised persons will be asked to and must leave the property. Any person whose behaviour is unacceptable or who is behaving in a suspicious manner will be asked by the accommodation services team or security to leave. If they do not leave they will be served with a trespass notice.

Student accommodation services staff will report all trespassers to the police.

WEAPONS/FIREARMS
The possession of weapons or firearms by a resident or their guests on the property is forbidden. If you are found to be in possession of any of these items, disciplinary action will be taken. This action could include termination of tenancy, confiscation of the weapon and the reporting of the incident to the police.

DAMAGE OR TAMPERING WITH THE FIRE EQUIPMENT
It is against the law to tamper with fire equipment, including exit signs. Propping smoke doors open, disabling or covering smoke detectors, and discharging fire extinguishers for any other purpose than putting out a fire are violations. Violators will be subject to disciplinary action and possible criminal proceedings which may result in eviction from the property.

Any fire equipment repair or replacement resulting from misuse will be invoiced to the resident(s) responsible. False alarm fire service call outs will also be charged to the resident(s) responsible.

Please note:
The cost of a fire service call-out can be $1,500 or more.
Student Wellbeing

ABSENCES
If you are planning to be away for any length of time please advise the accommodation office. This is particularly important if you are going hiking, mountain biking or tramping. During the semester breaks, the hostel manager will enquire about your plans.

ILLNESS OR ACCIDENT
The Health Centre and counselling service are situated on campus (see to the Mokoia Campus map on page 14 in this handbook).

If an illness or accident requires attention outside the Health Centre operating hours, we recommend that you contact Healthline on 0800 611 116. This is a free 24-hour health advisory service operated by registered nurses. They will make a professional phone assessment based on the information you provide. Advice offered may include your visiting the local after-hours clinic Lakes PrimeCare – Accident and Urgent Medical Care Centre in Rotorua. If your illness or accident is serious and urgent treatment is required please dial 111 to request an ambulance.

Please advise a student accommodation services team member if you become ill or have an accident that causes injury of any kind. All team members are trained in first aid and have basic first aid equipment available.

HOMESICKNESS AND PERSONAL ISSUES
Homesickness is very real and affects many Toi Ohomai students who have moved from other cities or countries, particularly if their hometowns are very different to Rotorua or New Zealand.

Don’t feel embarrassed or shameful to admit you are homesick, and please talk to other residents about how you’re feeling. Making an effort to meet others and getting involved in campus life will also ease your transition and possible culture shock.

If you are experiencing difficulties with homesickness or other personal issues, we have a number of helpful people onsite and on campus who can assist you. Your residential assistant is trained to refer you to someone who can help, and the accommodation office staff and hostel manager are also available.

Alternatively, you can choose to see a member of Student Pulse (the students’ association on campus), the nurse or counsellor at the Health Centre, your lecturer or an advisor. Please remember that there is always someone to help and listen to you.

HARASSMENT AND BULLYING
Bullying is any deliberate, hurtful behaviour that is usually repeated. It occurs when one person tries to use power inappropriately over others. Toi Ohomai takes any and all hostility or aggression toward a person seriously, and harassment, bullying or intimidating behaviour is not tolerated on the property.

Complaints will be given prompt and serious attention. If you feel that you or someone you’ve witnessed have been treated inappropriately, please contact a student accommodation services team member immediately so the problem can be addressed. You can find the details for harassment contact people and Toi Ohomai’s policy on harassment on the Toi Ohomai website.

TIPS ON COMMUNAL LIVING
• Be thoughtful and considerate of others.
• Get to know each other.
• Do your chores.
• Be aware of the noise you make and the effects it can have on other people.
• Think about the pressures of other people’s courses and study load.
• Limit your time in the shower and share the television remote.
• Take out the rubbish when it starts to get full.

CONFLICT RESOLUTION
It is very important to raise issues as they occur and before they become a problem.

If you want to talk directly to someone with whom you’re having problems, talk about their words and/or actions, not about the person.

If you have any concerns talk to a student accommodation services team member.

INSURANCE FOR PERSONAL BELONGINGS
You are responsible for arranging insurance coverage of your personal belongings. This can be packaged together with insurance that includes a legal liability clause. This type of insurance is generally not expensive and is worthwhile in the case of damage or theft of valuable items.

Another option is to obtain a ‘young person’s extension cover’ on your parents’ or guardians’ insurance.

We recommended that you arrange insurance coverage prior to your arrival to ensure peace of mind. Bring a copy of your insurance documents and important phone numbers with you when you move in.
PRIVACY AND CONFIDENTIALITY
All personal information relating to you will be managed in accordance with the Privacy Act 1993. If you enter into a tenancy with us, the information you have provided may be made available to a debt collection agency to assist in any outstanding debt.

It is expected that the student accommodation services team and residents will endeavour to treat each other with respect and confidentiality.

Student accommodation services team members reserve the right to contact concerned adults (normally parents or guardians) if the occasion warrants it, such as when there is clear or imminent danger to your or others; or there have been two or more breaches of rules; or rent payment is overdue. In all cases, if practicable, you will be informed prior to your parents or guardian being contacted by the student accommodation services staff.

ALCOHOL AND DRUGS
Alcohol and drugs have a negative impact on some of our residents during their stay. Even if you do not actually drink alcohol or take drugs, you are likely to experience second-hand harm from them at some stage.

Toi Ohomai provides accommodation for students in order to assist them in achieving academically, therefore, we take the consumption of drugs and over-consumption of alcohol very seriously.

If you are suspected of having drugs on the property or are taking drugs at any time, you will be immediately referred to the police and Toi Ohomai’s disciplinary committee.

Alcohol consumption on the property or incidents of excess alcohol consumption may also result in disciplinary action, welfare contracts or a referral to an external agency. If you require assistance please contact the hostel manager or a residential assistant. Our management of alcohol-related offences is covered previously in this handbook.

Please note:
We have a no-alcohol policy as you are living in accommodation specifically operated to facilitate academic success.
Room Types and Cost

**Bunk rooms**
Either single or share

Provided in room:
- Bunk bed
- One desk and chair
- Chest of drawers (four-drawer dresser)
- One shelf
- One coat rack

If two people share a bunk room, then furniture is also shared.

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</thead>
<tbody>
<tr>
<td>Single</td>
<td>Weekly</td>
<td>$170</td>
</tr>
<tr>
<td>Share (max 2)</td>
<td>Weekly</td>
<td>$120</td>
</tr>
</tbody>
</table>

**Ensuite rooms**
Either single or share

Provided in room:
- One double bed
- One desk and chair
- Chest of drawers (four-drawer dresser)
- One shelf
- One coat rack

If two people share an ensuite room, then furniture is also shared.

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<tbody>
<tr>
<td>Single</td>
<td>Weekly</td>
<td>$190</td>
</tr>
<tr>
<td>Share (max 2)</td>
<td>Weekly</td>
<td>$140</td>
</tr>
</tbody>
</table>

**Double rooms**
Either single or share

Provided in room:
- One double bed
- One desk and chair
- Chest of drawers (four-drawer dresser)
- One shelf
- One coat rack

If two people share a double room, then furniture is also shared.

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<tbody>
<tr>
<td>Single</td>
<td>Weekly</td>
<td>$160</td>
</tr>
<tr>
<td>Share (max 2)</td>
<td>Weekly</td>
<td>$110</td>
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**All rooms**
- Rent is per person per week, rent is invoiced/paid monthly
- Minimum stay is three months
- Bond $350 and one month's rent in advance
- 10% discount if paying quarterly in advance, non-refundable
- To confirm booking, student ID is required
- Bond and one month's rent to be paid prior to or on time of arrival
- Prices as at 1 November 2017
- Check-in times are 10am – 12 midnight daily
1 Student and room details

Date of Application
Name
Room type (Circle one)
Nationality (required for statistical purposes)
Student ID
Contact address
Email
Phone
Mobile
Age (Circle one)
Gender (Circle one)
Programme of study

2 Arrival and departure

Date of check in
Date of check out (You are required to stay a minimum of 3 months)
Arrival flight number (if applicable)
Arrival flight time (Auckland)
Estimated time of arrival at Tangatarua Hall of Residence
Do you require a free shuttle from Auckland Airport to Rotorua? (Circle one) Yes No

3 Personal details

Are there any medical conditions which Tangatarua Hall of Residence staff should be aware of? (Circle one) Yes No
If yes, please provide brief details

Have you had a criminal conviction in the last seven years? (Circle one) Yes No
If yes, please provide brief details

4 Terms and conditions

- I agree to pay a bond of $350NZD and one month's rent in advance to confirm my booking. The bond is refundable upon check out, subject to room inspection and that the room is left in reasonable condition on departure.
- I agree to stay for a minimum of 3 months.
- I agree to abide by the rules and regulations of Tangatarua Hall of Residence, as provided to me on arrival. At that time I will sign a contract which confirms the terms of this agreement and sets out my rights.
- Any damages that I cause while staying at Tangatarua Hall of Residence (in excess of bond) will be paid on request.
- One month before the conclusion of my expected stay, I will confirm my departure date or make arrangements to extend my stay subject to room availability.

Signature
Date

This is not a confirmation of placement until Hall of Residence staff replies with the confirmation email or letter.
**Tangatarua Hall of Residence**

**Application Form**

Date of Application

Name

Room Type: Single/Share

Nationality (required for statistical purposes)

Student ID

Contact Address

Phone

Email/Mobile

Age (Circle one)

18-25

26-35

36 and over

Gender (Circle one)

Female

Male

Programme of Study

Date of Check In

Date of Check Out

(Check-in times are 10am - 12 midnight daily)

(You are required to stay a minimum of 3 months)

Arrival Flight Number (if applicable)

Arrival Flight Time (Auckland)

Estimated Time of Arrival at Tangatarua Hall of Residence

Do you require a free shuttle from Auckland Airport to Rotorua? Yes/No

Are there any medical conditions which Tangatarua Hall of Residence staff should be aware of? Yes/No

If yes, please provide brief details

Have you had a criminal conviction in the last seven years? Yes/No

If yes, please provide brief details

• I agree to pay a bond of $350NZD and one month’s rent in advance to confirm my booking. The bond is refundable upon check out, subject to room inspection and that the room is left in reasonable condition on departure.

• I agree to stay for a minimum of 3 months.

• I agree to abide by the rules and regulations of Tangatarua Hall of Residence, as provided to me on arrival. At that time I will sign a contract which confirms the terms of this agreement and sets out my rights.

• Any damages that I cause while staying at Tangatarua Hall of Residence (in excess of bond) will be paid on request.

• One month before the conclusion of my expected stay, I will confirm my departure date or make arrangements to extend my stay subject to room availability.

Signature

Date

Tangatarua Hall of Residence

APPLICATION FORM

TANGATARUA HALL OF RESIDENCE

c/o Rotorua Thermal Holiday Park

463 Old Taupo Road, Rotorua 3015

Phone: 07 346 3140

Email: student.accommodation@toiohomai.ac.nz

This is not a confirmation of placement until Hall of Residence staff replies with the confirmation email or letter.