

# Accommodation Guide 2021





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# ACCOMMODATION OFFERED

Laidlaw's Henderson campus offers two types of accommodation:

1. **Studio Rooms** suitable for singles or married couples without dependent children
- 2 **Houses (4 bedroom)** suitable for families or single students in a flatting arrangement

# COMMUNITY LIFE

Laidlaw College seeks to be a place where students and staff encounter God and one another in genuine relationships of faith, hope and love. Our multi-cultural community is drawn from a variety of denominations, ages and life experiences.

We believe learning does not only happen in the lecture room, but in our interaction with those we live alongside. Residents are encouraged to attend Laidlaw's community gatherings and to join in the community events organised by the student leaders. Our desire is that Laidlaw accommodation will not simply be a place to live, but will be an environment where deep friendships are fostered and Christian growth experienced.

A Student Dean is available to talk through any personal matters or assist residents to access other avenues of support. However, students should not depend on this as their sole resource but are encouraged to develop off-campus support and care networks through friends, family and churches.

# HOW TO APPLY FOR ACCOMMODATION

Please complete the Accommodation Application form available:  
<https://www.laidlaw.ac.nz/assets/Tenancy-Application-Form-2021.pdf>



# ALLOCATION OF ACCOMMODATION

The demand for Laidlaw College accommodation can exceed supply. You should therefore not count on College accommodation being available until this is confirmed in writing. To check out other options for local accommodation and prices: [www.trademe.co.nz](http://www.trademe.co.nz) (rentals or flatting) or the Christian accommodation website: [www.canz.co.nz](http://www.canz.co.nz)

Accommodation is allocated in the following order:

1. Current full-time students already residing in Laidlaw College accommodation (subject to meeting the Terms and Conditions outlined herein)
2. New full-time students in order of date of application to study at Laidlaw College (note that the application fee must accompany the application to study)
3. Part-time Laidlaw College students

The decision on the allocation of accommodation lies with the Accommodation Committee, who will take into consideration the following factors:

- Size of the family (ie. number of children or dependants living with the student). This does not include adult boarders.
- Current location of residence
- Credit history
- Other special needs

## SMOKING/VAPING

The entire Laidlaw campus is smoking and vaping free. This includes all buildings, driveways and grass areas. No designated smoking areas are provided.



# STUDIO ROOMS

Our two-storey East Wing block consists of 12 studio rooms suitable for married couples or single residents. Each room has its own ensuite bathroom and study area, with some rooms containing two study spaces. Residents cater for themselves using the communal kitchen in East Wing.

## *Property Features*

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Two storey accommodation block (East Wing); 12 studio rooms – 5 double-study and 7 single-study (refer room plan). Upstairs rooms have a small balcony, ground-floor rooms have an individual deck area. Wheel-chair accessible units are available in East Wing.

## *Room Configurations*

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Fully furnished – Queen-size bed, mattress and pillows, two bed-side tables, 3 drawer unit, double wardrobe, sink unit with small fridge, shelf for microwave (not supplied), heater. A jackpoint for a TV is available in each room (TV not supplied). Study room contains study desk and chair, noticeboard, small bookshelf (two study desks and chairs in larger units). Carpeted, curtains.

## *Bathroom facilities*

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Ensuite bathroom in each studio room (shower, basin, toilet)

## *Children*

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Unable to accommodate toddlers, small children or teenagers under 18.

## *Mobility Access*

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Two ground-floor rooms have wheel-chair access/showers. Disabled toilet/shower situated downstairs for visitors.

## *Linen*

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Residents supply own bedding, linen and towels.

## *Utilities*

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Accommodation fees include electricity, water, WiFi.

## *Laundry Facilities*

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Communal laundries are on both floors. Free use of washing machines. Outside clotheslines and pegs available. Token operated dryer available (\$2 per token per half hour). Residents must supply their own washing powder.

## *Cleaning*

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Residents are responsible for cleaning their own rooms and ensuite shower/toilet. Cleaning products and vacuum cleaners are available in each of the East Wing laundries. Common areas (hallways, kitchen and lounge, laundries) are cleaned by a paid cleaner.

## Internet Access

Accommodation fees include internet access

## Telecommunications

A communal telephone is available in the East Wing lounge (free local calls).

## Meals

Residents living in East Wing are responsible for cooking their own meals. A communal kitchen is provided (with stove/oven, microwave) together with cooking utensils, equipment and plates and cutlery. A fridge/freezer is provided in the Kitchen for the storage for personal food items (as well as a small fridge in each room).

## Smoke/Fire Alarms

Smoke alarms are wired in and connected to a central fire panel in East Wing. Fire wardens are appointed each year to respond to any alarms that go off.

## Security

All studio rooms have their own lock and keys are issued at the time of arrival. A key replacement fee of \$25 per key applies. Outside doors are usually left locked.

## Vehicle Parking

Free uncovered off-street parking outside East Wing. No allocated parking. Cars should be kept locked with no valuables left inside. The College strongly recommends that you use a steering wheel lock device and insure your vehicle in case of damage or theft.

## Storage

There is no additional room on campus for storage of personal furniture or other items.

## What to Bring

You will need to bring your own linen, blankets, duvet, pillows and towels.

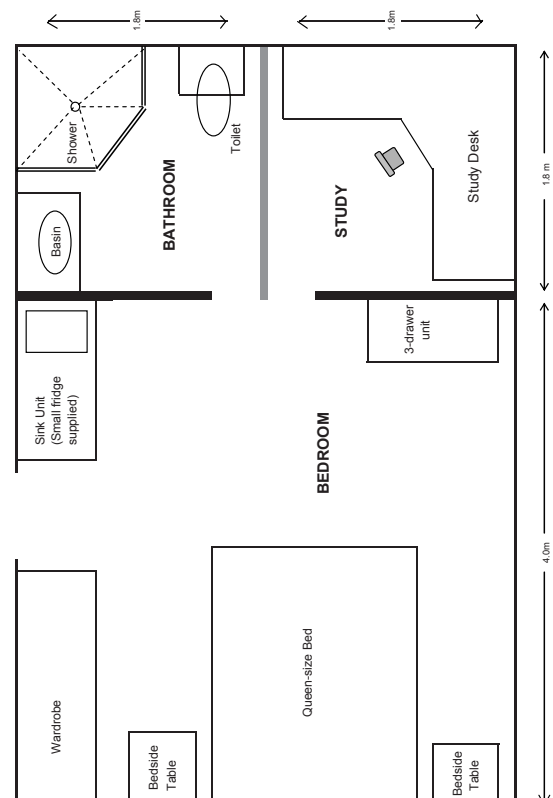
It's a good idea to bring:

- Pictures/ornaments/things to make your room like home
- Small armchair
- Microwave, toaster, jug (these are available in the communal kitchen)
- Cutlery and set of plates, cups for your room



## East Wing Single Study

There are a variety of room configurations. This is one example of a single study room.





# ACCOMMODATION CHARGES 2021\*

Single (per person) – room only rate

Room Size	Per Week
Studio Room with single study	\$260
Studio Room with double study	\$265
Studio Room (large)**	\$270

Charges include power/water and internet access.

\* Changes to room rates may occur with 60 days' notice

\*\*Large Studio Rooms have a wheelchair accessible shower

Married Couple (per couple) – room only rate

Room Size	Per Week
Studio Room with single study	\$280
Studio Room with double study	\$285
Studio Room (large)*	\$290

## FINANCIAL INFORMATION

### *Room Bond*

A bond of \$500 is payable once a room is allocated. This is refundable at the time of departure provided all accommodation costs are met, all keys returned and the room is left in a clean and undamaged condition.

### *Term of Residency*

Studio rooms are usually reserved for the duration of a semester or academic year. If a resident wishes to vacate before the end of the semester or academic year, a 21 days' notice period is required to be given in writing to the Tenancy Administrator. Laidlaw College will give 60 days' notice in writing if a resident is required to vacate their room.

### *Payment of Accommodation Fees*

On entering East Wing, residents must pay for their first two weeks' accommodation fee and then pay regularly on a weekly or fortnightly basis, ensuring that their accommodation fees are always two weeks in advance. Accommodation fees can be paid in full at the start of the academic year, as arranged with the Tenancy Administrator.

### *Penalty For Late Payment*

For all amounts that are due and not paid by the end of the calendar month, a 1% Late Payment Fee will be added. This is calculated on the amount that is due and not paid at the payment due date, or the end of each month thereafter until full payment is received. This does not apply to those who make arrangements for automatic payment as per above, unless payment is (i) in default of the arrangement, and/or (ii) not complete by the end of each semester.

### *Financial Obligations*

Failure to meet the conditions of payment of accommodation fees will put your accommodation entitlement in jeopardy, and will result in the holding back of academic results. You are required to keep the Tenancy Administrator fully informed if there is a difficulty in meeting your financial obligations to the College.

# HOUSES

## *Property Features*

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10 individual four-bedroom unfurnished houses. Houses are not individually fenced. Most have a deck leading out from lounge.

## *House Configurations*

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Carpet and curtains. Stove/oven provided. Otherwise unfurnished.

## *Bathroom facilities*

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Bathroom includes bath and separate shower box. Basin unit, mirror. Extractor fan. Separate toilet.

## *Mobility Access*

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No disabled showers/toilets available. No wheelchair access. Limited other mobility access.

## *Utilities*

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Water charges included in the rent. Electricity is not included in the rent and must be paid for separately. Power is provided by the college and is billed monthly.

## *Laundry Facilities*

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Laundry tub and space for washing machine (not provided) located near back door.

## *Storage*

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No additional storage space.

## *Telecommunications & Internet*

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Residents requiring a home phone line and/or internet access will need to arrange this with a provider of their choosing. Fibre is installed into each house.

## *Meals*

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Tenants living in the houses are responsible for cooking their own meals.

## *Parking*

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Parking arrangement will be advised individually. Cars should be kept locked with no valuables left inside. The College strongly recommends that you insure your vehicle in case of damage or theft.

## *Smoke Alarms*

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Smoke alarms are checked at the commencement of a tenancy to ensure they are in working order. It is then the tenant's responsibility to ensure working batteries are maintained in smoke alarms.







# INFORMATION

## FOR THOSE LIVING IN LAIDLAW ACCOMMODATION

The emphasis at Laidlaw College is on personal responsibility. The rules of the College are only those which we think are necessary for the smooth functioning of the College community.

### *Consideration*

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Communal living means we reside in close proximity to each other! Therefore, residents are expected to respect other residents' needs, and to be considerate of neighbours when playing music, entertaining guests, arriving home late at night, etc. Those using communal laundries or the East Wing kitchen/lounge are expected to clean up after themselves.

### *Damage To Property*

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Residents are expected to take good care of Laidlaw College property. Property damage should be reported immediately to Property Services. Furniture belonging to the College should not be removed from the premises without the permission of the Property Manager. Where any deterioration or damage to property is not due to fair wear and tear, the resident will be responsible to pay for the repairs. Residents are also responsible for any damage caused by their guests.

### *Disciplinary Procedures*

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Discipline or dismissal from Laidlaw College accommodation may result from any of the following:

- **Misconduct:**  
Misconduct is defined as failure to maintain proper standards of integrity, or conduct that is a threat to the security, safety or wellbeing of residents, students, or staff of Laidlaw College or its stakeholder community.
- **Serious Misconduct:**  
Serious misconduct may include, but is not limited to, sexual harassment, sexual immorality, abusive behaviour, excessive drinking, assault, theft, fraud, misappropriation, wilful negligence, wilful disobedience, wilful misconduct, breach of the Laidlaw College policy against harassment.

Incidents of misconduct are monitored by the Student Review Committee. This Committee is comprised of the Principal, Student Dean and any other person the Senior Leadership Team may appoint. Residents may appeal decisions made by this committee by presenting a written submission to the Chair of the National Governing Council who will appoint an external commissioner to review and adjudicate the matter.



## ***Drugs, Alcohol, Smoking, Vaping***

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Alcohol or illicit drugs are not permitted on the property. Laidlaw College holds the view that given the diversity of background and conviction of our Christian constituency, consumption of alcohol on the campus is inappropriate. While recognising that some of the Christian community is changing in its attitude to alcohol, the College policy of no alcohol to be consumed or held on the campus still applies. In retaining this policy, College is aware that this may not be the preferred option of a number of residents in Laidlaw College accommodation but, considering the wide range and circumstances of the community that live here, the College requests that this policy be honoured.

Smoking or vaping is prohibited on the College campus.

The College also does not permit:

- The use of mood/mind altering substances apart from medication under a doctor's supervision.
- Involvement in inappropriate sexual behaviour including the use of pornography.
- Involvement in illegal practices.

## ***Guests***

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Each resident is responsible for the actions and behaviours of their guests while they are on the property. Residents must seek the written permission of the Tenancy Administrator if they have guests staying for longer than 14 days or wish a person not named on their tenancy agreement to board with them.

## ***Harassment/Complaints Procedures***

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Laidlaw College is committed to providing an environment which is safe, and which is free from harassment and discrimination. Safety issues may include something which should be occurring and is not, or, if it is occurring, is not up to standard.

Harassment and discrimination may be offensive behaviour or unwarranted attention. It may involve an abuse of power to disadvantage, discriminate or insult. Any kind of harassment is unacceptable – sexual, racial, academic, religious, or any other form of discrimination. Complaints regarding harassment or student life on campus are referred in the first instance to the Student Dean. The Student Dean may then if necessary refer the matter to the National Principal. If all of these procedures do not result in a satisfactory resolution of concern, the matter would be referred to the Chairperson of the National Governing Council. The Chairperson would have recourse to mutually agreed external mediation if necessary. Anonymous complaints cannot be acted upon.

## ***ROOM/HOUSE INSPECTIONS***

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Health and Safety inspections of the East Wing common areas are regularly carried out by the Tenancy Administrator. Property inspections of studio rooms and houses are conducted by the Tenancy Administrator on a regular basis with not less than 48 hours' notice given in writing.



## Insurance

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College insurance policies cover College-owned property only. You need to arrange insurance cover for your own personal property, including your vehicle. Residents are strongly encouraged to obtain contents insurance which includes a cover for personal liability. If there is a fire or other event that causes damage to your property or to your house, you will not only have to replace your own possessions, but you may find the College's insurance company seeks to recover the cost of repairing the damage from you if they consider you were at fault.

## Mail

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Mail is delivered to mail boxes Mon-Fri. Incoming mail should be addressed to: Your name, Private Bag 93104, Henderson, Auckland 0650.

Couriered items should be delivered to our street address at 80 Central Park Drive, Henderson.

## Maintenance

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1. A Property Services team member repairs and maintains all College buildings and attends to the grounds (including mowing lawns around each residence).
2. Residents are responsible to maintain all fittings, furnishings and chattels in good and sound condition. No College-owned property is to be removed without the permission of the Property Manager.
3. Residents are required to notify Property Services of any damage or maintenance need promptly. Residents are not permitted to attempt/effect any repairs themselves.
4. Residents of houses are responsible to keep their premises and gardens in a tidy condition. No new gardens are to be dug without the permission of the Property Manager.
5. A six monthly inspection is carried out by the Tenancy Administrator for the houses.

## Pets

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Apart from aquarium fish and caged birds you may not keep any pets at College.

## Security

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Door keys are provided at time of arrival. A key replacement fee of \$25 per key applies.

East Wing residents are issued with a common exterior door key to their accommodation area. This key must not be attached to anything which identifies Laidlaw College. If it is deemed by the Property Manager that lost or stolen keys will put security at risk, all corresponding locks will be changed, with all costs charged to the relevant resident.

A security company patrols the campus a number of times each night. A security tag giving access through the main Reception doors during evening/weekend library hours is available for \$25 (fully refunded when tag is returned).

## ***Schools and Childcare***

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Olive Shoots Early Childhood Centre is situated on the campus to provide quality care and education for the children of Laidlaw College students, and for children from the wider community. The Centre is fully licensed by the Ministry of Education.

Further information is available at [www.oliveshoots.nz](http://www.oliveshoots.nz) or by calling +64 9 836 7838 or email: [oliveshoots@laidlaw.ac.nz](mailto:oliveshoots@laidlaw.ac.nz)

There are a number of local schools nearby which cater for primary, intermediate and secondary education.

## ***Shopping***

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Supermarkets, a post shop, pharmacy, banks, ATM (24 hour cash) machines and fast food outlets are located within walking distance of the campus. A shopping mall, movie theatre and train station are situated in the Henderson town centre, (a 30min walk or short drive away). The College is situated near a bus route.

## ***Storage***

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There is no additional room on campus for storage of personal furniture or other items.

## ***Failure to Meet Terms and Conditions***

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Continuity of accommodation is dependent upon satisfactorily meeting the above terms and conditions.



# OUR VISION TE WHAKATAKANGA

A world shaped by love,  
compelled and informed by  
the Gospel.

## TE WAWATA OUR MISSION

To equip students and scholars  
to renew their communities  
with a faith as intelligent as it is  
courageous.

## FORMATIONAL VALUES

Faith, Shalom, Love, Grace and Hope



**HENDERSON CAMPUS**

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**ALL ACCOMMODATION**

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