



Laidlaw  
College  
TE WANANGA AMORANGI

ACCOMMODATION GUIDE

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## HOW TO APPLY FOR ACCOMMODATION

An application form is required to be completed by every person wanting Laidlaw College accommodation. If this form is not included within this Accommodation Guide, it can be downloaded from the Laidlaw website – [www.laidlaw.ac.nz](http://www.laidlaw.ac.nz).

The residential options on offer are detailed in the following pages. If you are unsure which option would suit you, please contact us or arrange a visit to see the campus.

## ALLOCATION OF ACCOMMODATION

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

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)

## FEES/RENTS

Any fees/rents stated in this Accommodation Guide are for the 2018 academic year only. Annual reviews are carried out, with 60 days' notice given of any changes to accommodation fees/rents. All costs are shown in NZ dollars and are inclusive of GST if applicable.

## COMMUNITY LIFE AT LAIDLAW COLLEGE

Laidlaw College seeks to be a place at which 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 campus pastoral care structure is in place to assist with any personal issues that may arise. A Student Dean is available to talk through any personal matters or to assist residents to access other avenues of support. However, students should not depend on this as their sole resource but also develop off-campus support and care networks through friends, churches, and community agencies.

# WHAT WE OFFER

## 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. Wheel-chair accessible units are available in East Wing.

## HALLS OF RESIDENCE (TE HONO)

A single-storey accommodation area of over 20 single rooms for men and women, living in separate corridors. Residents are allocated their own fully furnished study bedroom. The lounge, dining room and kitchen are shared. There are separate men's and women's bathroom facilities.

## HOUSES

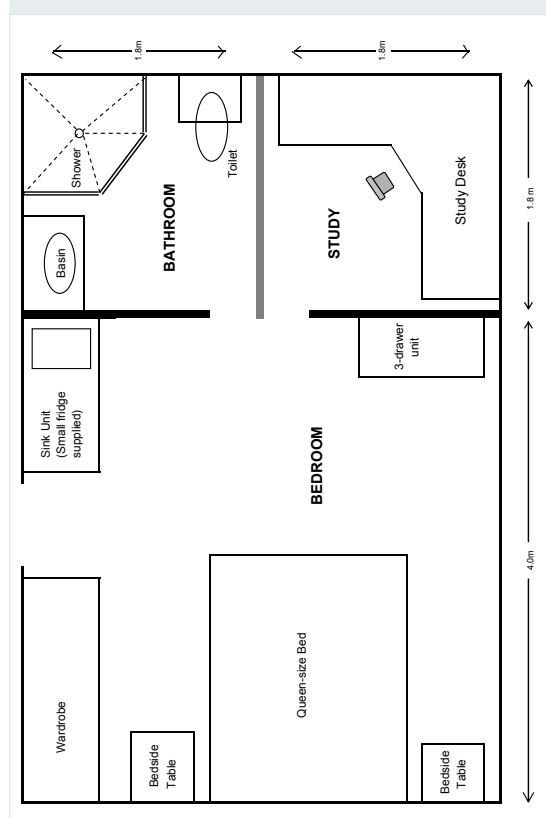
Our houses are available for families, married couples or singles living in a flatting situation. The College has over 9 houses on its campus.

See page 5 for further details.

## SMOKE-FREE CAMPUS

The entire Laidlaw Campus is smoke-free, and no designated smoking areas are provided.

### EAST WING SINGLE STUDY



# STUDIO ROOMS

## Property Features

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.

## Room Configurations

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

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

## Children

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

## Mobility Access

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

## Linen

Residents supply own bedding, linen and towels.

## Utilities

Accommodation fees include electricity, water.

## Laundry Facilities

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

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, calling card needed for toll 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 locked by 10 pm each night.

### 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

## ACCOMMODATION CHARGES

### SINGLE (PER PERSON) – ROOM ONLY RATE

| Room Size                     | Per Week |
|-------------------------------|----------|
| Studio Room with single study | \$240    |
| Studio Room with double study | \$250    |
| Studio Room (large)*          | \$255    |

### MARRIED COUPLE (PER COUPLE) – ROOM ONLY RATE

| Room Size                     | Per Week |
|-------------------------------|----------|
| Studio Room with single study | \$255    |
| Studio Room with double study | \$265    |
| Studio Room (large)*          | \$270    |

Charges include power/water and internet access

\*Large Studio Rooms have a wheelchair accessible shower

# HALLS OF RESIDENCE (TE HONO)

## Property Features

A single-storey accommodation area of over 20 single rooms for men and women, living in separate corridors. Residents are allocated their own fully furnished study bedroom.

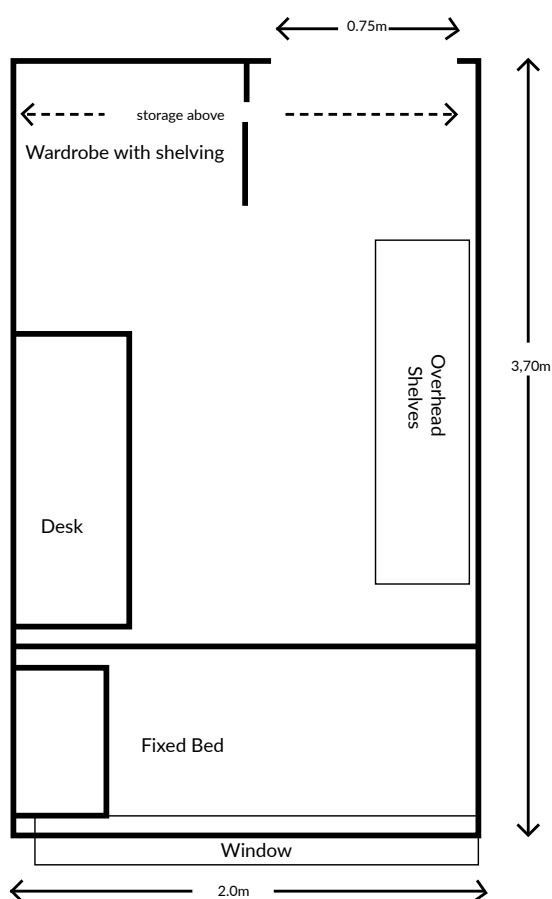
## Accommodation Cost

A room in Te Hono costs \$165 per week.

## Room Configuration

Fully furnished – bed, mattress and pillow, chair, wall-mounted bookshelf, wardrobe with shelving, mirror, pin-board, heater, rubbish bin. All rooms are carpeted and the windows have venetian blinds.

## Single Room



## Bathroom Facilities

Separate bathroom facilities for men and women. Toilet and shower cubicles. No disabled access.

## Utilities

Accommodation fees include electricity, water, and wireless internet.

## Laundry Facilities

A communal laundry is provided. Free use of washing machines. Clotheslines, pegs, and drying room available. Token operated dryer (\$2 per token for a half-hour cycle). Residents supply own washing powder.

## Lounge Facilities

A commonroom with a TV, DVD player, lounge furniture and gas heater is located in Te Hono. A kitchen facility is located next to the commonroom for cooking meals.

## Vacation Periods

Weekly accommodation fees are charged for the duration of the academic year. There is no refund of accommodation fees should a resident be away during term or mid-semester breaks. Students may vacate their rooms over the summer period and will not be charged rent, as long as the room is left in a condition where it can be used for guest accommodation. If the room is not left in a condition suitable for guests, residents will be charged the full weekly fee.

Further information on living at Laidlaw is in the section "General Information for those living in Laidlaw Accommodation" on pages 8-10.

## FINANCIAL INFORMATION

### Room Bond

A bond of \$500 is payable once an accommodation application is confirmed. 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 or Te Hono, 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.

### Dishonour Fee

Should a resident's automatic payment be dishonoured by their bank, a dishonoured payment fee of \$10 per transaction will be charged by Laidlaw College.

### 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 in the case of Laidlaw College students. 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

9 individual four-bedroom houses. Perimeter fence around housing area, but not individually fenced. Own deck leading out from lounge.

### House Configurations

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

### Bathroom facilities

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

### Mobility Access

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

### Utilities

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

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

### Storage

No additional storage space.

### Telecommunications & Internet

Residents requiring a home phone line and/or internet access will need to arrange this with a provider of their choosing. If preferred, an internet-only connection can be arranged through the college for \$50/month.

### Meals

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

### Parking

Due to recent changes on campus, parking arrangement will be advised individually. 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.

### Smoke Alarms

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.

### What to Bring

Tenants need to provide their own crockery, cutlery, kitchen utensils, cooking equipment, linen, furniture and garden tools. Clothing should be suitable for Auckland temperatures ranging from 9-25 degrees celsius.

## RENTAL CHARGES

Rental prices available on application to the Tenancy Administrator (email [accommodation@laidlaw.ac.nz](mailto:accommodation@laidlaw.ac.nz); phone 09 836 7816)

### Payment of Rent

Before moving in residents must pay for their first two weeks' rent and then pay regularly on a weekly or fortnightly basis, ensuring that their rent is always two weeks in advance.

### Payment Of Bond

A bond of four weeks' rent is payable at the time the Tenancy Agreement is signed. The bond is lodged with the Ministry of Business Innovation & Employment and is refunded when the house is vacated, provided the property has been properly looked after and all accommodation-related payments are up-to-date.

### 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 end of each month.

### Dishonour Fee

Should a tenant's automatic payment or cheque be dishonoured by their bank, a dishonoured payment fee of \$10 per transaction will be charged by Laidlaw College.



# GENERIC 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

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

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

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

Illicit drugs or alcohol 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 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

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

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.

#### Insurance

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 flat/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

Mail is delivered to mail boxes Mon-Fri. Incoming mail should be addressed to: Your name, Private Bag 93119, Henderson, Auckland 0650. Couriered items should be delivered to our street address at 80 Central Park Drive, Henderson.

#### Maintenance

1. A Property Services team 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

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

#### Recreation/Sport

A pool table and table tennis table are provided in the Student Lounge for students. The Student Lounge also contains snack and drink vending machines. A gym room with some gym equipment (eg. treadmill, bike, weight machine) is available for students (children are not permitted in the gym room for health and safety reasons).

#### Security

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

East Wing and Te Hono 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

An 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 and is divided into three age groups.

Information on fees, and a copy of the Childhood Centre's handbook can be obtained from the Centre Managers on +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

Supermarkets, a post shop, pharmacy, banks, ATM (24 hour cash) machines and fast food outlets are located within a short 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.

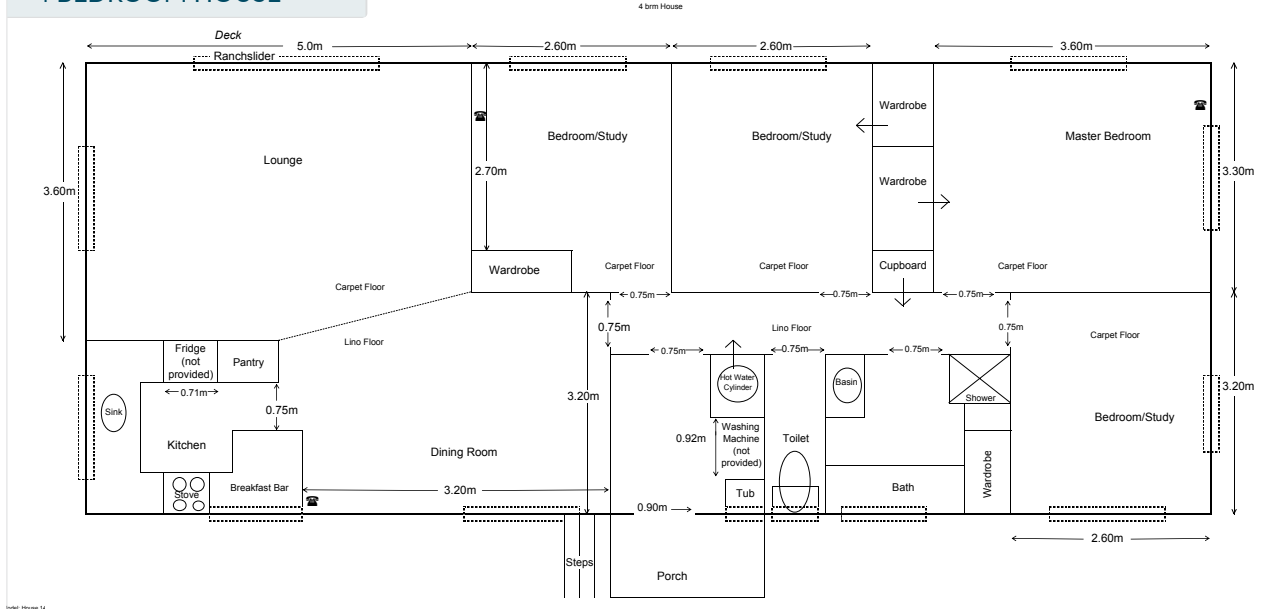
### Storage

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

### Failure to Meet Terms and Conditions

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

### 4 BEDROOM HOUSE



### 4 BEDROOM HOUSE





#### HENDERSON CAMPUS

80 Central Park Drive  
Henderson, Auckland  
Private Bag 93104, Henderson  
Auckland 0650, New Zealand  
Phone +64 9 836 7800  
Fax +64 9 836 7801

#### ALL ACCOMMODATION

*Tenancy Administrator*  
Adam Dawson  
Phone +64 9 836 7816  
Email [accommodation@laidlaw.ac.nz](mailto:accommodation@laidlaw.ac.nz)