



Mannix College

Mannix College Admissions Policy

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1. About

Mannix College provides a living and learning environment for a community of scholars in which individual and community needs are equally important. The Mannix College Admissions Policy provides Applicants and residents with an understanding of their eligibility to apply or re-apply for residency at Mannix College.

2. Jurisdiction

This policy applies to all Mannix College staff, Applicants and Residents. Every person covered by this policy is responsible for familiarising themselves with and adhering to this Policy.

3. Definitions

“**Applicant**” means a person who has applied for Mannix College but not been offered a place.

“**Assessment of suitability**” is the evaluation conducted by Mannix College to ensure there is an appropriate fit between the individual and the demands of the type of communal accommodation

“**Principal**” means the person occupying or acting in the position of Principal/CEO of Mannix College from time to time, or his/her nominee.

“**Residency Agreement**” means the formal legal contract that the incoming resident and Mannix College enter into to define the provision of accommodation.

“**Resident**” means a student who has signed a Residency Agreement that has commenced but not been terminated.

4. Principles

The Mannix College Admissions Policy rests on the following principles:

- 4.1. Mannix College is reserved in the first instance for Monash University students during the academic year.
- 4.2. All students enrolled in a Monash University undergraduate course of study are eligible to apply to live at Mannix College as long as they meet the Assessment Considerations in section 6.
- 4.3. All offers for accommodation at Mannix College are subject to a student agreeing to comply with:
 - a) the requirements set out in the Conditions of Residency.
 - b) The requirements and content set out in the College Handbook.
 - c) Mannix rules, Resident Resources, and policies and regulations published on the Mannix College website including the Admissions

Policy, Alcohol Policy, Social Media Policy, and the Discrimination, Harassment, Hazing, Bullying and Intimidation Policy.

- d) the Residency Agreement between the Resident and Mannix.
 - e) All mandatory residential induction training requirements.
- 4.4. Applicants applying for accommodation at Mannix College may undertake study at the following Monash University campuses – Clayton, Caulfield and Peninsula.
- 4.5. Unfortunately we are unable to accommodate Monash College students.
- 4.6. Applications for accommodation in Mannix College are assessed as per the details outlined in the Admissions Criteria in section 5 and Assessment Considerations in section 6.
- 4.7. Applicants who are under the age of 18 years must include all additional signed documents that are requested through the admissions process.
- 4.8. If a student discontinues their enrolment at Monash University or changes from full-time to part-time study, or transfers to distance education, or completes their studies prior to the end of the academic year, they may be required to vacate their room. Students must seek written approval from the Principal to extend their stay at Mannix College whilst they do not satisfy the Mannix College Admissions Policy Principles.

5. Admissions Criteria

- 5.1. Applicants for accommodation to Mannix College must first have applied for or be accepted for enrolment in an approved full-time course at Monash University.
- 5.2. The assessment of suitability considers the Applicant's general suitability for residency via their written application content and interview performance:
- a) Applicants with particular needs or conditions that may require additional support whilst in College are encouraged to disclose this information to Mannix College when applying. Mannix offers a range of services and supports that may be suitable to assist (subject to clause 6.2).
- 5.3. Residents wishing to return to College the following year must submit an online application for re-admission.
- a) Subject to Assessment Considerations in section 6, current Residents are given priority when applying for readmission to Mannix College for the following year before Mannix considers new applications, as long as there are no concerns with either academic progress, finances, behaviour/discipline and/or contribution to College during the year.
 - b) Applications for re-admission must be submitted by the advertised deadline. Applications received by this date will receive priority access to College places. However, there is no guarantee that those Residents submitting an application for re-admission will be successful in their application.

- c) Re-admission applications will be subject to the Assessment Considerations in section 6.

6. Assessment Considerations

- 6.1. Residents are encouraged to be fully vaccinated against COVID-19. This condition extends to any guests/visitors that a resident may bring to the College.
- 6.2. Mannix College does not provide supported accommodation and the fire warning and emergency evacuation systems throughout the College have been programmed to operate automatically. To ensure Residents are safely accommodated it is a requirement that all Residents must be able to self-evacuate in the event of an emergency. If an Applicant for residency cannot self-evacuate, they must disclose this in their application.
- 6.3. A carer of a resident may only be permitted to reside at Mannix College with the permission of the Principal. Approval will be granted on a case by case basis, the following will be considered: genuine medical needs of the student receiving care, the availability and pricing of a suitable space for the carer to stay, and subject to the carer agreeing to comply with the relevant policies contained within the Conditions of Residency, Resident Handbook and other policies. Mannix may require the student receiving care to provide medical evidence or any other relevant documents as part of the application.
- 6.4. A student cannot apply/re-apply for Mannix College accommodation if they have previously been evicted from Mannix College or Monash Residential Services.
- 6.5. A student cannot reapply for Mannix College accommodation if they have received two formal written warnings regarding their behaviour during a previous residency period, unless at the sole and unfettered discretion of the Principal who agrees to consider any such reapplication. In deciding to allow or reject any such reapplication, the Principal does not have to give any reasons for their decision.
- 6.6. In order to create and maintain a positive and vibrant residential community, when considering an application, regard is had to the suitability of each applicant to live within the Mannix residential community. In making the assessment of suitability, prior knowledge of the applicant and any relevant information obtained from Monash University or through other checks will be considered.

7. Room allocation considerations

- 7.1. Individual Resident room allocations are made at Mannix College's absolute discretion.
- 7.2. Select students, such as those under 18 or with special needs, may be allocated a particular style and location of accommodation.
- 7.3. For Residents who wish to return the following year, the re-admission form makes provision for re-applicants to request a room preference. There is no

guarantee that re-application for accommodation will be approved or that the re-applicant's choice of residence or room will be allocated. The College employs the following criteria (in no particular order) in allocating rooms for returning students:

- a) Appointed as a Resident Advisor
- b) Elected to the MCSS Committee
- c) Academic achievement
- d) The length of time you have lived at the College
- e) Incumbency i.e. Residents who choose the room they occupied the year before (incumbency is not an absolute guarantee that you will retain that room in the following years)
- f) Prior records of behaviour
- g) Active contribution to the College community
- h) Particular concerns regarding health or disability
- i) Preference for a particular building
- j) An overall balance of genders, ages, ethnic and regional or scholastic backgrounds for each floor or building

8. Conditions of Offer

- 8.1. Accommodation offers are valid as per the timelines and details contained in them.
- 8.2. Should an applicant accept their offer and subsequently choose to withdraw from Mannix College on or after the commencement date of their Residency Agreement, while remaining enrolled at Monash University, they agree to forfeit their deposit, bond, and be liable for all other fees until a replacement deemed suitable by the Principal can be found (unless section 9.2 applies)

9. Termination of a Residency Agreement

- 9.1. Mannix College reserves the right to terminate a Residency Agreement as per the Conditions of Residency and other relevant policies.
 - a) If a student discontinues their enrolment at Monash University or changes from full-time to part-time study, or transfers to distance education, completes their studies prior to the end of the academic year, or does not successfully complete the College's academic probation program, they may be required to vacate their room.
 - b) If a student is excluded from Monash University they will be required to vacate their room immediately.
- 9.2. Residents can request to terminate their Residency Agreement prior to the exhaustion of the Agreement, provided this request is submitted to the Principal in writing at least six (6) weeks' prior to the intended date of departure:

- a) The College is under no obligation to release the Resident and/or his/her financially responsible parent/guardian from the Residency Agreement until a replacement Resident deemed suitable by the Principal fills the vacancy.
- b) If the Resident wishes to be released from the Residency Agreement and any associated financial liabilities due to exceptional reasons outside the College's control (e.g. the resident withdraws from Monash University, has significant financial difficulties or substantial health difficulties that would inhibit the Resident's success at College, etc.) prior to the exhaustion of the Agreement, the request must be accompanied by supporting documentation from a certified professional that serves to substantiate the request. No application for release from the Residency Agreement will be considered without specific supporting documentation. The College is under no obligation to approve the request. If the request is approved, any fees and charges paid for the semester by the resident will be forfeited on termination of the agreement.

9.3. Termination of a Residency Agreement – either by the resident or by College – will terminate any bursary, scholarship or financial assistance agreement offered to the resident.

10. General

- 10.1. Mannix College reserves the right to change this Policy at any time by publishing such changes or revised documents on the Mannix website. All changes take effect immediately, or such later date specified by Mannix College.

Last updated: 4 November 2022