



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 the Policy and adhering to its terms. This Policy is to be read in conjunction with the Conditions of Residency,

3. Definitions

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

“**Assessment of suitability**” is the evaluation conducted by Mannix College to ensure 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 Contract” 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 Contract that has commenced and has 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 if they meet the Assessment Considerations in section 6 of this Policy.
- 4.3. All offers for accommodation at Mannix College are subject to a student agreeing to comply with the following:
 - a) the requirements set out in the Conditions of Residency.
 - b) The requirements and content are set out in the College Handbook.
 - c) Mannix rules, policies, procedures and regulations published on the Mannix College website, including but not limited to the Admissions Policy, Alcohol Policy and the Sexual Harm, Discrimination, Harassment, Hazing and Bullying Policy (as may be amended occasionally).
 - d) the Residency Contract, and.
 - 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. 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 of this Policy.
- 4.6. Applicants who are under the age of 18 years must provide Mannix College with all additional signed documents that are requested through the admissions process, including the Under 18 Accommodation Agreement.
- 4.7. As outlined in the Residency Contract and Conditions of Residency, a Resident may be required to vacate their room if they:

- a) discontinue their enrolment at Monash University;
- b) change their enrolment from full-time to part-time study;
- c) transfer to distance education; or
- d) complete their studies before the end of the academic year.

4.8 Students who do not satisfy the requirements of this Policy must seek written approval from the Principal to extend their stay at Mannix College. Such approval is at the absolute discretion of the Principal.

5. Admissions Criteria

- 5.1. Applicants for accommodation to Mannix College must first have applied for or been accepted for enrolment in an approved full-time course at Monash University (and provide evidence of the same).
- 5.2. The suitability assessment 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 residing at Mannix College are encouraged to disclose this information to Mannix College when applying. Mannix offers various services and supports that may be suitable to assist (subject to clause 6.2 of this Policy).
- 5.3. Residents wishing to return to Mannix College the following year must submit an online application for re-admission. Re-admission is not automatic.
 - a) Subject to Assessment Considerations in section 6 of this Policy, 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 Mannix 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 Mannix College places. However, there is no guarantee that those Residents submitting an application for re-admission will succeed.
 - c) Re-admission applications will be subject to the Assessment Considerations in section 6 of this Policy.

6. Assessment Considerations

- 6.1. Mannix College does not provide supported accommodation. To ensure Residents are safely accommodated, it is a requirement that they have the capability to live independently.
- 6.2. Mannix College does not provide supported accommodation, and the fire warning and emergency evacuation systems throughout Mannix College have been programmed to operate automatically. To ensure Residents are safely accommodated, they must be able to self-evacuate in 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, taking into account the following considerations: 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. No person shall be considered for residency at Mannix College if they have previously been evicted from Mannix College or Monash Residential Services.
- 6.5. No person shall be considered for residency at Mannix College if they have received two formal written warnings regarding their behaviour during any previous residency period. Special consideration may be given to former Residents or a Resident who has received two formal warnings, on a case-by-case basis at the absolute discretion of Mannix College. 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 College residential community. In making the assessment of suitability, prior knowledge of the Applicant and any relevant information obtained from Monash University or other checks will be considered.

7. Room allocation considerations

- 7.1. Unless specified, all Mannix College accommodation is offered as single occupancy.
- 7.2. Individual Resident room allocations are made at Mannix College's discretion.
- 7.3. Select students, such as those under 18 years of age or with special needs, may be allocated a particular style and location of accommodation. Residents who wish to re-apply for further accommodation the following year must submit an online application for re-admission, The re-admission form allows Applicants to request a room preference. There is no guarantee that such a request will be approved or that the Applicant's choice of residence or room will be allocated. Mannix College employs the following criteria (in no particular order) in allocating rooms for returning residents:
 - a) Appointed as a Resident Advisor;
 - b) Elected to the MCSS Committee;
 - c) Academic achievement;
 - d) The length of time the Applicant 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 the same room will be retained in the following years);
- f) Prior records of behaviour;
- g) Active contribution to the College community;
- h) Particular requirements regarding health or disability;
- i) Preference for a particular building; and
- 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 per the timelines and details of the Residency Contract.
- 8.2. As outlined in the Residency Contract, an Applicant that accepts a residency offer and subsequently chooses to withdraw from Mannix College on or after the commencement date of their Residency Contract, while remaining enrolled at Monash University, agrees to forfeit their deposit and bond, and be liable for all other fees until a replacement resident deemed suitable by the Principal can be found (subject to exceptions as outlined in the Residency Contract and/or Conditions of Residency).

9. Termination of a Residency Contract

- 9.1. Mannix College reserves the right to terminate a Residency Contract as per the Conditions of Residency and Residency Contract, and any other applicable policies.
- 9.2. Residents can request to terminate their Residency Contract before the end date stipulated in the Residency Contract, provided this request is submitted to the Principal in writing at least six (6) weeks before the intended date of departure:
 - a) The College is not obligated to release the Resident and/or his/her financially responsible parent/guardian from the Residency Contract until a replacement Resident deemed suitable by the Principal fills the vacancy.
 - b) If the Resident wishes to be released from the Residency Contract 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.) before 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 Contract 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 Contract – either by the resident or the 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: 23 November 2023