



2026 Mannix College Residency Agreement

This is a sample only. Your official agreement may be different.

Living at Mannix means joining a community built on our shared values: **Excellence, Community, Respect, Resilience** and **Integrity**.

Our community standards and policies reflect our commitment to support a safe, respectful and inclusive home for every resident.

As an affiliated student accommodation provider, Mannix is committed to its responsibilities under the **National Higher Education Code to Prevent and Respond to Gender-Based Violence**.

1. Who this Agreement is between

This Agreement is between **Mannix College** and <<Full Name>> (<<Entry ID>>).

Accepting this Agreement means you understand and agree to the standards and expectations of living at Mannix.

2. Your Conditions of Residency

The Conditions of Residency are the foundation of your time at Mannix. They exist to:

- protect your rights as a member of our community
- keep you safe, respected and supported
- preserve your freedom to enjoy a safe and vibrant College life
- ensure people are held accountable for harmful or unsafe behaviour
- support fair and consistent responses to incidents
- maintain the friendships, energy and culture that make Mannix memorable

You can locate the Conditions of Residency, College policies and resident resources at <https://mannix.monash.edu/handbook-policies/>.

2.1 Your responsibility

You are part of the Mannix community, so it is important to understand both your **rights** and your **responsibilities**. Living with **Integrity** means taking ownership of these.

You must read the Conditions of Residency in full, and if anything is unclear, it is your responsibility to seek clarification.

2.2 What they cover

The Conditions outline:

- permitted and prohibited items
- cleaning and tidiness expectations
- conduct expectations and disciplinary processes
- academic responsibilities

- safety and security requirements
- operational rules and procedures
- and more

Mannix may update the Conditions at any time. You must follow the most current version.

This contract highlights key points to help you understand your rights and responsibilities as a resident.

3. What “Accommodation” means

Understanding your space and responsibilities supports **Respect** for all people in the college, our neighbours, the College campus and our shared resources.

Your “Accommodation” is the bedroom Mannix allocates to you, including the items listed in Schedule 2.

All furnishings remain the property of Mannix and must not be removed. You must obtain written approval before bringing additional furniture to your room.

4. Moving in

Our arrival process is carefully designed to help you settle in. You must move in on the morning of your allocated **Commencement Date** shown in Schedule 1.

We will ask you to book your exact arrival time well in advance. Early or late arrival is not usually possible. If you need a different time, you must request written approval well in advance and understand it may not be approved.

5. Safety and room obligations

Living safely together reflects **Community** and **Respect**, and we show **Excellence** by taking exceptional care of our shared environment.

5.1 Room condition

- Within 48 hours of arrival, you must complete the Room Occupancy Checklist and report issues.
- You are responsible for any damage beyond fair wear and tear.
- You must promptly report breakages or maintenance issues during your residency.

5.2 Fire doors and hallway safety

- Your bedroom door is a **certified fire and smoke door** and must remain unobstructed at all times.
- No items may be attached to the hallway side of your door, including decorations, photos or posters. You may place personal items in the A4 frame provided outside your door, as long as it is appropriate for a shared space. We recommend that you display personal items inside your bedroom instead.
- Personal items must not be placed or stored in hallways or communal spaces.
- Unattended items may be removed or disposed of for safety.

5.3 Security and access

Security practices protect the whole community. Following these rules shows **Respect** for others’ safety and wellbeing. You must:

- keep your door closed and locked when unattended
- carry your access fob at all times

- never “chock”, “card”, block a bedroom door
- only prop or wedge your bedroom door open when you are physically inside the room. If you leave the room, the door must be closed and locked behind you
- never prop open any door that provides access to College buildings or grounds
- never touch or tamper with CCTV, locks, lights or other campus safety devices
- not allow anyone into the College whom you do not know
- ensure only approved guests/visitors enter the College
- report any suspicious person or behaviour to the College immediately

Any unattended open doors may be closed by staff or RAs.

5.4 Fire and electrical safety

You must:

- evacuate immediately when an alarm sounds or when instructed to do so
- report hazards, blocked exits or electrical issues as soon as you become aware of them
- use only approved electrical items
- never tamper with or interfere with any fire-safety system or equipment

5.5 Health and medical assistance

Seeking help early reflects **Resilience**, using the support available to you.

If an illness or injury requires more than basic first aid, the College may call an ambulance or require you to see a doctor. Residents are strongly encouraged to obtain **Ambulance Victoria** membership.

6. Your stay at Mannix

Your stay begins on the **Commencement Date** and ends on the **End Date**, unless:

- you give **six weeks’ written notice** to leave early, or
- Mannix ends your residency due to serious misconduct, safety concerns or unpaid fees.

If you leave early, **you remain responsible for all fees** from your departure date until the End Date, unless the College secures a suitable replacement or exceptional circumstances apply.

You must move out:

- by the End Date, or
- by the Sunday after your final Semester 2 exam, **whichever is earlier**.

7. Fees, charges and bond

Being reliable with payments supports **Integrity** and helps the community function smoothly.

7.1 Full and prompt payment

You must pay all fees in full and on time. If experiencing financial hardship, you must contact the Business Manager **before** missing a payment. Support or bursaries may be available.

7.2 Late fees

A \$50 late fee applies to overdue payments or dishonoured direct debits.

7.3 Accommodation Bond

Your bond may be used to cover:

- damage beyond fair wear and tear
- missing or broken items
- unpaid fees
- excessive cleaning

An itemised statement will be provided; the balance is refunded after departure.

8. Academic, training and community expectations

8.1 Academic responsibilities

Academic effort is a key part of living at Mannix. Demonstrating **Excellence**, **Resilience** and **Integrity** means taking ownership of your learning, seeking support when things get hard, and engaging honestly with your responsibilities.

You must:

- study at **Monash University**
- remain enrolled in at least **24 credit points per semester**, unless the College approves you to study fewer
- make satisfactory academic progress

If you fail more than two units in a semester, you may be placed on an Academic Support Plan. This plan is designed to help you rebuild momentum. Following it shows **Resilience**—using setbacks as opportunities to grow—and **Integrity**, by engaging fully and taking responsibility for your academic progress.

Failure to follow the plan may result in termination of residency.

8.2 Welcome Week and training

Participating fully in training and Welcome Week helps build **Community** and ensures everyone has the knowledge and skills to live safely and respectfully together.

You must complete:

- all pre-arrival modules
- all compulsory Welcome Week activities
- all required Mannix training sessions

Failure to attend compulsory activities without an approved apology may lead to follow-up or disciplinary action.

8.3 Community participation

As a member of a participatory community, you agree to contribute positively to College life, upholding high standards of **Excellence** in how you engage, behave and support those around you. You must:

- contribute positively to College life, strengthening our value of **Community**
- treat all residents, staff and guests with **Respect**
- uphold a safe, inclusive environment, demonstrating **Integrity**
- acknowledge mistakes, accept feedback and adjust behaviour where needed, showing **Resilience**

- ensure no glass items are taken outside bedrooms (except your Mannix keep cup), supporting **Community** safety
- refrain from playing ball games indoors or in the East or West courtyards, showing **Respect** for shared spaces and the needs of others

Appropriate clothing means dressing in a way that feels comfortable for you and respectful of others who share the space, including staff and visitors. When moving to and from bathrooms or showers, you should be covered. Choosing clothing that balances personal comfort with the comfort of others reflects **Respect**.

8.4 Major College events

Showing up to significant events helps strengthen a shared sense of **Community**.

You must attend:

- all compulsory Welcome Week events
- Commencement events (Smoking Ceremony, Chapel Service, Dinner)
- College Photo
- Formal Dinners
- Valet Dinner
- any other compulsory events communicated by the College

If you cannot attend, you must notify the College well in advance.

9. Quiet spaces and noise

Being mindful of noise shows **Respect** for the living and study needs of others, and supports a community where everyone can pursue **Excellence**.

Noise is one of the most common challenges in shared living, so everyone is responsible for keeping sound at a reasonable level and helping maintain a comfortable, restful environment for the whole community.

9.1 Bedrooms and hallways

Residential wings, bedrooms and hallways are quiet spaces for rest and comfort. If noise can be heard outside your room with the door closed, or if it reasonably affects even one reasonable person, it is too loud. A gentle “quiet hum” is fine, but disruptive noise is not.

Loud socialising should happen in the JCR and other communal spaces away from bedrooms.

If someone is being noisy, you are expected to politely and respectfully ask them to reduce their noise.

9.2 Night-time quiet hours

From **11.00pm every night**, all accommodation areas must be quiet. Socialising after 11pm must move to the JCR.

9.3 SWOTVAC and exams

To help everyone study, Absolute Quiet Time (AQT) operates during SWOTVAC and exams.

During AQT, almost the entire College is quiet, except for designated social spaces such as the common rooms or the Dining Hall.

AQT rules are strict. If you disrupt others, you may be asked to leave the College for the remainder of the period.

10. Guests, visitors and the Dining Hall

10.1 Guests and visitors

Hosting guests responsibly is an act of **Integrity**, ensuring they respect the community you live in.

You are responsible for your guests at all times. Guests must:

- never be given an access fob
- only enter the College when you let them in
- be accompanied by you at all times
- follow all College rules

Hosting large groups of non-residents or parties in the College is not permitted.

10.2 Dining Hall guest access

Guests may dine in the Dining Hall if you/they purchase a meal voucher via the QR code in the Dining Hall or from the College Office. Vouchers must be shown to catering staff on arrival.

10.3 Dining Hall etiquette

Our Dining Hall is a shared community space, so we show **Respect** and **Integrity** by keeping it safe, clean and welcoming for everyone. You must:

- wear shoes and appropriate clothing for a shared dining space
- pyjamas and slippers are not permitted
- treat catering staff respectfully
- tidy up after yourself
- not remove plates, glasses, cutlery or jugs
- never engage in food fights

11. Photography and media

Mannix may take photos or videos for promotional purposes. You may opt out by notifying the College in writing.

12. Emergency contact

Mannix may contact your Emergency Contact in emergencies or serious concerns. Where possible, we will speak with you first.

13. MCSS and MOCA

You are automatically a member of the **Mannix College Student Society (MCSS)**. After leaving, you become a lifetime member of the **Mannix Old Collegians Association (MOCA)**.

14. Relocation

Mannix may relocate you due to maintenance, safety needs, emergencies or operational requirements. Where possible, you will be given notice and provided equivalent accommodation.

15. Breaches of this Agreement

The College will take action to uphold the community standards set out in the Conditions of Residency and in all College policies.

Alleged breaches will be investigated, and if you are found to have breached our standards, the College will respond fairly and consistently, guided by **Integrity** and **Respect** for everyone involved. Consequences may include:

- warnings
- fines
- community service
- suspension
- eviction

Serious matters may also be referred to Monash University or external authorities.

16. Dispute resolution

Raising concerns early and constructively reflects **Resilience** and **Integrity**.

Mannix will act fairly and reasonably to resolve concerns.

If you have a concern:

1. Speak with the **Dean of Students** in the first instance
2. If unresolved, escalate to the **Principal**

17. Schedules

Schedule 1: Your Details and Fees

Includes: Accommodation, Commencement Date, End Date, Fee Amounts and Ancillaries.

Item 1 Accommodation	<<Accommodation>>
Item 2 Commencement Date	<<Commencement Date>>
Item 3 End Date*	<<End Date>>
Item 4 Accommodation Fee**	<<Accommodation Fee>>
Item 5 Ancillaries	<<Ancillaries>>
Item 6 Total Fee	<<Total Fee>>

**Remember, you must move out either by the End Date or by the Sunday after your final Semester 2 exam, whichever comes first.*

***If you are a scholarship recipient, your fees will be reduced by the scholarship value contained in your scholarship letter of offer.*

Schedule 2: Furnishings

Lists the items included in your room, depending on room type.

Residential Wing bedrooms include a single bed, desk, small drawers, desk chair and built-in wardrobe with shelving. Rooms also contain standard fixtures and fittings such as a secure window, hooks, fixed lighting, carpet, plumbing and power points.

Gryphon House bedrooms include a queen bed, bedside table, flat-screen television, mini-bar fridge, split-cycle air conditioner, built-in desk, wardrobe and shelving. They also feature a desk chair, a fully equipped en-suite bathroom, an iron and ironing board, a lounge chair with coffee table, a safe and standard fixtures and fittings such as a secure window, fixed lighting, carpet, plumbing and power points.

SAMPLE

18. Acceptance

By accepting this Agreement, you enter a legal contract. You confirm that you understand the Conditions of Residency and agree to follow all College standards and policies.

By signing, you confirm that you understand your responsibilities and that all information you have provided is accurate.

We also require a parent or guardian to sign. This ensures they too understand the commitments you are making and provides shared clarity about your rights, responsibilities and the support available to you while living at Mannix.

<<Full Name>>

(<<Entry ID>>)

Resident Name

Resident Signature

Date

Parent/Guardian Name

Parent/Guardian Signature

Date