Mannix College

Mannix College Admissions Policy

TABLE OF CONTENTS

1. About 1
2. Jurisdiction 2
3. Definitions 2
4. Principles 2
5. Admissions Criteria 3
6. Applicants Under 18 4
7. Assessment Considerations 5
8. Readmission 6
9. Admission and Readmission Decisions 7
10. Room Allocation 7
11. Conditions of Offer 9
12. Early Departure and Financial Liability 9
13. Suspension, Eviction and Termination by the College 12
14. General 13

1. About

1.1. Mannix College is a Catholic residential college established by the Catholic Archdiocese of Melbourne as a missionary endeavour of the Archdiocese. Affiliated with Monash University, the College provides a safe and vibrant residential living and learning community for its residents.

1.2. The Mannix College Admissions Policy provides Applicants and Residents with an understanding of eligibility, assessment, admission and readmission for residency at Mannix College.

1.3. Admission to Mannix College is an assessment of suitability for membership of a residential living and learning community, not simply an allocation of accommodation.

1.4. Residency is offered for the fixed period specified in an applicable Residency Agreement. No Applicant or Resident is guaranteed accommodation beyond that contracted period. Each subsequent period of residency requires a new application, assessment and offer from the College.

2. Jurisdiction

2.1. This Policy applies to all Mannix College staff, Applicants and Residents.

2.2. Every person covered by this Policy is responsible for familiarising themselves with and adhering to its terms.

2.3. This Policy should be read in conjunction with the Residency Agreement, Conditions of Residency, College Handbook and other applicable College policies and procedures.

3. Definitions

"Applicant" means a person who has applied for residency at Mannix College but has not yet accepted an offer of residency.

"Assessment of Suitability" means the holistic assessment undertaken by Mannix College to determine an Applicant's suitability for independent communal residential living and membership of the Mannix College community.

"College" or "Mannix" means Mannix College.

"Principal" means the person occupying or acting in the position of Principal/CEO of Mannix College from time to time, or their nominee.

"Readmission" means admission to a new period of residency following a previous period of residency at Mannix College.

"Resident" means a student whose Residency Agreement has commenced and has not expired or been terminated.

"Residency Agreement" means the binding agreement entered into between a Resident and Mannix College governing the provision of accommodation and associated services for a specified period.

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. Students enrolled, or intending to enrol, in an approved Monash University course may apply for residency subject to the requirements of this Policy.

4.3. Admission to Mannix College is not determined solely by academic eligibility or the availability of accommodation. The College assesses whether an Applicant is suitable for independent communal residential living and likely to contribute positively to, and benefit from, the College's living and learning environment.

4.4. Admission and readmission are at the discretion of the College having regard to this Policy, applicable law, available accommodation and the interests of the residential community.

4.5. All offers of residency are subject to the Applicant agreeing to comply with:

a) the Conditions of Residency;

b) the College Handbook;

c) College rules, policies, procedures and regulations as amended from time to time;

d) the Residency Agreement; and

e) all mandatory residential induction and training requirements

4.6. Applicants may undertake study at Monash University's Clayton, Caulfield or Peninsula campuses, subject to any requirements determined by the College.

4.7. Residency is offered only for the fixed period specified in the Residency Agreement. An offer of residency does not create an entitlement, expectation or guarantee of accommodation beyond that contracted period.

4.8. Previous residency at Mannix College, regardless of its duration, does not create a right to readmission. Each subsequent period of residency requires a new application and a new offer from the College.

4.9. A Resident may be required to vacate the College where they cease to satisfy applicable eligibility or contractual requirements, including where they:

a) discontinue their enrolment at Monash University;

b) change their enrolment in a manner inconsistent with residency requirements;

c) transfer to distance or online education; or

d) complete their studies before the end of their contracted residency period.

4.10. A person who does not otherwise satisfy the eligibility requirements of this Policy may seek written approval from the Principal. Any approval is at the discretion of the Principal and may be subject to conditions.

5. Admissions Criteria

5.1. Applicants must have applied for, or been accepted for enrolment in, an approved course at Monash University and provide evidence where required by the College.

5.2. Admission is competitive and subject to the availability of accommodation. Satisfying minimum eligibility requirements does not guarantee an offer.

5.3. The College will undertake an Assessment of Suitability having regard to the Applicant's written application, interview and any other information reasonably relevant to the assessment.

5.4. In assessing suitability, the College may consider the Applicant holistically, including:

a) maturity and readiness for independent living;

b) interpersonal and communication skills;

c) understanding of the responsibilities of communal living;

d) capacity to live safely and respectfully with others;

e) alignment with College values and expectations;

f) willingness and capacity to participate constructively in residential life;

g) academic engagement;

h) community contribution, leadership and service;

i) previous residential or behavioural history; and

j) any other matter reasonably relevant to the Applicant's suitability for residential College life.

5.5. Applicants are encouraged to disclose any disability, health condition, accessibility requirement or other circumstance for which they may require reasonable adjustment or support during residency. Disclosure enables the College to discuss appropriate arrangements with the Applicant and assess what reasonable adjustments or supports may be available.

5.6. An Applicant must provide information requested by the College honestly and accurately. The College may reconsider an application or offer where information provided is materially false, misleading, incomplete or withheld in circumstances where it was reasonably required.

6. Applicants Under 18

6.1. Applicants who will be under 18 years of age at the commencement of residency are eligible to apply.

6.2. Given the independent and communal nature of university residential College living, the College will undertake an individual assessment of whether Mannix can provide a safe, appropriate and supportive residential environment for the Applicant.

6.3. In making this assessment, the College may consider:

a) demonstrated maturity and capacity for independent living;

b) understanding of the responsibilities and expectations of residential College life;

c) individual safety and wellbeing needs;

d) available family, guardian and other supports; and

e) reasonable safeguarding arrangements that may be required.

6.4. An offer may be made where the College is satisfied, having regard to the Applicant's individual circumstances and the College's child safety and safeguarding obligations, that the Applicant can be safely and appropriately accommodated.

6.5. As a condition of admission and residency, an Applicant under 18 must accept and comply with any Under 18 Accommodation Agreement and provide information, consent or documentation reasonably required by the College. Where required, a parent, guardian or nominated responsible adult must also accept and comply with relevant requirements.

6.6. The College may impose reasonable arrangements or conditions necessary to promote the safety and wellbeing of a Resident under 18, including arrangements concerning accommodation, supervision, communication, leave and overnight absences, visitors, emergency contacts and other safeguarding matters.

7. Assessment Considerations

7.1. Mannix College provides independent communal residential accommodation and does not provide supported accommodation.

7.2. Residents must have the capacity, with any reasonable adjustments that can appropriately be provided by the College, to live safely and independently within the residential community.

7.3. Residents must be able to respond appropriately to emergency procedures and evacuation requirements. Applicants requiring reasonable adjustment or assistance in relation to emergency evacuation should disclose this so that appropriate arrangements can be considered.

7.4. A carer may only reside at Mannix College with the approval of the Principal. Approval will be considered on a case-by-case basis having regard to the Resident's needs, the availability and cost of suitable accommodation, operational considerations and the carer's agreement to comply with applicable College requirements.

7.5. A history of misconduct, disciplinary action, formal warnings, behavioural concerns or non-compliance with residential requirements may be taken into account when assessing admission or readmission.

7.6. The College may consider the nature, seriousness, frequency, recency and circumstances of previous conduct. The College may determine that an Applicant is unsuitable for residency on the basis of a single serious matter or a pattern of conduct, whether or not a particular number of formal warnings has been issued.

7.7. A person previously evicted from Mannix College or Monash Residential Services will not ordinarily be eligible for admission or readmission. The Principal may approve an exception in exceptional circumstances.

7.8. In undertaking an Assessment of Suitability, the College may consider prior knowledge of the Applicant and relevant information appropriately obtained from Monash University or other sources.

8. Readmission

8.1. Residents wishing to reside at Mannix College beyond the expiry of their current Residency Agreement must apply for readmission by the advertised deadline.

8.2. Readmission is not automatic and is not guaranteed. Each Residency Agreement applies only to the period specified in that Agreement and does not create any entitlement, expectation or right to residency in a subsequent year or period.

8.3. The College may give current Residents priority consideration for readmission before considering new Applicants. Priority consideration does not constitute a guarantee or entitlement to an offer.

8.4. In determining an application for readmission, the College may consider any matter reasonably relevant to the Applicant's suitability for continued residency, including:

a) compliance with the Residency Agreement, Conditions of Residency, College Handbook and College policies;

b) conduct and disciplinary history, including warnings, sanctions and behavioural concerns;

c) academic engagement and progress;

d) payment of College fees and other financial obligations;

e) contribution to and engagement with the College community;

f) capacity to live safely, independently and respectfully in a communal residential environment;

g) relevant safeguarding, safety, wellbeing or risk considerations;

h) relevant information appropriately held by or obtained from Monash University;

i) the availability and allocation of accommodation;

j) the needs, composition and overall interests of the residential community; and

k) any other matter the College reasonably considers relevant.

8.5. The College may decline an application for readmission even where the Resident has not received a formal warning, disciplinary sanction or otherwise materially breached their current Residency Agreement.

8.6. A decision not to offer readmission is a decision concerning a future period of residency. It does not constitute termination of the Resident's current Residency Agreement.

8.7. The College is not required to provide the same accommodation, room type or room to a returning Resident.

9. Admission and Readmission Decisions

9.1. Decisions concerning admission and readmission are made by the College having regard to this Policy, available accommodation, the Assessment of Suitability and the needs and interests of the residential community.

9.2. Admission and readmission decisions are final and are not subject to appeal or review under this Policy. An Applicant or Resident does not have a right to appeal a decision not to offer admission or readmission.

9.3. The College is not required to offer admission or readmission merely because an Applicant satisfies minimum eligibility requirements, has previously resided at the College, has not been subject to disciplinary action, or considers that another Applicant or Resident has been treated differently.

9.4. The College is not required to provide detailed reasons for an admission or readmission decision, including information concerning the assessment, circumstances or comparative merits of other Applicants.

9.5. Nothing in this section prevents the College from correcting an administrative error or reconsidering a decision on its own initiative where material information was unavailable or incorrectly recorded at the time the decision was made.

10. Room Allocation

10.1. Unless otherwise specified, Mannix College accommodation is offered for single occupancy.

10.2. Room allocation is a separate process from admission or readmission. An offer of residency entitles a Resident to the accommodation specified by the College but does not create an entitlement to a particular room, floor, building, room type or location unless expressly stated in the Residency Agreement.

10.3. Individual room allocations are made at the College's discretion. Room allocation is undertaken not only to accommodate individual Residents, but also to support the effective operation, safety, wellbeing, inclusion and community life of the College.

10.4. The strategic placement of student leaders is a primary consideration in room allocation. Resident Advisors, MCSS Committee members, Welcome Team members and other designated student leaders perform important leadership, community-building, support and engagement functions. The College may therefore allocate student leaders to particular floors, buildings or areas to ensure an appropriate distribution of leadership, experience and support across the residential community.

10.5. The College will also give appropriate priority to Residents who require particular accommodation because of health, disability or accessibility requirements, or for significant cultural, religious, safeguarding or other individual needs. Where appropriate, the College may seek information or documentation reasonably necessary to understand and accommodate those requirements.

10.6. In allocating rooms to returning Residents, the College may consider the following matters, broadly in order of priority, while retaining discretion to balance competing individual and community needs:

a) health, disability and accessibility requirements, and significant cultural, religious or safeguarding needs;

b) appointment as a Resident Advisor;

c) election to the MCSS Committee;

d) appointment as a Welcome Team member or other designated student leadership role;

e) the strategic distribution of student leaders, experience and support across floors, buildings and the wider residential community;

f) academic achievement;

g) length of previous residency;

h) previous room allocation;

i) behaviour and conduct;

j) contribution to the College community;

k) building or room preferences;

l) operational considerations; and

m) the overall composition, balance and needs of the residential community.

10.7. The order above provides guidance rather than an absolute entitlement or ranking. The College may give greater weight to a particular consideration where reasonably necessary to accommodate an individual need, fulfil a student leadership function, address a safeguarding or operational requirement, or support the effective functioning of the residential community.

10.8. Applicants for readmission may express preferences regarding a particular room, room type, floor or building. The College will consider preferences where practicable, but a preference does not create an entitlement or guarantee.

10.9. Previous occupation of a particular room does not create any right, priority or guarantee that the same room will be allocated in a subsequent residency period.

10.10. The College may change a proposed or existing room allocation where reasonably necessary for accessibility, health, safeguarding, student leadership, operational or community reasons, subject to the Residency Agreement and applicable requirements.

11. Conditions of Offer

11.1. Accommodation offers are valid only for the period and on the terms specified by the College.

11.2. An offer of accommodation does not create a Residency Agreement until all acceptance requirements specified by the College have been completed, including execution of the Residency Agreement and payment of any required deposit, bond or fees by the applicable deadline.

11.3. The College may withdraw or reconsider an offer before commencement where:

a) information provided in an application is materially false, misleading or incomplete;

b) relevant information has been withheld;

c) eligibility requirements are no longer satisfied;

d) required acceptance conditions are not completed by the applicable deadline; or

e) circumstances arise or become known that would have materially affected the College's decision to make the offer

11.4. Acceptance of an offer and entry into a Residency Agreement represents a commitment to residency and the associated financial obligations for the full contracted period.

11.5. An Applicant should not accept an offer unless they are prepared to meet the financial and other obligations associated with the full period of the Residency Agreement.

12. Early Departure and Financial Liability

12.1. A Residency Agreement is a binding agreement for the full period specified in the Agreement. Residents should enter into a Residency Agreement on the

understanding that they are committing to the associated fees and charges for that contracted period.

12.2. A Resident who chooses to leave the College before the expiry of their Residency Agreement is not automatically released from the Agreement or from their financial obligations under it.

12.3. A Resident considering departure from the College before the end of their Residency Agreement must:

a) speak with a member of the Admissions team and/or the Vice Principal as early as possible and, wherever practicable, at least six (6) weeks before their intended departure date;

b) discuss their proposed departure, intended departure date, contractual obligations and the likely financial consequences of leaving before the end of their Residency Agreement;

c) if they decide to proceed with their departure, complete and submit the College's Departure Form at least six (6) weeks before their intended departure date, unless otherwise approved by the College; and

d) complete any other departure requirements reasonably required by the College.

12.4. A conversation with College staff about a possible departure does not constitute formal notice of departure and does not release the Resident from their Residency Agreement or any associated financial obligations. Formal notice is given only when the College receives a completed Departure Form.

12.5. Once a Resident submits a completed Departure Form confirming their decision to leave, the College will ordinarily treat that decision as final and may commence arrangements associated with the Resident's departure, including reallocating their accommodation or, where appropriate, seeking a suitable replacement Resident. By submitting the Departure Form, the Resident acknowledges the contractual and financial consequences associated with their early departure.

12.6. The College is not required to permit a Resident who has confirmed their departure to withdraw or reverse that decision, particularly where the College has commenced arrangements arising from the departure or reallocation of the Resident's accommodation.

12.7. Early departure does not, of itself, end the Residency Agreement or the Resident's liability for fees and charges. Unless and until the College confirms otherwise in writing, the Resident and any other person financially responsible under the Residency Agreement remain liable for all applicable fees and charges.

12.8. Where a Resident leaves the College before the expiry of their Residency Agreement, other than where the College has expressly approved an early release in writing, the Resident will forfeit their bond. The bond may be retained and applied by the College in accordance with the Residency

Agreement and Conditions of Residency. Forfeiture of the bond does not release or reduce the Resident's liability for any fees, charges, damage, loss or other amounts otherwise payable under the Residency Agreement.

12.9. Where applicable under the Residency Agreement or Conditions of Residency, a Resident remains liable for all applicable fees and charges until a suitable replacement Resident, approved by the College, commences residency. The College does not guarantee that a suitable replacement Resident will be identified or available and is under no obligation to fill the vacancy within any particular timeframe.

12.10. The College will only waive or reduce financial liability arising from an early departure in exceptional circumstances. The threshold for such a waiver or reduction is high. Approval is not automatic and should not be expected simply because a Resident's personal, academic, financial, health, family or other circumstances have changed after entering into the Residency Agreement.

12.11. A Resident seeking release from some or all of their financial obligations must apply in writing and provide sufficient independent supporting documentation. The Resident is responsible for demonstrating why their circumstances are exceptional and why enforcement of the ordinary contractual arrangements would be unreasonable in the circumstances.

12.12. In considering a request for waiver, reduction or release, the College may have regard to:

a) whether the circumstances are genuinely exceptional and substantially outside the Resident's reasonable control;

b) whether the circumstances could reasonably have been anticipated before the Residency Agreement was entered into;

c) the seriousness and duration of the circumstances;

d) the date on which the College was notified;

e) the steps taken by the Resident to minimise the financial impact of their departure;

f) whether the College is able to fill the resulting vacancy with a suitable replacement Resident;

g) the financial loss or other costs incurred by the College; and

h) any other circumstances the College reasonably considers relevant.

12.13. A request for early release, or the provision of medical, financial or other supporting documentation, does not of itself entitle a Resident to a waiver or reduction of fees.

12.14. Any decision to waive, reduce or otherwise modify a Resident's financial liability must be expressly approved by the College in writing.

12.15. Any waiver or reduction applies only to the particular circumstances approved and does not create a precedent or entitlement for that Resident or any other person.

13. Suspension, Eviction and Termination by the College

13.1. Mannix College may suspend a Resident, require a Resident to temporarily vacate, terminate residency or terminate a Residency Agreement in accordance with the Residency Agreement, Conditions of Residency and applicable College policies.

13.2. Suspension, eviction, exclusion from the College, termination of residency or loss of the right to occupy College accommodation does not, of itself, release a Resident or any other financially responsible person from financial obligations arising under the Residency Agreement.

13.3. Where a Resident is required to leave the College because of misconduct, breach of the Residency Agreement, breach of the Conditions of Residency or disciplinary action, the Resident will not ordinarily be eligible for a waiver or reduction of fees arising from that departure.

13.4. Subject to the Residency Agreement, Conditions of Residency and applicable law, a Resident who is suspended, evicted or otherwise required to vacate may remain liable for:

a) residency and accommodation fees;

b) other contracted fees and charges;

c) fines or financial penalties properly imposed under applicable College requirements;

d) costs associated with damage, loss or other liabilities for which the Resident is responsible; and

e) any other amounts payable under the Residency Agreement or Conditions of Residency.

13.5. A period of suspension or temporary exclusion does not pause, suspend or cancel the Resident's financial obligations unless the College expressly agrees otherwise in writing or the Residency Agreement or applicable law provides otherwise.

13.6. Termination of a Residency Agreement , whether initiated by the Resident or the College, may also terminate any bursary, scholarship or financial assistance associated with residency, subject to the terms of the relevant award.

13.7. Nothing in this section limits any rights or obligations arising under the Residency Agreement, Conditions of Residency or applicable law.

13.8. Eviction, expulsion or exclusion from Mannix College may also affect or preclude a person's eligibility for membership of the Mannix Old Collegians Association, and/or their eligibility to be invited to or participate in College alumni events, activities or programs, subject to the constitution, rules or other governing requirements of the Association where applicable.

14. General

14.1. This Policy should be read together with the College's Residency Agreement, Conditions of Residency, College Handbook, staff policies, information technology requirements and other applicable policies and procedures.

14.2. Mannix College may amend this Policy from time to time. The current version will be published by the College.

Mannix is committed to being a safe and vibrant living and learning community with core values of excellence, respect, community, resilience and integrity. Please go to https://mannix.monash.edu/handbook-policies/ to view our other policies.

Last updated: 2 September 2026