

## **Procedure to Apply for Accommodation**

The Student Accommodation (Ōtautahi House) is open to all students at Ara Institute of Canterbury Ltd (Ara).

### **Information Required**

The information you supply us upon completing the Student Accommodation application form is confidential to the Ara Accommodation Office and will **only** be used for the purposes of applicant selection, room allocation or to contact next of kin, nominated contact person or parent, guardian or rent guarantor if there are concerns about the residents' payment of rent, or other costs or the residents' behaviour, safety or health. Decisions made on applicant selection are at the discretion of the Ara Accommodation Office.

Ara has a responsibility under the Education (Pastoral Care of Domestic Tertiary Students) Interim Code of Practice 2019 to ensure you are provided with the pastoral and academic support to help you succeed and therefore knowing and understanding your support needs is essential. To help us, it is important that you provide us with information that may affect your health and wellbeing so we can ensure the appropriate placement into student accommodation and the development of any transition or support plans that might be necessary for you. In addition to advising the Ōtautahi House Manager, Student Advisor Accommodation of these needs, we encourage you to make an appointment with the Ara Health Centre nurse during your first week at Ōtautahi House to discuss the above.

Under the Privacy Act 2020, any health information you disclose will be kept confidential to the Ōtautahi House Manager, Student Advisor Accommodation and the Health Centre clinical team. Your personal information will not be shared without your consent unless -as described in Information Privacy Principle 11 of the Privacy Act 2020 - the disclosure of the information is necessary to prevent or lessen a serious threat to the life or health of the individual concerned or another individual.

Your personal information will be securely stored at Ōtautahi House with access only for Ōtautahi House Manager, Student Advisor Accommodation, and on the Health Centre medical database, accessed only by the health professionals

### **The application process**

- The Student Accommodation application form is to be completed by the applicant and should be accompanied by one passport size photograph, with your name clearly printed on the back.  
**Applications without a photograph will not be processed.**
- Once your application form has been received your application will be held until the initial selection date. You will receive an email of acknowledgement for your application. At the time of offering you a room, an Ōtautahi House Residential Contract will be sent to you. You will be required to accept the offer by making payment and returning the signed Fees Payment Agreement form. The payment covers \$230 administration fee (non-refundable), \$410 two weeks' rent for bond payment and \$205 for student activities.
- Initial selection from all fully completed forms will be made as early as possible which will normally be November or early December. All applicants will be notified.
- If you are offered a room but are unable to come to the Institute, for whatever reason, and advise the Ara Accommodation Office accordingly, by email **before 17 January**, the bond and activity fee will be refunded in full.
- If there are rooms available for mid-year intakes, these will be processed on a case by case basis.
- Preference will be given to full time students studying for at least one full year.

**As there are a limited number of rooms available please return your application as soon as possible.**

If you have any queries regarding these forms, please email:  
**accommodation@ara.ac.nz**  
**phone 03 940 8238**

# Student Accommodation Application

**Applications can be made all year round, preference will be given to those who apply before 31 October.**

## Personal Information & the Privacy Act

All personal information collected and held by Ara Institute of Canterbury Ltd is covered by the Twelve Information Privacy Principles. Further information is available from the Privacy Officer.

### SECTION A: Personal Details - Part 1

Full name \_\_\_\_\_ Ara Student ID No. (if known) \_\_\_\_\_

Preferred name \_\_\_\_\_ Nationality \_\_\_\_\_

Date of birth \_\_\_\_\_ (Day, Month, Year) Age \_\_\_\_\_  Male  Female

Home address \_\_\_\_\_

Postal address (if different from above) \_\_\_\_\_

Tel. \_\_\_\_\_ (home) \_\_\_\_\_ (mobile)

Email \_\_\_\_\_ (if applicable) Religious affiliation (if any) \_\_\_\_\_

Would you like your name to be included in the car park ballot for parking on Ōtautahi House grounds?  
 Yes  No Car registration number: \_\_\_\_\_

Have you been a boarder in secondary school or have you lived in a hall of residence?  Yes  No

### SECTION B: Special Requirements, Health and Wellbeing

Ara has a responsibility under the Education (Pastoral Care of Domestic Tertiary Students) Interim Code of Practice 2019 to ensure you are provided with the pastoral and academic support to help you succeed and therefore knowing and understanding your support needs is essential. To help us, it is important that you provide us with information that may affect your health and wellbeing so we can ensure the appropriate placement into student accommodation and the development of any transition or support plans that might be necessary for you.

Do you have a disability that would restrict you to a ground floor flat.  Yes  No  
*If yes, please provide detail below*

Do you have physical or mental health concerns you would like us to know about?  Yes  No  
*If yes, please provide detail below*

In general how would you currently rate your overall health right now

Excellent  very good  good  fair  poor

If you have indicated that you have a disability that would restrict you to a ground floor flat. *Please provide details below*

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

If you have indicated that you have physical or mental health concerns you would like us to know about? *Please provide details below*

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How can the Ōtautahi House staff and Heath Centre team support you with these concerns?

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How could Ōtautahi House staff work with you to maintain your current levels of wellbeing

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Do you have work or family commitments which might mean you need additional support to succeed in your study?

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### SECTION C: Proposed Course of Study

Proposed course of study \_\_\_\_\_ Level of Qualification \_\_\_\_\_

Start date: \_\_\_\_\_ Finish date: \_\_\_\_\_

Is your acceptance determined by your NCEA results?  Yes  No

If you are not accepted into your chosen course, do you still intend to study at Ara?  Yes  No

If yes, what course? \_\_\_\_\_

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### SECTION D: Emergency Contact Details and Consent

I authorise Ara to discuss and/or disclose matters concerning my residency, health and wellbeing with

Name \_\_\_\_\_ Relationship \_\_\_\_\_

Postal address \_\_\_\_\_

Telephone \_\_\_\_\_ Mobile \_\_\_\_\_

Email \_\_\_\_\_ Fax \_\_\_\_\_

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### SECTION E: Personal Details - Part 2

List your cultural, community and social interests and involvements.

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List your sporting interests and involvement.

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List any positions of responsibility or leadership experience.

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Describe in your own words, what type of person you are.

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What would you expect to gain from living at Ōtautahi House?

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Please rate yourself on a 1 - 5 scale on the following. (1 is never and 5 is always.)

- |                                      |   |  |   |                               |
|--------------------------------------|---|--|---|-------------------------------|
| <input type="checkbox"/> Studious    | <input type="checkbox"/> Outgoing         | <input type="checkbox"/> Quiet                       | <input type="checkbox"/> Consumes alcohol | <input type="checkbox"/> Tidy |
| <input type="checkbox"/> Considerate | <input type="checkbox"/> Cigarette smoker | <input type="checkbox"/> Prepared to do house chores | <input type="checkbox"/> OK with rules    |                               |

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**SECTION F: Convictions against the law**

Have you ever been convicted of any offence against the law (apart from minor traffic convictions)?  Yes  No

If YES, please specify details with the date of conviction:

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**Note:** The non-declaration of an offence that you are required to disclose will be seen as a misrepresentation of a criminal record. This may result in your application for residency being declined. Please ensure that you detail convictions that are required to be disclosed.

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**SECTION G: Declaration**

I declare that the information supplied on this form is correct.

Signed \_\_\_\_\_ Date \_\_\_\_\_

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**Please post to:** Ara Accommodation Office  
City Campus  
PO Box 540  
Christchurch 8140  
New Zealand

**or email to:** accommodation@ara.ac.nz

# Common Confidential Reference Form for Admission to Tertiary Accommodation

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## SECTION A: The applicant is to complete this section.

*Please print clearly.*

Family name \_\_\_\_\_

First names \_\_\_\_\_

What positions of responsibility have you held (eg. prefect, hockey captain)?

\_\_\_\_\_  
\_\_\_\_\_

What awards have you received?

\_\_\_\_\_  
\_\_\_\_\_

I hereby nominate, instruct and authorise \_\_\_\_\_ (name of referee) to provide the following reference and in doing so understand and accept that the report shall remain confidential to the accommodation service of Ara and their nominated agents to which I am making application.

Once completed - if you are still at school or have left within the last two years, give this page to your school principal or his/her representative. If you have not attended school within the last two years, please give this form to an employer, or someone similar.

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## SECTION B: The referee is to complete this section.

*Please print clearly.*

This form is important in the selection process. Full and frank comments are appreciated.

Applicant's title Mr Mrs Ms Miss *(please circle)*

Applicant's family name \_\_\_\_\_ Applicant's first name(s) \_\_\_\_\_

Please make appropriate comments and then mark the box with one of the following grades:

1 = Outstanding    2 = Above average    3 = Average    4 = Below average

Attitude to independent study/self discipline/time management skills:

\_\_\_\_\_  
\_\_\_\_\_

Ability to relate to and show concern for others:

\_\_\_\_\_  
\_\_\_\_\_

Personal behaviour and social maturity (including attitudes to alcohol and drugs):

\_\_\_\_\_  
\_\_\_\_\_

Self confidence/self reliance/adaptability to new situations:

\_\_\_\_\_  
\_\_\_\_\_

Academic ability:

\_\_\_\_\_

Are there any concerns/special needs that we should be aware of so that appropriate support can be provided? (eg health problems, home situation, disability, eating disorders, anxiety)

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Anticipated overall Level 3 NCEA or other Year 13 qualifications (for schools only):

Mostly achieved       Mostly merit       Mostly excellence       Or specify \_\_\_\_\_

Anticipated overall Level 4 NCEA Scholarship outcome if applicable (for schools only):

Achieved       Outstanding

This candidate's suitability for tertiary accommodation:

Highly recommended       Recommended       Recommended with reservations       Other \_\_\_\_\_

**General Comments**

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Referee's name \_\_\_\_\_ Position/relationship to applicant \_\_\_\_\_

School/Company (Name/Address)

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Signature \_\_\_\_\_ Date \_\_\_\_\_

Tel. \_\_\_\_\_ Fax. \_\_\_\_\_

*This reference is being requested on the understanding that it will remain confidential to those concerned with considering applications for the types of accommodation specified by the applicant and will not be used for any other purpose. The NZ Official Information Act 1982 and the NZ Privacy Act 1993 protect evaluative material and allow the accommodation service the ability to decline to supply a copy of such material when requested by other parties.*

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**Please post to:** Ara Accommodation Office  
City Campus  
PO Box 540  
Christchurch 8140  
New Zealand

**or email to:** accommodation@ara.ac.nz

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