

 <p>S P Jain School of Global Management DUBAI • MUMBAI • SINGAPORE • SYDNEY</p>	<h2>Housing and Accommodation Policy</h2>
Document Type	Policy
Administering Entity	Vice President – Administration, Heads of Campuses (HoCs), Facilities Managers, Resident Managers
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1. Purpose

S P Jain School of Global Management (S P Jain) is a registered Institute of Higher Education under the TEQSA Act (2011). The School delivers a range of undergraduate and postgraduate programs through an innovative program design that includes opportunities to study their course in a “multi-city” mode including at Mumbai, Sydney, Singapore and Dubai.

To support this delivery mode and to facilitate student transition as they progress through their studies in our international campuses, the School provides a range of housing and accommodation options including in:

- a. Singapore
- b. Dubai, United Arab Emirates
- c. Sydney, Australia

For students studying in Mumbai, the School provides referrals to reputable real estate agents who may assist those students seeking accommodation.

This policy sets out the principles, approach and accountabilities for student housing at the School.

2. Scope

This policy applies to:

- a. all undergraduate, postgraduate and prospective students who choose to accept S P Jain’s housing and accommodation options;
- b. all housing and accommodation options that are provided by S P Jain or through a contracted third party; and
- c. all staff with responsibilities for managing the application process for housing options and for overseeing the management of student housing at each site.

3. Housing and Accommodation Guidelines

In providing accommodation or housing options to prospective and current students, S P Jain adheres to the following principles:

- a. The School ensures that all housing and accommodation options are appropriate and meet all statutory requirements for health and safety through due diligence activities for acquisition and self-managed housing arrangements; or through third-party provision as set out in the School's Third-Party Policy;
- b. Housing and accommodation options available are made to prospective students in plain English, clearly and accurately set out the housing arrangements including location, cost, living arrangements and all services and amenities;
- c. All housing and accommodation requests are considered in order of application;
- d. Options for housing respects diversity and equity and includes single-sex living arrangements, vegetarian amenities, and provides a range of cost options allowing for budget and premium options;
- e. The School offers accommodation which prioritises safety, respect and tolerance and is managed by a dedicated Facilities Manager or a Resident Manager as a first point of contact for all students;
- f. The School requires all students who accept an offer of accommodation and housing to enter into a contract that sets out expectations of conduct, behaviour and general housing rules including understanding and complying with the School's student policies on Sexual Assault and Sexual Harassment, Diversity, Equity and Fair Treatment and all requirements as set out in the Code of Conduct and the Student Agreement or Contract;
- g. No student under the age of 18 will be offered student housing or accommodation options unless the student is accompanied by and in the care of a legal guardian and as authorised as such by the relevant authorities;
- h. All student grievances about housing and accommodation offered by S P Jain should be submitted in writing to the Facilities Manager/Resident Manager or through the Student Grievances and Mediation Policy and Procedures;
- i. Where student's require medical attention or are referred to medical or counselling services, where needed the Heads of Campuses will liaise with academic and support staff at S P Jain to put into place an individualised personal plan;
- j. The School will, to the best of its ability, accommodate requests for housing preferences including nominated individuals to be co-housed, but cannot guarantee that all requests will be possible.

4. Process for Housing Options

- a. Upon successful selection into a course of study, eligible students will be provided with an offer of housing and accommodation as part of their offer package (Letter of Offer);
- b. Students are invited to accept the offer of accommodation and housing which includes shared accommodation or apartment style housing;
- c. Premium accommodation is provided at a higher cost and is allocated on a "first in" basis;

- d. Students are informed about the housing options available to them in writing including all costs, photos of the arrangements, distance from campus, travel and transport options, and other general information including bedding, services, and amenities;
- e. Students are provided with a contract that sets out clearly the costs, rules and conduct required for housing at the School prior to acceptance;
- f. Students undergo orientation upon arrival to the housing and accommodation and are provided with the details of all contacts including the Facilities Manager/Resident Manager, emergency information, processes and options for shuttle-bus services or transport; security requirements, processes for complaints and expectations about behaviour in accordance with all local legislative and regulatory requirements.

5. Accountabilities

- a. As set out in the School's Third-Party Arrangement Policy, S P Jain is responsible for all agreements entered into for the provision and servicing of student and accommodation options;
- b. The Office of Admissions is responsible for receiving all student housing requests through the student course life cycle;
- c. The Office of Admissions liaises with the Facilities Managers at each campus for the overall coordination and management of the housing facilities and allocation of housing
- d. Once the plans are finalised the Office of Admissions communicates to the students the respective housing allocations and completes the formalities of the housing contracts
- e. The Facilities Manager at each campus is responsible for highlighting any safety or wellbeing issues to the Heads of Campuses and Vice President- Administration.
- f. The Heads of Campuses will be responsible for an annual review process for the provision of housing and accommodation at their respective campuses; and
- g. All critical incidents or safety and security issues are to be reported to the Board of Directors no later than the next Board meeting or sooner if required, and to the Department of Home Affairs if the student is an international student studying onshore in Australia.

Related Documents

- a. Student Code of Conduct Policy
- b. Student Diversity, Equity and Fair Treatment Policy
- c. Student Grievances and Mediation Policy and Procedures
- d. Student Sexual Assault and Sexual Harassment Policy
- e. Third-Party Arrangement Policy