

# GENERAL INFORMATION

**NOTICE BOARD** - Located in the front foyer near the Dining Hall, the notice board contains important information for your stay at St Albert's College.

**COLLEGE OFFICE** - The Office is open Monday to Friday 9.00am - 5.00pm

**DUTY RESIDENT ADVISOR** - Outside of office hours and during weekends, Duty Resident Advisors are on call to assist students and guests with general enquiries, late check in, issues or emergencies. To contact the Duty RA please call 5733 5200. Please be aware the Duty RA is a student of the College and as such may not be able to answer all queries, and may refer the query to the Office for action. Please note Duty RAs cannot dispense Panadol - it is against the law for them to do so.

**MEAL TIMES & THE DINING HALL** - The Dining Hall is located opposite the College Office. Please present your room key/security tag to the Duty RA on entry into the Dining Hall.

Normal Meal Times are:

Breakfast	7.30 - 9.30am
Dinner	5.30 - 7.30pm



External student rates do not include lunch. However a variety of **packed lunches** can be arranged at dinner the night before at a cost of \$12.

Please adhere to these simple rules:

- Cooking is not permitted in study rooms.
- Footwear must be worn in the Dining Hall at all times.
- No crockery or cutlery to be removed from the Dining Hall.
- Please do not remove food from the Dining Hall.

**LINEN** - All linen i.e. sheets, pillows, pillowcase, blankets and towels are supplied for each guest. Beds are a king single in each room.

**PAYMENT OF FEES** - Full payment for your stay must be received by the due date on your statement, prior to your arrival unless a prior arrangement has been made with the College. The preferred method of payment is direct deposit or credit card over the phone.



**ROOMS** - Each room has a king single bed, wardrobe, desk, chair, sink/vanity and heating.

**LAUNDRY FACILITIES** - Washing machines, drying rooms, irons and ironing boards are located in each Block. There is no charge for these facilities. You must provide your own washing powder.

**TV ROOMS** - A television is located on the middle floor Common Room of each Block. This room also has hot water, microwave facilities with tea/coffee supplies provided.

**CAR PARKING** - St Albert's College offers free on-site parking to external students and guests staying at the College. These car parks are located along Handel Street and behind B Block (accessed from the Drummond/Smith access road).



Parking at UNE is available for a small fee. External students have two options:

- Purchase a **parking ticket** from a parking ticket machine – this allows visitors to park in Purple and Blue permit bays only. Daily purchase \$1 = 1hr up to \$8 = 8hrs. Weekly ticket (7 days) = \$15 flat fee. Need coins or credit cards to purchase tickets, no notes.
- Purchase a **Blue permit** online or through UNE Safety and Security—\$44 per Trimester.

For more information please view the UNE site below:

<http://www.une.edu.au/campus-life/campus-information/parking>

**CHAPEL AND MASS TIMES** - The Chapel is located upstairs in the main administration block. Mass is celebrated each Sunday at the Armidale Catholic Cathedral at 8am and 10am.

**TAXIS AND BUSES** - Should you require transport to and from the College, the local taxi service can be contacted on 131 008. Buses depart regularly to go into town or to the University. Please ask the College Office for a copy of the timetable and bus routes.

**SECURITY** - Guests are responsible for their own security and are asked to keep their rooms locked at all times. If a guest is locked out of their room after office hours, please contact the Duty RA on 5733 5200. A charge of \$50 is applicable for lost room keys.

**INFORMATION TECHNOLOGY** - Wifi is accessible throughout the College, login details are your UNE username and password. If you require assistance accessing Wifi please contact the UNE IT Helpdesk. Photocopying and printing is available at the front Office: 10c per A4 black & white copy.

**SHOPS** - The nearest shopping centre to the College is Girraween, a short 5min walk. Here you will find a café, laundromat, service station, Domino's pizza, two restaurants and a Post Office. To get there, head into town down Handel Street/ Queen Elizabeth Drive, go over the bridge, and it is located on your right.

**SMOKE FREE POLICY** - The College has a policy of providing a smoke-free environment for staff and residents. In line with UNE policy, smoking in College buildings, including rooms, stairwells and corridors, is not permitted. Should you wish to smoke, please go outside of the building (well away from the block steps) and ensure all cigarette butts are disposed of in the bins provided.

**FIRE ALARMS AND SENSORS** - Smoke detectors are located in every room and are very sensitive. A false alarm will be charged to the person responsible. This fine can be up to \$1485. Alarms can be set off by candles, incense, deodorant spray, dust, water vapour from kettles etc. Please do not use candles or deodorant spray in your room.

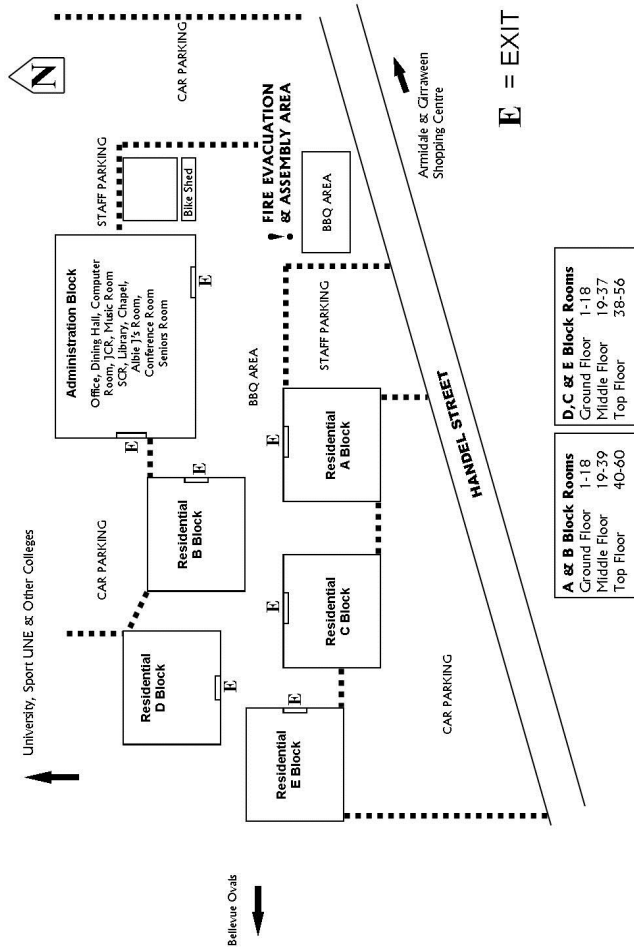
**CHECK IN/OUT** - Check in time for guests is 2pm. Should you arrive early, luggage can be stored at the College Office until check in opens. Check out time for guests is 10.00am on the day of departure. Please close windows and lock the door to your room. Return your room key to the College Office or key box to the right of the office counter. Non return of keys by this time will attract a charge of \$50.00. Guest luggage may be stored at the College Office until departure.

## GENERAL INFORMATION FOR STUDENTS AND GUESTS

Please avoid making noise in hallways, stairwells and communal areas of the College. Please reduce all noise after 10.30pm and be considerate to the needs of others at all times. If another resident asks you to be quiet, please comply with his/her request. St. Albert's College reserves the right to request a student or guest leave the College if his/her behaviour proves to be unacceptable. Please contact the Duty RA on 5733 5200 if you have any concerns or worries. UNE security can be contacted by calling 6773 2099.

# ST ALBERT'S COLLEGE

ST. ALBERT'S COLLEGE



St Albert's College  
University of New England  
Armidale NSW 2351  
Ph: 02 5733 5200  
Email: stalberts@une.edu.au



## ST ALBERT'S COLLEGE

### External Student Residential Guide

2019

Welcome to Albies