

Procedure to Apply for Accommodation

The Student Accommodation (Ōtautahi House) is open to all full time students at Christchurch Polytechnic Institute of Technology (Ara).

Information Required

The information you supply us upon completing the Student Accommodation application form is confidential to the Ara Student Support Office and Campus Living Villages, 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 Student Support Office and Campus Living Villages.

The application process

- The Student Accommodation application form is to be completed by the applicant and should be accompanied by two passport photographs, with your name clearly printed on the back. **Applications without the two photographs will not be processed.**
- Once your application form has been received your application will be held until the initial selection date. You will receive a letter of acknowledgement for your application. At the time of offering you a room, an Ōtautahi House Residential Contract will be sent to you by Campus Living Villages. You will be required to accept the offer by returning a further payment of \$NZ450 and the signed Fees Payment Agreement form. The payment of \$450 covers \$300 for contingency fee and \$150 for the Residents' Association fee.
- Initial selection from all fully completed forms will be made as early as possible which will normally be 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 Student Support Office accordingly, in writing, before 20 January, the \$450 will be refunded in full.

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:

debbie.noonan@ara.ac.nz

Enquiries related to contract or finances:

**Campus Living Villages
Private Bag 4760
Christchurch 8140
New Zealand
+64 3 364 3444
ara@clv.co.nz**

Student Accommodation Application



Applications close 31 October

Personal Information & the Privacy Act

All personal information collected and held by Ara Institute of Canterbury 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 parks cost \$10 per week) Car registration number: _____

SECTION B: Special Requirements

Do you have a disability that would restrict you to a ground floor flat? Yes No (If yes, please write details on a separate sheet.)

Do you have a health problem requiring special care or attention? Yes No (If yes, please write details on a separate sheet.)

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? _____

SECTION D: Previous Education/Employment

Current or last secondary school attended _____

If you have left school, what was your last year attended? _____

Please attach a photocopy of NZQA standards.

Subject	Level 2				Level 3			
	No. of Credits				No. of Credits			
	No. of credits attempted	Merit	Achieved	Excellence	No. of credits achieved	Merit	Achieved	Excellence

If you have any other New Zealand secondary school qualifications please attach photocopies.

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

If you have left school and are employed please give details of employment: _____

SECTION E: Personal Details - Part 2

List your cultural, community and social interests and involvements.

List your sporting interests and involvement.

List any positions of responsibility or leadership experience.

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

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

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 | |

SECTION F: Emergency Contact Details

Name _____ Relationship _____

Postal address _____

Telephone _____ Mobile _____

Email _____ Fax. _____

SECTION G: Declaration and Consent

I declare that the information supplied on this form is correct. I am also willing for my parents/guardians to be contacted about matters concerning my residency.

Signed _____ Date _____

Please post to: Ara Student Support Office
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Christchurch 8140
New Zealand

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New Zealand
+64 3 364 3444
ara@clv.co.nz

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Common Confidential Reference Form for Admission to Tertiary Accommodation

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.

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)

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

Referee's name _____ Position/relationship to applicant _____

School/Company (Name/Address)

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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New Zealand

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