



THE JOHN
FLYNN
COLLEGE

MID-YEAR VACATE PROCEDURE

VACATE DATE

Residents should vacate the College within 24 hours after the completion of their last examination or by 10am on Saturday 20th June 2020 whichever is earlier. Please make note of these dates when making your final end of semester travel arrangements. No meal rebates are offered for students finishing early.

LATE DEPARTURE & EARLY ARRIVALS

If you need to stay on college after your allocated check out date or if you are planning on returning before college check in date of Sunday 26th July, you must apply by completing a late departure form and/or an Early return form. These forms need to be completed and returned to the office by Friday 22nd May. Late departures and early arrivals will be approved by the college Principal on a case by case basis.

INTENSIVES – If you are returning early for an intensive, please do not put any items into storage that you may need, as storage will not be put back into rooms until just before commencement of study period 2.

LAST MEAL

The last meal served will be breakfast on Saturday 20th June, 7.30am – 9.00am.

HOW TO LEAVE YOUR ROOM

Please remove all rubbish, blue tac and any marks off all surfaces in your room.

***Excess cleaning charges will apply if your room is not left in an acceptable state.**

Please lock all windows & doors and turn off air-conditioners, fans and lights.

***Should air conditioners, fans or lights be found on, the occupant will be charged \$5.00 per appliance.**

VEHICLES

Please **DO NOT** drive vehicles into the grounds for easy access to your room. Appropriate fines will be charged to students disregarding this instruction. Trolleys are available for students to use when taking belongings from their room to vehicles and again on return to College.

VACATION PARKING is available over the mid-term break.

All vehicles are to be parked in the car park behind L Deck. A spare key is required to be handed into the office with your room key in case of emergency. No responsibility will be taken for your vehicle by the College throughout this time.

ROOM KEYS

Room Keys are to be returned prior to departure either at the office or through the key return box as per lecture recess.

Please do not give your key to another student to return as your key is your responsibility. If for some reason you are unable to hand your key into the office or are unable to place your key into the key return box please give it to the Duty Tutor.

*** Students will be charged \$220 to re-key their room if keys are not returned.**



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MID-YEAR STORAGE PROCEDURE

STORAGE BOXES

Standardised boxes will be available from the office in two sizes “general storage” and “book box”. These boxes will be the only ones removed from your room and placed into storage. Personal boxes **WILL NOT** be stored.

Each student will be permitted to have the following combination of boxes for removal and storage. Boxes will be returned to your room prior to your arrival. Students will be required to pay \$5 per box at the time of collection from the office and this will be credited back to student’s accounts when the boxes are returned in good condition.

- 4 x General storage boxes (no books to be placed in these boxes)
- 2 x Book boxes

There is **NO CHARGE** for removal and return of boxes to your room.
NO TV’S will be moved to storage.

OTHER AND EXCESS STORAGE ITEMS

All other items such as chairs, chest of drawers, etc. will incur a \$5 fee each to remove to storage and return to your room. If your room has far too many storage items left behind you will be charged a \$200 excess storage fee.

CLOTHES DRYING RACKS need to be placed in your wardrobe. If any are found unmarked in common rooms they will be removed and disposed of.

PUSH BIKES must be securely locked in the J deck bike enclosure with the College registration tag clearly displayed. Please collect a tag from the Office prior to departure.

BOX PICK UP

You are to specify how many of each box you will be needing and what date you will be picking up your storage boxes from the office on the deck checklist. Deck checklist will be given to your deck SRA/RA who will discuss and gather this information from you. On the date you have nominated please ensure you come down to the front office to collect your boxes.

Please leave all packed boxes open in your room as they will be sealed, marked and removed to storage. **DO NOT** write on boxes and **DO NOT move boxes into the hallways or common rooms.**

BOX RETURN

Boxes must be returned to the front office by **Monday 3rd August**. In order to get a full refund of your storage deposit you must take the tape off on the boxes and flat pack them and remove the yellow label with your name.

STORAGE OF ITEMS IN CUPBOARDS

Students can store items in their top cupboard however you do need to supply your own chain and padlock. The keys to your padlocks should be attached to your room key or given to the office. We do advise you not to store anything of value as we cannot take responsibility for anything going missing

REFRIGERATORS

PRIVATE REFRIGERATION will remain in student rooms however they **must be turned off, defrosted, and dried 24 hours prior to leaving college.** All deck refrigerators must be cleaned out before the break. Please remove any personal food or containers prior to leaving.