2017 Application

Closing Date:

Friday 27\textsuperscript{th} January 2017

Applications can still be submitted after this date but will be placed on a waiting list.

Please email your competed application to:-

Student Housing Access Program

Email: shap-enquiries@unimelb.edu.au
What is the Student Housing Access Program?

SHAP offers self-contained apartments within walking distance of the Parkville campus. SHAP aims to accommodate University of Melbourne students who have, or may experience difficulty, focusing on their study due to difficulties in accessing and maintaining appropriate housing.

SHAP students are allocated an apartment for a period of up to two semesters. This transitional program introduces students to the rights and responsibilities of the rental world, and also fosters independent living skills and experience.

Students in the program are encouraged to find a long-term housing option by the end of their Rental Agreement. To assist with this process, Student Housing staff can provide advice on the private rental market and the tenancy law which governs most housing arrangements in Victoria.

Eligibility

SHAP housing is only available to full-time University of Melbourne students who are Australian or New Zealand citizens, or Australian permanent residents, or holders of a permanent Humanitarian Visa. Students with a reduced course load due to health concerns will be considered. Other eligibility criteria apply – please see page 6 of this Application for details.

What is provided?

- Rooms are offered furnished.
- Kitchen with microwave, refrigerator and stove
- Combined living area with bed, desk, kitchen table and chairs
- Modern bathroom with washing machine and dryer

What are the costs?

- Rent is $690 per calendar month, which equates to $160 per week (includes water bills).
- Students pay a bond of $690 at the commencement of the Rental Agreement.
- All resident must purchase from us a mattress protector which costs $33.00
- The tenant is responsible for their own power bills and internet costs
- There is a $250 end-of-lease cleaning fee

To assist with rental costs, students in financial need can apply to Melbourne Scholarships for a Housing Grant. Successful Housing Grant applicants receive rent assistance, which was $50 a week in 2016. A loan to cover the upfront bond may also be available. More details at: 
www.services.unimelb.edu.au/finaid/loans/bursaries/housing

Feel free to attach additional information for any of the questions in your SHAP application. This might include supporting documentation such as a letter from your medical practitioner, real estate rejections or other evidence of difficulty in locating and sustaining suitable accommodation.

Application deadline: Friday 27 January, 2017
The SHAP Selection Committee will review all applications and applicants might be required to attend an interview. Skype and phone interviews are possible.

Pending the outcome of the interview, shortlisted applicants may be offered a place in the Program and will need to attend a property inspection at a scheduled time; or be offered advice regarding alternative housing that may be more suitable than SHAP.

We aim to enable students to move in prior to the start of the Orientation for Semester One 2017

Late application can be accepted but priority will be given to applications received by the due date

**SHAP Application Process: Step by Step**

1. Fully complete all sections of this SHAP Application.

2. Complete the ‘Checklist’ and be sure to attach any relevant documentation.

3. Email your SHAP Application to the contact details listed on the front page. Make sure that you keep pages 1 - 4 for your reference.

4. We will contact you within 5 working days to acknowledge receipt of your SHAP Application.

5. We will then contact you to conduct a short interview (phone, Skype, or in person). Pending the outcome of the interview, shortlisted applicants may be offered a place in the Program and will need to attend a property inspection at a scheduled time; or be offered advice regarding alternative housing that may be more suitable than SHAP. During the shortlisting process, you may be contacted for a brief interview (in person, phone or skype) to clarify elements of your application. Successful applicants will need to attend a property inspection at a scheduled time.

6. All SHAP Applicants will be notified regarding the outcome of their Application via the email address supplied on this form.

**Important things to note**

All SHAP Applicants are considered, however it may not be possible to make an offer to everyone. SHAP Applications will be accepted at any time of the year, however a SHAP Offer is contingent upon the SHAP Application Process together with the availability of a suitable vacancy at the time of application.

It is extremely important that you keep all your housing options open by applying broadly to various kinds of housing. Do not rely on this or any other single housing opportunity until you have been offered a place and formally accepted it.

Advice about all of your housing options can be accessed from Student Housing: [http://services.unimelb.edu.au/housing/moving-to-melbourne](http://services.unimelb.edu.au/housing/moving-to-melbourne)
If your initial SHAP Application is unsuccessful, you have the right to provide additional information and to request that your SHAP Application be reconsidered at a later time.

The University of Melbourne Privacy Policy

The information you have provided on this application is required to assess the appropriateness of SHAP to your identified needs and preferences. Your application will be provided to the SHAP Advisory Committee.

Where appropriate, confidential discussion may be held with other specialised services of the University of Melbourne, including Disability Liaison, Academic Skills, Murrup Barak, the Counselling Service or the Student Financial Aid service. For applications made on the grounds of disability, we may request you to provide information from your Treating Professional to assess the program’s suitability to your needs.

For further information on the University of Melbourne’s Privacy Policy please refer to the following website: [www.unimelb.edu.au/unisec/privacy](http://www.unimelb.edu.au/unisec/privacy)

*** DETATCH HERE ***

KEEP PAGES 1 - 4 FOR YOUR RECORDS
Student Housing Access Program (SHAP)
APPLICATION FORM

Send pages 5-10 of this application to:
Email: shap-enquiries@unimelb.edu.au  Web: www.services.unimelb.edu.au/housing

PERSONAL DETAILS

Family Name:  □Mr  /  □Ms  /  □Mrs  ____________________________________________

Given Names:  ________________________________________________________________

Date of Birth:  ________________________________________________________________

Student ID #:  ________________________________  Gender:  __________________________

Current Address:  ______________________________________________________________
                                                                                      ______________________________________________________________
                                                                                      ______________________________________________________________

Telephone (BH):  ________________________________  Mobile:  ________________________

Email:  ________________________________________________________________

University:  ________________________________________________________________

Other:  ________________________________________________________________

Marital Status:  ________________________________  Children (incl. ages):  ________________________________

Are you a Citizen of Australia?  □Y  /  □N  Do you have PR in Australia?  □Y  /  □N

Are you a Citizen of New Zealand?  □Y  /  □N  Do you hold a Humanitarian Visa?  □Y  /  □N

COURSE DETAILS

Course Name:  ____________________________________________  Faculty:  ________________________________

Year Level:  ________________________________  Campus:  ________________________________

Study Load:  ________________________________  (eg. full-time, part-time)

EMERGENCY CONTACT

Family Name:  ____________________________________________  Given Name:  ____________________________________________

Relationship:  ____________________________________________  (eg. parent, partner)

Address:  ________________________________________________________________
                                                                                      ______________________________________________________________
                                                                                      ______________________________________________________________

Telephone (BH):  ________________________________  Mobile:  ________________________

SHAP

How did you hear about SHAP?  ________________________________________________________________
ELIGIBILITY CRITERIA
Which of the following describes your circumstances? (You can tick more than one)
- An Access Melbourne Scholarship holder
- A student recently arrived (or arriving) to Melbourne from a rural* or interstate area
- A student whose housing options are affected by financial difficulties
- An Indigenous student
- A student subject to difficulties, discrimination or unusual circumstances that have impacted upon your housing.

*Rural is defined as an area from which - door to door - it takes more than 90 minutes to travel from home to campus

All applicants
Please summarise your situation below including all information that impacts on your ability to secure appropriate housing for you this year
YOUR BUDGET

Detail your proposed income and expenditure for the next 12 months.

For assistance with estimating costs, take a look at the Financial Aid website: www.services.unimelb.edu.au/finaid

Contact Financial Aid if you would like advice from an Adviser about budgeting and money matters.

WEEKLY EXPENSES

<table>
<thead>
<tr>
<th>Weekly Expense</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rent</td>
<td>$160</td>
</tr>
<tr>
<td>Utility bills (internet, phone, power etc)</td>
<td>$</td>
</tr>
<tr>
<td>Food/ groceries (all consumables)</td>
<td>$</td>
</tr>
<tr>
<td>Transport (petrol, public transport)</td>
<td>$</td>
</tr>
<tr>
<td>Miscellaneous (movies, hair cut etc)</td>
<td>$</td>
</tr>
<tr>
<td>Other regular expenses (specify)</td>
<td>$</td>
</tr>
<tr>
<td>Total weekly</td>
<td>$</td>
</tr>
</tbody>
</table>

Total weekly expenses: $____________________

TOTAL ANNUAL ( multiply total weekly expenses by 52) $____________________

SET-UP COSTS

<table>
<thead>
<tr>
<th>Set-up Cost</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bond</td>
<td>$690</td>
</tr>
<tr>
<td>Furnishings (bedding, crockery, cookware)</td>
<td>$</td>
</tr>
<tr>
<td>Utilities (connection fees)</td>
<td>$</td>
</tr>
<tr>
<td>Removalist</td>
<td>$</td>
</tr>
<tr>
<td>Other (specify)</td>
<td>$</td>
</tr>
<tr>
<td>Total set-up costs</td>
<td>$</td>
</tr>
</tbody>
</table>

Total set-up costs: $____________________

ONE-OFF COSTS

<table>
<thead>
<tr>
<th>One-off Cost</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Uni fees (eg. Student Union Membership)</td>
<td>$</td>
</tr>
<tr>
<td>Course fees (upfront course fee payments)</td>
<td>$</td>
</tr>
<tr>
<td>Course materials (books, equipment)</td>
<td>$</td>
</tr>
<tr>
<td>Transport (concessions, car rego)</td>
<td>$</td>
</tr>
<tr>
<td>Debts (loans, credit card)</td>
<td>$</td>
</tr>
<tr>
<td>Other (specify)</td>
<td>$</td>
</tr>
<tr>
<td>Total one-off</td>
<td>$</td>
</tr>
</tbody>
</table>

Total one-off costs: $____________________

TOTAL EXPENSES

( add up total annual, total set-up & total one-off expenses – marked with $____________________)

$____________________
## YOUR INCOME
For assistance with estimating wages or benefits, take a look at the Careers & Employment website [www.careers.unimelb.edu.au](http://www.careers.unimelb.edu.au) and the Centrelink website [www.centrelink.gov.au](http://www.centrelink.gov.au). Reasonable estimates are acceptable.

### EMPLOYMENT
In what field are you working or hoping to be in? 

<table>
<thead>
<tr>
<th>Month</th>
<th>Weekly Wage (x weeks)</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>January - February</td>
<td>$</td>
<td></td>
</tr>
<tr>
<td>March – November</td>
<td>$</td>
<td></td>
</tr>
<tr>
<td>December</td>
<td>$</td>
<td></td>
</tr>
<tr>
<td><strong>TOTAL WAGES</strong></td>
<td>$</td>
<td></td>
</tr>
</tbody>
</table>

### OTHER WEEKLY INCOME
- Centrelink (eg Austudy, Youth Allowance, Abstudy etc) 
- Parental allowance 
- Other (specify, eg. Scholarships) 
- **Total other weekly income** 
- **TOTAL ANNUAL**

### LUMP SUMS
- Savings (bank balances) 
- Parental donation (eg. fees or bond paid) 
- Other (specify) 
- **Total lumps**

### TOTAL INCOME
(Add up total wages, total other weekly income & total lumps – marked with)

### SUMMARY
TOTAL INCOME (as above) \( \text{(as above)} \) $ 

less (minus) TOTAL EXPENSES (from page 7) \( \text{(from page 7)} \) $ 

\( \text{= deficit / surplus} \) $ 

### ASSETS
(List approx. value)

<table>
<thead>
<tr>
<th>House</th>
<th>$</th>
</tr>
</thead>
<tbody>
<tr>
<td>Shares/investment</td>
<td>$</td>
</tr>
<tr>
<td>Vehicle</td>
<td>$</td>
</tr>
<tr>
<td>Other</td>
<td>$</td>
</tr>
</tbody>
</table>
DECLARATION  All applicants must read, sign and date this declaration:

I declare that the information I have provided in this application form is true and accurate. I am aware that misleading or non-disclosure of information may jeopardise my application or an established SHAP rental agreement.

Student signature: ________________________________

Date: ________________________________

CHECKLIST  Tick to ensure you have provided and completed the following:

Compulsory: 1. Signed the declaration  

Optional extras: 1. Additional supporting documentation/letters  
2. Extra information if you ran out of space answering a question
Summary by Student Support:

Recommendations by Student Support Adviser:

- [ ] Approval for SHAP
- [ ] Unsuccessful for SHAP

Name: __________________________ Signature: __________________________ Date: __________________________

OFFICE USE ONLY