SHAP
STUDENT HOUSING ACCESS PROGRAM

2016 Application

Closing Date:

Thursday 28 January 2016

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.
- The responsibility for other utility bills (power, etc.) belongs to the resident of the apartment.

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 2015. 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: Thursday 28 January 2016
The SHAP Selection Committee will review all applications and shortlisted 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 2016

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.

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

*** 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>Item</th>
<th>Cost</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 (add up weekly expenses)</td>
<td>$</td>
</tr>
<tr>
<td>TOTAL ANNUAL (multiply total weekly expenses by 52)</td>
<td>$</td>
</tr>
</tbody>
</table>

SET-UP COSTS

<table>
<thead>
<tr>
<th>Item</th>
<th>Cost</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>$</td>
</tr>
<tr>
<td>TOTAL SET-UP COSTS (add up set-up costs)</td>
<td>$</td>
</tr>
</tbody>
</table>

ONE-OFF COSTS

<table>
<thead>
<tr>
<th>Item</th>
<th>Cost</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 (add up one-off costs)</td>
<td>$</td>
</tr>
</tbody>
</table>

TOTAL EXPENSES

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


EMPLOYMENT

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

<table>
<thead>
<tr>
<th>Period</th>
<th>Weekly Wage</th>
<th>Weeks</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>January - February</td>
<td></td>
<td>9</td>
<td></td>
</tr>
<tr>
<td>March – November</td>
<td></td>
<td>39</td>
<td></td>
</tr>
<tr>
<td>December</td>
<td></td>
<td>4</td>
<td></td>
</tr>
</tbody>
</table>

TOTAL WAGES (add up employment income) $ __________________________

OTHER WEEKLY INCOME

<table>
<thead>
<tr>
<th>Source</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Centrelink (eg Austudy, Youth Allowance, Abstudy etc)</td>
<td>$ ________</td>
</tr>
<tr>
<td>Parental allowance</td>
<td>$ ________</td>
</tr>
<tr>
<td>Other (specify, eg. Scholarships)</td>
<td>$ ________</td>
</tr>
</tbody>
</table>

Total other weekly income (add up other weekly income) $ ________

TOTAL ANNUAL (multiply other weekly income by 52) $ ________

LUMP SUMS

<table>
<thead>
<tr>
<th>Source</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Savings (bank balances)</td>
<td>$ ________</td>
</tr>
<tr>
<td>Parental donation (eg. fees or bond paid)</td>
<td>$ ________</td>
</tr>
<tr>
<td>Other (specify)</td>
<td>$ ________</td>
</tr>
</tbody>
</table>

Total lumps (add up lump sum amounts) $ ________

TOTAL INCOME

(Add up total wages, total other weekly income & total lumps – marked with $)

$ ________

SUMMARY

TOTAL INCOME (as above) $ ________

less (minus) TOTAL EXPENSES (from page 7) $ ________

= (please circle) deficit / surplus $ ________

ASSETS (List approx. value)

<table>
<thead>
<tr>
<th>Category</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>House</td>
<td>$ ________</td>
</tr>
<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-discloser 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: __________________________