



Onsite Accommodation



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Campus Living

Welcome to the Nelson Aviation College owned and operated accommodation wing. Please make the time to read over the following rules and guidelines so that you know what is expected from you and others at all times.

Foodservice

For a catered contract meals are included, this covers tea/coffee, two meals a day Monday to Friday (breakfast and dinner).

Any queries regarding meals should be directed to the Accommodation Co-ordinator, Lisa Brown via email on enquiries@nelson-aviation.co.nz.

Maintenance

Please complete a Maintenance Request form reporting any damage or any other maintenance issues and hand it in at the office. Forms are available at Reception.

Any **intentional** damage or damage by negligence will be charged to your room account. You can also be subject to disciplinary measures up to and including termination of your accommodation contract and expulsion from your course of study.

Domestic duties

The Accommodation Co-ordinator is responsible for the completion of domestic duties. They will knock on your door before entering to empty your rubbish bins, vacuum your room and change your sheets once per week.

Students are expected to make their own beds and keep their rooms tidy. Please keep the floor area clear of clothing etc. for ease of vacuuming.

Any bulky, heavy, wet or unpleasant rubbish should not be left in your bin but should be taken directly to the skip in the car park area. Do not leave empty bottles in your bins. Please take glass to the recycle bin. Any broken glass is to be securely wrapped (in cardboard or similar) and disposed of in the skip on site.

Health, Safety and Wellbeing

Your overall wellbeing is critical to your professional success. As a result, we urge you to get help at any moment. If you need support, don't be hesitant to ask for it — we're here to help.

NAC works closely with Nelson-based company Mind+Health Solutions, who can offer you a pro-active approach to getting past your barriers, gaining an edge, dealing with pressures of life, anxiety and more. See their website or talk to the Safety Manager (Jackie Day) for more information.

<https://www.mindplushealth.co.nz/>

Please refer to the following links for more insight:

<https://mentalhealth.org.nz/>

<https://www.depression.org.nz/>

Resources on stress and anxiety, depression, and culture shock can also be found here:

<https://sieba.nz/new-page-2/mental-health-and-wellbeing/resources/>

Talking to someone about your thoughts and feelings can help you overcome issues. You could talk to the accommodation staff, a member of the management team, your instructor, fellow classmates, a counsellor, or a doctor. The accommodation and administration staff can help you make an appointment.

Please note, staff members are mandated to enter a resident's room without permission for health and safety reasons such as performing welfare checks.

Your Room

What is provided?

- Bed base, mattress & mattress protector, duvet & cover, set of sheets, pillow, pillow protector & cover
- Set of drawers
- Study desk & chair, pin board
- Rubbish bin & heater

What do I need to bring?

- Towel & bathmat
- Lamp, laundry basket

What may I bring?

- A new* electric blanket
- Television
- Stereo
- Laptop
- Hair dryer
- Extra bedding

What should I not bring?

- Candles or incense sticks etc.
- Old or faulty electrical appliances
- Oil burners or other heaters
- Refrigerator or freezer

* Due to fire risk we cannot accept second-hand equipment

If you have an item that you'd like to bring that is not on this list, please contact enquiries@nelson-aviation.co.nz to determine its suitability.

Rules

1. Please be considerate to everyone on campus. The accommodation wing is not intended to be totally quiet but it is intended to be a place where you can study in relative peace and get a decent sleep.
2. There is no smoking or vaping permitted anywhere inside any of the college buildings including your bedroom. Smoking/vaping is only permitted outside at the southern end of the accommodation wings. It is a legal requirement for us to ensure that non-smokers are not affected by smoke.
3. You are not permitted to remove the smoke alarm detector batteries. However, please do report a weak battery so that it can be replaced immediately.
4. Heaters and lights etc. are to be turned off when rooms are not occupied. This is a safety issue as if too many electrical appliances are on it overloads the fuse on the main road pole, possibly causing fire. Any charges incurred due to faulty or overloaded electrical equipment will be passed on.
5. No pins in the walls. Please use Bluetac® or a similar product instead.
6. All cups, plates and cutlery must be returned to the kitchenette immediately after you have finished using them. You are required to clean them or load them into the dishwasher. Meals are not to be eaten or left in the bedroom or lounge areas.
7. Residents are not permitted to use the main kitchen at any time. A kitchenette is provided for residential students only. Non-residents are not permitted to use this area at any time. Residents are required to clean up after themselves in the kitchen area. This area is to be kept clean and tidy at all times. A weekly roster is in place to assist with this.
8. Keep the outside area tidy. All cigarette butts & rubbish is to be placed in the ash trays/rubbish bins/recycling containers provided, as appropriate. Ash trays are located at the end of the southern accommodation wing. These are not to be used for general rubbish.
9. No visitors after 10:00pm. This includes weekends.
10. A continental self-help breakfast and a cooked evening meal is provided Monday to Friday. Residents are to provide their own food and prepare their own meals during weekends and public holidays and their own lunches during the weekdays. A labelled container and fridge/freezer is provided for students to store their own food in the kitchenette area.
11. Anyone causing a disruption to others or who fail to comply with the above will have their accommodation contract terminated, in accordance with the fees penalty schedule outlined above.
12. NAC has an Onsite Accommodation Drug and Alcohol policy found in Appendix 1 of this document. Failure to abide by the terms and conditions as laid out in this policy will result in the termination of your accommodation contract and can also result in your expulsion from your course of study.

13. NAC has an IT Usage Policy (sent as an addendum to this document) which must be signed and a copy returned to the GM-Operations. Failure to abide by the terms and conditions as laid out in this policy will result in the termination of your accommodation contract and can also result in your expulsion from your course of study.

Note: These rules are for the benefit of all live-in students; they are in place so that the onsite accommodation provides a clean, safe, calm, and welcoming environment conducive to student well-being. Non-compliance with these rules can result in your tenancy being terminated.

Terms and Conditions

How do the fees work?

Accommodation fees are calculated for the full period stated in the residential agreement, and include utilities such as water, electricity, and access to NAC Wi-Fi (note. For a catered contract, meals are also included, this covers tea/coffee, two meals a day Monday to Friday (breakfast and dinner).

The standard charge for a catered contract is \$300 per week.

Non-catered and short-term contracts can be arranged on an ad-hoc basis where available. To find out more contact enquiries@nelson-aviation.co.nz.

Accommodation fees for the term of your residential agreement are charged to your room account in the following way:

- ➔ Advance payment and residential services fee: These are charged to your account prior to the start of your residential period and payment must be received before you are permitted to check in.
- ➔ Rental fees: You are required to make payment of each fortnightly charge via Automatic Payment in advance.
- ➔ Additional charges: It is your responsibility to ensure that any additional charges made to your account due to damages, defaulting on payments, or items purchased through reception are paid in full before you check-out.

What about my deposit?

At the time you accept your residential agreement, you are required to pay \$1,200 to secure your place. The \$1,200 deposit forms part of your overall accommodation fees, this credit will be applied to your room account at the beginning of your residential period.

Half of this figure goes towards the advance payment of the first two weeks, the other half is a bond which will be returned to you after a room inspection on the day of departure. Any damage to the room or lost items will be taken out of this deposit. Room keys must be returned to Reception on departure. Any keys not returned or lost keys will be charged to you along with costs associated with any lock changes.

Note: The period of the residential agreement is fixed (subject to any mutually agreeable extension). You will be required to pay for the accommodation for the full period you have agreed to even if you arrive later than the start date or leave prior to the end date.

What period does my residential agreement cover?

Our residential dates are set to coincide with our February, May, and August intakes. The term types below correspond with the residential agreement periods you can apply for in 2023.

- ➔ 2023 – February Intake: February to June.
- ➔ 2023 – May Intake*: May to August.
- ➔ 2023 – August Intake: August to December.

* The May PPL option is shorter to tie in for those students continuing training with the August Intake.

Residential dates 2023

Term	Start Date	End Date
February Intake	27 January 2023	9 June 2023
May Intake	4 May 2023	3 August 2023
August Intake	3 August 2023	14 December 2023

Minimum occupancy periods for each of the February and May intakes are 19 weeks, with 13 weeks for a May intake. There is some flexibility for students to be able to continue occupancy on a case by case basis once the minimum occupancy period has expired. This can be discussed with the Accommodation Co-ordinator.

Is it possible to move in early?

For students who have been offered accommodation:

- ➔ Once your place has been confirmed, you're welcome to contact the administration team to enquire about moving in early – but we can't guarantee this will be possible for all rooms. This can be due to prior occupancy or scheduled maintenance.

What happens if I want to move out early?

When you accept your place in residence, you're agreeing to live there for the full residential period of your intake, as stated in the dates above. You may be charged for the full period stated, regardless of you moving out earlier.

If you're thinking about leaving before the end of your residential agreement, you will need to discuss this with the Accommodation Co-ordinator as there may be penalties for breaking your agreement early.

How do I withdraw my application?

If you no longer require accommodation or want to decline an offer that has been made to you and wish to be removed from the waitlist, please let us know in writing as soon as possible so that we can offer your place to an applicant on the waiting list.

Email enquiries@nelson-aviation.co.nz with your full name, indicating that you wish to withdraw and the reason for your withdrawal.

We can't accept withdrawals over the telephone, they must be in writing from the person whose name is on the residential agreement.

Withdrawal conditions from all NAC Accommodation

Withdrawing Prior to move-in	Refund conditions
<p>Withdrawal from a confirmed 2023 February Intake booking received in writing up to and including Sunday 15 January 2023</p> <p><i>Or</i></p> <p>Withdrawal from a confirmed 2023 May Intake booking received in writing up to and including Sunday 16 April 2023</p> <p><i>Or</i></p> <p>Withdrawal from a confirmed 2023 August Intake booking received in writing up to and including Sunday 16 July 2023</p>	<p>→ 50% refund of accommodation deposit = \$600.00</p>
<p>Withdrawal from a confirmed 2023 February Intake booking received in writing AFTER Sunday 15 January 2023 * but before the start of the residential agreement period.</p> <p>*includes offers made and accepted after Sunday 15 January 2023</p> <p><i>Or</i></p> <p>Withdrawal from a confirmed 2023 May Intake booking received in writing AFTER Sunday 16 April 2023 * but before the start of the residential agreement period.</p> <p>*includes offers made and accepted after Sunday 16 April 2023</p> <p><i>Or</i></p>	<p>→ No refund of accommodation deposit.</p>

Withdrawal from a confirmed **2023 August Intake** booking received in writing **AFTER Sunday 16 July 2023** * but before the start of the residential agreement period.

*includes offers made and accepted after Sunday 16 July 2023

Withdrawing after moving into Residence	Refund conditions
<p>Cancelling your Residential Agreement (vacating early) before the end date stipulated on your agreement</p>	<p>Should I leave before the residential agreement period has ended, I agree to:</p> <ul style="list-style-type: none"> ➔ Discuss this first with the Accommodation Co-ordinator and follow the withdrawal procedures. ➔ Pay a penalty equating to up to 8 weeks accommodation fees OR remain liable for fees until the end of the current Intake term, whichever is less. <p>I understand that:</p> <ul style="list-style-type: none"> ➔ Management may recommend my liability be waived or reduced if there are substantiated medical or personal grounds for doing so.
<p>Termination of agreement by Accommodation Management</p>	<p>I understand that:</p> <ul style="list-style-type: none"> ➔ If I am suspended or expelled from my residence as a result of a conduct process that occurred for a breach of residential rules, I will be required to pay a penalty equating to 4 weeks accommodation fees, OR remain liable for fees until the end of the semester, whichever is less ➔ Management may recommend my liability be waived or reduced if there are substantiated medical or personal grounds for doing so.

Student visa withdrawal conditions

We are unable to offer accommodation to students who require a visa to study in New Zealand, until such a time that their visa has been approved, and the student has notified us.

If you request to be considered for accommodation without a valid visa, you must agree to the following conditions:

- ➔ If you accept an offer of accommodation, and later withdraw because you do not have a current student visa, you will forfeit your deposit and, if after the start of the residential agreement period, any advance fees you have paid.
- ➔ If you arrive after the start date of the residential agreement, due to delays in receiving a student visa, you will be liable for charges from the contracted date.

How do I make a complaint or appeal a decision?

If you seek to appeal the decision or make a complaint relating to your withdrawal from NAC-owned and operated accommodation, write to:

General Manager – Operations

mday@nelson-aviation.co.nz

Privacy and Confidentiality

Nelson Aviation College has a Privacy and Confidentiality policy that ensures we continue to meet our statutory and pastoral obligations with regard to the Pastoral Care Code of Practice. This policy is detailed in the Student Handbook.

Agreement of Terms and Conditions

I agree to abide by the above rules and conditions. I understand the sum of \$1,200 is required on acceptance of this contract; this is to cover payment for the first two weeks rent and a two week bond of \$600. This is to be paid into the following account:

Nelson Aviation College Limited

06 0705 0197122 00

Reference: Your Name

Particulars: NAC ACC

All future payments are to be made fortnightly in advance via direct credit to the above account.

Name (Please print):

Signature:

Date:

Please scan and return this signed document via email to enquiries@nelson-aviation.co.nz for processing. Thank you for your co-operation, we look forward to welcoming you onsite.

Appendix 1: NAC Onsite Accommodation Drug and Alcohol Policy

Last Modified: February 2021

Review Date: October 2021

Approval Authority: CEO

Introduction

Nelson Aviation College strives to provide a safe and secure environment for all students and staff. This policy clearly sets out the rules regarding drug and alcohol use within NAC premises.

Definitions

Premises: Includes all NAC property, including vehicles, aircraft, regional bases, and accommodation areas and applies to all activities under the general control of NAC.

Function: An official ceremony or a formal social event, such as a party or a special meal, at which a lot of people are usually present.

NZMK: The onsite accommodation at NAC's NZMK campus.

Offsite Persons: Any person who does not reside at NAC owned accommodation, includes all NAC students and personnel, along with non-NAC persons.

Policy Statement

This policy applies to all formal and informal events on premises, along with NAC arranged events off premise. Where employees are representing NAC at any event, either on or off premise, they are expected to promote this policy.

The information and guidelines in this document is to be used in conjunction with the NAC Drug, Alcohol and Substance Impairment Policy found in the Student Handbook.

Drugs

It is illegal in New Zealand to possess, use, or sell controlled drugs under [S6](#) of the [Misuse of Drugs Act 1975](#) (New Zealand Legislation website). Nelson Aviation College is committed to maintaining a drug free campus. The possession, use, or consumption of any prohibited narcotic, drug, or substance by any person on premise for which the person does not have a legal prescription or licence, is strictly forbidden.

The manufacture, possession, and distribution of prohibited narcotics, drugs, or other controlled substances by any person on premise are strictly forbidden.

Enforcement of this policy will be undertaken by either the appropriate statutory authority and/or Nelson Aviation College.

Alcohol

While it is acknowledged that the moderate consumption of alcohol can be a part of socialising for many people, the excessive use and subsequent harms associated with overuse creates many social and environmental problems. Nelson Aviation College promotes a responsible attitude towards the provision and consumption of alcohol by providing the following policy.

The intention of this policy is to promote positive attitudes and encourage social responsibility in the use of alcohol on NAC premises.

For further guidance on alcohol usage in the aviation environment please see the following CAA medical information sheet - Alcohol consumption and medical aviation safety.

<https://www.aviation.govt.nz/assets/publications/medical-information-sheets/mis014-alcohol-consumption-and-medical-aviation-safety.pdf>

Rules

1. Students are accountable for their own decisions regarding alcohol use; they are also responsible for knowing, understanding, and complying with NAC policies and the Act.
2. Nelson Aviation College promotes responsible and moderate use of alcohol at all times among staff and students who choose to consume it.
3. It is not acceptable to be on premise at any time while intoxicated.
4. Alcohol may not be consumed during operational hours at NZMK, these being Monday – Friday 08:30 – 17:00, excluding public holidays and periods where the College has shut down for holidays, e.g. over the Christmas break.
5. There is a curfew of 10:00pm Monday to Sunday beyond which, without prior permission from the General Manager – Operations, alcohol may not be consumed on premise. In accordance with Campus Rules, any non-NAC persons onsite must also vacate the premises by this time.
6. Any person(s) wishing to hold a function at NZMK where alcohol is to be consumed and offsite persons may attend, e.g. a birthday party, must first obtain permission from the General Manager - Operations. Compliance with appropriate Host Responsibility requirements will need to be identified and established beforehand.
7. Non-staff functions at NZMK where alcohol is to be available may only be held in the immediate environs between the two accommodation blocks.
8. No function will be permitted where the consumption of alcohol is the primary or predominant reason for the function.
9. Activities such as drinking games that promote the excessive consumption of alcohol are not permitted at any function on premise.

10. Any damage occurring at a function or by direct result where it is clear that lack of control or planning contributed to the subsequent problems will be charged to the student(s) responsible. Students at the event are expected to behave to an acceptable standard. Under no circumstances shall intoxication be advanced as an excuse for antisocial, unacceptable, or unlawful behaviour.

Healthcare Assistance and Counselling

For assistance relating to treatment for personal problems concerning alcohol use, please contact your local Health Centre or refer to www.hims.org.nz – this is an independent programme for managing substance abuse disorders in aviation.