

 <p>SPJ GLOBAL</p> <p>S P Jain School of Global Management</p> <p>DUBAI • MUMBAI • SINGAPORE • SYDNEY</p>	<h2>Housing and Accommodation Policy</h2>
Document Type	Policy
Administering Entity	Vice President – Administration, Heads of Campuses (HoCs), Facilities Managers, Residence Managers
Latest Approval/ Amendment Date	September 10, 2023
Last Approval/ Amendment Date	September 8, 2021
Approval Authority	Board of Directors
Indicative time of Review	September 19, 2025

1. Purpose

S P Jain School of Global Management (S P Jain / the School) is a registered Institute of Higher Education under the TEQSA Act (2011). The School delivers a range of undergraduate and postgraduate programs through an innovative program design that includes opportunities to study their course in a “multi-city” mode including at Mumbai, Sydney, Singapore and Dubai.

To support this delivery mode and to facilitate student transition as they progress through their studies in our international campuses, the School provides a range of housing and accommodation options including in:

- a. Singapore
- b. Dubai, United Arab Emirates
- c. Sydney, Australia

For students studying in Mumbai and seeking accommodation, the School provides referrals to reputable realtors who can assist the students.

This policy sets out the principles, approach and accountabilities for student housing that is provided by the School.

2. Scope

This policy applies to:

- a. all undergraduate, postgraduate and prospective students who choose to accept S P Jain’s housing and accommodation options;
- b. all housing and accommodation options that are provided by S P Jain or through a contracted third party; and
- c. all staff with responsibilities for managing the application process for housing options and for overseeing the management of student housing at each site.

3. Housing and Accommodation Guidelines

In providing accommodation or housing options to prospective and current students, S P Jain adheres to the following principles:

- a. The School ensures that all housing and accommodation options are appropriate and meet all statutory requirements for health and safety through due diligence activities for acquisition and self-managed housing arrangements; or through third-party provision as set out in the School's Third-Party Policy;
- b. Housing and accommodation options available to prospective students are detailed in plain English that clearly and accurately set out the housing arrangements including location, cost, living arrangements and all services and amenities;
- c. All housing and accommodation requests are considered in order of application;
- d. Options for housing respects diversity and equity and includes single-gender living arrangements, vegetarian amenities, and provides a range of cost options allowing for budget and premium options;
- e. The School offers accommodation which prioritises safety, respect and tolerance and is managed by a dedicated Facilities Manager or a Residence Manager as a first point of contact for all students;
- f. The School requires all students who accept an offer of accommodation and housing to enter into a contract that sets out expectations of conduct, behaviour and general housing rules including understanding and complying with the School's student policies on Sexual Assault and Sexual Harassment, Diversity, Equity and Fair Treatment and all requirements as set out in the Code of Conduct and the Student Agreement or Contract;
- g. No student under the age of 18 will be offered student housing or accommodation options unless the student is accompanied by and in the care of a legal guardian and as authorised by the relevant authorities;
- h. All student grievances about housing and accommodation offered by S P Jain should be submitted in writing to the Facilities Manager/Residence Manager or through the Student Grievances and Mediation Policy and Procedures;
- i. Where students require medical attention or are referred to medical or counselling services, the Heads of Campuses will liaise as needed with academic and support staff at S P Jain to put into place an individualised personal plan;
- j. The School will, to the best of its ability, accommodate requests for housing preferences including nominated individuals to be co-housed, but cannot guarantee that all requests will be met.

4. Process for Housing Options

- a. Upon successful selection into a course of study, eligible students will be provided with an offer of housing and accommodation as part of their admission offer package (Letter of Offer);
- b. Students are invited to accept the offer of accommodation and housing which includes shared accommodation or apartment style housing;
- c. Premium accommodation is provided at a higher cost and is allocated on a "first in" basis;

- d. Students are informed about the housing options available to them in writing including all costs, photos of the arrangements, distance from campus, travel and transport options, and other general information including bedding, services, and amenities;
- e. Students are provided with a contract that sets out clearly the costs, rules and conduct required for housing at the School prior to acceptance;
- f. Students undergo orientation upon arrival to the housing and accommodation and are provided with the details of all contacts including the Facilities Manager/Residence Manager, emergency information, processes and options for shuttle-bus services or transport; security requirements, processes for complaints and expectations about behaviour in accordance with all local legislative and regulatory requirements.

5. Accountabilities

- a. As set out in the School's Third-Party Arrangement Policy, S P Jain is responsible for all agreements entered into for the provision and servicing of student and accommodation options;
- b. The Office of Admissions is responsible for receiving all student housing requests through the student course life cycle;
- c. The Office of Admissions liaises with the Facilities Manager/Residence Manager at each campus for the overall coordination and management of the housing facilities and allocation of housing;
- d. Once the plans are finalised the Office of Admissions communicates to the students the respective housing allocations and completes the formalities of the housing contracts;
- e. The Facilities Manager/Residence Manager at each campus is responsible for highlighting any safety or wellbeing issues to the Heads of Campuses and Vice President-Administration;
- f. The Heads of Campuses will be responsible for an annual review process for the availability and provision of housing and accommodation at their respective campuses; and
- g. All critical incidents or safety and security issues are to be reported to the Board of Directors no later than the next Board meeting or sooner if required, and to the Department of Home Affairs if the student is an international student studying onshore in Australia.

Related Documents

- a. Student Code of Conduct Policy
- b. Student Diversity, Equity and Fair Treatment Policy
- c. Student Grievances and Mediation Policy and Procedures
- d. Student Sexual Assault and Sexual Harassment Policy
- e. Third-Party Arrangement Policy