CAMPUS GUIDELINE:
PRINDIVILLE HALL (ND3) LOCKER USE

Purpose: Outlines the process to follow for use of lockers located in Prindiville Hall (ND3) on the Fremantle Campus.

Responsible Executive: Head of Campus, Fremantle
Responsible Office: Student Services with Campus Services
Effective Date: 30 July 2018
Review Date: February 2019
1 Purpose

1.1 This Guideline outlines the process for students to access a locker in Prindiville Hall (ND3).

2 Related Policies and Procedures

This Guideline should be read in conjunction with the following Policies and Procedures:

2.1 Student Code of Conduct
2.2 Student Drug and Alcohol Policy

3 Prindiville Hall Locker Use

3.1 Lockers are available for students to access for a period of up to one semester at a time.

3.2 A maximum of one locker is available per student and lockers are distributed on a first come, first served basis. There is no guarantee that a locker will be available to every student who applies for one. Every student who is permitted to use a locker will be required to sign an agreement setting out the terms of the use of the locker.

4 Process for application

4.1 The following process should be followed in order to apply for access to a locker:
   a) Confirm locker availability in Prindiville Hall with Student Services in person or via email.
   b) If availability is confirmed, sign “Agreement for Use of Locker Facilities” and make payment online.
   c) Collect a padlock and associated code from Student Services.

4.2 All padlocks and codes must be returned on or before the following dates:

<table>
<thead>
<tr>
<th>Hire Period:</th>
<th>Due Date for Returning Padlock:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Summer Term Week One to Summer Term Exams</td>
<td>No later than 3pm on the first Friday after Summer Term Exams</td>
</tr>
<tr>
<td>Semester One Orientation Week to Semester One Exams</td>
<td>No later than 3pm on the last Friday of Standard Semester One Exams</td>
</tr>
<tr>
<td>Winter Term Week One to Winter Term Exams</td>
<td>No later than 3pm on the last Friday of Winter Term Exams</td>
</tr>
<tr>
<td>Semester Two Orientation Week to Semester Two Exams</td>
<td>No later than 3pm on the first Friday after Standard Semester Two Exams</td>
</tr>
</tbody>
</table>

4.3 Office.

4.4 If padlocks are not returned after the dates specified in Clause 4.2, student will be barred from hiring the locker for one calendar year.

4.5 The University will contact students who have not returned their padlocks prior to the deadlines outlined in 4.2. Where a student is not contactable and all reasonable attempts have been made to contact the student, the University reserves the right to open existing padlocks and mail any items left in the locker to the postal address.
provided by the student in the “Agreement for Use of Locker Facilities”. Students will be invoiced for postage expenses incurred in doing so.

4.6 Padlocks and Codes may be returned to Student Services during office hours prior to the deadlines listed at section 4.2. Students are encouraged to return padlocks when they are no longer required or in use.

4.7 In the event of damage to the locker during a student’s period of use, the University retains the right to charge the student the reasonable costs of repair or replacement.

<table>
<thead>
<tr>
<th>Version</th>
<th>Date of approval</th>
<th>Approved by</th>
<th>Amendment</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>27 July 2018</td>
<td>Head of Campus, Fremantle</td>
<td>New Guideline</td>
</tr>
<tr>
<td>2</td>
<td>February 2019</td>
<td>Head of Campus, Fremantle</td>
<td>Revised guidelines</td>
</tr>
<tr>
<td>3 etc.</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>