|  |
| --- |
| **Medical Radiation Sciences** **Interstate Student Accommodation Budgets**Dear Student, If you have been allocated an interstate clinical placement, you will need to source and book your accommodation for the duration of your stay. (Only if you have been placed somewhere which is not highlighted on page 6).Your flights will be booked through Emma Jonnek. Flight itineraries will be sent to you closer to the start of your placement date. **Accommodation****Students who have been placed at an interstate hospital site which is highlighted on the list on page 6, will be booked into the accommodation at the hospital by Emma Jonnek**. When placed at an alternative site or hospital, students are able to choose their own accommodation and the School of Health Sciences will fund this, up to a certain budget. Budgets vary from site to site based on the market rates in that area and the rates of the accommodation that the University has previously placed students in. E.g. If the UniSA recommended accommodation can be booked for $30 per night, then the budget for that placement is $30 per night. Should you choose to stay at an alternative location which is more expensive, you will only be provided with a maximum of $30 per night towards your accommodation. You are welcome to book more expensive accommodation if you wish, just be aware that you will have to pay the accommodation expenses in full and will be reimbursed only the budgeted amount. You will need to fund difference between the budgeted cost and the actual cost. If you find accommodation cheaper than the budgeted amount, you will be provided with the cost of the stay as opposed to the full budgeted amount. E.g. If the budget is $30 per night and you book accommodation for $20 per night, you will only receive $20 per night to pay for the accommodation.Receipts will be required for reimbursement for accommodation expenses. In order to be eligible for this funding, students will need to complete the “Travel Grant Scheme Application & Participation Agreement” which can be found on the next page and return it to emma.jonnek@unisa.edu.au. Picture**RADIATION THERAPY / NUCLEAR MEDICINE / MEDICAL IMAGING****STUDENT CLINICAL PLACEMENT PROGRAM** **TRAVEL GRANT SCHEME APPLICATION AND PARTICIPATION AGREEMENT****ELIGIBILTY**If you have been allocated an interstate placement site, you may be eligible for funding towards your travel and accommodation costs.**You are not eligible for this funding if:** 1. You have you previously been funded by the University or School for an interstate placement for your studies

               1. You have applied for and subsequently receive funding for this placement from an external organisation or another University funding source. Should this approval occur post application/approval then this funding grant will be required to be returned to the school.
2. You have specifically nominated to undertake your placement interstate

**Between**University of South Australia, a body corporate by virtue of the University of South Australia Act, 1990, as amended (the “University”); **And**  **Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ID number**  **UniSA email address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Mobile number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Subject** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Year \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Stream** (please circle) RADIATION THERAPY / NUCLEAR MEDICINE / MEDICAL IMAGINGa Student of the UniversityWhereas1. The Student has been awarded a Travel Grant to complete clinical placement interstate or rurally and wishes to undertake all of that placement interstate.
2. The parties acknowledge that the Travel Grant involves a financial and in-kind contribution by the University.
3. The Student wishes to accept the Travel Grant and participate in the Program within the terms of this Agreement.
4. The University has agreed to permit the Student to participate in the Program subject to acceptance by the Student of the terms of this Agreement.
5. This Agreement sets out the rights and obligations of the parties in relation to the Travel Grant while the Student is on placement interstate.

Operative Part1. In this Agreement:

“Travel Grant” means financial assistance towards the cost of accommodation, travel and incidentals required for placement.“Term” means the length of time spent on placement by the Student whilst undertaking the Program.“Funds” means the funds available for payment by the University to the Student pursuant to the terms of the Travel Grant and whilst the Student is on placement interstate.“Program” means one placement period of up to 9 weeks duration.“Student” means a student from the University of South Australia who is participating in the Medical Radiation program.1. The University agrees to pay the costs as per Clause 1 of this agreement and as long as the Student fulfils their obligations under this Agreement.
2. The Student agrees to the following terms and conditions:
	* that they are ambassadors of the University;
	* that they will undertake the placement for the duration of the program at the interstate clinical site, unless otherwise agreed;
	* that they will not behave in any way which might give rise to a conflict of interest with or be detrimental to the placement;
	* will meet any costs associated with cancellation or re-scheduling of travel from a failure by the student to qualify for the placement or from a change in the agreed placement initiated by the student
3. Claim Process

Student to fill out the travel grant form and send to their course coordinator to sign. Once approved the form will be sent to Emma Jonnek emma.jonnek@unisa.edu.au to arrange travel, budget accommodation, insurance requirements and incidental payments where required.Essential Student Requirements* Participation Agreement signed by all parties
* Placement details

**Name of Hospital (or other) and address:**  **Start date:** **Finish date:** *\*\*Travel will be booked for day before start date and day after finish date. Any additional days will be at* *own expense and require notification\*\**Banking details for incidentals allowance ($75 per week)**Bank \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Branch \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****BSB** **Account Number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Students may claim a maximum of one School supported travel grant.1. The University may terminate the Agreement and request the return of the travel grant if there is reason to believe that:
	* the Student is not performing academically to the reasonable satisfaction of the University;
	* the behaviour of the Student is contrary to civilised norms or breaches the cultural sensitivities of the location;
	* the Student is in breach of their obligations under this Agreement.

The University may also terminate this Agreement if the Student returns to Adelaide prior to the completion of the Program.Signed  Name: Name:  COURSE CO-ORDINATOR STUDENT Date:…………………………………. Date: …………………………**Placement Accommodation****\*\*Please Note: Students who have been placed at an interstate hospital site which is highlighted on the list on page 6, will be booked into the accommodation at the hospital by Emma Jonnek.** When placed at an alternative site or hospital, students are able to choose their own accommodation. A list of recommended accommodation sites has been provided for you. These are sites that the University has booked for students in the past and meet our requirements. It is your choice if you want to use these suggested accommodation sites or if you want to source and book your own, however please be aware of the allocated budgets on page 6. We recommend that you do some research before you book your accommodation to determine the following:* Distance from placement site
* Transport available
* Amenities/inclusions

Links to further information and contact details for the accommodation sites have also been provided. Please note that our budgets have sometimes been determined based on twin share rooms, so don’t be discouraged if prices on the websites exceed the provided budget. Contact the accommodation site with your placement dates, stating that you are a UniSA student and request a quote. **Note:** If you chose to stay in a private home of someone you know, or a host from the placement site, you will not be eligible for any funding. Private home accommodation is not an approved accommodation site for insurance purposes as they are not a registered business with an ABN so we are unable to get a receipt. We are also unable to control who stays in the house and if they are cleared to be around the students, which poses a significant safety concern.**If you wish to book an Airbnb for your accommodation, please be aware that you book this at your own risk. We have experienced multiple incidents where there have been issues with altering the booking to either cancel or change dates and this is out of the University’s control. Should you choose to book an Airbnb, you will be eligible for reimbursement up to the allocated budget per night, however you will be agreeing that you understand that you take responsibility for any additional charges that may occur through any booking alterations.** **Below is a sample of accommodation venues you may book into** |
| **City/Site** | **Recommended Accommodation** | **Contact details** | **Budget -p/Night** |
| **Alice Springs** | Flinders University – Centre for Remote Health (has $200 bond) | [Link](https://www.crh.org.au/accommodation-in-alice-springs) | $20 |
| Alice Springs Hospital  |  | $20 |
| **Ballarat** | Federation Uni | [Link](https://federation.edu.au/about-us/facilities-and-services/campus-life/accommodation/accommodation-options/short-term-accommodation) | $35 |
| **Brisbane** | Unilodge Shafston (has $60 cleaning fee) | [Link](https://www.reserve.unilodge.com.au/categoryInfo.html?category=181) | $70 |
| **Burnie** | Uni of Tas | [Link](https://www.utas.edu.au/health/professional-experience-placement/interstate-universities) [Booking Request](https://rcsa.utas.edu.au/onlinebookingrequest/)Questions regarding accommodation, contact Karla Peek k.peek@utas.edu.au | $35 |
| **Canberra** | Canberra hospital (only until end of May 2020) | [Link](https://www.health.act.gov.au/hospitals-and-health-centres/canberra-hospital/residential-accommodation) | $20 |
| **Cairns** | Cairns Sharehouse | [Link](http://www.cairns-sharehouse.com/students/clinical-placement-students) | $40 |
| **Coffs Harbour** | UNSW | [Link](https://accommodation.unsw.edu.au/future-students/how-to-apply) | $20 |
| **Darwin** | CDU ($27 for kitchen kit) | [Link](https://www.cdu.edu.au/equity-services/accommodation) | $40 |
| Flinders Uni NT (has $200 bond and non-refundable admin fee of $55) |  | $15 |
| **Hobart** | Royal Hobart Hospital (only available to students undertaking placement at RHH) | [Link](https://www.dhhs.tas.gov.au/hospital/ptas/publications_ptas/accommodation_information_handbook_rhh/royal_hobart_hospital) | $40 |
| Uni of Tas | [Link](https://www.utas.edu.au/student-living/future-residents/options) |
| TasTafe | [Link](https://www.tastafe.tas.edu.au/future/accommodation/) |
| **Launceston** | Launceston Hospital | [Link](http://www.dhhs.tas.gov.au/service_information/service_delivery_points/launceston_general_hospital) | $35 |
| TasTafe | [Link](https://www.tastafe.tas.edu.au/future/accommodation/) |
| **Mildura** | Sunraysia Tafe ($20 for crockery) | [Link](https://www.sunitafe.edu.au/student-accommodation/) | $35 |
| Monash University | [Link](https://www.monash.edu/medicine/srh/mildura/accommodation) | $10 |
| **Perth** | Campus Perth | [Link](https://www.campusperth.com/#intro) | $60 |
| **Sunshine Coast** | The Village ($275 for linen pack, coffee, tea, TP etc and has $500 bond) | [Link](https://www.thevillage.net.au/) | $65 |
| **Sydney** | Morling Residential College ($20 for bed linen) | [Link](http://www.morlingresidential.com/morlingres/index.php/about/price/) | $60 |
| Student Stay Australia | [Link](https://studentstayaustralia.com/en) |
| Coogee Beachside | [Link](https://coogeebeachside.com.au/) |
| Casa Central | [Link](http://www.casacentral.com.au/room-rates/) |
| **Townsville** | JCU | [Link](https://www.jcu.edu.au/accommodation/short-term-stay) | $45 |
| Orchid Guest House | [Link](https://www.orchidguesthouse.com.au/) |
| **Toowoomba** | Student Village ($33 for bed pack, $31 doona pack, $22 for bathroom pack) | [Link](https://www.studentvillage.com.au/short-stays/) | $40 |

**Please note:** There may be placements in sites other than the ones on this list. For alternate placement sites, accommodation budgets will be a maximum of $60 p/night.

**Booking Your Accommodation**

**\*\*Please Note: Students who have been placed at an interstate hospital site which is highlighted on the list on page 6, will not need to organise their own accommodation. You will be booked into the accommodation at the hospital by Emma Jonnek.**

If you are unable to access hospital accommodation and you have determined an accommodation site that you want to stay at, you will need to contact the site directly and book for the dates of your stay and pay the deposit. You will be reimbursed the deposit amount once your placement is fully confirmed.

**Confirming Your Placement**

Once you have completed all of the CPU requirements listed on your [‘Passport to Placement’](https://i.unisa.edu.au/siteassets/students/health/documents/cpu/passport/healthsciences_clinical_unisa_passporttoplacement_checklist_2019.pdf) checklist, your placement will be confirmed to go ahead. At this point, you are able to seek reimbursement of your accommodation costs from the University. Please forward any receipts and a copy of bank statement transactions to emma.jonnek@unisa.edu.au.

**Paying for Your Accommodation**

There are two options available for providing payment to your accommodation provider. Please select from the options below:

**Option A:** Student pays for the accommodation up front and seeks reimbursement from the University by sending a copy of your receipt and bank statement showing the transaction to emma.jonnek@unisa.edu.au.

**Option B:** Student pays the deposit for the accommodation and then emails emma.jonnek@unisa.edu.au to pay the remainder directly to the accommodation provider once their placement has been confirmed. Upon presentation of deposit receipts and copy of bank statement transactions, students will be reimbursed into their bank account for any deposits already paid. \*This option is not available for Airbnb bookings\*

If you have any problems with accessing funds for the accommodation deposit, please contact emma.jonnek@unisa.edu.au

**What Happens if my Placement is Cancelled?**

If a placement is cancelled by something out of the student’s control, such as personal or family illness or other extenuating circumstances, the Course Coordinator may request that you provide evidence to support your need to cancel the placement (e.g. Medical certificate). Students will not be out of pocket for any accommodation costs in these circumstances. The University will seek to cancel and reimburse any payments which have already been made to the accommodation provider.

If a placement is cancelled due to circumstances within the student’s control (e.g. not gaining CPU clearance in time), then the student will not be reimbursed for any out of pocket expenses incurred in booking accommodation for the placement.

**What if I am unhappy with my accommodation?**

If you get to your accommodation site and are unhappy with some aspect of it, your first step should be to speak to the accommodation management team at the site to see if you can resolve the issue.

If the issue is unable to be resolved to your liking, you are free to source alternative accommodation, however unless there are extreme circumstances, any additional costs of this accommodation will not be funded by the University.

**Feedback**

In order for us to continue to provide quality recommendations to students about accommodation sites, we need your help in rating the accommodation. Please follow the link below to fill in the feedback form within a week of completing your placement.

[Accommodation Feedback Survey](https://www.surveymonkey.com/r/6CQFG9F)