



THE UNIVERSITY OF  
MELBOURNE

# Student Housing Access Program (SHAP)

## Application form

**Return pages 5 - 12 to:**

Student Housing Adviser (Access & Equity)  
Student Housing Services  
Ground Floor, Baldwin Spencer Building  
The University of Melbourne VIC 3010

Tel: (03) 8344 0005 or 8344 6550  
Fax: (03) 8344 5624  
Email: [shap-enquiries@unimelb.edu.au](mailto:shap-enquiries@unimelb.edu.au)



# The SHAP Wrap



## What is the Student Housing Access Program?

SHAP offers rooms in University-owned 'share houses' 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 their own room 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 Services staff can provide advice on the private rental market and the tenancy law which governs most housing arrangements in Victoria.

SHAP housing is, in general, only available to full-time students who are Citizens or Permanent Residents of Australia. Students with a reduced course load due to health concerns will be considered.

## What is provided?

- Rooms are offered unfurnished.
- Communal white goods (fridge and washing machine) are provided in each house.
- Housing modified to meet the needs of students with a disability may be available.

## What are the costs?

- Rent is \$468 per calendar month, which equates to \$108 per week.
- Students pay a bond of \$468 at the commencement of the Rental Agreement.
- The responsibility for utility bills (power, gas, water etc.) belongs collectively to the residents of the shared household.

To assist with rental costs, students in financial need can apply to the Student Financial Aid service for a Housing Grant. Successful Housing Grant applicants receive rent assistance of \$35 per week. A loan to cover the upfront bond may also be available. More details at: [www.services.unimelb.edu.au/finaid/loans/bursaries/housing](http://www.services.unimelb.edu.au/finaid/loans/bursaries/housing)

## Your SHAP Application

Please don't feel daunted by the formal SHAP Application process, as all housing options entail some kind of rigmarole.

The SHAP Application process is designed to help identify the most suitable housing option for you. This means that you should carefully outline your circumstances and how these things have influenced your housing experiences.

Try to respond to the questions accurately and succinctly, with enough detail to enable the application to be adequately assessed. That doesn't mean writing an essay for each question, but if we have to request more information or clarification it will take longer to process your application.

For example you might have been unsuccessful or precluded from obtaining suitable housing due to the costs of renting or moving. Perhaps you are not from Melbourne and this has made, or will make, the search for housing difficult.\* Maybe you have been subject to discrimination or have specific needs that limit your access to appropriate housing\*\*.

Feel free to attach additional information for any of the questions in your SHAP Application. This might include supporting documentation such as real estate rejections or other evidence of difficulty in locating and sustaining suitable housing.

\*Rural is defined as an area from which - door to door - it takes more than 90 minutes to travel from home to campus  
\*\*Includes a range of health conditions that impact upon your ability to access suitable accommodation.

## SHAP Application deadline

### Timely applications

You are encouraged to submit your SHAP Application for **Semester One 2008** entry well before **Monday 4 February 2008**. These applications will be considered for the 'First Intake'.

If you submit your SHAP Application before you have accepted your offer for an academic place at the University of Melbourne, we will review your SHAP Application and hold it on file. We will formally consider your SHAP Application only once you provide us with a copy of your University of Melbourne Confirmation of Enrolment.

Successful 'First Intake' applicants will be notified and subject to successful interview and property inspection, be guaranteed a placement before the commencement of their course.

### Continuing applications

Applications received after 4 February 2008, to be known as 'Continuing Applications', will be considered until all places are filled.

In other words, 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.

A limited number of SHAP places will become available at the beginning of **Semester Two 2008**. Applications to be considered for this intake should be submitted by **Friday 4 July 2008**.

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KEEP THIS PAGE FOR YOUR RECORDS

## SHAP Application Process: Step by Step

1. Fully complete all sections of this SHAP Application.
2. Complete the Checklist on page 11 and be sure to attach any relevant documentation.
3. Send your SHAP Application to the Student Housing Adviser (Access & Equity) - contact details are 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. At this time, we will advise whether your SHAP Application is:
  - a) Being held on file until you provide us with your University of Melbourne Confirmation of Enrolment;
  - b) Proceeding to the interview stage; or
  - c) Unsuccessful.
5. SHAP Applicants who have been offered an interview will meet with the Student Housing Adviser (Access & Equity) for approximately one hour to discuss their housing needs. Students who are unable to attend an interview in person may arrange a telephone interview.
6. The Student Housing Adviser (Access & Equity) will forward SHAP Applications that s/he deems appropriate to the SHAP Advisory Committee, who will sign off on a SHAP Offer.
7. Successful SHAP Applicants will be notified of their SHAP Offer via mail.

### Important things to note

Consideration is given to all SHAP Applicants, however it may not be possible to approve every one. It is extremely important that you keep all your housing options open by applying broadly to various kinds of housing.

If your initial SHAP Application is unsuccessful, you have the right to provide additional information and to request that your SHAP Application be reconsidered for the 'Second Intake'.

Do not rely on this or any other single opportunity to secure your housing. Advice about all of your housing options can be accessed from Student Housing Services.

[www.services.unimelb.edu.au/housing/options](http://www.services.unimelb.edu.au/housing/options)

#### **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 the Disability Liaison Unit (DLU), Learning Skills Unit (LSU), Centre for Indigenous Education (CIE) 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 programs 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](http://www.unimelb.edu.au/unisec/privacy)

**\* \* \* DETATCH HERE \* \* \***  
**KEEP PAGES 1 - 4 FOR YOUR RECORDS**

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# Student Housing Access Program (SHAP) APPLICATION FORM



THE UNIVERSITY OF  
MELBOURNE

**Send pages 5-12 of this application to:**

Student Housing Adviser (Access & Equity)  
Student Housing Services, Ground Floor, Baldwin Spencer Building  
The University of Melbourne VIC 3010

Tel: (03) 8344 6550

Fax: (03) 8344 5624

Email: [shap-enquiries@unimelb.edu.au](mailto:shap-enquiries@unimelb.edu.au)

Web: [www.services.unimelb.edu.au/housing](http://www.services.unimelb.edu.au/housing)

## **PERSONAL DETAILS**

Family Name: Mr / Ms / Mrs \_\_\_\_\_

Given Names: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Nationality: \_\_\_\_\_

Student ID #: \_\_\_\_\_ Gender: \_\_\_\_\_

Current Address: \_\_\_\_\_  
\_\_\_\_\_

Telephone (BH): \_\_\_\_\_ Mobile: \_\_\_\_\_

Email: University: \_\_\_\_\_

Other: \_\_\_\_\_

Marital Status: \_\_\_\_\_ Children (incl. ages): \_\_\_\_\_

## **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 GRAPEVINE**

How did you hear about SHAP? \_\_\_\_\_

**SEND THIS PAGE AS PART OF YOUR SHAP APPLICATION TO STUDENT HOUSING SERVICES**



**HOUSING EXPERIENCES**

Have you had any housing difficulties in the past? If so, please describe them to us.

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Are your circumstances likely to have any impact on you ability to share a house with others? If, so please explain how.

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**YOUR NEEDS**

The information you provide below will assist us to determine if we can offer a suitable housing option to meet your needs.

SHAP will endeavour to place students together in such a way as to facilitate successful share households. Students are reminded that as in all 'share houses', it is important to exercise tolerance and respect with regard to other people's beliefs, needs and habits to maintain a comfortable living environment.

Whilst consideration will be given to all responses, due to limited vacancies SHAP may not be able to match your preferences. Please tick as many boxes as is appropriate. If you have no requirement or preference, you do not need to tick the category.

- |                                |                                    |                                    |
|--------------------------------|------------------------------------|------------------------------------|
| Wheelchair access              | <input type="checkbox"/> Essential | <input type="checkbox"/> Preferred |
| No stairs (ground floor)       | <input type="checkbox"/> Essential | <input type="checkbox"/> Preferred |
| Close to public transport      | <input type="checkbox"/> Essential | <input type="checkbox"/> Preferred |
| Bike storage                   | <input type="checkbox"/> Essential | <input type="checkbox"/> Preferred |
| General storage space          | <input type="checkbox"/> Essential | <input type="checkbox"/> Preferred |
| Garden / yard                  | <input type="checkbox"/> Essential | <input type="checkbox"/> Preferred |
| Car park                       | <input type="checkbox"/> Essential | <input type="checkbox"/> Preferred |
| Small house (under 3 bedrooms) | <input type="checkbox"/> Essential | <input type="checkbox"/> Preferred |
| Large house (over 3 bedrooms)  | <input type="checkbox"/> Essential | <input type="checkbox"/> Preferred |

Other (please list): \_\_\_\_\_

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**THE PEOPLE**

Tell us which kinds of people you might like to live with:

- |                               |                                    |                                    |
|-------------------------------|------------------------------------|------------------------------------|
| Male only                     | <input type="checkbox"/> Essential | <input type="checkbox"/> Preferred |
| Female only                   | <input type="checkbox"/> Essential | <input type="checkbox"/> Preferred |
| Mature age students           | <input type="checkbox"/> Essential | <input type="checkbox"/> Preferred |
| 1 <sup>st</sup> year students | <input type="checkbox"/> Essential | <input type="checkbox"/> Preferred |
| Vegetarians                   | <input type="checkbox"/> Essential | <input type="checkbox"/> Preferred |
| Non-smokers                   | <input type="checkbox"/> Essential | <input type="checkbox"/> Preferred |
| Experienced house sharer      | <input type="checkbox"/> Essential | <input type="checkbox"/> Preferred |

Any other preferences: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**YOU**

Tell us a little more about the kind of person you are. Tick any relevant box:

- |                                      |                                      |
|--------------------------------------|--------------------------------------|
| <input type="checkbox"/> Introvert   | <input type="checkbox"/> Independent |
| <input type="checkbox"/> Shy         | <input type="checkbox"/> Extrovert   |
| <input type="checkbox"/> Serious     | <input type="checkbox"/> Confident   |
| <input type="checkbox"/> Creative    | <input type="checkbox"/> Easy-going  |
| <input type="checkbox"/> Open-minded | <input type="checkbox"/> Analytical  |

How else would you describe yourself? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Do you require any after hours support (eg. a carer)?  Yes  No

If yes, please provide details: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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## **YOUR BUDGET**

Detail your proposed income and expenditure for the **next 12 months**. You must include spouse/dependent's income and expenditure, if applicable.

For assistance with estimating costs, take a look at the Financial Aid website:

[www.services.unimelb.edu.au/finaid/](http://www.services.unimelb.edu.au/finaid/)

Contact Financial Aid if you would like to get advice from a Financial Aid Adviser about budgeting and money matters: Tel (03) 8344 6550 / Email [finaid-info@unimelb.edu.au](mailto:finaid-info@unimelb.edu.au)

### **WEEKLY EXPENSES**

Rent		\$ _____
Utility bills	(gas, phone, power etc)	\$ _____
Food	(all meals, kitty etc)	\$ _____
Transport	(petrol, public transport)	\$ _____
Play money	(movies, hair cut etc)	\$ _____
Dependents		\$ _____
Other regular payments (specify)		\$ _____
<b>Total weekly</b>	<b>(add up weekly expenses)</b>	\$ _____
<b>TOTAL ANNUAL</b>	<b>(multiply total weekly expenses by 52)</b>	\$ _____ ←

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### **SET-UP COSTS**

Bond		\$ _____
Furniture	(bed, desk, wardrobe)	\$ _____
Utilities	(connection fees)	\$ _____
Removalist		\$ _____
Other (specify)		\$ _____
<b>TOTAL SET-UP COSTS</b>	<b>(add up set-up costs)</b>	\$ _____ ←

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### **ONE-OFF COSTS**

Uni fees	(eg. Student Union Membership)	\$ _____
Course fees	(upfront course fee payments)	\$ _____
Course materials	(books, equipment)	\$ _____
Transport	(concessions, car rego)	\$ _____
Debts	(loans, credit card)	\$ _____
Other (specify)		\$ _____
<b>TOTAL ONE-OFF</b>	<b>(add up one-off costs)</b>	\$ _____ ←

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### **TOTAL EXPENSES**

**(add up total annual, total set-up & total one-off expenses – marked with ←)**

\$ \_\_\_\_\_

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## **REFERENCES**

Please nominate two referees who have agreed to support your SHAP application. Referees should preferably be professional individuals who know you well and can discuss your circumstances relative to housing (eg. educational workers, real estate agent, employer, principal, medical professional, teaching staff). You may include **one** University of Melbourne employee as a referee.

We expect that your parent(s) will be biased so they are not the best witnesses for the purpose of this application.

### **1<sup>ST</sup> REFEREE**

Mr / Ms / Mrs / Dr Family Name: \_\_\_\_\_ First Name: \_\_\_\_\_

Tel (BH): \_\_\_\_\_ Mobile: \_\_\_\_\_

Occupation: \_\_\_\_\_ Relationship to you: \_\_\_\_\_

#### **OFFICE USE ONLY**

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### **2<sup>ND</sup> REFEREE**

Mr / Ms / Mrs / Dr Family Name: \_\_\_\_\_ First Name: \_\_\_\_\_

Tel (BH): \_\_\_\_\_ Mobile: \_\_\_\_\_

Occupation: \_\_\_\_\_ Relationship to you: \_\_\_\_\_

#### **OFFICE USE ONLY**

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### **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-disclosure 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:

- |                         |   |                          |
|-------------------------|---|--------------------------|
| <b>Compulsory:</b>      | 1. Copy of current Enrolment Record                               | <input type="checkbox"/> |
|                         | 2. Two professional referees                                      | <input type="checkbox"/> |
|                         | 3. Signed declaration   | <input type="checkbox"/> |
| <b>Optional extras:</b> | 1. Additional supporting documentation/letters                    | <input type="checkbox"/> |
|                         | 2. Extra information if you ran out of space answering a question | <input type="checkbox"/> |

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