

Resident Membership Application Form and Residential Agreement

This form is to be completed by new members who are graduates and who seek residency for 28 days or more and who are enrolled (or soon to be enrolled) at a university or in Melbourne for other university-related purposes (e.g. sabbatical, fellowship placement, research and book write-up placement, etc.).


Instructions:

- 1st Go to Page 2 – fill in all Sections (A to T), read the Residency Agreement and sign on the last page.
- 2nd Return to this first page to enter the Payment Amounts below.
- 3rd Complete the Payment Details below.
- 4th Send in the completed Resident Membership Application Form (email or post).
- 5th The Graduate Union will confirm your Reservation within 14 days of receipt of payment.

Enter the Payment Amounts from each Section of the Application Form.		Enter Payment Amounts
Section B	Payment Amount for Resident Membership	\$
Section C	Payment Amount for Reservation of Residency and Bond(s)	\$
Section D	Payment Amount for Association and College Garb (that is, in addition to the free gift)	\$
Section E	a tax deductible donation to the association and college (not compulsory)	\$
TAX INVOICE Payment Amount TOTAL Due by		\$

PAYMENT METHOD	
Bank Transfer <input type="checkbox"/>	Visa <input type="checkbox"/> Mastercard <input type="checkbox"/> Direct Debit <input type="checkbox"/> Cheque <input type="checkbox"/> Cash <input type="checkbox"/>
Bank Transfer	Account Name The Graduate Union of the University of Melbourne Incorporated
Bank National Australia Bank	BSB 083 170 Account Number 51561 2137
Swift Code NATAAU3303M	Name the transfer as your Last Name and the word ResidentForm
Credit Card	Tick this box to authorise charges to be applied to the following credit card for the Payment Amount TOTAL and for outstanding debts and penalty fees ¹ .
Credit Card	Credit Card Expiry Date <input type="text"/> / <input type="text"/>
Credit Card Number	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Full Name of Credit Card Holder	<input style="width: 100%;" type="text"/>
Signature of Card Holder	<input style="width: 100%;" type="text"/>
With respect to the information that I have provided in this Resident Membership Application Form and in the Residency Agreement Terms and Conditions which I have read, understood and signed, I hereby authorise The Graduate Union of The University of Melbourne Incorporated to charge the credit card indicated above for the goods/services listed above and for the payment amount TOTAL indicated above (and any applicable tax and service charges); and for any outstanding debts and penalty fees (and any applicable tax and service charges) that I have not settled with cancellation of a confirmed reservation, with early departure from residency and/or prior to departure on my Reserved End Date. I certify that I am an authorised user of this credit card and that I will not dispute the payment with my credit card company so long as the transaction corresponds to the Residency Agreement Terms and Conditions with The Graduate Union.	

Resident Membership Application Form

Section A		Applicant Details			
Title		First Name		Middle Name	
Last Name				Date Of Birth	
Email					
Telephone Include country and area codes		Home		Mobile	
Address for correspondence Home, postal or business address for direct mail.		Street Address or Post Office Box			
Suburb		State	Postcode	Country	
Permanent Residential Address		Street Address			
Suburb		State	Postcode	Country	
Photograph for Identification Card 		Provide a passport-type photograph, preferably by email in jpeg format. The photograph is to be: <ul style="list-style-type: none"> - high resolution - in colour - recent - head and shoulders only - with light background for better printing - with a smile 			
Insert photograph here		If the photograph is forwarded in hard copy it should be endorsed with your name written clearly and legibly on the reverse of the photograph. Your photograph is printed to your Identification Card which is to be worn at all times within The Graduate Union facilities to ensure that you receive all due Resident Member services due (e.g. meals) and for security purposes.			

Section B		Resident Membership
<p>Membership of our prestigious 101 year old international collegium of graduates entitles you to reside in our Melbourne college and use our facilities. Membership is discounted for residents who are enrolled in a course of post-graduate study. The first membership fee includes a <u>Joining Fee</u>.</p>		
Resident Membership entitles you to free or reduced fee participation in the GU Collegiate events shown in Section Q.		Enter payment amount
Joining Fee – once off payment by new Resident Members only	\$75	
for one year of Resident Membership	\$115	
for two years of Resident Membership	\$230	
for three years of Resident Membership	\$345	
Section B Payment Amount for Resident Membership TOTAL		\$

Section C		Reservation (Booking) for Residency		
<p>The Graduate Union has 114 rooms and apartments for residency and accommodates up to 120 people each night. Over 600 people reside per annum.</p> <p>The rooms and apartments are located across three wings. The older style William Berry Wing of adjoining terrace houses has single and double rooms (shared bathrooms) and one apartment. Main House has single and double rooms with en suites, and the newest Stella Langford Wing has medium and large self-contained apartments.</p> <p>The range of Residency Fees per week (seven nights) for rooms or apartments across each of these wings is shown in the following table. Longer terms of residency (e.g. 12 months) have lower weekly rates than shorter terms. The Graduate Union seeks to give preference to longer terms of residency in its support for post-graduates in study.</p> <p>To view more photos and floor plans please visit our website: www.graduatehouse.com.au</p>				
Details about your booking				
Arrival Date	/ / day / month / year	Arrival Time Check-in: from 2.00 PM	Departure Date	/ / day / month / year
Length of Stay nights, weeks or months			Number of people	
Room Type			Residency Fee per Week	
				Enter payment amount
Advance Payment of Residency Fee Minimum two weeks when Booked Term of Residency > 2 weeks				\$
Room Bond Refundable within 14 days of departure date (subject to terms). Two weeks Residency Fee				\$
Key Bond Refundable within 14 days of departure date (subject to terms). \$50 of each person.				\$
Car Park \$5 daily or \$150 monthly				\$
Internet Access \$22 per week for 4GB; \$33 per month for 10GB; \$40 per month for 30GB				
Section C Payment Amount for Reservation of Residency TOTAL				\$


Section D	Association and College Garb
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Our FREE gift to you upon becoming a new member of The Graduate Union is a polo or t-shirt. Indicate your preference for a polo (female or male) or t-shirt, and the size of garment required. Tick one option/size.


Women's Polo	Size	Men's Polo	Size	T-shirt	Size
	S/8		S		S/8
	M/10		M		M/10
	L/12		L		L/12
	XL/14		XL		XL/14
	XXL/16		XXL		2XL/16
					3XL/18

Order additional association and college garb

Prices are inclusive of GST and in Australian Dollars

			Number		
	Size		of pullovers		Enter payment amount
Merino pullover \$110 each		S		\$	
		M		\$	
		L		\$	
		XL		\$	

	Size		of windcheaters		Enter payment amount
Windcheater \$55 each		S		\$	
		M		\$	
		L		\$	
		XL		\$	

	Size		of knitted vests		Enter payment amount
Knitted vest \$50 each		S		\$	
		M		\$	
		L		\$	
		XL		\$	

	Number of Items	Enter payment amount
men's polo (specify size above) \$42 each		\$
women's polo (specify size above) \$42 each		\$
crew-neck t-shirt (specify size above) \$30 each		\$
a GU cap \$22 each		\$
a metal hand bag holder \$15 each		\$
a GU pen \$5 each		\$
a latte glass \$12.25 each		\$

Section D Payment Amount for Association and College Garb TOTAL

\$

Section E		Thank you for your donation
The Graduate Union is a charitable not for profit organisation established to support the advancement of education and wider public good. It holds Deductible Gift Recipient status. This means that your gift of \$AUD 2.00 or more is tax deductible. Please note that a donation is not a compulsory payment.		
My donation is to be directed towards (enter donation amount, can be more than one option):		
Building Fund (upkeep and additions)		
Residents' Fund (scholarships, awards, functions etc.)		
Diamond Jubilee Campaign (redevelopment campaign)		
The highest priority at the time of this donation		
Section E Payment Amount for Donation TOTAL		\$

Section F		Purpose of Visit to Reside at the Graduate Union	
University		Faculty	
Department/School		Academic Contact name	
Academic Contact email		Academic Contact phone	
If enrolled for study, attach documentary evidence of enrolment (or letter of offer) to this application.			
Student Identification Number			
Course code and name			
Course dates	Year 1		
	Year 2		
	Year 3		
End-award (e.g., doctorate, professional doctorate, masters, diploma)			
Other Purpose Visit If requiring residency for a purpose other than post-graduate study, indicate:			
Purpose of visit (e.g., sabbatical, research, teaching, etc.)			
Staff or Visitor Identification Number			
Duration of visit			

Section G		Tertiary Education Qualifications (for all new graduate Resident Members)	
Full Name at Graduation			
First Degree	Year	Name of Degree Obtained	University
Other Degrees or Qualifications	Year	Qualification Obtained	University
	Year	Qualification Obtained	University
	Year	Qualification Obtained	University

Section H		Referees (only required for Resident Members enrolled or to be enrolled at a University)			
<p>Referees may be contacted at any time prior to or during the term of residency. Please provide details for professional or academic referees (e.g. lecturer, professor, employer,).</p> <p>Do not provide details for family members or friends.</p>					
Referee 1	Title		First Name		Last Name
How long has this referee known you?					
What is your relationship to this referee? e.g., I was a student or employee of this person					
Referee 2	Title		First Name		Last Name
How long has this referee known you?					
What is your relationship to this referee? e.g., I was a student or employee of this person					

Section I		Applicant Details			
Birth					
Country of Birth		Town/City/Village of Birth		Date of Birth (day/month/year)	
Passport					
I do not have a Passport					
Passport Number		Country of Issue		Date of Issue	Expiry Date
Driver's Licence					
I do not have a Driver's Licence in any country					
Licence Number		Country of Issue		Date of Issue	Expiry Date
Residency Status					
i Australian Citizen		ii Permanent Resident but not Australian citizen		iii Other	
If ii or iii, Country of Citizenship					
Visa Type and Number					
Language Other than English, I use the following languages at competency levels (Low, Medium or High):					
Language		Competency in Speaking	Competency in Understanding	Competency in Writing	Competency in Reading
1.					
2.					
3.					
Insurance		Medicare Number (for citizens of Australia only)			
Private Insurance Number				Policy Expiry Date	
Name of Company				Phone Number	
Email					
Ambulance Subscription Number				Policy Expiry Date	
Name of Company				Phone Number	
Email					

Section J	Emergency Contact Details
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In the event of an emergency The Graduate Union will endeavour to contact the first person listed to inform them of the emergency. If this person is not available, The Graduate Union will endeavour to contact the second emergency contact person listed. Please provide as much contact detail information as possible to ensure that we are best positioned to reach those who love and care about you.

Contact 1

Title		First Name		Last Name	
Email					
On-Line account e.g., Facebook, Skype					
What is your relationship to this contact? e.g., I am the daughter/son, friend or patient of this person					
Telephone Include country and area codes. For calls to overseas, provide best time to call.	Business Hours		After Hours	Mobile	

Contact 2

Title		First Name		Last Name	
Email					
On-Line account e.g., Facebook, Skype					
What is your relationship to this contact? e.g., I am the daughter/son, friend or patient of this person					
Telephone Include country and area codes. For calls to overseas, provide best time to call.	Business Hours		After Hours	Mobile	

Doctor in Melbourne

If you do not have a doctor in Melbourne you may like to register as a patient with a general practitioner or other health professional at: The University of Melbourne Student Health Services, 138-146 Cardigan Street, Carlton. Telephone: +61 3 8344 6904.

This is located within walking distance of The Graduate Union.

Title		First Name		Last Name	
Telephone					
Address for Doctor Home, postal or business address for direct mail.		Number and Street Name			
Suburb			State	Postcode	

Section K		Medical Information			
<p>It is recommended that you inform The Graduate Union of any condition that may affect your health, safety and comfort, or the health, safety and comfort of others during your residency. The Graduate Union recommends that you provide this information although its provision is not mandatory. It is collected to assist in providing appropriate residential facilities and services, and in the event of accident or emergency.</p> <p>Information provided to The Graduate Union is subject to the Information Privacy Act 1988, Health Records Act 2001, Equal Opportunity Act 1995 and The Graduate Union's Privacy Policy.</p>					
Health		Tick one (at least) or more of the following:			
I do not want to provide any details about my health					
As far as I am aware, I do not have any of the following					
Asthma		Fits, Seizures, Epilepsy		Type 1 Diabetes	Type 2 Diabetes
Stroke		Fainting or Dizziness		High Blood Pressure	Heart Condition
Severe Anxiety		Depression		Borderline Personality Disorder	Psychosis
Head Injury		Schizophrenia		Habit of Smoking Cigarettes	Cancer
Systemic Infections		Eczema or Skin Disorders		Physical Impairment that affects Mobility	
Major Surgery		Hearing Impairment		Gambling Addiction	Alcohol Addiction
Back Pain		Visual impairment		Drug Addiction	Neck Pain
Other	Please provide details (e.g. of allergies):				
<p>If any of the above options are ticked, please provide sufficient information to enable The Graduate Union to provide first aid care and to advise ambulance, paramedic and health care staff in the event of an emergency. This information is kept in your resident records and is treated as private and confidential. It is released only in the event of an emergency to the GU staff and emergency and health services personnel involved in administering care.</p> <p>Additional documents can be attached to this section, such as care plans and the names and contact details of the professionals in the care team; medication list, dosages and schedule; known emergency procedures – e.g. in the event of an epilepsy attack, an asthma attack, a psychotic episode, a severe episode of depression or anxiety, hypoglycaemia, etc.; and mobility requirements – e.g. for wheelchair use, bathroom aids, etc.</p>					

Section L		Dietary Requirements	
<p>The Graduate Union provides breakfast seven days a week and dinner five nights a week (Monday to Friday) from our college kitchen and canteen. Our college has our own chef and kitchen staff members who come to know and care about our resident and non-Resident Members. We provide, on average 300 meals per day; and on some days, up to 500. Within these considerations, we endeavour to meet the most common dietary requirements.</p> <p>Note: all meat is Halal.</p>			
Required Diet (medical certificate required)		Please indicate the foods that you cannot eat for health reasons (e.g. due to food allergy):	
Dietary Preference		Please indicate the foods that you choose not to eat:	

Section M		Tutor Position		
<p>We invite you to apply to join The Graduate Union Tutor Team of Resident Members who provide tutorials to non-residents (e.g., undergraduates and post-graduate university students, and secondary school students undertaking the Victorian Certificate of Education (VCE)). You can choose to give tutorials in your discipline of study or in one or more languages. If accepted as a tutor, The Graduate Union provides administrative support and the facilities for 10% of the tutorial fee. We encourage residents to become tutors – it enables a small income, and is good work experience and to include on your curriculum vitae or resume.</p>				
The subject that you are prepared to tutor in: (e.g., Mathematics, Science, Business Management, Law, the Arts, etc.)		Tick one or more below to indicate level of assistance		
		VCE	undergraduate	post-graduate
The language you are prepared to tutor is: (e.g. English, Japanese, Greek, Mandarin, Urdu, etc.)		Tick below to indicate the level and type of language assistance		
Language support in:		Basic	Intermediate	Advanced
1	Listening			
2	Reading			
3	Writing			
4	Speaking			
5	International English Language Testing System			
6	Translation and Interpreting English			
7	Business			
8	Academic Writing			
9	Proof Reading (e.g. of thesis).			

Section N Communications	
<p>The Graduate Union is proud to provide to members a monthly newsletter and the Melbourne Graduate periodical. These are made available to our international membership of graduates around the world. Please indicate your preferred approach to receiving these publications.</p>	
Please send by post	<input type="checkbox"/>
Please send as an email attachment	<input type="checkbox"/>
I do not wish to receive this publication	<input type="checkbox"/>

Section O Contribute to College			
The international collegium of graduates of today is active. Its members realise the privileges and advantages of their education and experiences through life, and work together for societal good.			
Graduate House have a Student Group Committee (GSA) that helps to organise social events			
Would you like to become a member?	YES		NO

Section P How did you learn about our association and college?			
I was introduced by Member:		Name	
Website search for graduate accommodation		Website search for meeting services	
Website search for graduate membership association		Word of mouth	
I discovered this Carlton gem when a member invited me to join them for a member function.		I discovered this gem when I attended a meeting, seminar or conference here.	
Facebook		LinkedIn	
		Instagram	
YouTube		Email	
		Other (please specify)	

Section R		The Graduate Union Scholarship
The Graduate Union Scholarships are available to provide financial support to residents of The Graduate Union who are undertaking a research or coursework post-graduate degrees.		
For more information on Awards and Opportunities, visit our Scholarships page: https://www.graduatehouse.com.au/learn-here/awards-and-opportunities/scholarships-and-bursaries/		
Candidate Eligibility	This scholarship is open to members of The Graduate Union who are also: <ul style="list-style-type: none"> - residents of The Graduate Union - enrolled at a university to undertake a post-graduate degree, such as a masters or a doctorate degree; and - members of The Graduate Union. 	
Selection Criteria		
The Council of The Graduate Union will rank each eligible application according to the following criteria:		
Purpose	The applicant will demonstrate that the funds will be used for a well-described and well-defined specific purpose within the applicant's research project or coursework. Suitable specific purposes include: <ol style="list-style-type: none"> (i) the purchase or hire of specialised equipment and/or consumables; (ii) attendance at a key international conference; (iii) payment of research or course expenses such as travel to field sites or payment to research subjects; (iv) publication or intellectual property costs (e.g. to print final dissertation; to print an article in a journal; to obtain a patent). 	
Course Stage	The applicant will be in mid to later stages of their post-graduate degree.	

Accountability	The applicant will demonstrate ability to provide quotes and receipts to demonstrate specific purpose expenditure. Funds will not be expended on general living expenses (accommodation, food, utilities, etc.).		
Justification	The applicant will demonstrate that the funds are needed and are not currently available for the identified specific purpose. Funding of the specific purpose will advance the applicant's research project and/or coursework.		
Presentation	The submitted application will be professional and with attention to detail. The applicant will give confidence to Council at interview that they will represent The Graduate Union and the legacy of the scholarship with dignity and honour.		
Indicate your interest in applying for GU Scholarships (please tick):			
Yes, I have read the Candidate Eligibility and Selection Criteria and I am interested in applying for a GU Scholarship	<input type="checkbox"/>	No, I am not interested in applying for a GU Scholarship	<input type="checkbox"/>

Authorisation	Please tick each box
I certify that the information provided by me, the applicant for residency, is correct, accurate and sufficient to enable The Graduate Union to serve reasonably my comfort and safety, and the comfort and safety of others during my residency.	
I authorise The Graduate Union to consent to my receiving emergency medical or surgical treatment as may be deemed necessary, in the event that I am unable to communicate or The Graduate Union is unable to contact an immediate family member or emergency contact.	
I authorise The Graduate Union to contact the emergency contacts listed in this form in the event of an emergency and as may be deemed necessary.	
I confirm that I will notify The Graduate Union when any of the information changes, that I have provided in this Application Form before and during my term of residency.	
I have read and agree to the Residential Agreement Terms and Conditions.	
I have attached my letter of offer or other appropriate documentation from the university.	
I have attached a digital photo of myself.	
I hereby authorise The Graduate Union of The University of Melbourne Incorporated to settle any outstanding debts and penalty fees that I have not settled with cancellation of a confirmed reservation, with early departure from residency and/or prior to departure on my Reserved End Date.	
I certify that I will not dispute settlement of outstanding debts and penalty fees that correspond to this Resident Membership Application Form and Residential Agreement Terms and Conditions with The Graduate Union of The University of Melbourne Incorporated.	
I have read and understood the Privacy Policy shown at www.graduatehouse.com.au/membership/privacy-policy .	
I commit to learn to state the 17 UN agreed 2030 Sustainable Development Goals	
I hereby authorise The Graduate Union to use, reproduce, and publish photographs or videos that may pertain to me, including my image, likeness, or voice without compensation. I understand that this material may be used in various print and digital publications (The Graduate Union newsletter, Melbourne Graduate, Graduate House website and blog, and social media channels, and other marketing material relating to The Graduate Union and Graduate House). I understand that these materials may appear online or in print. The authorisation is continuous and may only be withdrawn by my specific rescission of this authorisation.	
I agree to provide a signed copy of the Authorisation sheet within 48 hours of beginning my stay at The Graduate Union (if not signed below)	
<p>Title and Name printed in Capital Letters: _____</p> <p>Signed: _____</p> <p>Date: ____ / ____ / ____</p>	