

Medical Radiation Sciences Interstate Student Accommodation

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 3). Staff in the Allied Health and Human Performance Academic Unit office, currently Emma Jonnek, will book your flights through the University Travel team. All University related travel must be recorded by the University Travel Team. The University is responsible for ensuring the most direct route of travel to your placement and back to your home location. Any alternate travel plans will not be approved by Academic Unit management. You will then be required to arrange your own flights and cover all expenses.

Budget for Accommodation

Students who have been placed at an interstate hospital site which is highlighted on the list on page 3, will be booked into the accommodation at the hospital. When placed at an alternative site or hospital, students are able to choose their own accommodation and the Allied Health and Human Performance Academic Unit 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. A list of low cost accommodation venues and Unit supported daily budgets is provided on page 3 to help inform your choices.

You may book alternative accommodation if you wish.

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.

Note: 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.

If the cost of your chosen accommodation exceeds the University budgeted amount you will be required to fund the difference. If your chosen accommodation costs exceed the Unit supported budget, you will be required to pay the accommodation expenses in full and seek reimbursement through the Unit office for the difference between budgeted and actual cost.

If the cost of your accommodation is less than the daily budgeted amount you will be subsidised for the actual cost of your accommodation rather than the Unit budgeted amount. For example, 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 and bank statements 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 and Participation Agreement”, which can be found at the end of this document, and return it to ALH-Finance@unisa.edu.au for processing.

Confirming your placement

Once you have completed all of the CPU requirements listed on your [‘Passport to Placement’](#) 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 ALH-Finance@unisa.edu.au

Placement 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/or meet our requirements. Please refer to the notes in the accommodation section on page 1 if you would like to book alternative accommodation.

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.

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

Please click on the link in the table to check current rates for each of the accommodation options. Cost may vary depending on the time of year and other factors.

Sample of accommodation venues you may book into

| <u>City/State</u> | <u>Recommended Accommodation</u> | <u>Contact Details</u> | <u>Unit supported budget per night</u> |
|-----------------------|---|------------------------|--|
| Ballarat | Federation University | Link | \$40 |
| | Australian Catholic University (bond – amount depends on length of stay) | Link | \$40 |
| Burnie | Centre for Rural Health To make a booking - https://rcsa.utas.edu.au/onlinebookingrequest/ | Link | Free |
| Brisbane | UniLodge Shafston (\$115 cleaning fee) | Link | \$75 |
| | Boribista Student Accommodation | Link | \$75 |
| Canberra | Canberra Hospital (will need to supply own bedding, pillow and towel) | Link | \$65 |
| | UniGardens | Link | \$65 |
| Cairns | Cairns Sharehouse (\$190 security deposit, \$10 to purchase sheets, \$30 cleaning fee which comes out of security deposit - receive \$160 back) | Link | \$45 |
| | MI Haven | Link | \$45 |
| Darwin | Charles Darwin University (\$1 per night for kitchen kit and \$200 bond) | Link | \$45 |
| | Flinders University Northern Territory (\$200 security deposit) | Link | \$45 |
| Hobart | Royal Hobart Hospital (only available to students undertaking placement at RHH) | Link | \$45 |
| | University of Tasmania | Link | \$45 |
| | TasTafe - Clarence | Link | \$45 |
| Launceston | Launceston General Hospital (only available to students undertaking placement at LGH) | Link | Free |
| | University of Tasmania | Link | \$40 |
| | TasTafe – Alanvale | Link | \$40 |
| Mackay | CQU University (\$15 for linen per week) | Link | \$60 |
| Mildura | SuniTafe (\$200 bond and \$20 for cutlery/crockery pack) | Link | \$40 |
| Perth | Campus Perth | Link | \$65 |
| Sunshine Coast | The Village (\$275 for linen pack and \$500 bond) | Link | \$70 |
| Sydney | Australian Catholic University (\$395 bond - 1 week) | Link | \$65 |
| | Morling Residential College | Link | \$65 |
| | Pod Bed Coogee Beachside | Link | \$65 |
| Toowoomba | Student Village (\$90 for bed and linen pack) | Link | \$45 |
| Townsville | Coral Lodge | Link | \$50 |
| | UniLodge JCU | Link | \$50 |

Booking Accommodation

Please Note: Students who have been placed at an interstate hospital site which is highlighted on the list on page 3, will not need to organise their own accommodation. You will be booked into the accommodation at the hospital by UniSA Allied Health and Human Performance staff. If Hospital accommodation isn't available, you will be notified and then be required to arrange your own accommodation.

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 ALH-Finance@unisa.edu.au

Option B: If accommodation meets budget per night, email ALH-Finance@unisa.edu.au a copy of the tax invoice to arrange payment

I want to amend my travel

Travel will be booked for day before start date and day after finish date.

No flight alterations will be made unless the Course Coordinator advises travel dates need to be amended due to placement requirements and flight availability. The University is responsible for ensuring the most direct route of travel to your placement and back to your home location.

If you want to amend travel plans outside the approved plans to get you to and from your placement, notify Emma Jonnek. Please note that any alternate travel plans will not be approved by Academic Unit management as part of your University funded travel expenses. You will then be required to arrange your own flights and cover all expenses

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.

RADIATION THERAPY / NUCLEAR MEDICINE / MEDICAL IMAGING
STUDENT INTERSTATE CLINICAL PLACEMENT
TRAVEL GRANT SCHEME APPLICATION AND PARTICIPATION AGREEMENT

ELIGIBILITY

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 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 Unit.
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 _____

Course _____ Year _____

Stream (please circle) RADIATION THERAPY / NUCLEAR MEDICINE / MEDICAL IMAGING

a Student of the University

Whereas

- A. The parties acknowledge that the Travel Grant involves a financial and in-kind contribution by the University.
- B. The Student wishes to accept the Travel Grant and participate in the placement within the terms of this Agreement.
- C. 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 Part

1. In this Agreement:

"Travel Grant" means financial assistance towards the cost of accommodation, travel as required for placement.

"Term" means the length of time spent on placement by the Student

"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.

"Placement" 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.

2. 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.

3. The Student agrees to the following terms and conditions:
- they are ambassadors of the University;
 - they will undertake the full duration of the placement at the interstate clinical site, unless otherwise agreed;
 - 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

4. 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 ALH-Finance@unisa.edu.au to arrange travel, budget accommodation, insurance requirements payment reimbursements 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.***

No flight alterations will be made to this, any additional travel arrangements will need to be organised and paid in full by the student**

Banking details for weekly allowance (\$75 per week)

Bank _____ Branch _____

BSB _____ Account Number _____

5. 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 Placement.

Signed

Name:
COURSE CO-ORDINATOR

Name:
STUDENT

Date:.....

Date: