



STUDENT RESIDENCY AGREEMENT 2024

THIS STUDENT RESIDENCY AGREEMENT IS BETWEEN:

The Women's College within The University of Queensland (referred to in this document as the "College")

AND

(Referred to in this document as the "Student")

Please insert your full name in the space above

IT IS AGREED AS FOLLOWS

1. Details

The Student warrants that their personal details as supplied in their application are correct. These personal details are referred to in this Agreement as the "Details".

2. Commencement of Agreement

This Agreement commences when the College notifies the Student by email that the College has received and accepted the Agreement signed by the Student. This agreement will override any other documentation contained in any other College documentation such as the Student Handbook and all the documents contained within it.

3. Acceptance of Admission as a Resident

The College agrees to admit the Student as a resident of the College, and the Student agrees to attend, on the terms and conditions set out (and those incorporated by reference) in this Agreement.

4. Period of Residency

The Residency Period is for a period of 34 weeks, commencing on the Start Date (from midday on 18 February 2024 for all returning residents) up to and including the Finish Date (10:00am on 17 November 2024) excluding the break between Semester 1 and Semester 2, subject to the following exceptions:

- First Year Residents must also attend the College and participate in the College's Orientation Week prior to the commencement of first semester, that is from 10:00am on 11 February 2024. Fees for this additional week will be charged according to the fee schedule.
- The applicable Residency Fees will be adjusted as specified in the Schedule of Fees if the Student:
 - (i) is admitted to the College at any time after the Start Date (including admission during the break between Semester 1 and Semester 2 as well as those joining after Semester 2 has begun); or
 - (ii) Has obtained approval from the College for a one semester only (17 weeks) residency agreement e.g., the Student is planning to participate in a study exchange program.

- Students who need to be in residence for longer than 34 weeks (i.e. prior to the Start Date and/or after the Finish Date) can apply to the College for an extension of residency under this Agreement, to which the Vacation Fee will apply, subject to room availability and at the absolute discretion of the College.
- Students who have an alternative start and finish date for their university schedule can apply for a variation to the Residency Period. The Residency Agreement will always reflect a 34-week agreement. Please note that The Women's College and University of Queensland start and finish dates for 2024 are below:

Semester Dates 2024

Institution	O Week – First Year Residents & SLT	Semester 1 2024 START	Mid-Semester Break	Semester 1 2024 END	Semester 2 2024 START	Mid-Semester Break	Semester 2 2024 END
TWC	11-17 February	18 February	1/4 –5/4	16 June	21 July	23/9 – 27/9	17 November
UQ	12–16 February	19 February	1/4 –5/4	15 June	22 July	23/9–27/9	16 November

The start and finish dates for other universities are as published on their websites.

5. Enrolled in a full-time degree course

It is a condition of this Agreement that the Student must be enrolled, and participate full-time, in a degree course at The University of Queensland, Queensland University of Technology, Griffith University, Australian Catholic University, or other recognised tertiary institution approved by the College at all times during the period of residency. The College considers full-time study to be the equivalent of four subjects.

6. ATAR Scores and QTAC Offer Letters – new University Students

An Undergraduate Student who is commencing studies at a university for the first time must, by no later than five (5) Working Days after they are respectively issued, deliver to the College a scanned copy of their ATAR (Australian Tertiary Admission Rank) score, or equivalent (IB), when issued and their University Offer letter.

Failure to provide these documents as required shall entitle the College to terminate this Agreement and notify the Student by email.

7. Academic Progress

Residence at the College is at the discretion of the College and is subject to good academic progress by the Student, consistent with the College's expectations based on their previous school and/or university results at entry.

The Student undertakes to keep the College informed about their academic progress and to notify the College of any change in their enrolment which may require consultation with the College. **Students must discuss their intention to study less than four subjects with the Dean of Students before submitting a request in writing to the Head of College.**

The Student agrees to provide the College with a copy of their most recent university transcript and updated records within five (5) Working Days of the release of grades and/or when requested, and consents to the College obtaining from the University any information the College may require about the Student's academic progress or status. Additionally, the Student agrees to notify the College in writing, within two (2) Working Days, of the completion, termination or suspension of the Student's course of study or of any change in the Student's enrolment status at the University, such as a change of Degree/Program.

The Student acknowledges that this Agreement may be terminated by the College if there is a breach of this clause or if the Student's course of study (or participation in that course of study) at the University is terminated or suspended by the University or completed.

8. Communication

Major communication between the College and Students will be conducted by email, text or voicemail. It is a requirement that Students check their email, texts and voicemails daily and respond by any published due dates. Failure to do so may result in interventions ranging from fines or probation to suspension from the College.

9. Fees and Charges

The Student agrees:

- if enrolled for the first time to pay at the due date outlined in their acceptance letter a deposit of \$1500 to secure a place in the ensuing year. This will then be deducted from the fee account for Term 4 of the following year. The deposit is non-refundable.
- to pay at the end of each academic year a deposit of \$1500 to secure a place in the ensuing year. This will then be deducted from the fee account for Term 4 of the following year. The deposit is non-refundable.
- to pay all Fees and Charges stated in the Schedule of Fees in the amounts and by no later than the due dates notified by the College in writing from time to time, and particularly those that are required to be paid prior to commencement of residence at the College. Fees are payable quarterly and must be paid within fourteen days of invoice.

(NOTE: The Schedule of Fees is available from the Director of Finance and on our website [Schedule of Fees](#)). Fees for the following year are set in October by the College Council. If the fees increase by more than CPI or 5% of the current year fees whichever is larger, the student has the option to terminate their residency agreement by providing notice in writing to the Head of College by 14 November in the year preceding their commencement or return to College.

- to pay the Student Club Fee for provision of Student activities and services during each semester.

(NOTE: This Fee is set by the Student Club and will be collected on behalf of the Student Club by the College. Each Student will be invoiced twice yearly for this amount.)

- to pay any miscellaneous charges by the due date notified in the invoice/s sent by the College.

The College may, in its absolute discretion, terminate a Student's residency without further notice if any Fees or Charges levied by the College, including any required to be paid prior to commencement of residence at the College, are overdue and remain unpaid by the invoice due date (14 days from the invoice date).

Any variation to these payment arrangements is at the absolute discretion of the College and will be considered only in extenuating circumstances and upon receipt of written documentation supporting a request.

The College will publish its Fees and Charges on a GST inclusive basis.

(NOTE: If GST becomes payable in respect of any part of any Fees and Charges levied by the College then the College reserves the right to increase those Fees and Charges at any time.)

10. General Conditions

The Student accepts that, although they have rights, they also have a responsibility to others within the College community and to those within the University and the wider community.

The Student acknowledges that the Head of College has full authority to maintain discipline and standards of behaviour of Students and has general responsibility for all College events, including Student Club events, as well as overall supervision of the College.

The Student acknowledges that the College has absolute discretion in respect of its operational matters and that they will accept its decisions in respect of those matters. This includes but is not limited to decisions about accommodation (including room allocation), co-curricular activity offerings (including all Student Club-related activities) and availability, tutorial timetabling and parking allocation.

The Student agrees, as a condition of this Agreement, to comply with the requirements set out in the College's Student Handbook and to abide by the College's Student Code of Conduct, policies, procedures, conditions and guidelines, as varied from time to time at the absolute discretion of the College, which shall form part of this Agreement and which can also be obtained from the College.

The Student must comply with the Law.

11. Approved Absences

The Student agrees to complete the 'Away from College' online form for absences longer than three (3) consecutive nights.

Extended periods of absence without good reason may result, at the discretion of the College, in the cancellation of the Student's residency and termination of this Agreement.

No rebate of fees will be made where a student leaves before the Finish Date (refer to clause 4).

12. Assignment, Sub-Letting, Guests

- **No assignment, sharing or sub-letting**

The Student must not purport to assign or transfer this Agreement or to sub-let, part with or share possession of the room allocated to them.

- **Guests and overnight visitors**

The Student is permitted to have guests at the College (including occasional overnight visitors) provided the Student:

- stays with their guest at all times while they are in College (Guests should never be alone in a communal area of the College, or sleep in any common room, corridor or other communal space.)
- registers all overnight guests on the Student Portal as a security and safety measure in the case of an emergency evacuation or event.
- ensures that the guest behaves in line with the expected behaviours outlined in the Student Handbook
- ensures that they retain possession of their fob and do not give this to their guest

- undertakes responsibility and liability for any injury, loss or damage caused by their guest
- agrees that unacceptable behaviour by the guest may be attributed to the Student and may lead to termination of residency and of this Agreement.

13. Insurance and Loss of Property

The College accepts no responsibility for theft, loss or damage to the Student's personal property, however or wherever this may occur.

The College does not insure a Student's property of any description consequently the Student should take whatever action they consider necessary in relation to insurance of their property.

The Student undertakes to be responsible for the security of their own belongings and their College access fob, and will under no circumstance lend or give their fob to any person other than a member of the College's administrative staff.

14. Student Car Parks

The Student understands that car parking spaces are not available at the College for first year students. Returning students can request onsite car parks by completing the appropriate form on the Student Portal. Car parks are allocated subject to availability and will be charged to the student's account.

15. Access to Room

The Student holds a licence to the room allocated to them from time to time. The College may, at any time, change the room to which the Student is allocated. Under no circumstances should this Agreement be construed as a lease.

The College may enter the Student's room for any reason and at any time. The Student understands that occasionally it may be necessary for maintenance, housekeeping or emergency purposes. Except in the case of routine room cleaning or an emergency, every reasonable effort will be made to contact the Student before their room is entered by College staff.

16. Consent in the Event of an Emergency

Should the College require instruction, authority or direction on any extenuating circumstance concerning the Student (including consent for medical treatment), the College may act upon the instruction, authority or direction of their emergency contact, parent or legal guardian (as listed on their application form or as completed in the emergency contact details section on page 12), as the College considers to be appropriate in the circumstances

Should the College be unable to contact a Student's emergency contact, parent or legal guardian, or should the College consider it impracticable to communicate with an emergency contact, parent or legal guardian in the event of an emergency (including medical emergency), the College will take such action and do such things as it considers necessary or expedient for the welfare and wellbeing of the Student. The Student agrees to release the College from liability and to indemnify the College in respect of any costs or expenses that the College incurs as a result of the College taking action pursuant to this clause.

17. Change of Contact Details

The Student must inform the College immediately in writing of any change to their name or the postal address, email address and/or telephone numbers of themselves or of their parents/ guardians listed as her Emergency Contact(s).

18. Special Needs and Medical Conditions

The Student warrants that all Special Needs and Medical Conditions (physical, mental health or otherwise) they may have which might be relevant to their welfare or the welfare of other Students of the College are correctly set out in the medical form details.

Refrigerators are only allowed in the Student's College room with permission from the Head of College if they have a Medical Condition and require a refrigerator to store medication. The student is requested to include this information and request a refrigerator in the medical form.

The Student agrees to inform the College immediately should their medical status, Special Needs or a Medical Condition change from those disclosed to the College prior to the date of signing this Agreement or change from the information most recently disclosed to the College.

The Student acknowledges that the College cannot always meet a Student's existing, future or potential Special Needs or needs related to a Medical Condition.

For the safety of the Student and other residents, failure to maintain or treat an existing or new condition will be dealt with quickly and firmly with consequences determined by the Head of College, which may lead to termination of this Agreement.

19. Personal Information

The College will deal with Personal Information it receives from the Student in relation to this Agreement in accordance with the Privacy Act 1988 (Cth).

For the purpose of this Agreement, 'Personal Information' has the meaning given in the Privacy Act 1988 (Cth).

The Student authorises the College to use and disclose such Personal Information in such manner and in such circumstances as the College, in its absolute discretion, considers appropriate for the purpose of the College's functions and activities, or for the education, health, care, welfare or development of the Student.

Personal information is stored domestically. The College will only transfer Personal Information of Students overseas where:

- the Student has provided their express consent
- the transfer is authorised or required by law; or
- the College has outsourced a business activity or function to an overseas service provider with whom the College has a contractual relationship
- the College communicates with a person outside Australia (e.g. a person using the internet, a mobile phone overseas, or a roaming functionality) using the College's third party service provider which, for that purpose, may use another party during the communication delivery process (e.g. Telstra, Optus, Vodafone etc.) and for that purpose provides information to network operators outside Australia; and
- the Student hereby consents to such transfer of Personal Information.

20. Discipline

The College's disciplinary policies, rules and procedures apply to the conduct of the Student both inside and outside the College and whether or not the conduct is connected to College activities.

The College may, in its absolute discretion, determine when conduct of the Student warrants discipline and may apply such discipline as the College considers appropriate having regard to the College policies, rules and procedures in force from time to time and the conduct of the Student.

The Student accepts that the College's disciplinary policies and procedures may affect the Student's continued residency under this Agreement.

21. No Warranty

The College does not warrant that it will achieve any particular outcome in respect of the Student or that it can control the behaviour or activities of other Students, associates or residents, or their guests.

22. Exclusion of College Liability

To the fullest extent permitted by law, the Student agrees that the College, the Head of College and the College's other employees and agents are not liable to the Student for any injury, loss or damage resulting from:

- any act or omission by the Student and/or any other Student or person in the Student's Room and/or the College; or
- any malfunction, breakdown, interruption or failure in relation to the supply of services to the College or the Student's Room.

23. Indemnity by the Student

To the fullest extent permitted by law, the Student will indemnify the College, the Head of College and the College's other employees and agents against any injury, loss or damage suffered by the College, the Head of College or the College's other employees and agents in connection with or arising out of a failure by the Student to comply with this Agreement or with the policies, rules and procedures of the College published and/or appearing on the College website and which may be amended from time to time at the College's absolute discretion either orally or in writing.

24. Intellectual Property

During the course of their residency, the Student may create works, as part of their College activities, in which intellectual property rights subsist. For example, copyright will subsist in the Student's original written work or artwork. The College acknowledges that the Student owns those rights and the Student authorises the College to use such works free of charge for current and future media activities to assist with the College's programs, promotional and advertising purposes.

25. Media Consent - photographic/video/audio/communication

By signing this Agreement the Student agrees that the College may take and use (on an ongoing basis, even after the Student ceases to be a resident of the College) any photographs, video or sound recordings of the Student and any other reproductions or adaptations of the Student's likeness ("the material"), either in full or part, in conjunction with any wording or drawings, in any College publication, production and presentation. These publications include but are not limited to the College magazine, website and brochures. The Student agrees that she has no rights in the material or in

any College publication, production or presentation which includes the material.

(NOTE: If the Student does not give consent they must notify the College in writing when returning this Agreement.)

26. Alumnae Contact Information

By signing this Agreement, the Student gives permission for their contact details to be maintained in The College database after their residency ceases.

(NOTE: If the Student does not give permission they must notify the College in writing when returning this Agreement.)

27. Removal of Property at end of Residency

The Student must vacate their room and remove all of their belongings by 10:00 am on the date that their residency finishes.

28. Abandoned Property

Any goods that the Student has not removed from the College at the end (or upon earlier termination) of this Agreement are deemed to have been abandoned and will become the property of the College, 14 days from that date and may be disposed of at the Student's expense and without any communication with them.

The College may use any proceeds of sale to cover the costs (including the value of time expended by College staff and third party expenses) of removal, sale and storage and may retain any balance as its own money and may recover from the Student any shortfall in such costs as a debt due to the College.

29. Termination of Agreement by Student

29.1 Termination Prior to First Residency

If the Student is a 'new' Student (i.e. has never previously been a resident of the College) who has been offered or has accepted a place with the University but does not intend to commence their residency at the College and wishes to terminate this Agreement prior to commencing residency, they will forfeit the non-refundable deposit.

If the student has not been offered a place with any Brisbane university then the Agreement will terminate on the date notified to the Student by the College and the College will retain the non-refundable deposit for costs incurred by the College to replace the student with a suitable candidate. The Student may be required to submit evidence that they were not offered a place at any Brisbane university (rather than their first or second choice non-offer).

The College may refund Term 1 Residency fees if the Student gives a written notice of change of plans to the College and that notice is received by the College on or before **Friday 12 January, 2024**. This refund will be made at the discretion of the Head of College & CEO.

29.2 Termination by Student during Residency

This Residency Agreement is for 34 weeks. The College is under no obligation to release the Student and/or their financially responsible parent/guardian from this Agreement. It is expected that the Student and/or their family have carefully considered their financial position by signing the Residency Agreement with the College for 34 weeks. It is at the Head of College's discretion if the Student can

be released from this Agreement if, for reasons outside the College's control (e.g.: the Student withdraws from university, has financial or health difficulties, etc.) the Student wishes to terminate their Residency Agreement prior to the exhaustion of the Agreement (34 weeks).

The Student shall remain liable to pay all unpaid monies that are owed to the College for the full academic year (34 weeks) under this Agreement and shall not be entitled to a refund of any other monies paid by the Student to the College.

The Student may apply to be released from their Residency Agreement due to exceptional circumstances and may be granted release from their contract at the sole discretion of the Head of College. In this situation, a Student must give four (4) weeks' notice of intention to leave College and apply in writing to the Head of College for approval to terminate their Residency Agreement. The application must be accompanied by supporting documentation to substantiate the request. No application for release from a contract will be considered without supporting documentation.

If a Student's application for release from their contract is approved by the Head of College & CEO, the Student must pay the College a Settlement Fee of equal to six (6) weeks of the annual residency fee. The Settlement Fee of six (6) weeks is in addition to the amount payable by the Student for the four (4) weeks notice period provided by the student for their request to be considered.

29.3 Termination by College – Breach by Student

The College may at any time by written notice to the Student (which may be delivered by email) and without prejudice to its other rights and remedies, immediately terminate this Agreement (and the Student's residency) if in the opinion of the Head of College the Student has breached this Agreement, the requirements of the College's Handbook, the Student Code of Conduct, other relevant policies, guidelines, rules or procedures.

If the College terminates this Agreement the Student must by 10:00 am (or any other time specified) on the date in the notice of termination:

- vacate the College
- leave their room in a clean and tidy state
- remove all of their personal property.

Any Fees and Charges paid in advance by the Student will be forfeited and the Student will remain liable to the College for Fees and Charges incurred by the Student and the balance of the Residency Fee for the Residency Period.

29.4 Force Majeure

If a Force Majeure event occurs, the College may, in its discretion do any one or more of the following:

- require the Student to vacate their room for the period identified in a written notice
- impose restrictions on movement of the Student
- require the Student to quarantine in the place and on terms required by the College
- suspend the terms of this Agreement for the period notified in writing by the College
- change the period of the Residency Period and/or the Start Date and the Finish Date and/or any term dates
- terminate this Agreement.

If the College exercises its discretion pursuant to this clause 29.4, the College may, in its discretion, adjust the Residency Fee having regard to the savings and/ or additional costs it incurs as a consequence of the actions taken pursuant to clause 29.4.

30. Authority of Head of College

The Head of College is authorised to act on behalf of the College and may delegate duties, rights and powers within the scope of their authority.

31. Waiver and Exercise of Rights

A single or partial exercise or waiver by a party of a right relating to this Agreement does not prevent any other exercise of that right or the exercise of any other right. A party is not liable for any loss, cost or expense of any other party caused or contributed to by the waiver, exercise, attempted exercise, failure to exercise or delay in the exercise of a right.

32. Delivery of Notice to Student

Unless a different method of service is expressly required in regard to a provision of this Agreement, delivery of a notice to the Student may be effected by personal delivery, email, or by letter addressed to the latest home address as notified by them to the College.

Delivery of a notice to the Student by email shall be deemed to occur if sent to her latest email address notified to the College and when the email enters the recipient's mail server. Delivery of a notice to the Student by mail shall be deemed to occur five (5) Working Days after the date that the letter was sent.

33. Governing Law and Jurisdiction

This Agreement is governed by the law of Queensland and the parties submit to the non-exclusive jurisdiction of the courts of that State.

Definitions in this Agreement:

“Agreement” means this Agreement and includes any variation(s) agreed in writing from time to time.

“Deposit” means the Deposit described in the Fees and Payment Schedule to the Agreement.

“College” means The Women’s College within The University of Queensland.

“Details” means the personal information and details contained in Clause 1 of the Agreement.

“Fees and Charges” means the amounts in the Fees and Payment Schedule. Fees for the following year are set in October by the College Council.

“Finish Date” means the date identified in Clause 4 as the Finish Date.

“Force Majeure Event” means an event outside the control of the College which adversely affects the capacity of the College to comply with the obligations of the College under this Agreement and includes (without limitation) a pandemic, outbreak of infection or illness, war, civil unrest, terrorist attack, fire, flood, weather event or the consequences of a weather event and closure of or restriction of access to the campus to The University of Queensland for any reason or a change of the Law.

“Law” means the laws of Australia, Queensland and local government, including legislation, by-laws and common law which apply to this Agreement and the College.

“Medical Condition” means any form of disease, illness, injury or abnormality in the body that interferes with a person’s usual activities or feeling of wellbeing and includes any physiologic, mental or psychological condition or disorder diagnosed by a registered doctor of medicine (e.g. orthopedic conditions; visual, speech or hearing impairments; cerebral palsy; epilepsy; muscular dystrophy; multiple sclerosis; cancer; coronary artery disease; diabetes; emotional or mental illness; specific learning disabilities; HIV disease; TB; drug addiction; alcoholism).

“Orientation Week” means the program of activities and presentations provided to Students who are new to the College prior to their commencement as residents.

“Head of College” means the Head of the College & CEO or a person acting in that role from time to time.

“Residency Fee” means the Residency Fee stated in the Fees and Payment Schedule to the Agreement for the Residency Period.

“Residency Period” has the meaning in clause 4.

“Special Needs” means special help, care or educational requirements, for example, because the Student is physically or mentally disabled and diagnosed/supported by a registered doctor of medicine (e.g. suffering from any of a wide range of physical disabilities, medical conditions, intellectual difficulties, or emotional problems, including anxiety, depression, eating disorders, deafness, blindness, dyslexia, learning difficulties or behavioural problems).

“Start Date” means the date identified in Clause 4 as the Start Date.

“Student” means the person identified as the Student completing the Residency Agreement Acceptance Form.

“University” means Australian Catholic University, Griffith University, Griffith University Conservatorium, Queensland University of Technology, The University of Queensland, or any tertiary institution approved by the College which has a campus in Brisbane.

“Working Day” means a day that is not a Saturday, Sunday, public holiday or special holiday in Queensland.

Emergency Contact Details

Title:	Work phone: ()
Surname:	Home phone: ()
First name:	Mobile:
Relationship:	
Current residential address:	State:
	Postcode:
Email:	

Billing Details

Name: Dr / Mr / Mrs / Ms _____

Address: _____

Mobile: _____

Email: _____

Payment instructions

Payment by credit card: online secure payment gateway for credit card payments - please visit: <https://www.womens.uq.edu.au/pay-an-invoice/>

Payment by EFT	
Account name:	The Women's College
Bank:	Westpac
BSB:	034-002
Account number:	980917
Reference:	Please include student name as reference



The Women's College

within The University of Queensland

ready to lead

ACCEPTANCE

By signing this document the Student accepts the offer of residency at The Women's College and agrees to attend for the period stated and subject to the terms and conditions of, and incorporated into, this Agreement and she acknowledges that:

- the Student has read, understood and will comply with the terms and conditions of this Agreement (including the Fees and Payment Schedule) and the College's Student Handbook; and other College policies, procedures, rules, conditions and guidelines, which (as varied from time to time) form part of this Agreement
- it is a condition of this Agreement that the Student has at all times provided (and during the term of this Agreement will continue to provide) true, complete and correct information to the College, including without limitation, in their Application, referee reports, Details (and changes to any of them), academic information and information regarding Special Needs and Medical Condition
- the Student has had the opportunity to seek independent legal advice and that they enter into this Agreement freely and voluntarily
- no promises, representations, warranties or undertakings either express or implied have been given by or on behalf of the College in relation to the suitability of the room or services for them as an individual Student
- this Agreement constitutes a legally binding agreement with the College.

This document (and the documents incorporated in it by reference) creates legally binding obligations. The Student should ensure that she has read, understood and agreed to all the terms and conditions in these documents before accepting the Offer and signing below.

NOTE: This Agreement must be signed in the presence of a witness who is not a relation and who is also 18 years of age or older.

****Signatures required on following page****



The Women's College

within The University of Queensland

ready to lead

THIS STUDENT RESIDENCY AGREEMENT IS BETWEEN:

The Women's College within The University of Queensland (referred to in this document as the "College")

AND

(Referred to in the Residency Agreement as the "Student")

Student's Name:

Signature:

Date:

A parent/guardian must sign to guarantee the payment of residency fees for the student named in this Residency Agreement:

Name:

Signature:

Date:

****If student is under the age of eighteen****

Please complete with Name & Signature of Parent/Guardian of Underage Student

Name of Parent/Guardian:

Signature:

Date:

****This section must be completed****

Signature of Witness: (Witness must not be a relation and must be 18 years of age or older)

Full name of Witness:

Signature:

Date:

Address: