

TO ALL UNDERGRADUATES - VERY IMPORTANT

RETURNING FOR MICHAELMAS TERM 2018

Key Date: Please complete the online form (link below) by 09:00 Monday 10 September if you have a need to return in residence before 25 September 2018.

It is not acceptable for junior members to return to College prior to Tuesday 25 September without permission – any who do will be referred to the Dean and their College record will contain a permanent record of the offence.

1. Returning for 2018/19 - The start of the Michaelmas Full Term is Tuesday 2 October. Undergraduates are reminded that their licence allows full use of rooms from Tuesday 25 September 2018 (which is seven days before the start of Michaelmas Full Term) to 10:00 on Saturday 22 June 2019 (the second Saturday after the end of Easter Full Term) inclusive. **Junior Members may not return before Tuesday 25 September.**

(a) Signing of room licence – Rooms Licences will be accepted via an online system before you return to the College (as was done last year). Your online Room Licence will be emailed to you in due course.

(b) Collection of keys on arrival - Collect keys from the Forecourt Porters' Lodge.

(c) Student Services – Will be open on Saturday 29 September and Sunday 30 September from 10:00-16:00.

2. Returning early - Those who need to return before Tuesday 25 September must complete the online form, available from the Student Services webpage and via this link (it is necessary to be logged in to the College website to see this): <http://intranet.joh.cam.ac.uk/vacation-residence-permission-form> and submit it by **Monday 10 September**. **Please note that those given permission to return early will not move directly into their room for next year.** If the application is approved confirmation will be sent in due course and the Junior Member will also be informed of the room they have been allocated. The charge for accommodation is £19.00 per night.

Requests **will** be considered for reasons such as:

Dissertation/project work to be carried out; use of libraries/collections; homelessness or serious unforeseen family issues; staying for GP/hospital/counselling appointments; refugee or natural disaster in home country; restricted flights availability (overseas students)

Requests **will not** be considered, and therefore should not be made, for reasons such as:

Parents cannot bring you/your belongings that day/weekend (so please ensure that plans are made with parents in good time)

Requests received after Monday 10 September will not be considered.

3. Non-Academic Hostel Rooms – 1 September 2018 – 24 September 2018 students wishing to apply for accommodation to return early for non-academic reasons (for instance university sports club commitments) will be allocated rooms on a first come first served basis in 25 Northampton Street. The cost will be £19.00 per night. Please complete the online form available from the Student Services webpage and via this link: <http://intranet.joh.cam.ac.uk/non-academic-hostel-accommodation-2018>