

TO ALL UNDERGRADUATES - VERY IMPORTANT

EASTER TERM AND LONG VACATION PERIOD OF RESIDENCE 2018

Key Date: Please complete the online form (link below) by Monday 18 June if you wish to remain in residence after Saturday 23 June.

1. Vacating of Rooms

It is not acceptable for Junior members to remain in their room without permission – any who do will be referred to the Dean and their College record will contain a permanent record of the offence.

(a) Dates - ONLY those undergraduates graduating in person at General Admission on 27 June are allowed to remain in College accommodation after midday on Saturday 23 June. Those graduating in person must clear their room by 10am on Thursday 28 June.

(b) Personal belongings - Junior Members are required to remove **all** belongings from their rooms when they leave. This requirement applies to **all** rooms in both the College and hostels. The College cannot accept responsibility for loss or damage to belongings left in rooms (the Student Handbook refers). Keys to vacated rooms are to be returned to the Forecourt Porters Lodge.

(c) Storage of personal belongings – Limited storage space for those returning next academic year is available in the New Court Cellars. Storage is limited to 3 boxes/suitcases for UK students and 6 boxes/suitcases for overseas students – and must not exceed the following dimensions: heavy duty cardboard boxes (50cm x 50cm x 50cm) or plastic boxes (50 litres). Appointments should be made with the Porter at the Cripps Lodge to store items in the cellars. Only boxed items clearly labelled with your name, contact number and anticipated date of return can be accepted. Items placed in plastic bags or similarly inappropriate packaging will not be accepted. No food or other perishables are allowed. No items will be permitted to be stored if, in the opinion of the Porter, they constitute a risk to either health or safety. The College cannot accept responsibility or liability for any items stored in the Cellars and you are recommended to insure them appropriately (see the Student Handbook).

(d) State of room - Rooms must be left clear of all rubbish (the Student Handbook refers).

2. Staying in Residence - Those wishing to request to stay in residence beyond Saturday 23 June must complete the online application form. The form is available from the Student Services webpage (it is necessary to be logged in to the College website to see this), under the heading 'Online forms'. All applications must be submitted by **Monday 18 June**, with the exact dates they propose to be in residence. **Please note that those given permission will be required to move room – it will not be possible for them to stay in their current room.** Rooms are available subject to receiving permission and subject to availability. 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.

Such 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; Flights home (overseas students)

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

Parents cannot collect them/their belongings that day/weekend; To attend a friends graduation

Requests received after Monday 18 June will not be considered.

3. Non-Academic Hostel Rooms – Between 23 June 2018 – 14 July 2018 and again between 1 September 2018 – 24 September 2018 students who need to remain in residence for non-academic reasons (for instance a sports club) will be allocated rooms on a first come first served basis in 25 Northampton Street. The cost of this will be £19.00 per night. Please complete the online form, available from the Student Services webpage under the heading 'Online forms'.

4. Returning for 2018/17 - Junior Members will wish to be reminded that all undergraduates will be on a licence which allows full use of rooms from Tuesday 25 September 2018 (which is seven days before the start of Michaelmas Full Term). Junior Members may not return before Tuesday 25 September. The start of the Michaelmas Full Term is Tuesday 2 October.

5. General - You are reminded to please call on your Tutor before the end of Term and to complete the online Confirmation of Residence Form at the end of the Easter Term and to return your keys. **Failure to complete the form or return the key will result in an administrative charge being made. If for any reason you will not be able to vacate your room on time you should inform your Tutor immediately.**