

STUDENT RESIDENCE LICENCE 2019-2020

This Licence stipulates the conditions on which an occupier (hereinafter called “the student”) occupies and vacates his/her study bedroom and the communal areas in the College residences (hereinafter called “the premises”). The premises shall be used only as a residence and no trade or business shall be conducted therein.

This Licence must be signed within 48 hours of arrival, and is applicable for the duration of the student’s time at Grantham College, crossing academic years.

1 Room

- 1.1 The College is responsible for the allocation of places. Rooms are allocated for the academic year. No student may change rooms without first obtaining permission from the Student Services Manager.
- 1.2 Rooms are not available to students over the Christmas holiday period and **ALL** Rooms must be vacated, with keys returned, during the Christmas holiday period. Rooms must be vacated from Thursday 19 December 2019 until Sunday 5 January 2020. Rent has not been charged for this period.
- 1.3 Double rooms maybe available for single occupation on payment of a higher rent.

2 Payment

- 2.1 All students will be invoiced at the beginning of the academic year with payments expected on a termly basis. Payments made for the year in full by 1st October 2019 will attract a discount of £100. Please contact the Student Services Manager to arrange this.
- 2.2 Students who choose to leave college or accommodation and thereby vacate their room will forfeit their deposit, and rent for that term.
- 2.3 Any fees outstanding will be pursued by the college. Parents/Guardians upon signing this document will become liable for any fees or charges for students under 18 years of age, at the start of the academic year.
- 2.4 The student deposit for 2019/20 is £150. This is refundable at the end of the academic year (within 6 weeks of the end of term) if no damage, breakages or excess charges are levied against the student. All students are required to pay this deposit.

3 Residential Students under 18 years of age

- 3.1 The College has a statutory duty under Section 87 of the Children Act 1989 to safeguard and promote welfare of students who are under 18. This statutory duty requires colleges to make particular welfare provision for students aged under 18, which may differ from provision for older students. The standards do not relate to the welfare or accommodation of students aged 18 or over, who are thus adults and not subject to the provisions of the Children Act, although the establishment of standards for the care and accommodation of students under 18 may affect provision for those over 18 sharing the same accommodation or facilities.
- 3.2 A member of staff will be available 24 hours per day, 7 days per week per academic year.

- 3.3 All Students resident in the Sedgwick Halls of Residence must be in by 11.00 pm on Sunday - Thursday evenings and 2.00 am on Friday and Saturday night, subject to a parent/guardian having completed a permission form. Any variation to this arrangement must be negotiated in writing at least 48 hours in advance with the Student Services Manager or Accommodation Co-ordinator who will respond in writing. **All students must sign out as directed in the resident's Welcome Leaflet.** Any student wishing to be absent from the Halls overnight should inform the duty Accommodation Officer at least 24 hours before the proposed absence (except in an emergency) and must have a rental/guardian permission. A form will be completed recording the student's location. These forms are available from outside the Accommodation Office or from the duty Accommodation Officer. **Failure to comply with these procedures will result in disciplinary action.**

Students in Sedgwick Mews and North Lodge have different arrangements as stated in the resident's handbook.

- 3.4 **Alcohol is not permitted in any part of Sedgwick Hall under any circumstances. With the permission of the Student Services Manager small quantities of alcohol can be consumed by students over 18 in Sedgwick Mews and North Lodge. Abuse of this privilege may lead to its withdrawal at any time.**
- 3.5 **Smoking is not allowed in any part of Sedgwick Hall, Sedgwick Mews or North Lodge (this includes vaping).**
- 3.6 Younger visitors under the age of 16 are not permitted in the Student Accommodation. However younger members of the student's family may visit with permission of the Student Service Manager/Accommodation Co-ordinator.

4 Student Responsibilities

- 4.1 The student shall not permit any other person to occupy his/her accommodation in the premises.
- 4.2 A student may not lend their room key or main door fob to any other person, this includes family members. Occasional overnight visitors are permitted with permission from accommodation staff. 48 hours' notice is usually required, except in emergency situations. The decision of duty staff is final.

OTHER VISITORS SHOULD VACATE THE PREMISES BY 11.00PM.

- 4.3 The student shall not remove from the premises all or any of the fixtures, fittings or furnishings which are now or hereafter may be placed or put in or upon the premises by the College.
- 4.4 Within 24 hours of taking possession of accommodation in the premises, it is the responsibility of each student to check and sign the inventory of fixtures, fittings and furniture in his/her bedroom or kitchen, where applicable. Inventory forms are available from the Accommodation Co-ordinator/duty Accommodation Officer.

Upon vacation of the student's accommodation, each student is responsible for locking his/her bedroom (and removing his/her belongings). Where on subsequent inspection by the Accommodation Co-ordinator/duty Accommodation Officer it is found that items on the inventory are either missing or are damaged beyond fair wear and tear, the student will be charged with the cost of making good the deficiency/repairs.

- 4.5 Upon vacation of the student's accommodation, each student is responsible for handing in all the keys he/she holds to the premises to the Accommodation Co-ordinator/duty Accommodation Officer. Any keys or fobs not returned on the day following the end of a term will result in the student being charged nightly guest rates for the room from that day.
- 4.6 The student must keep his/her study-bedroom and the equipment and furnishings therein tidy and where a study-bedroom is shared, this shall be the joint responsibility of those students sharing that study-bedroom.
Rooms may be inspected at all reasonable times during the period of occupation.
- 4.7 Students are responsible for cleaning crockery, utensils, cooker, microwave, worktops etc. after use. Excessive mess will be charged to the residents of the corridor/house.
- 4.8 Students may display photographs or posters on the noticeboard in their study bedroom. If posters are displayed on the walls, 'WHITE-TAC' should be used, however, any resulting damage to walls will be charged for. Material of a pornographic or explicit nature is offensive and should not be displayed.
- 4.9 Students may bring their own televisions; however, it is the responsibility of each student to purchase a television licence to:
- watch or record programmes as they're being shown on any TV channel or live on an online TV service, or
 - download or watch BBC programmes on iPlayer – live, catch up or on demand. This applies to any provider you use.

This could be on any device, including a TV, desktop computer, laptop, mobile phone, tablet, games console, digital box or DVD/VHS recorder. (Check with 'TV Licensing' for further details)

Students must not enter into any agreement with any satellite or cable company.

- 4.10 No unauthorised COOKING STOVES, OVENS, DEEP FAT FRYERS, KETTLES, TOASTERS, HEATING RINGS OR ANY DESCRIPTION OF HEATING APPLIANCES are permitted in study-bedrooms or any communal areas of the premises. The use of potentially unsafe cooking equipment (e.g. chip pans) is not permitted. Prior permission must be obtained for the use of multi-way adaptors or distribution boards and care should be taken not to overload power sockets and to ensure that wiring to appliances is safely connected and in good condition. All items of electrical equipment must be tested by the College electrician prior to use. The Student Services Manager/Accommodation Co-ordinator will arrange this at a cost of £1 per item.

The College reserves the right to remove or disconnect any equipment found to be in an unsafe condition.

- 4.11 Only small items of clothing (e.g. socks, underwear) may be laundered in the study bedrooms. Washing and drying machines are available in Sedgwick Hall.
- 4.12 The charge for lost keys/fobs is £50 each item; loss should be reported to the duty Accommodation Officer. Charges to the residents of North Lodge for the loss of keys will be £100 as locks will also have to be changed.
External doors and internal corridor doors should be kept closed at all times: they are fire doors positioned for your safety. Corridors should not be obstructed in any way with furniture or luggage.

- 4.13 Bicycles **MAY NOT** be kept in the students' rooms or any part of the accommodation as they constitute a fire hazard. There is a secure cycle store near to the main entrance of the College. Keys are available from the Reception for a refundable deposit of £10. You must keep your receipt in order for your deposit to be refunded. Cycles may otherwise be secured to racks at the rear of Sedgwick Halls.
- 4.14 No flammable materials may be stored or used in the study bedrooms. This includes fireworks. The burning of candles is strictly forbidden.
- 4.15 The student shall so conduct himself/herself and cause his/her guests to conduct themselves as to avoid causing any nuisance, discomfort or annoyance to other licensees of the College or to the occupiers of adjoining or neighbouring premises.

Students should behave in a proper and sober manner at all times.

- 4.16 Hi-fi equipment, radios, televisions, etc. are allowed. However, where the NOISE FROM SUCH EQUIPMENT CAUSES DISCOMFORT OR ANNOYANCE TO OTHER STUDENTS OR TO THE OCCUPIERS OF ADJOINING OR NEIGHBOURING BUILDINGS, the College reserves the right to require its removal from the premises. Whilst every endeavour shall be made to ensure the security of confiscated items the College cannot accept full liability for loss or damage.

This rule will be actively enforced.

No music or television should be audible from outside of a students' study bedroom after 11.00 pm. Headphones should be worn to listen to music or televisions after this time.

- 4.17 Home brewing of alcoholic beverages is not permitted on the premises.
- 4.18 No animals, birds or other livestock shall be kept on the premises.
- 4.19 The student shall be fully liable to make good any damage and/or losses to any part of the premises or the contents thereof caused by the wilful act(s), omissions or negligence of the student, his/her guests or agents. Students must remember they are responsible for the behaviour of any guest they invite into the Student Accommodation, and are liable for any damage or disturbance caused by them. The cost of making good any such damage and/or losses will be charged to the student as soon as possible after it occurs and the student shall pay this cost to the College in addition to the deposit, upon receipt of an invoice.

Where damage has been caused or losses have occurred in accommodation or facilities shared by a group of students, such as the shared kitchen/lounge, and the person or persons who caused the damage and or losses cannot be ascertained, each student in the group shall be liable to pay an equal proportion of the cost of reinstatement immediately.

The unlawful discharging of fire extinguishers will result in a minimum charge of £50 per person involved per extinguisher released. Actual cost may be higher and will reflect reparation costs.

The malicious setting off of the Fire Alarm will result in a minimum charge of £150.

Each charge will be subject to an additional £25 per person administration charge.

Where part of the initial deposit paid by the student has been used as compensation for damage and/or losses, the student shall pay a further deposit if so required by the College.

- 4.20 The College may not accept liability for any loss and/or damage to any personal property whatsoever as a result of theft, fire or any other cause. Students should arrange for their own personal insurance. Information on suitable insurers is available from the Accommodation Co-ordinator/Student Services Manager.
- 4.21 All students are offered the opportunity, within one week of arrival, to register with a local General Practitioner. Details and registration forms are available from the Accommodation Office. There is a first aider at all times available within the campus accommodation.
- 4.22 Any illness or injury affecting a student should be reported to the duty Accommodation Officer.
- 4.23 Occasionally notices are posted in the Halls of Residence requesting students to attend meetings e.g. Induction meetings, Student Voice.

Students must attend these meetings unless given permission to be absent by the Student Services Manager or Vice Principal – HR and Student Services.

- 4.24 The student shall not impede in any way the Accommodation Officers or agents of the College entering their study bedroom at any time for reasonable purposes. This includes the Police who may be invited to make a search of the premises if deemed necessary.

5 College Obligations

- 5.1 The College will supply regular and adequate cleaning of:

Sedgwick Hall: communal kitchens, corridors, staircases and laundry rooms. In addition, students' en-suite shower rooms will be cleaned weekly.

Sedgwick Mews: kitchen, hallways, stairs and upper and lower shower rooms and toilets.

North Lodge: kitchen, living room, hallways, stairs, shower room and toilets.

- 5.2 The College provides a computer network facility in Sedgwick Halls/Sedgwick Mews/North Lodge; the rent includes this provision and the CCSS department check.

The use of the facility is bound by the overall terms of the College internet policy.

The responsibility is placed on the student to purchase their computer. All computers must be checked by CCSS team prior to Internet connection being provided.

College reserves the right to monitor usage and deny access if inappropriate use is made of the Internet.

- 5.3 **The Student Services Manager/Accommodation Co-ordinator/duty Accommodation Officer and senior members of the College staff reserve right of entry at any time, without notice, for reasonable purposes.**

- 5.4 If the premises shall be rendered uninhabitable by fire or tempest for any period then the College shall return to the student that proportion of the fee paid which shall correspond to the period during which the premises shall be uninhabitable, and assist the student to find alternative accommodation.

6 Tenancy

- 6.1 The Vice Principal may exclude a student from the premises by giving not less than one week's written notice to the student in cases where:
- (a) the student has been expelled or excluded from the College or suspended from attendance for more than one month.
 - (b) the student has failed to pay his/her accommodation fees by the due date in any period; or a post dated rent cheque is returned by the bank.
 - (c) the student commits serious breaches of the Student Residence Licence and Code of Conduct.
- 6.2 **Any student found to be using, or in possession of, controlled drugs/illegal substances or offensive weapons will be given immediate notice to leave the student accommodation.**
- 6.3 The Vice Principal may exclude a student from the College residential accommodation on the grounds of physical or mental ill-health.
- Prior to their return, a medical certificate will be required stating that they are well enough to live safely and independently in college accommodation. A risk assessment will also be required.
- 6.4 Permission to surrender the Student Licence may be given by the Vice Principal / Student Services Manager where it is judged that exceptional circumstances exist. Such a judgement may be based upon for example:
- (a) advice of a Medical Practitioner;
 - (b) where a course ceases to be offered by the College or where the student formally withdraws from the College;
 - (c) personal reasons, after discussion with the Vice Principal / Student Services Manager.
- 6.5 The premises are being provided for the purpose of enabling students to attend a designated course at Grantham College and consequently this licence does not create a secure tenancy, being exempt by virtue of paragraph 10 of Schedule 1 of the Housing Act 1985.

THIS PAGE SHOULD BE DETACHED AND RETURNED TO:

**Student Services Manager
GRANTHAM COLLEGE
Stonebridge Road
Grantham
Lincs
NG31 9AP**

FROM:

ADDRESS:

COURSE: **YEAR:**

I accept the terms and conditions of the Student Residence Licence 2019/20 and enclose a deposit of £150.00. I understand that the deposit is refundable at the end of the academic year subject to there being no losses or damage to my room and communal area. Neither is the deposit refundable if the application for accommodation is cancelled after 31 August 2019.

I shall arrive on: **at** **am/pm**

Cheque No: **of £150 deposit enclosed.**

Signature of parent/guardian:
(THIS IS REQUIRED FOR STUDENTS WHO ARE UNDER 18 YEARS OF AGE AT THE COMMENCEMENT OF THEIR RESIDENCY)

Signature of student:.....

SIGNED: **DATE:**

DATE OF COMMENCEMENT OF LICENCE:

NB: Please DO NOT send cash.