

Terms and Conditions for Duchy College Managed Accommodation

General

The Regulations for accommodation will apply to all students living in College managed hostels, houses, landlords or any other off site location. No student may occupy a College room unless he/she accepts and conforms with College Managed Accommodation Regulations. In the event of any infringement of Regulations for College Managed Accommodation, the Head of College or other senior authorised member of staff may require the student concerned to vacate his/her College room forthwith and go into outside accommodation without any waiver or refund of residential charges and in addition to any other action that may be taken.

Property

College Managed Accommodation: Whilst acknowledging a student's right to privacy, the College reserves the right for its officers, agents or staff to enter a student's room in an emergency and at 24 hours' notice for any reasonable purpose.

Damage

- (a) Each student's room, and its contents, is under the charge of the occupant who will be held responsible for any damage or loss. Students may also be held accountable for damage to communal areas for which they are jointly held responsible.
- (b) Damage to College property must be reported to the Accommodation Manager or the Duty Warden. If responsibility for the damage cannot be ascribed to one person, or it is not reported, appropriate charges will be levied against the student body at the end of the term. In addition, disciplinary action may be taken.

Summary of costs (note that this list is not exhaustive and is intended for guidance only)

BEDS

| | |
|---------------------|---------|
| New Single Mattress | £120.00 |
| Cover | £10.00 |
| Base | £100.00 |
| New Duvet | £ 15.00 |
| Quilt Cover | £10.00 |
| Pillow | £10.00 |
| Pillow Case | £7.00 |
| New fitted sheet | £10.00 |
| Bath towel | £10.00 |
| Hand towel | £7.00 |

FURNITURE

| | |
|----------------------------|---------|
| Replacement of study chair | £100 |
| Poly stacking type | £25.00 |
| Large Modular chair | £120.00 |
| Bedside draws | £80.00 |
| Wardrobe | £170.00 |
| Bookshelves | £75.00 |
| Vanity Unit | £170.00 |

MAINTENANCE

| | | |
|------------------------------------------------|---------------|---------------------|
| Paint door | | £ 40.00 |
| Replace toilet seat | | £ 15.00 |
| Replace study door & painting of | | £130.00 |
| Replace door lock | | £50.00 |
| Replace door closer | | £20.00 |
| Replace door furniture | | £50.00 |
| Replace showerhead | | £50.00 |
| Replace mirror | | £15.00 |
| Replace corridor light fitting (specific type) | | £30.00 |
| Replace electrical socket (double) | | £10.00 |
| Replace ceiling tile | Cost per tile | £5.00 |
| Replace carpet section (not tiles) /m | | £50.00 |
| Toilet door locks | | £5.00 |
| | | |
| Microwave | | £60.00 |
| Toaster | | £30.00 |
| Kettle | | £20.00 |
| Window hinges | | £75.00 |
| Re-glaze fire doors with safety glass | Cost per pane | £tba size £20- £150 |
| Redecoration of study bedroom | | £100 |
| Ash bins | | £100 |

FIRE EQUIPMENT (Refill) (may need to flag call out charge)

| | |
|-----------------------------------|--------|
| Water/Gas | £70.00 |
| CO2 | £70.00 |
| Fire Alarm System – Call Points | £50.00 |
| Replace call point cover complete | £10.00 |
| Fire Blanket | £10.00 |

The College will charge VAT to all of the above items plus £15 Administrative cost and labour costs of £12 p/h for each member of site services staff required. Cleaning following unacceptable behaviour will be charged at £12 p/h for each member of College cleaning services staff required.

The above list is not comprehensive and the cost of repairing any other type of damage will be determined after the event. Detailed reports of damages and associated costs will be submitted to the Student Services and Residents Manager weekly throughout the academic year.

Reckless, wilful or persistent damage caused by a student or students will lead to the loss of College accommodation and result in disciplinary action.

Noise

Students returning to College Managed Accommodation late at night must do so quietly. Failure to observe this courtesy will be regarded as a breach of regulations.

Reasonable quiet must be maintained at all times in and about the College buildings and residences. A radio, sound system or any musical instrument must be played so as to cause the least possible inconvenience and disturbance to other occupants.

College Managed Accommodation

The order of priority for the allocation of Hostel accommodation will be:

- (a) Equine Duty and Agric Duty Students
- (b) Equine and Agric full time students
- (c) New Applicants
- (d) Continuing Students

For students over the age of 18 there are some mixed types of accommodation that are shared by both male and female students. If a student over the age of 18 objects to living in a mixed house, the College will make reasonable efforts to allocate the student a room in accommodation reserved for members of their own sex.

No student allocated residential accommodation will have the right to any particular room.

Students on courses that might, exceptionally, extend beyond the normal term-time, may be required to move into alternative accommodation for the duration of the extended period of their course.

Guests in College Managed Accommodation

A student over the age of 18, living in managed house accommodation may have one guest to stay overnight in his/her room, so long as the guest is booked in 24 hours beforehand with the Duty Warden. A guest is taken to mean any person not currently registered as a student at the College, or a student currently registered but not assigned a room in College Managed Accommodation.

Under no circumstances may a guest, as defined above, stay more than any one night in a Managed House student's room without the authority of the Accommodation Manager.

No overnight guests are permitted in onsite or Landlady/lord accommodation.

Students in onsite or Landlady/lord accommodation may sign in visitors with the Duty Warden or Landlady/Lord (by prior arrangements). All visitors must leave College Managed accommodation by 2330.

These regulations are designed to allow reasonable and sensible facilities for students to use their rooms in College for the entertainment of guests of either sex and students are expected to follow the spirit as well as the letter of these Regulations. Any infringement of these Regulations will involve the student or students concerned being required to vacate their rooms in College forthwith and to make alternative accommodation arrangements privately.

Fire Precautions

Petrol or other flammable liquids and candles must not be brought into students' rooms. Other than electric kettles, televisions, mini fridges/coolers, stereos and computers all of which must be PAT tested (this service is provided at the start of your tenancy for a standard charge). Power appliances (e.g. electric fires/heaters, cookers, toasters, microwaves, conventional fridges etc) are not permitted in students' rooms. The room's occupant is responsible for ensuring that appliances are

electrically safe. The College accepts no liability for accident or injury caused by faulty electrical appliances. The use of candles is not permitted in any student room.

Deposits

All students in College accommodation must pay a room deposit of £100-150 and a key deposit of £10-20 which will be held for the duration of the accommodation contract. All accommodation related damages to any communal areas for which all residents are jointly responsible for may be charged to this deposit. The deposit will be refunded less any charges incurred at the end of the tenancy.

Students will be invoiced separately for any damages, losses or replacements which they are personally responsible for, as these will not be covered by the deposit.

The loss of a key must be reported immediately to the Accommodation Manager or Duty Warden. In the event of loss £10 must be paid for a new key. Should the security of the room be a matter of concern, a further charge of £30 will be made in order to change the lock.

Alcohol

Alcohol is not permitted in onsite or Landlady/lord accommodation.