



**APPLICATION FOR**  
DUTY WEEKS -  
Residential Accommodation 2019 - 2020

**T: 0330 123 4782**

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## WELCOME TO THE RESIDENCE

Dear Student,

Firstly, hello and welcome to Duchy College, Stoke Climsland. Hopefully you are just as excited about coming to study here as much as we are to welcome you. During your course you may need to stay for duty weeks if you are on Equine and Agricultural programmes.

The deadline for application is 1st August 2019.  
New students and returners will need to apply for accommodation.

After having read this document I hope you will have a better understanding of the duty accommodation at Duchy and what it encompasses, however; if you have any questions or wish to discuss anything about accommodation, please do not hesitate to contact us via the Residential Team Lead, Maxine Bentley on 01395 562320 or maxine.bentley@cornwall.ac.uk. I look forward to seeing you and I hope you have a happy and enjoyable summer.

**Esther Edwards**

*Residential Services Manager, The Cornwall College Group*



## ROOM ALLOCATION

Room allocation is undertaken fairly and is designed to ensure maximum student enjoyment and access to the education students want.

Rooms are not allocated on a first come first served basis. We allocate rooms based upon individual student needs and where possible we aim to provide students their first choice of accommodation type. Rooms will only be allocated once the payment has been received.

However; we prioritise the following:

- Students under 18 years old.
- Students who do not live within reasonable travelling distance to the College.
- Students with a disability/support needs.
- Returning students.

We aim to accommodate students who may have specific and/or additional needs, however; there may be times when this is not within our physical capabilities. Please contact the Residential Team Lead to discuss requirements.

# Residential Accommodation Application Form 2019-20

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PLEASE COMPLETE THIS FORM TO APPLY FOR RESIDENTIAL DUTY ACCOMMODATION

## STUDENT'S PERSONAL DETAILS

Title:	Forename:	Surname:
Address:		
Postcode:		
Phone (Day):	Mobile:	
Email:		
Date of birth:	Age on 01/09/19:	
Gender:	Car/Bike Registration:	

## COURSE DETAILS

Course name:
Course end date: <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> 1st Year: <input type="checkbox"/> 2nd Year: <input type="checkbox"/>

## ACCOMMODATION REQUESTED

List in order of preference the type of accommodation you would like (1-3); wherever possible we will adhere to student's special requests.
<b>Room type:</b> Duty Room <input type="checkbox"/>
<b>No. of nights required:</b> Duty Weeks <input type="checkbox"/>
If a student wishes to alter their accommodation package they must do so by contacting the Residential Team Lead, if you wish to reduce the number of nights this can only be done before the beginning of a new term.

## CRIMINAL CONVICTIONS

This may not affect your place however failure to notify the College of any previous or current criminal convictions may lead to your residential place being at risk due to the nature of the campus demographics. Do you have or have had a criminal conviction: Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes, date of conviction: <input type="checkbox"/> <input type="checkbox"/> / <input type="checkbox"/> <input type="checkbox"/> / <input type="checkbox"/> <input type="checkbox"/>
Nature of conviction:

## STAFF USE ONLY

Date from received:	Staff use only: TR-DS-323-101-17160
Type of fee received: Cheque <input type="checkbox"/> Cash <input type="checkbox"/> Card details through finance <input type="checkbox"/>	
Fee given to finance:	

## SPECIFIC LEARNING / SUPPORT NEEDS

Do you need additional support to live independently?

Yes (please provide details in box below)  No

EHCP (please provide details in box below)  ADD  ADHD  Autism  Aspergers

Dyslexia  Dyspraxia  Other (please provide details in box below)

Details:

If you tick yes a member of staff may be in touch to discuss your requirements in order to fully support you - failure to disclose any additional support needs may lead to a withdrawal of accommodation; we endeavor to have an ethos of openness and support to help every student whilst they are a resident with us.

## MEDICAL INFORMATION

Residential students are strongly advised to register with the local GP whilst at college. This is a simple form which staff will be able to assist with during your first few weeks at college. This means we can get you GP services more quickly and easily.

### Medical condition:

Please tick and provide further details, including medication if you have a history of or are currently suffering from any of the following:

Diabetes  Heart problems  Skin complaints  Asthma  Hearing loss   
Sight loss  Epilepsy / Seizures  ME

Other:

### Mental health:

Depression  Anxiety  Panic attacks  Self harm  Eating disorders

Other:

Have any of the above been medically diagnosed? Yes  No

### Allergies: (Please state if you carry an EpiPen)

Penicillin  Dairy Products  Latex  Nuts  Wheat/Gluten  Stings/Bites

Other:

**Hospital Treatment:** If you are receiving hospital treatment at present or planned whilst you are at college as an inpatient or outpatient please provide brief details in the box.

### Self-Declaration:

Is there anything you would like to add, which is relevant to your health and/or welfare?

Date of last tetanus:

## NEXT OF KIN INFORMATION

Where possible please add two parents/guardians. The people listed below will be the ONLY people we will communicate with in regards to your son/daughter/ward. If there is someone else you would like us to be able to communicate with, please list these on a separate page.

Title:	Forename:	Surname:
Relationship:		
Address:		
Postcode:		
Phone (Day):		
Phone (Eve):		
Mobile:		
Email:		

Title:	Forename:	Surname:
Relationship:		
Address:		
Postcode:		
Phone (Day):		
Phone (Eve):		
Mobile:		
Email:		

## UNDER 18 PARENTAL CONSENT

If you are happy for your son/daughter/ward to carry out the below without staff ringing home first to check with you please tick the yes box, if not please tick the no box and we will ring a named next of kin contact first.

<b>College organised unsupervised offsite trip</b> e.g shopping trips, Trago Mills, Tesco	Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>Student organised unsupervised offsite trip</b> e.g a walk in the local area, to the shops with friends etc	Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>Offsite overnight</b> e.g staying at a friend's house	Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>Going home for the night/weekend</b>	Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>Guests staying over/staying in another students room</b>	Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>Off the shelf medication</b>	Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>Off site in another students car</b>	Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>Allow photos to be used on Residential Services Facebook page</b>	Yes <input type="checkbox"/> No <input type="checkbox"/>

## FINANCIAL ARRANGEMENTS

The following are the 2019/2020 accommodation fees for residence at Duchy College.

<b>Cost per academic week</b>
<b>Duty Weeks</b>
£130 Duty Room

- A £30 non-refundable fee (not applicable for Agricultural duty students) is payable on application. It will be retained by the college to cover costs such as administration, PAT Testing, Laundry etc. In the event of your application being unsuccessful then this fee will be refunded in full.
- Accommodation fees are chargeable for the whole academic year (or from date of occupation if after the start of the academic year). However, if you leave your accommodation, you will be responsible for payment up to and including the end of the current term.
- Payment of fees is arranged on an individual basis and can be either 10 monthly instalments by direct debit, termly or paid in advance for the whole year.
- Any damages sustained to college property will be invoiced to the fee guarantor.
- For all students, a guarantor (who is over 25) will be required to sign the accommodation contract and adequate payment arrangements made before the student enters accommodation.

A residential bursaries may be available if your household income is less than £40,000.

If you would like to speak to someone regarding Residential Bursaries then contact:  
Jennifer Warren on Tel: 01395 562339 [jennifer.warren@bicton.ac.uk](mailto:jennifer.warren@bicton.ac.uk)

Please tick the box if you would like to apply for a residential bursary.

## BILL PAYER

Please enter the name of the person who will be responsible for paying the accommodation account. The accommodation bill payer must be over 18 years of age and have sufficient means to pay all fees due. The students will be invoiced directly unless other-wise informed. If you are applying for a residential bursary then the invoice will need to be in the name of the parent/guardian that has applied for it.

Title:	Last name:	
Forename:		
Address:		
Postcode:		
Phone (Day):	Phone (Eve):	
Mobile:		
Email:		
Date of birth:		

## ACCOMMODATION FEE GUARANTOR

Please enter the name of the person who will act as guarantor if the student is being invoiced. The accommodation guarantor must be over 25 years of age and have sufficient means to pay all fees due. In consideration of the College providing accommodation to the accommodation occupant, I agree to indemnify the landlord (Cornwall College) against all losses incurred as a result of any failure by the Tenant to comply with the terms of the Residential Handbook, Residential Terms and Conditions and any other publications which may be issued by the College from time to time. Even if the College gives the accommodation occupant extra time to comply with any obligation, or does not insist on its strict terms, this guarantee remains fully effective. I understand that this is a legally binding contract and the College will, if necessary, institute legal proceedings against me to recover sums due in respect of this contract.

Title:	Last name:	
Forename:		
Address:		
Postcode:		
Phone (Day):	Phone (Eve):	
Mobile:		
Email:		
Date of birth:		

The accommodation occupant (student), parent/guardian and/or bill payer must read the Terms and Conditions carefully before signing this agreement and by doing so hereby agree to the terms and condition as stated below. Cornwall College reserves the right to refuse accommodation to any student who breaks the Terms and Conditions and students are also bound by the college's disciplinary procedures and may be asked to vacate the accommodation with immediate effect.

1. The room is for the use of the accommodation occupant named below only. Other persons are not permitted to make use of the room during the absence of the accommodation occupant.
2. Accommodation package fees are invoiced in advance for the whole academic year. Dependent upon the course these fees represent three terms: autumn term, spring term and summer term and include any periods of absence through job shadowing, study tours, illness etc. If the accommodation is vacated by the accommodation occupant (including if the student is excluded) before the end of the academic year then fees are chargeable up until the end of the term in which the occupant left. Fees must be paid in full at the commencement of occupation or otherwise by arrangement with the College's Finance Department.
3. Where the accommodation occupant intends applying for a residential bursary, it should be noted that you are responsible for the full amount of the fees until all the required documentary evidence has been provided AND the bursary has been agreed and confirmed by the College. Any payment plans agreed with the Finance Department will be set up for the full years' fees until any bursary is awarded and will be scheduled to end prior to the end of the tenancy. This applies in all cases, including failure to apply, failure of the application or exhaustion of the funds available.
4. If the accommodation occupant wishes to move to a different room they can only do so subject to availability and with the approval of the Residential Team Lead. Thereafter the rental applicable to the new room will be applied and the appropriate adjustment will be made to the accommodation fees. Any payment plans previously agreed will be amended to ensure all fees are collected prior to the end of the tenancy agreement.
5. If the accommodation occupant is away from the College on pre-agreed, course based work experience of a week or more, no board and residence charge will be made, provided the Residential Lead have been advised of this absence in advance.
6. The accommodation occupant agrees to abide by the regulations relating to the college accommodation, printed in the Residents Handbook or other College publications. The College reserves the right to change, or put in place, rules if they are deemed beneficial for the College community.
7. It is the responsibility of the accommodation occupant to clean his/her room (including shared areas), continued failure to keep the room to a reasonable standard may result in Campus Services deep cleaning the room for which there will be a £50 charge. The College cleaners will not clean bodily fluids (e.g. vomit) – if these are found in the room or in communal bathroom areas you will again be charged for a deep clean at the commercial rate of up to £100. In order to meet the College's Environmental obligations there will be recycling facilities within each block. Accommodation occupants will be responsible for separating and disposing of their own waste accordingly. A charge may be levied if waste is not separated to cover the increased disposal costs.
8. A £30 non-refundable fee (not applicable for Agricultural duty students) is payable on application. If your application is successful it will be retained by the College to cover services such as administration, PAT testing, laundry etc.
9. The accommodation occupant must have a set of keys at all times. Should the occupant lose a key and/or fob then these will be replaced at a cost of £20.
10. It is against the law for Under 18s to drink alcohol on site. No alcohol is to be consumed by Under 18s or to be kept in their rooms; if caught you will be issued with a written warning and a £50 fine. Anyone signing out for the evening is not permitted to return to site under the influence of alcohol, parents may be phoned to come and collect the student and a disciplinary given.

Over 18s are not permitted to buy or provide alcohol to any under 18 students and those found doing so will be fined £50 and issued with a written warning and/or the police notified which could incur a fine of up to £2,000.

Over 18s - whilst over 18s are allowed to drink alcohol. The following conditions apply on site.

**Duchy College** - Alcohol can only be consumed by over 18s in the designated drinking area. No alcohol is



permitted in accommodation blocks or in the vicinity of, or outside the blocks, this is to minimise alcohol related disturbances and maintain a safe healthy campus. Failure to comply with this will result in disciplinary action.

11. Duchy College is predominantly a non-smoking site and smoking (including the use of e-cigarettes) is only allowed in the permitted designated area, anyone found smoking outside this area will incur a fine of £10.
12. Duchy College will not tolerate students engaging in drug use. Non-prescription (including psychoactive substances formally called legal highs) drugs or drug paraphernalia are not allowed on campus at any time. Anyone caught in possession of drugs or drug paraphernalia, using, sharing, gifting or dealing will be subject to suspension pending investigation by Residential Services and possibly the Police.
13. Over 18s must not be present in under 18's blocks after 10.30pm and under 18s must be in their own blocks by 11pm when the Residential Services team will carry out night-time checks. No under 18's should be in or around the smoking shelter after this time.
14. Students making too much noise will be asked to reduce it immediately and will be required to do so at any time during the day or evening. The College promotes an atmosphere conducive to learning and all noise is to cease at 10.30pm. All staff reserve the right to temporarily confiscate items to assist with maintaining a quiet campus.
15. All students must sign out and leave their keys in the Residential Services office any time they leave site (when going home at weekends etc). Students must collect their keys as soon as they return to site, between 8.30am and 11pm only.
16. Tampering with fire equipment including the covering of fire alarms is strictly forbidden. Anyone caught doing so will be subject to a disciplinary and charged for any damage and also a fine of £50.
17. Duchy College will not tolerate deliberate damage to any property owned by the College or others, you will be charged for any damage caused by you or your guests. Please ensure you complete the room check form in detail and return it on the day of your arrival; failure to do so will result in you being charged for any pre-existing damage. Damaged or broken items are to be reported immediately to enable the Campus Team to fix and/or replace them. Any damage costs will be split between the relevant occupants within the block, communal and social areas unless the individual responsible can be identified. The bill payer will be notified of damage costs and any fines incurred, in writing and given 21 days to respond. Failure to respond within 21 days will result in payment being taken automatically from payment details held by the Finance Department. If no valid payment details are held then this amount will be invoiced.
18. The accommodation occupant must vacate their room along with all personal possessions by 7pm on the last day of each term and hand back all keys issued to them by the College. Students will also need to vacate their room and possibly their belongings during the half term holidays too. Accommodation occupants do not have the right to leave any possessions on campus outside term time, nor does the College accept any responsibility for any property left at the end of each term. Occupants can only return to campus after 3pm on the day before college starts again.
19. It is the student/parent/guardian responsibility to immediately inform Residential Services of any changes in contact details, phone numbers, medical conditions or any other information that might affect the student's welfare.
20. Lost property is recorded and stored for a maximum period of 6 weeks after which will be disposed of accordingly.
21. Some items are prohibited on Health & Safety grounds (as stated in the Residential Guide) including joss sticks, candles, oil burners, camping gas, camping stoves, lighter fuel and any items prohibited by the College Weapons Policy.
22. Any confiscated items will be recorded, labelled and stored until returned to student at an agreed time. Rules and regulations relating to persons living on campus are contained within the Residential handbook which accompanies these terms and conditions and which the accommodation occupant is responsible for reading and understanding. If there are any questions relating to the rules and regulation or an individual requires assistance in reading the handbook or wishes a large type version of the handbook please see a member of staff from Residential Services in confidence. By signing this agreement the accommodation occupant and parent/guardian/bill payer agrees to be bound by these Terms and Conditions. Breaches of College rules and regulations will result in disciplinary action being taken. This could be a warning, monetary fines, removal of privileges, suspension from college (in some cases this would be immediate), withdrawal from residential accommodation or expulsion from college accommodation, or expulsion from College.

If an accommodation occupant is asked to leave college accommodation on disciplinary grounds, the College can stipulate that this will be effective immediately, where the individual's continued presence poses a potential risk to themselves or others at College. In other circumstances the College can stipulate that the accommodation occupant must leave the accommodation within 3 days of receiving notification of its decision. If the fees are left unpaid the College reserves the right to pass these on to our external collection agency or pursued through the County Court and will be subject to an administration charge.

**Cooling Off Period** - There will be a period of 14 days 'cooling off' from the point of occupation. During this 14 day period the occupant can be released from their contract if requested in writing to the College. If released from the contract the occupant will remain liable for the duration of their actual stay in college accommodation and the application fee remains non-refundable.

**Supplementary Regulations for Under 18 Students** - The College endeavours to provide extra support and guidance for students under 18 years of age living in the College residential accommodation and to this end has implemented additional regulations which are set out in our Terms and Conditions and Residential Guide. For the information of parents/guardians, the College cannot accept responsibility for the behaviour and welfare of students who fail to comply with these regulations. Students failing to follow these guidelines could be liable to disciplinary action and/or removal from residential accommodation.

**Declaration by Accommodation Occupant (Student)** - I understand and agree to abide by the Terms and Conditions stated above and as detailed in the Resident's Handbook and understand that failure to do so may result in my removal from the College's residential accommodation.

Signed..... Date .....

**Declaration for Over 19 Student** - I agree to residential staff talking with my named next of kin and/or bill payer if deemed necessary for my well being whilst a resident at college.

Signed..... Date .....

**Parent/Guardian Agreement** - I understand and agree to act as the accommodation fee guarantor and agree to be bound by the terms and conditions as set out above and in the accommodation contract.

Signed..... Date .....

**Fee Guarantor Agreement (if different from parent/guardian)** - I understand and agree to act as the accommodation fee guarantor and agree to be bound by the terms and conditions as set out above and in the accommodation contract.

Signed..... Date .....

By signing this form I hereby consent to the processing of my personal data in line with the Cornwall College Student Privacy Notice available at [available at www.cornwall.ac.uk/governance/your-information](http://www.cornwall.ac.uk/governance/your-information)

**Send your completed form and your £30 non-refundable application fee to:**

Maxine Bentley, Residential Lead, Residential Services, Bicton College, East Budleigh,  
Budleigh Salterton, Devon, EX9 7BY.

Tel: 01395 562320

Email: [maxine.bentley@cornwall.ac.uk](mailto:maxine.bentley@cornwall.ac.uk)

# WELFARE CARE FOR RESIDENT STUDENTS

At Duchy College we pride ourselves on the care we provide to our students. Parents and guardians will be pleased to hear that the care of the students is also assessed by Government Standards and Ofsted. Below is an extract from our latest assessment in February 2016.

“Residential learners make good progress from their starting point on admission to the College. They benefit both academically and socially from being residential”.

We maintain and look to further improve upon this standard by having a dedicated team of Residential Services staff working for the students 24/7 and are able to provide support and guidance as well as provide a listening ear.

We also have a team of staff here that offer a variety of sports and entertainment. We provide regular evening activities and various trips. However; this is a learning environment and whilst you are here we have a duty of care for you.

We will make sure that you have access to learning materials, facilities and learning resources to achieve your full potential. We will also make sure that you are safe and secure and we will also act accordingly and fairly when required.

In order to support students and help you we need to have as much information about you as possible in order to maximise your chances of being successful. The more we know about you, the more we can help, so please be honest with us to ensure you provide as much information as possible on this application form. We will do our best to put into place the support you need during your stay.

So to sum up... we have a vibrant and healthy campus. We are here when you need us, we will celebrate with you in your successes, we will push you to be the best you can be and if needed, we will catch you if you fall. Enjoy!



## CONTACT US

### Accommodation

Maxine Bentley  
Residential Lead  
Residential Services  
Bicton College  
East Budleigh  
Budleigh Salterton  
Devon  
EX9 7BY

**Tel: 01395 562320**  
**[maxine.bentley@cornwall.ac.uk](mailto:maxine.bentley@cornwall.ac.uk)**

### Residential Bursaries

Jennifer Warren  
Bursary and Residential Officer  
Bicton College  
East Budleigh  
Budleigh Salterton  
Devon  
EX9 7BY

**Tel: 01395 562339**

### For general enquiries about courses please contact:

Customer Services  
Duchy College  
Stoke Climsland  
Callington  
Cornwall  
PL17 8PB

**Tel: 0330 123 4784**  
**Email: [stoke.enquiries@duchy.ac.uk](mailto:stoke.enquiries@duchy.ac.uk)**  
**Website: [www.duchy.ac.uk](http://www.duchy.ac.uk)**