

**THE WHITE BOOK  
REGULATIONS (GENERAL)**

REGULATION G5

*Occupancy of College Accommodation*

*Occupancy Agreements*

1. Other than in the case of a Graduate Flat, College accommodation is for the exclusive use of the student to which it is allocated and shall not normally be shared or sub-let. In exceptional circumstances the Bursar may grant permission to sub-let for a limited period. Occasional guests may be allowed to stay overnight, under Regulation G7. Pets are not permitted under any circumstances.
2. Each student allocated a room in College, including any room in a College hostel, shall occupy it as a licensee at will under the terms of the College Undergraduate or Graduate Occupancy Agreement, as appropriate, for the time being in operation. The Occupancy Agreement shall stipulate the period of occupancy, the applicable payments and charges, the conditions for terminating the Agreement on either side, and any other relevant terms.
3. Each student shall sign an Occupancy Agreement, and return it to the Tutorial Office, normally on-line, prior to entering into occupation of any College room. Any student who enters into actual occupation of a College room without having signed and/or returned an appropriate Agreement shall be deemed to occupy the room as a licensee at will, under such terms as are normally applicable in the circumstances.
4. The College reserves the right to move the student from their room, either for unavoidable maintenance purposes, or under the authority of any Ordinance or Regulation.
5. The College reserves the right for its staff and authorised contractors to enter any room at any time in case of an emergency, and upon reasonable notice for maintenance purposes.
6. Each student shall be deemed to be aware of, and shall comply with, the Student Accommodation Handbook, as published on Sidnet and available in hard copy from the Tutorial Office. In the case of any conflict between the Handbook and the Statutes, Ordinances and Regulations of the College, the latter documents shall take precedence.

*Periods of occupancy*

7. A student shall be entitled to occupy their College accommodation during the standard Period of Residence.

8. The standard Period of Residence for undergraduates comprises ten weeks per University Term, to include the period specified under paragraph G3,6 and up to seven further nights, the dates of which shall be agreed individually in advance with the College Housekeeping Manager.
9. The standard Period of Residence for graduate students comprises the academic year between 1st October and 30th June. A graduate student may not normally enter into occupation of their accommodation prior to the start of the academic year, unless their degree course officially starts earlier than the 1st of October.
10. Residence outside the standard Period, for tutorial or academic reasons, shall require permission from a student's Tutor or Director of Studies, or the Graduate Office. Permission shall normally be granted; in particular, permission shall normally be given for:
  - (a) residence during the Easter Vacation, for third and fourth year undergraduates preparing for their examinations; and
  - (b) residence during any vacation, for a student engaged on academic-related work in the College, such as an internship.A student granted such permission shall not be entitled to remain in the accommodation he or she occupied during the standard Period of Residence.
11. Applications to reside outside the Period of Residence, with the relevant permission, shall be made to the College Housekeeping Manager, a reasonable time in advance. Any student who seeks to reside outside the standard Period without having made an appropriate application does so at his or her own risk, and may:
  - (a) be denied access to any College accommodation; and/or
  - (b) become liable to the College for its reasonable losses, such as the loss of vacation conference income.

*Payment terms*

12. Policy on standard charges for all student accommodation shall be determined annually by the Council, in consultation with SCSU; and shall be notified to students by the Tutorial or Graduate Office, in particular at the time of the Rooms Ballot under Regulation G4.
13. Until further notice, charges for any standard Period of Residence shall be payable:
  - (a) at a rate equal to 10 times the applicable weekly charge, by a date specified on the termly bill, for any undergraduate student;
  - (b) in three equal instalments of the applicable nine-month annual charge, at the start of each University Term, for any graduate student, including any graduate student granted temporary permission to work away from the University.Where occasioned by the requirements of a student's academic course, some minor variation to these charges may be made.

14. Graduate students residing in a flat shall pay an accommodation deposit of 10% of the nine-month annual charge, payable at the start of the academic year, in addition to any initial or advance deposit charged under Regulation F2,10-14.
15. Charges for occupation of student accommodation outside a standard Period of Residence shall be payable at:
  - (a) a daily rate based on the weekly rate, for undergraduate students;
  - (b) a monthly rate based on the nine-month annual charge, for graduate students.
16. Where a licence to occupy is terminated early under paragraphs 18-19, whether by the College or the student, the College shall seek to re-let the accommodation with immediate effect for the remainder of the current Period of Residence. For any period during which the property is so re-let, the College shall reimburse the student proportionately for any standard accommodation charges previously paid under paragraph [13].
17. All charges under a College Occupancy Agreement, and any associated charges levied under this Regulation, shall be listed on a student's bill as non-academic fees, in accordance with Ordinance D,XIII,5 and Regulation F2,8.

#### *Termination of Agreements*

18. The College may at any time terminate a student's licence to occupy, and cancel the Occupancy Agreement. The College shall not normally terminate a licence unless the student is in breach of the terms of the Agreement. Reasonable notice to quit shall normally be given, of not less than one week; but in exceptional circumstances the College reserves the right to require a student to leave immediately.
19. A student may terminate an Occupancy Agreement early, by giving three months' notice, to include:
  - (a) a minimum of one complete University Term, in the case of an undergraduate student;
  - (b) any period of 13 weeks, in the case of a graduate student.The student's obligations under the Agreement shall continue until they return the keys of the accommodation to the Porters' Lodge and sign them in, in accordance with Regulation G6,12.

#### *Loss, damage and insurance*

20. Each student shall agree an inventory of College property in the room at the start of the licence to occupy. No furniture may be removed from any student room at any time. Any loss of property from a room, whether the property belongs to the College or to the student, shall be reported promptly to the Housekeeping Manager, Porters, Maintenance Manager or the Domestic Bursar.
21. Any damage to a student's room, or to any associated communal room, or to any College property in such room, shall be reported promptly to the Housekeeping

Manager, Porters, Maintenance Manager or the Domestic Bursar. Damage, other than fair wear and tear, caused during the period of a student's occupancy may be charged to the student, proportionately where relevant. In particular, the College reserves the right to charge a student or students where damage that is not reported promptly gives rise to exceptional maintenance expenditure.

22. The College shall not be held responsible for the loss or damage of any personal property of the student during the course of his or her studies, whether living in College accommodation or in external accommodation. Each student living in College accommodation shall have the benefit of collective insurance for personal possessions arranged by the College on behalf of such students, provided that any student may opt out of such insurance by notifying the Student Finance Manager.

*Use of College address*

23. Use of the College's address by a student in residence for any purpose other than as a residential address requires prior written permission of Council. Misuse of the College address may constitute a breach of the Occupancy Agreement.