Conditions forming part of the Licence Agreement

1. **Accommodation and Occupation**
   
   1.1. The College complies with the Accreditation Network UK (ANUK) Code of Practice in terms of the letting and management of College accommodation. A copy of the Code of Practice is available to view in the Head of Domestic Operations Office, if required.
   
   1.2. You occupy the Accommodation as a licensee. Nothing in the Licence Agreement creates the relationship of landlord and tenant. The Licensee shall not be entitled to a tenancy, or to any statutory protection under the Housing Act 1988 or to any other statutory security of tenure during or upon the determination of the Licence.
   
   1.3. You do not have exclusive use or occupation of the Accommodation and must share use of the kitchen facilities, bathroom facilities, WCs (other than those en-suite to your bedroom), and corridor within the block with such other students as the College may nominate at its absolute discretion.
   
   1.4. You may not occupy the Accommodation until after 11.00 am on the first day of the Licence Period. You must vacate the Accommodation and any communal areas by 11.00 am on the last day of the Licence Period. Any requests to vary these times must be made to the Head of Domestic Operations.
   
   1.5. You may change your Accommodation subject to availability and written permission from the Head of Domestic Operations.
   
   1.6. The College may move you to such other suitable alternative accommodation as the College may choose. The College will first give you reasonable notice, according to the circumstances.
   
   1.7. Students are allowed to have guests overnight in their Accommodation, for no more than three consecutive nights, and up to a maximum of 10 nights in any one month other than when specific agreement has been granted by the Head of Domestic Operations. Students are responsible for their guests and must accompany them at all times.

2. **Termination**

   2.1. The College may, at its discretion, release occupiers from the licence in exceptional circumstances.

   2.1.1. Students who withdraw or intermit will be liable to pay rent up to the end of the quarter (i.e. 31 Dec, 31 March, 30 June or 30 September) in which they withdraw or intermit from studies. If the date that the student withdraws or intermits is less than four weeks from the quarter-end then the licence holder will be liable for four weeks’ rent from the date on which they withdraw or intermit or the date on which they vacate their accommodation (whichever is the later). Students must contact their tutors at the earliest opportunity to discuss this process and any financial assistance available.

   2.1.2. If you are in serious or persistent breach of the Licence Agreement (including but not limited to failure to pay the Licence Fee); or, in the judgement of the College Officers, your behaviour constitutes a serious risk to the health, safety or welfare of yourself or other
students of the College’s or another’s property; then the College may end the Licence early by giving you 28 days’ notice. In these circumstances you will remain liable for the Occupation Fee for the full Period of Licence.

2.1.3. At the end of the licence period you must leave the accommodation and communal areas. If you fail to leave, the College may use all lawful means to remove you.

2.1.4. If you wish to leave your room and find another student to move into the accommodation this may be permitted, at the Bursar’s discretion. There will be an administrative charge of £100 towards the costs of the move.

2.2. Acceptance of keys by the College before the end of the Period of Licence does not relieve you of your obligations under this Licence Agreement, including the obligation to pay the Licence Fee.

3. Financial Matters

3.1. You must pay the Licence Fee in three instalments, at the beginning of each term, within 14 days of the date of invoice in respect of the occupation of the Accommodation, a deposit of £250 which will be added to the Licensee’s bill and payable within 14 days of the date of the invoice, which the College must return within 30 days on vacation of the Accommodation by the Licensee at the determination of this agreement subject to:

3.1.1. deduction of an amount to compensate the College for any damages or losses occurring through breach of this agreement.

3.1.2. the right to set off any amounts then due from the Licensee to the College.

3.2. It is your responsibility to ensure that sufficient funds are held in your account to meet the instalment demands on the required dates. Any dishonoured payment will incur a £25 administration fee.

3.3. The College may levy additional charges for:

3.3.1. the cost of making good or replacing any damage or breakage caused by you or those for whom you are responsible;

3.3.2. the cost of clearing blocked drains as a result of any items you have disposed of;

3.3.3. excessive use of electricity;

3.3.4. the cost of any further clearing and cleaning of the Accommodation, the kitchen or shower Accommodation facilities that the College considers reasonable where you have failed to comply with Conditions 6.2 and 6.3.

3.4. You must pay the reasonable costs and expenses properly incurred by the College in recovering any arrears of the Licence Fee or other sums due from you under the terms of the Licence Agreement and these Conditions and/or in remedying any failure by you to comply with the terms of the Licence Agreement and these Conditions and/or any proceedings necessary to gain vacant possession of the Accommodation, except where a Court decides you should not have to pay these costs.
PLEASE NOTE – Clause 3.3.4 (the condition in which a Licensee leaves their Accommodation): the College will make a charge for any damage done to walls, furniture, fittings and carpets etc.

If damage occurs in a room the College reserves the right to make temporary accommodation arrangements for that Licensee during the period of their License whilst repairs or replacements are carried out.

4. Keys
   4.1. The College will issue to the Licensee one set of keys only (where required) for the Accommodation and the house.
   4.2. If the Licensee loses a key, the College will replace it at a cost to the Licensee of £25.

5. Condition and Maintenance – the College’s Responsibilities
   5.1. The College will provide:
       5.1.1. adequate furniture and fittings;
       5.1.2. adequate lighting, water and heating without further charge (the College shall accept no responsibility for interruptions to any public services beyond its control. Licensees should expect reasonable interruptions of services and facilities from time to time as a result of necessary maintenance, repairs and refurbishment);
       5.1.3. reasonable toilet and laundering facilities;
       5.1.4. cleaning of communal areas used by the Student in the building in which the Accommodation is situated; and
       5.1.5. access to self-catering facilities.
   5.2. An inventory of contents will be provided on arrival. You are advised to check the inventory and report deficiencies to the Head of Domestic Operations within 4 working days of arrival. If you do not report any deficiencies, it will be assumed there are none.

6. Condition and Maintenance – Your Responsibilities
   6.1. You are responsible for any damage or breakage caused by you or those for whom you are responsible; but you are not responsible for fair wear and tear.
   6.2. You are responsible for keeping the kitchen and bathroom facilities in a hygienic condition.
   6.3. You are responsible for leaving the Accommodation and the communal areas in a hygienic, clean and tidy condition at the end of the Licence Period including a thorough clean of all surfaces, cupboards, fridges, cookers, microwaves and other equipment;
   6.4. You must not:
       6.4.1. obstruct access to the Accommodation or the communal areas;
       6.4.2. interfere or tamper with any fire alarm system or equipment nor impede any means of escape from fire;
       6.4.3. fix structures to the fabric of the communal areas;
       6.4.4. paint or decorate any part of the Accommodation or the communal areas;
6.4.5. make any alterations or additions to the fabric or surfaces of the Accommodation or communal areas;
6.4.6. apply sticky tape or adhesive to the walls or stick pins, nails or screws into the walls;
6.4.7. change or install any locks;
6.4.8. interfere with or make any alterations to the heating, cooking, gas, electricity, water or drainage services or installations and not cause disconnection or obstruction of any supply of services to or from the Accommodation or the communal areas

6.5. You must:
6.5.1. comply with all Health and Safety legislation and adhere to the Health and Safety Policy Statement.
6.5.2. familiarise yourself with fire escape routes, participate in fire evacuation practices and comply with any instructions issued by the College from time to time in connection with the evacuation of the building whenever a fire alarm is activated;
6.5.3. keep the Accommodation and communal areas in a reasonable condition so as to provide a safe environment for other students, College officers and employees, and contractors;
6.5.4. promptly report any disrepair, damage or defect affecting the Accommodation and its contents;

6.6. You are responsible for paying a fair and reasonable proportion, as determined by the College acting reasonably, of the costs incurred by the College in making good loss or damage to the Accommodation and communal areas and/or in replacing any fixtures or fittings damaged therein which arises as a consequence of your action or your failure to observe and comply with these conditions.

7. Use and Conduct
7.1. You may only use the Accommodation as student residential accommodation for your use only. You must not use the Accommodation for business purposes.
7.2. You must take reasonable care of the Accommodation and its contents and behave as a reasonable and responsible occupier would normally do.
7.3. You are expected to participate in responsible energy consumption and water use, as well as the reduction and recycling of waste.
7.4. All furniture or electrical appliances you bring into the Accommodation or the communal areas must meet safety standards for items of that type in accordance with current British Standards and statutory regulations.
7.5. The Communications Act 2003 states that you have to be covered by a TV Licence to watch live TV on a TV set, a laptop or any other receiving equipment. It is therefore your responsibility for obtaining a licence should you choose to watch live TV in your Accommodation. You will not be covered under any licence held by the College.
7.6. You must not:
7.6.1. remove any of the contents of your Accommodation;
7.6.2. interfere with the electrical installations in the building or use any equipment which is likely to overload the electrical circuits;
7.6.3. put anything down the toilet or sinks or otherwise into the drains which is likely to block or damage them;
7.6.4. interfere with the fabric of the building or any fittings or fixtures;
7.6.5. prepare and cook food other than in the kitchen;
7.6.6. use a deep-fat fryer anywhere in the building;
7.6.7. smoke in any College building or within the College grounds other than designated smoking areas;
7.6.8. light candles or use incense on the premises;
7.6.9. barbecue except at approved events (approval for such events must be sought from the Head of Domestic Operations);
7.6.10. climb on the roof of the building;
7.6.11. use your Accommodation for any illegal purpose;
7.6.12. generate levels of noise whether in the Accommodation or communal areas of a level that may disturb other residents, quiet period is between 11pm and 7am;
7.6.13. keep any firearms, weapons or other dangerous items in your Accommodation;
7.6.14. store rubbish other than in proper receptacles that are emptied regularly;
7.6.15. keep any animal, bird, fish or other creature in the building, in your Accommodation.

8. **Access**
   8.1. As you are a licensee, staff are entitled to come into your Accommodation whenever authorised to do so by the College, and without giving notice. However, we want to respect your right to privacy and so will endeavour to give you notice.
   8.2. You must allow access to the Accommodation to authorised staff for the purpose of cleaning, maintenance, or examining its state of repair. The College will normally give at least 24 hours’ notice, but requires immediate access in the event of an emergency or to carry out inspections required by health and safety legislation.

9. **Communication**
   9.1. The College may correspond with or serve any notice on you at either the address stated on the Licence Agreement or at any other contact address you have given the College.
   9.2. In the event of an emergency the College will use the next of kin or home contact details as provided by you at registration.

10. **Liability for loss and damage of property left on College premises**
    10.1. Private property (including money and valuables) if brought into and left in College premises is entirely at the owner’s risk. The College will not accept liability for any loss or damage to such property howsoever caused (including, without limitation, loss or damage caused by negligence). In addition, the College reserves the right to dispose of private property left on the College premises which remains unclaimed for a period of 7 days or more, and the College will not accept any liability arising
out of the disposal of such property. Perishable items will be destroyed immediately.

10.2. In order to minimise any loss of personal possessions, you are advised to mark items clearly with your name.

11. Electrical Appliances in College Accommodation

The following items are permitted in College accommodation. Kitchen appliances should only be kept in kitchens, and under no circumstances should any cooking be done anywhere other than in kitchens.

- Personal computing equipment
- Television
- CD player/radio/stereo
- Games console
- Electric shaver
- Hair dryer
- Desk/floor lamp

For use in kitchens only
- Kettle
- Toaster
- Coffee maker
- Food blender
- Sandwich toaster
- Rice cooker
- Microwave (1 per kitchen)

Inventory

All College Accommodation have a full set of furniture. No furniture is permitted in College Accommodation without the written consent of the Head of Domestic Operations. Any furniture brought into College Accommodation must be removed and taken home by the resident at the end of the period of residence as storage space is limited. Failure to comply with this will result in a charge for their removal and disposal.
HEALTH & SAFETY INSTRUCTIONS

Safety Requirements:

TO TAKE NO ACTION THAT WOULD DO OR CAUSE HARM TO MYSELF OR ANY OTHER PERSON!
I WILL NOT: leave cooking unattended.
I WILL NOT: leave the premises with items such as ovens/hobs switched on or running.
I WILL NOT: leave laptops on beds and soft furnishings, when either using or charging.
I WILL NOT: block or obscure exit routes at any time with items such as laundry, boxes, luggage, and bikes.
I WILL NOT: use the fire equipment as door stops.
I WILL NOT: wedge or hold the FIRE doors open.
I WILL NOT: leave grooming items such as hair tongs and straighteners plugged in when not in use.
I WILL NEVER: leave grooming items such as hair tongs and straighteners on soft furnishings whether using or not in use.
I WILL NOT: overload or interlink electrical extension leads.
I WILL NOT: attempt to make electrical connections using adaptors / multiple adaptors.
I WILL NOT: leave irons plugged in when not in use.
I WILL ALWAYS: wait for irons to cool before storing.
I WILL NOT: cover or tamper with fire detection or fighting devices.
I WILL NOT: use candles or naked flames on the premises.
I WILL: keep all combustible materials such as grocery packaging away from heat and ignition sources in all areas and specifically kitchen areas.
I WILL: If the fire equipment (Extinguishers & Blankets) are moved or set off, report to the Porter immediately.
I WILL: consider the fire action to be taken in the event of a fire / emergency.
I WILL: ask the Porter if I am uncertain about any of the requirements detailed above, or require any further help or assistance.
NO SMOKING applies to all properties and areas (You are able to smoke in designated signed areas ONLY).