

INTO University of Gloucestershire Accommodation Terms and Conditions

This is a licence granting you ("the student") the right to occupy in the room ("the room") within the Halls of Residence ("the halls") for the period and at the fee stated in your Accommodation Contract. In this licence the Student is the licensee and the University of Gloucestershire ("the university") is the Licensor.

The university agrees the following:

1. The university allows the student to live in the room between the dates shown on the Accommodation Contract, and to use the kitchen, hall and any other communal facilities, together with the furniture and fittings included.
2. Whilst the university will take all reasonable steps to make the halls as secure as possible, it cannot accept any liability for loss or damage of your personal belongings. **Contents cover is provided by Endsleigh Insurance and the charge for this service is included in the rent.**
3. If for any reason the room ceases to be habitable, or for essential repairs or maintenance, the university will offer the student an alternative room in any of its halls. If this is agreed, the student will be able to live in the alternative room on the same terms and at the same price as the original room.
4. The university will carry out necessary repairs within a reasonable time, but the student must report defects promptly to the INTO Student Experience Team.
5. All electrical appliances will be tested by a qualified electrician close to the start of the academic year. This will include appliances brought by the student. The university reserves the right to ask for any appliances that fail the test to be removed from the halls.
6. The university reserves the right to enter the accommodation or shared areas at any time, but wherever possible reasonable notice will be given
7. The university will respond promptly to any complaints regarding accommodation.

The student agrees to the following:

Financial provisions

8. The student will pay for their accommodation as outlined in their Accommodation Contract and the INTO University of Gloucestershire Terms and Conditions.
9. The student agrees that if they decide not to attend the INTO University of Gloucestershire programme they will give notice as outlined in the INTO University of Gloucestershire Terms and Conditions.

10. The student will pay any amounts in respect of breakages, damages or charges attributable to them.
11. The student will pay the fees due by the dates shown in their Offer letter. Failure to do so may result in extra charges being made by INTO University of Gloucestershire.
12. If the student is absent from their room due to ill health or any other reason, the student will not be entitled to any refund of the fee. In addition the student will not be able to register for the coming year or graduate until debts have been cleared in full.
13. The student will be refunded any amount of the fee relating to the period after this licence has terminated subject to the room being cleared and left in an acceptable condition and the keys returned.

General provisions

14. The student agrees to be considerate to the needs of fellow residents and neighbours in the wider local community.
15. Noise levels shall be kept to a reasonable level at **all** times and **in particular there should be no undue noise after 11pm and before 8am.**
16. The student will work with the residential and security staff to ensure the smooth running of the halls.
17. The student will clean their room and communal areas to a good standard and will ensure that communal areas are kept clear to allow cleaning staff to assist.
18. The student shall accept responsibility under health and safety regulations and will not act in a manner that could undermine the health or safety of fellow residents.
19. The student accepts that physical violence, bullying, harassment or inappropriate behavior will normally result in disciplinary action and may lead to eviction.
20. The possession of any illegal substance within or around the halls is prohibited and will normally result in disciplinary action and may lead to eviction.
21. The student agrees to take good care of the room, the exterior, the shared areas and furniture and fittings. The student agrees to report any faults promptly to the INTO Accommodation Officer.
22. The student will not remove any of the furniture or fittings from the room or shared areas.
23. The student agrees to abide by all rules and regulations of the university relating to the halls.

- 24.** In particular the student agrees to abide by all fire regulations and rules of the university including the following:

Fire related offences are treated very seriously by the university and this is reflected in the financial penalties listed below. Where more than one student is responsible, those involved will be jointly liable to pay the penalty.

In cases where the perpetrator(s) cannot be identified, the offence may be attributed to a group of students in the vicinity, e.g. all those sharing a flat or a kitchen.

Offence	First time penalty	Subsequent times
Tampering with fire doors	£50	Disciplinary
Tampering with a smoke or heat detector	£100 and final warning	Eviction from Halls
Tampering with a fire alarm	£100 and final warning	Eviction from Halls
Tampering with a fire extinguisher	£100 and final warning	Eviction from Halls

All incidents will be fully investigated by the University Accommodation Office.

On hearing the fire alarm, the student must leave the Halls as soon as possible and go to the designated assembly point.

- 25.** The keeping of pets is strictly prohibited.
- 26.** The student may have an occasional guest in their room for up to two consecutive nights but must not give up possession of the room to them. The student will be responsible for the guest at all times and the guest will be subject to the terms of this Licence. The student must advise the Residential Support Adviser of the guest and enter their name on the guest list.
- 27.** The student will keep the room and shared areas in a clean and tidy state at all times and will make sure all is acceptable at the end of this licence. If additional cleaning is required a charge will be made to the student based on hours worked.
- 28.** The student agrees to pay for any damage caused to the room. Where damage is caused to the common areas on the same floor as the student's room and the person responsible cannot be found, the student will pay a proportion of the reasonable costs of the repair of damage or replacement of furniture or fittings. The total cost will be divided equally between the residents on that floor, subject to a minimum £5.00 per person. Students will also take responsibility for damage caused by themselves in other areas.
- 29.** Students in halls are not permitted to bring any motor vehicles to Cheltenham or Gloucester unless written permission has been obtained. This permission will only be considered for specific circumstances such as medical conditions.
- 30.** The student agrees not to carry out any trade or profession from the halls.
- 31.** Bikes are encouraged but these must be kept in the storage sheds provided and not within the halls.

- 32. No extra cooking or refrigeration appliances are to be brought into the halls.
- 33. No large items of furniture or equipment are to be brought into the halls. This includes mini-fridges, decks, drum kits etc.
- 34. The halls are subject to a **no smoking policy** which will be strictly enforced.
- 35. Candles or naked flames are strictly prohibited in the halls.
- 36. No dangerous substances or weapons are to be brought into the halls.
- 37. Barbeques are prohibited in the areas surrounding the halls.
- 38. The placing of posters or signs of any nature in the room is strictly prohibited other than on the notice boards provided.

Ending this licence:

- 39. This licence will end if the student ceases to study at the university. Students will contact the INTO University of Gloucestershire Student Experience Team directly and provide a copy of their withdrawal form and complete the Accommodation Departure Form before the licence can be terminated. There is no refund of accommodation fees once a student has arrived and moved into his/her accommodation. Any additional fees will be returned to the student providing the room has been left in an acceptable order.
- 40. This licence may be ended by the university (giving not less than one week's notice in writing) if:
 - a) the licence fee is not paid on the day it is due.
 - b) The student is in breach of any of the terms of this licence.
- 41. This licence may be ended by the student giving the INTO Student Experience Team the name of a student of the university who is acceptable to the INTO Student Experience Team and who is not already living in a hall of residence. This person must agree in writing to occupy the room in place of the student. The liability of the student will not end until the replacement student signs a licence and pays the appropriate fees.
- 42. This licence is personal to the student and cannot be transferred to anyone else.
- 43. Where there is a dispute between the university and the student that cannot be resolved reasonably, the dispute may be referred to the Adjudication Panel.
- 44. The Adjudication Panel will consist of the Director of Student Support or nominee, the President of the Students' Union and a third person appointed by the Director of Student Support. Both parties will abide by the decision of the panel, which will be final and binding in all respects.

Additional information regarding your accommodation:

Insurance Cover

Endsleigh will be providing you with contents insurance for your room. This service is included in your rent.

You may need to extend your cover for the following items:

- Your laptop and iPod in your room and anywhere in the UK
- Mobile phones (away from your room) including iPhones and Blackberries
- Possessions away from your accommodation
- Bicycles

TV License

Each study room needs to take out an individual TV license. You can go online and do this: www.tvlicencing.co.uk or call 0300 790 6071

End of Year

You will be need to vacate your room by 12pm on the end date as shown on page 1 of this document.

Halls of Residence Charges list

The below is a non-exhaustive list of approximate costs for replacing or repairing damaged items caused by residents. Please be aware that any damage you cause within Halls of Residence will be charged to your student account. You will need to clear all debts from this account by the end of the academic year to enable you to register for the next academic year.

Bedroom	Key/fob (each)	£20.00	Bathroom	Sink	£150.00
	Replacement lock	£85.00		Mirror	£100 min
	Bed base	£100.00		Toilet seat	£30.00
	Mattress	£60.00	Kitchen	Toaster	£15.00
	Desk chair	£70.00		Kettle	£15.00
	Easy chair (if applicable)	£100.00		Microwave	£50.00
	Wardrobe	£300.00		Cooker (Large)	£140.00
	Wardrobe doors (per door)	£40.00		Dustpan and brush	£15.00
	Desk lamp	£15.00		Fridge	£100.00
	Coat hooks	£20.00		Freezer	£100.00
	Curtains	£40.00		Mop and Bucket	£15.00
	Floor/Carpet	£100 min		Kitchen Table	£200.00
	Damage to electrical sockets	£50.00		Kitchen Chair	£50.00
	Network cable	£5.00	Communal Areas	Replacement ceiling tile	£15 each
	Room phone (if applicable)	£80.00		Damage to intercom	£40.00
Fire Charge	Bin	£15.00		Sofa	£200.00
	Room door	£150.00		Vacuum cleaner	£60.00
	Replacement peephole	£30.00		Damage to entry system	£200
	Door Handle	£40.00		Flat Door (whole door replacement)	£150
	Safe replacement (if applicable)	£40.00		Main block door (whole door replacement)	£300 min
	Propping open a fire door	£50 fine	General Charges	Replacement of windows	£100 min
	Tampering with Fire Extinguisher	£100 fine		Excessive mess	£30.00
	Covering heat detector or tampering alarms	£100 fine		Damage to walls – plastering	£100.00 min
	Activation of alarm	£100 fine		Repaint to walls/ceiling	£30 per wall minimum
	Break glass	£100 fine	Cleaning Charges	Replacement window restrictor/catches	£30.00
				Additional bedroom clean	£30.00
				Additional Kitchen clean	£30.00

Please note that these costs only serve as a guideline to damage charges and include administration and labour.

Prices are based on the 2017-18 and will be subject to annual review and adjustment.