

FURTHER EDUCATION ACCOMODATION GUIDE 2015 - 2016



“I like living here because it is
homely, safe, secure and friendly.”

Phillip Tyler
Land-based Studies
Duchy College Stoke Climsland

CONTENTS

Introduction	2
Living in Duchy College managed accommodation	3
Places to eat	4
Accommodation prices	5
What will I need to bring?	7
How do I choose the type of accommodation?	7
Residential FAQs	9
Accommodation application form for September 2014	12

INTRODUCTION

Duchy College Stoke Climsland is set in East Cornwall's beautiful rolling countryside within easy reach of the local market towns of Launceston and Tavistock, and only half an hour from Plymouth city centre with many beaches and tourist attractions close by.

This guide details the range of accommodation available at Duchy College and provides all the information you will need to help you choose your new home from home.

If you have any questions please contact Alison Hamilton, Accommodation Manager on 01579 372208.

More information about accommodation can be found in the Student Support pages of www.duchy.ac.uk.

LIVING IN DUCHY COLLEGE MANAGED ACCOMMODATION

Support

Starting as a student at Duchy College is an exciting time of new challenges and experiences; living in Duchy College managed accommodation makes the transition from home to college so much easier. Student Services provides you with a range of pastoral, medical, welfare and social support and guidance. They also offer a point of contact 24hrs a day should you have any queries.

Our last Ofsted inspection declared our provision to be good with outstanding areas - notably our pastoral care.

Socialising

You will make lifelong friends at Duchy College and our residential students are a close knit community; many of you will be experiencing college life for the first time so you'll have lots in common. The dining areas and residents lounge are always buzzing. The student voice is strong throughout the College and the Student Committee, Students' Union and Student Services team will make sure your social calendar is always full.

Convenience and transport

Transport provision to and from all catered off-campus college managed accommodation is provided on a daily basis to ensure that you have easy access to facilities and all that is going on.

Security

Our rural, safe, secure environment has security provision, CCTV and a custom key system for hostels. Living on a small, lively campus is like being part of one big Neighbourhood Watch scheme.



“Duchy College students work hard and play hard, so come and get stuck in!”

PLACES TO EAT

The campus offers a range of eateries from a convenient cafe to student restaurant with an extensive and imaginative menu. Our catering department prides itself on sourcing the vast majority of food locally or buying Fairtrade.

Sam's cafe

In the heart of the campus Sam's Cafe offers a welcoming environment and provides the social hub for all students during the day. One of its most popular meals is the full English breakfast. Lunches range from burgers and chips to sandwiches and jacket potatoes.

Opening hours (term time only):

Monday, Tuesday, Thursday 8.30am - 3pm
Wednesday, Friday 8.30am - 2.30pm

Pastures restaurant

The large, airy restaurant serves three meals a day to residential students during term time as well as offering a pay as you go service as an alternative to Sam's.

The menu offers plenty of choice; you may choose to start the day with a full English breakfast; enjoy chicken fajitas, a Cornish pasty, or filled jacket potato for lunch, then fill up with a beef stir-fry, pork schnitzel or vegetable paella for dinner.

Opening hours (term time only):

Breakfast

Monday - Friday 8am - 9am
Saturday - Sunday 9am - 9.30am

Lunch

Monday - Friday 12.15pm - 1.30pm
Saturday - Sunday 1pm - 1.30pm

Dinner

Monday - Friday 5.30pm - 6.30pm
Saturday - Sunday 5pm - 5.30pm



Vending facilities are also located throughout the campus, providing drinks, snacks and confectionery around the clock. You can also buy drinks and snacks from the shop located in Sam's or take a short walk to the village store in Stoke Climsland.

ACCOMMODATION PRICES

(per week for academic year 2015-2016)

The cost of your accommodation will vary depending on the type you choose; single rooms are more expensive than twin rooms.

On campus (cost per week)

Full board single study room	£147.91
Full board twin study room	£131.46
Full board triple	£111.65 (Equine duty students only)

Off campus (cost per week)

Full board landladies/lords single room	£140.91
Full board landladies/lords twin room	£131.46

Managed house (over 18s only) (cost per week)

Full board single room	£147.91
Full board twin room	£131.46
Self-catering single room	£87.85
Self-catering twin	£82.60

ADDITIONAL CHARGES

(payable on enrolment)

Key deposit	£10 to £30
Laundry	£60 initial charge for a subsidised service of £1 per wash or dry, top up payments are then available from the Accommodation Office (pro-rata charges are applied to students who are not signed up to full term tenancies).
PAT testing	£20 for the testing of up to 10 items (all electrical items must be PAT tested)
Room deposits	£120 to £150 Which will be refunded at the end of the year by central finance less any damage charges (communal or individual) and only when you have returned your keys.

All accommodation charges include:

- Heating, lighting and electricity
- Internet access
- Provision campus for all residential students
- Daily cleaning service
- Laundry
- Parking and cycle storage
- 24hr support from residential staff
- Night security and CCTV
- Nurse's surgery every weekday
- Transport arrangements for GP appointments if required
- Arrangements for GP appointments if required
- Sick bay for those in landlady/lord accommodation
- Shop
- Communal lounge with:
 - Pool table
 - Foosball
 - PS3
 - 42" flat screen TV
 - Projector
 - Selection of DVDs and games
 - Board games
 - Dartboard
 - Table tennis
 - In and outdoor activity games
- BBQ
- Communal kitchen



WHAT WILL I NEED TO BRING?

At the back of this accommodation booklet you will find the application form for accommodation. Once you have completed and returned your application form you will receive a confirmation letter and a list of items you are recommended to bring. You can also download a copy of this list from our website.

Full-time residential students are expected to provide their own bed linen but students who are resident only for duties have linen provided. You will need to insure your personal possessions but Student Services can advise on how to obtain insurance at student rates.

HOW DO I CHOOSE THE TYPE OF ACCOMMODATION?

Halls of Residence (on campus)

Our halls of residence on campus provide single study rooms, twin study rooms and some triple rooms for agriculture and equine duty students.

All rooms have:

- Single bed(s)
- Desk and chair
- Wash basin
- Bookshelf
- Wardrobe
- Rural views

Shower and toilet facilities are available on each corridor

All halls of residence accommodation are on a full board basis with meals being taken in Pastures Restaurant.

As many of our students are on courses that require them to do early morning and late night yard or stable duties, in order to assist them with long hours, we give preference to equine and agricultural students for halls of residence accommodation.

“Each year the student feedback reiterates the fantastic homely environment they offer.”



Landladies/lords (off campus)

Off campus accommodation with a landlord/lady is best suited for younger students who do not want to rush straight into campus life and who we feel may benefit from being placed into a family environment.

Many of our landladies/lords have been providing accommodation for Duchy students for over 15 years, they have a close working relationship with the Accommodation Office to ensure all students are settling in, happy and safe.

These properties are located within five miles of the campus and students are transported to and from the accommodation by college minibuses each day – the cost of which is included in the weekly rate.

All landlady/lord accommodation is on a full board basis with meals being taken in Pastures Restaurant.

All rooms have as a minimum:

- Single bed
- Wardrobe
- Desk and chair
- Bookshelf
- Bedside cabinet
- Internet access
- Access to snack making facilities e.g. kettle and toaster
- Rural views
- Transport to and from campus for meals, learning resources and social events



Managed Houses (off-site)

Students who are over 18 years of age have the option of living in one of our college managed houses on either a full board or self-catering basis.

These properties are conveniently located within six miles of the campus and if the full board option is selected then transport to and from your accommodation will be included if required. In a managed house you have more independence and yet have the same support services underpinning your residential experience.

All rooms have as a minimum:

- Single bed
- Wardrobe
- Desk and chair
- Bookshelf
- Bedside cabinet
- Internet access
- Rural views
- Transport to and from campus for meals, learning resources and social events

All our off campus accommodation is inspected regularly by the Accommodation Manager in accordance with the College's minimum standards for letting, including Health and Safety criteria, Risk Assessments etc. All our accommodation providers hold Enhanced Criminal Records Bureau certificates held by the College.



FREQUENTLY ASKED QUESTIONS

Am I guaranteed accommodation and will I get my first choice of room?

Due to the high demand for accommodation, potential students are advised to apply early to be more likely to gain accommodation on campus. However you will only be able to make your application after you have accepted a place on a course at Duchy College, so please understand that there may be students who complete this stage much earlier on, for example those who deferred their entry from the previous year.

You will be asked to list your choice of accommodation in order of preference for each accommodation type. While every effort is made to secure your first choice, this is not always possible particularly if certain types of accommodation are in high demand.

Accommodation is allocated on a first come, first served basis, so the sooner you complete and return your application form the more likely it is that you will be allocated your first or second choice of accommodation.

Students with an established need (e.g. students with a disability) will be given priority on certain adapted rooms; any specific needs must be noted on the application form in order for these to be considered during the allocation process.

“We make every effort to offer all first year students, college managed accommodation.”

How many weeks will I have to pay for and do I have to vacate my room for the holidays?

Prices have been calculated to reflect the provision of all services (e.g. meals for catered students and laundry for all residents). All full board accommodation fees for halls of residence and landlady/lord are based on the 36 academic weeks of your course so you will only be charged for your accommodation during term time.

Storage provision of student belongings is available during half terms, Christmas and Easter vacations at an additional cost of £20 per week, as students are requested to vacate their rooms during this time. Duty students will only be charged for those weeks when they are on the rota for duties.

How do I decide what kind of room I would like?

If you are under 18, in light of our duty of care, you will have the choice of halls of residence or landlady/lord accommodation, in twin or single rooms on a full board basis.

For those who are over 18, the options are for full board in halls of residence or landlady/lord, or full board or self-catering in managed houses. Analyse your budget – a single catered room is a lot more expensive than a bedroom in a shared managed college house.



How do I apply for accommodation?

At the back of this brochure you will find the Accommodation Application Forms for Full Time and Duty Students. Please complete the appropriate form as soon as you have been offered and have accepted a place on the course of your choice. Please indicate your preference for accommodation, 1,2,3 etc.

Every effort is made to provide your first choice, but if this is not possible we will contact you to discuss other options to you. The most popular options for accommodation get booked up quickly so you are advised to apply early.

The College reserves the right to amend accommodation allocated after discussion with you.

What financial support is available for accommodation costs?

If you are studying a further education land-based course, i.e. equine, agriculture, countryside or with our Military Academy, you may be eligible to apply for a Residential Bursary towards the cost of your accommodation fees. This is a Government fund and is means tested on your total household income and also dependent on your daily travel distance/time to college.

For further information and to request a bursary application form contact Alison Hamilton, Accommodation Manager on 01579 372208. The Residential Bursary forms will be available from 1st May 2015.

If you are eligible for the maximum bursary, there will still be a shortfall to pay for the year; we ask that all outstanding amounts are paid either in total on enrolment day, or by direct debit of eight instalments – the first payable on enrolment in addition to the associated room and key deposits, PAT testing and laundry charges; followed by seven further instalments October – April, please note that October and November's payments will be collected together in November.



When and how do I pay for accommodation?

All associated residential charges will be detailed for your information in the acknowledgement letter which will be sent within two weeks following receipt of your accommodation application form.

When you come to enrolment you will be given an invoice with the accommodation charges room and key deposits, PAT testing and initial laundry charge, for the academic year applicable for your course. As a further education student, you may have already been notified of any bursary you have qualified for, in which case this will have been deducted from the invoice already, leaving the balance shortfall that will be due.

We ask that this is either paid in full on enrolment day, by cheque, card or cash, or for you to complete a direct debit mandate form to pay off the amount over seven instalments, the first of which will be required on enrolment day.

FE Accommodation Application Form 2015 - 2016

Student name (please print) _____

Course: _____

Date of birth: _____ Male ☐ Female ☐ Age on 1 Sept 2015: _____

Current home address (Inc. postcode): _____

Tel No.: _____ Mobile No.: _____

Email: _____

Next of kin details

Name (please print): _____

Address (Inc. postcode) _____

(If the same as above address please just write: AS ABOVE)

Tel No.: _____ Mobile No.: _____

Email: _____

Please indicate if you will have your own transport Yes ☐ No ☐

If yes: Vehicle make & model: _____

Number plate: _____

Please note that insurance must be in the student's name not merely as a named driver and documents will need to be seen at enrolment.

Please number all of the accommodation options in order of preference (1=your most favoured option, 6= your least favoured option).

Please note you must be over 18 to apply for managed house accommodation.

Full board halls of residence - single _____

Full board halls of residence - twin _____

Self-catered single room in halls of residence _____

Self-catered managed house - single _____

Self-catered managed house - twin _____

Rooms are allocated on a first come first served basis, so you are advised to apply early. While every effort is made to provide you with your preferred option, this cannot always be guaranteed.

Terms and conditions of residence are available on the Duchy College website for your convenience. Once you have returned this application form we will respond within two weeks to confirm your accommodation. **Please complete and return to Alison Hamilton, Accommodation Manager, Duchy College, Stoke Climsland, Callington, Cornwall PL17 8PB.**

AGRICULTURE AND EQUINE Duty Student Accommodation Application Form 2015 - 2016

Student name (please print) _____

Course: _____

Date of birth: _____ Male ☐ Female ☐ Age on 1 Sept 2015: _____

Current home address (Inc. postcode): _____

Tel No.: _____ Mobile No.: _____

Email: _____

Next of kin details

Name (please print): _____

Address (Inc. postcode) _____

(If the same as above address please just write: AS ABOVE)

Tel No.: _____ Mobile No.: _____

Email: _____

Please indicate if you will have your own transport Yes ☐ No ☐

If yes: Vehicle make & model: _____

Number plate: _____

Please note that insurance must be in the student's name not merely as a named driver and documents will need to be seen at enrolment.

Please number all of the accommodation options in order of preference

(1=your most favoured option, 6= your least favoured option).

Please note you must be over 18 to apply for managed house accommodation.

Full board halls of residence - single _____

Full board halls of residence - twin _____

Self-catered single room in halls of residence _____

Self-catered managed house - single _____

Self-catered managed house - twin _____

Rooms are allocated on a first come first served basis, so you are advised to apply early. While every effort is made to provide you with your preferred option, this cannot always be guaranteed.

Terms and conditions of residence are available on the Duchy College website for your convenience. Once you have returned this application form we will respond within two weeks to confirm your accommodation. **Please complete and return to Alison Hamilton, Accommodation Manager, Duchy College, Stoke Climsland, Callington, Cornwall PL17 8PB.**

WHAT YOU NEED TO DO NEXT

Contact admissions to confirm your acceptance of your place on a course.

Tel: 0845 60 50 455

Email: stoke.enquiries@duchy.ac.uk

Read the terms and conditions on the Duchy accommodation webpage and tick the box on the application form if you require a hard copy to be sent to you.

Tick the box on your application form if you require a Residential Bursary application form these will be available from 1st May 2014.

Complete and return your accommodation application form to:

**Alison Hamilton
Accommodation Manager
Duchy College Stoke Climsland
Callington
Cornwall
PL17 8PB**

When you receive your contracts, please sign both and return one to the above address with a completed Direct Debit Mandate form if applicable. **These must be returned within two weeks of the date of your letter.** The completed Residential Bursary form (if applying) and copies of supporting documentation must be returned within two weeks of receipt.

Make sure you bring everything on your "What Do I Need To Bring List?"

WHAT WE DO NEXT

A Residential Bursary Form (if required) when available.

Within two weeks of receipt of your completed accommodation application form, we will send you:

- Your Acknowledgement letter
- A Residential Bursary form (if requested)
- Your contract - two copies
- A list of what you need to bring
- Terms and conditions of residence (if requested)
- Direct debit form

On receipt of your signed contract we will write to confirm your accommodation. Due to the exams results date we are not able to confirm specific room numbers until late August. We will however call all students in the week commencing 24th August 2015 to confirm room numbers.



CONTACT US

Accommodation

Alison Hamilton
Accommodation Manager
Duchy College Stoke Climsland
Callington
Cornwall
PL17 8PB

Tel: 01579 372208

**For general enquiries about courses
please contact:**

Admissions
Duchy College Stoke Climsland
Callington
Cornwall
PL17 8PB

Tel: 0845 60 50 455

Fax: 01579 372200

Email: stoke.enquiries@duchy.ac.uk

Website: www.duchy.ac.uk