

# Harris Manchester College

## Accommodation Acceptance Form 2024 – 2025

Students living in College accommodation are required to sign this form. In doing so you are agreeing to the Terms and Conditions of Residence (on the reverse of this form), College Handbook, and the terms as detailed in The Licence to Occupy by which both you and the College are bound. These documents are available on the College website [www.hmc.ox.ac.uk](http://www.hmc.ox.ac.uk). Students are expected to have read both the Terms and Conditions of Residence and the Licence to Occupy prior to signing this form.

**Keys to rooms will not be issued unless this Accommodation Acceptance Form is signed and submitted prior to arrival.**

<b>Student Name</b>	
<b>Home Address</b>	
<b>Deposit Paid (£300)</b>	Date: Reference:

<b>Contract Type</b> Please tick as appropriate	
<input type="checkbox"/> <b>Short Contract (Undergraduate)</b>	<input type="checkbox"/> <b>Long Contract (Postgraduate)</b>
<b>Michaelmas Term</b> 06 October 2024-07 December 2024 <b>Hilary Term</b> 12 January 2025 – 15 March 2025 <b>Trinity Term</b> 20 April 2025 – 21 June 2025	06 October 2024-21 June 2025
<b>£8457</b> <b>(£2819 payable at the start of each term)</b>	<b>£11052</b> <b>(£3684 payable at the start of each term)</b>

I agree to the Terms and Conditions of Residence and the terms as detailed in the Licence to Occupy. I have paid the deposit and included the reference and date of payment above.

Signed:

Date:

**This form will be retained by the College.**

TERMS AND CONDITIONS OF RESIDENCE

Please read the following carefully before deciding whether or not to live in College

1. All students are housed in single study-bedrooms. All have internet connections.
2. The College does not require students to live in College at any time.
3. Students are required to follow the University residence regulations which requires undergraduates to live within a 6 mile radius of the centre of and graduates to live within 25 miles.
4. The College is unable to provide accommodation for couples or those with children.
5. Undergraduates are generally not able to live in College during the vacations with the exception of living in Finalists who may stay during the Easter vacation.
6. The battels fee includes single study bedroom, heating, lighting, cleaning and 17 meals a week in term time (Only breakfast is available on Saturday, and brunch on Sunday). It is not possible to live in College on a self-catering basis, although credits can be given for up to 16 meals a term. Please refer to the College Handbook for information on the availability of meals. Meals cannot be guaranteed out of term time and are charged at extra cost.
7. Battels fees may be paid in three instalments subject to approval from the Accounts Office. Each instalment must be paid no later than the end of the first week of term, otherwise interest will be charged. Anyone not having paid by the end of 4th week of term will be required to vacate their accommodation.
8. Smoking/vaping is banned in all College buildings and in the grounds. Those found smoking/vaping anywhere on College premises will be fined, and persistent offenders will be required to vacate their accommodation.
9. Those who are offered a room must pay a deposit of £300 by a stipulated deadline. Students who, having booked a room, subsequently cancel or withdraw, will receive a refund of the deposit only if the room can be let to another student. Students withdrawing less than 28 days before the start of the academic year will be liable for 4 weeks' battels unless the room can be let to another student.
10. All students wishing to live in must sign an Accommodation Acceptance Form.
11. If, after having come into residence in College, you choose to move out, no refund of battels can be made for any proportion of the term remaining, nor will your room deposit be refunded unless the room can be let to another student. Your deposit will not be returned if the College requires you to move out for disciplinary reasons or for non-payment of battels or fees.
12. The College reserves the right for members of staff, including the Housekeeper and the Maintenance Officer, to enter student rooms at any time, although access will normally be agreed with the occupant of the room. Students may request that housekeeping staff do not enter their room for up to 3 consecutive days but on the 4<sup>th</sup> day housekeeping staff have the right to enter the room.
13. Mistreatment of college accommodation (in the opinion of the Accommodation manager) will result in a fine and/or relocation to alternative accommodation (usually elsewhere in the college). In serious cases college accommodation may be withdrawn.

