

# ST EDMUND'S COLLEGE ACCOMMODATION HANDBOOK 2026-27



[www.st-edmunds.cam.ac.uk](http://www.st-edmunds.cam.ac.uk)

Version 1.4 Updated 5<sup>th</sup> March 2026

Charity Registration Number 1137454

# TABLE OF CONTENTS

## **Section 1 – Accommodation policies**

- 1.1. St Edmund's College accommodation commitments
- 1.2. About the Accommodation
- 1.3. Caution Money
- 1.4. Length of contracts
- 1.5. Extension of contracts and multi-year tenancy
- 1.6. Changing rooms
- 1.7. Guests and Visitors
- 1.8. Guest rooms and Summer Schools
- 1.9. Cleaning Services
- 1.10. Maintenance and repair services
- 1.11. Security
- 1.12. CCTV
- 1.13. Health and Safety
- 1.14. Fire Safety
- 1.15. ANUK
- 1.16. Insurance Cover

## **Section 2 – Applying for accommodation at St Edmund's**

- 2.1. Annual calendar of events
- 2.2. How to apply for accommodation
- 2.3. Rental rates
- 2.4. Damages charges

## **Section 3 – Accommodation rules**

- 3.1. Storage of Personal Property
- 3.2. Cooking
- 3.3. Electrical equipment
- 3.4. Radios and Televisions
- 3.5. Noise
- 3.6. Animals
- 3.7. Postal Deliveries and Collections
- 3.8. University Cards
- 3.9. Laundrettes
- 3.10. Bicycles
- 3.11. Cars

## **Section 4 – Draft license agreement**

# 1

## Accommodation Policies



## 1.1. St Edmund's College accommodation commitments

### Strategy Statement

St Edmund's aims to optimize the income generated from its accommodation, in order to support the College's charitable aims, by ensuring maximum occupancy in all buildings and charging market appropriate rental rates provided that:

- a) The College will offer accommodation to all single undergraduates for the duration of their studies / course.
- b) The College aims to provide a broad range of accommodation grades to cater for all budgets.
- c) The College will retain a small number of rooms for visitors, guests, fellows, and senior members.
- d) Where possible, the College will automate the booking and allocation of rooms to ensure operational efficiency.

### Application & Scope

This policy document applies to St Edmund's accommodation on its site at Mount Pleasant, CB3 0BN including: the Brian Heap Building, the Geoffrey Cook Building, Mount Pleasant Halls, the flats, the Norfolk Building, the Richard Laws Building, and White Cottage.

The policies and procedures contained in this document apply to anyone who resides or wishes to reside in St Edmund's accommodation. Any information provided about St Edmund's accommodation policy and procedure in any written context (e.g. website, intranet, email communications with students, academic staff, guests etc.) should only use information provided in this document, which will be updated from time to time. This policy document will take precedence over any other information about accommodation at St Edmund's.

## 1.2. About the Accommodation

The College has considerable history and character and has undergone several phases of development. Consequently, the rooms are distributed in buildings of differing ages, and they are of varying sizes and levels of facilities.

- **Norfolk Building**
  - 60 Study bedrooms from grade 1 to 4
- **White Cottage**
  - 9 Study bedrooms from grade 2 to 6
- **Richard Laws Building**
  - 49 Study bedrooms in grade 5 and 1 small double bedroom in grade 10

- **Brian Heap Building**
  - 69 Study bedrooms in grade 6 to 9
- **Mount Pleasant Halls**
  - 202 Study bedrooms from grade 8 to 9
  - 45 Studio flats from grades 10 to 11
  - 9 Studio flats for couples' grade 12
  - 5 Studio flats in grade 13
  - 1 Studio flats for couples' grade 14
- **Geoffrey Cook Building and Flats**
  - 2 four-room flats in grade 17 (Kitchen, lounge, dining area, shower room and 3 bedrooms, available for families)
  - 5 three-room flats in grade 16 (Kitchen, lounge, dining area, shower room and 2 bedrooms; available for families)
  - 3 small studio flats above the laundry room in grade 12 (bedsit/study, kitchen and bathroom; available for couples)
  - The flats are partially furnished and equipped with some essential items. Linen, towels, cooking utensils, crockery and cutlery are not provided, although if previous residents have left items behind the college will leave for the next resident. These items can be disposed of if not needed.

A typical study bedroom contain: one single bed (base, mattress, pillow, duvet), easy chair, desk, desk chair, desk lamp, wardrobe (closet), bookshelves, washbasin\*, bedside cupboard, chest of drawers & mains electric connection point. The college does not supply bed sheets, duvet covers or pillowcases.

The college does not provide coat hangers, however, if some have been left by the previous occupant and are in good condition these may be left in the room for the next occupant.

In our couples and family accommodation where a kitchen/kitchenette is within the accommodation the college does not supply plates, crockery, pots or pans, however, if some have been left by the previous occupant and are in good condition these may be left in the room for the next occupant.

The following bedding packs are available and can be purchased from Reception for the following prices:

Sets:

Double Bedding Set (double duvet, 1 pillow, double duvet cover, 1 pillowcase, 1 double flat sheet) = £40.00

Single Bedding Set (single duvet, 1 pillow, single duvet cover, 1 pillowcase, 1 single fitted sheet) = £30.00

Double Duvet Set (double duvet cover, 1 pillowcase, 1 double fitted sheet) = £30.00

Single Duvet Set (single duvet cover, 1 pillowcase, 1 single fitted sheet) = £25.00

Individual Items:

Double Duvet Cover= £15.00

Single Duvet Cover= £10.00

Pillow = £6.00

Pillowcase = £5.00

\*Washbasins are not provided in all rooms

### 1.3. Caution Money

Caution Money is a deposit held against possible damage or loss to decorations, fabrics and furnishings for those living in College accommodation. It is charged at the beginning of the license period and is currently £600. Caution money is returned at the end of the license, if the accommodation is left in a satisfactory condition and if a form is completed by the student. Forms are available from the [Accommodation Room Grades](#) page on the College website.

Caution Money cannot be returned if a form is not completed.

### 1.4. Length of contract

The minimum contract length for selected rooms is 30 weeks, while the standard contract length for most accommodation is 39 weeks. For a selection of premium studios and some ensuite rooms in MPH, the minimum contract length is 42 weeks.

Please note that the latest possible contract end date is 25th September.

During the booking process, students can select the date they wish their contract to begin during September. Students may arrive after 1<sup>st</sup> September. Students' contracts should begin no later than 1<sup>st</sup> October 2026 and end the earliest 30<sup>th</sup> June 2027. Students living in the Brian Heap and Richard Laws buildings must vacate their rooms by 30<sup>th</sup> June each year.

If the Licensee fails to take occupation of the Room on or from the commencement of the Licence Period, without prior agreement, the College may give immediate written notice to the Licensee to terminate this Agreement, and this Agreement shall come to an end on the giving of such notice (a Termination Date for the purpose of this Agreement) without prejudice to the rights and remedies of either party against the other in respect of any antecedent breach of the terms of this Agreement and possession of the Room may be recovered by the College.

For non-student residents, it is agreed that the College may give 30 days' written notice to terminate this Agreement if the Licensee's employment with the University of Cambridge, constituent College or affiliated institution comes to an end.

### **Contract Lengths\***

30 weeks contract	Michaelmas Term: 1 <sup>st</sup> October – 10 <sup>th</sup> December Lent Term: 16 <sup>th</sup> January – 25 <sup>th</sup> March Easter Term: 19 <sup>th</sup> April – 30 <sup>th</sup> June	Only for UG
39 weeks Contract	1 <sup>st</sup> October – end of June	UG and Medics
43 weeks Contract	1 <sup>st</sup> October – end of July	PG
51 weeks Contract	1 <sup>st</sup> October – 25 <sup>th</sup> September	PG

**\* For all new students, contracts will begin on 25<sup>th</sup> September 2026.**

### **1.5. Extension of contracts and multi-year tenancy**

In February each year, students are sent an email giving them the opportunity to request an extension to their contracts. The decision to agree or deny the extension will be communicated before the end of March each year. Students living in the Brian Heap and Richard Laws buildings must vacate their rooms by 30<sup>th</sup> communicated before the end of 30<sup>th</sup> June each year.

### **1.6. Changing rooms**

Room changes will only be permitted in exceptional circumstances, normally on medical grounds. The Director of Student Welfare will consider reasons specific to the individual making the request.

The student requiring a room change should contact the Director of Student Welfare, with their request, providing supporting medical evidence. Valid requests for a change of room are subject to availability of appropriate accommodation.

### **1.7. Guest and visitors**

All residents must sign in any guests at the Porters' Lodge. This is to comply with fire and safety regulations and failure to do so is taken very seriously. Other than during the first fortnight of the academic year, residents may have a guest in their room for a maximum of nine nights per term, however, the guest may not stay for longer than three nights consecutively. An extension request by students can be made to the Head of Tutorial Office in writing for a stay of up to 5 nights maximum. Subject to availability, a fold up bed can be requested no later than 10am on the day it is requested (or 10am Friday if it is needed over the weekend) from the Housekeeping Manager at a cost of £10 per night paid at the Porter's Lodge. Inflatable air beds are strictly prohibited and are not allowed in College rooms or accommodation.

College staff and others who in the course of their normal duties encounter a person unknown to them may enquire as to their identity; students and their guests must comply with this request. Residents must accept full responsibility for their guests. Since space is limited, guests may not park cars on College premises except to load or unload.

Building	Room Type	Stays up to 7 nights	Stays from 7 nights to 1 month	Stays from 1 month or more
Norfolk Building	Single Non-Ensuite	£51.00	£44.00	£33.00
Brian Heap/MPH	Single Ensuite	£74.00	£66.00	£51.00
Brian Heap	Double Ensuite	£96.00	£89.00	£73.00
Studio Flat	Studio	£103.00	£91.00	£73.00
Studio MPH	Studio	£112.00	£100.00	£80.00
Richard Laws	Single Non-Ensuite	£51.00	£44.00	£33.00
Richard Laws	Double Ensuite	£96.00	£89.00	£73.00
Geoffrey Cook	3 Bed Flat	£166.00	£143.00	£120.00
Geoffrey Cook	4 Bed Flat	£200.00	£171.00	£143.00

Please note the above guest rates are for academics only and non-academic guests will be subject to 20% VAT surcharge.



## 1.8. Guest rooms and Summer Schools

Official guests and members of St Edmund's are welcome to stay in College guest rooms at their own expense, subject to availability.

- VAT is put onto all guest bookings, unless the otherwise stated.
- VAT is generally not charged on bookings in the case of Fellows, students or academics visiting in the College for College events/academic reasons.
- Check-in for guests is from 14:00 and check-out is by 10:00 on the date of departure.

During the Long Vacation, where the College hosts large summer schools, the College has the right to move students to another, similar, accommodation where their room is needed. Students who are being moved will be offered an equivalent room, upgrade (at the same rate of their current room) or downgrade, based on their preference and availability. Their rooms are then cleared in advance to allow for their preparation for the conference. In line with this, and in order to avoid large-scale moves in the Easter Term, the College seeks to assign shorter, 39-week contracts into the buildings most frequently used for these conferences – The Brian Heap Building and The Richard Laws Building.

## 1.9. Cleaning Services

The College housekeeping will need to gain access to the student's room between 09:00 and 15:00 on the allocated day according to the cleaning rota. The room/flat will be cleaned every two weeks, rubbish bins emptied once a week. Students need to make sure that their room is ready for cleaning i.e., surfaces as clear as to allow the Housekeepers easy access to clean rooms to optimal affect.

The College cleaning schedule is:

### **Bedroom:**

- Hoover & dust (every 2 weeks)
- Empty all bins (weekly)
- Clean windows (every 6 months)
- Deep clean (annual)

### **Bathroom:**

- Clean and descale shower
- Clean toilet, sink, mirror
- Mop the floor
- Deep clean (annual)

### **Kitchen:**

- Descale and clean sink
- Clean hob
- Wipe worktops, cupboard doors, oven, fridge outside
- Fridge inside (every 6 months)
- Deep clean (annual)

All issues, feedback and queries regarding housekeeping go to the Housekeeping Manager at [housekeeper@st-edmunds.cam.ac.uk](mailto:housekeeper@st-edmunds.cam.ac.uk).

On the days Housekeeping do not access to your room, bins can be left outside the door to be emptied. For Health & Safety reasons, we cannot supply you with cleaning products, but you are more than welcome to use the Hoover provided on your corridor.

Periodic checks will be made by the housekeeping management team, both to communal areas and to individual rooms. You do not need to be in your room, but you do need to give access. You will be notified a minimum of 24 hours prior to any planned checks.

Students must ensure that items of electrical equipment are maintained in a safe condition and that any wires and cables are kept tidy, so they do not represent a trip hazard. Similarly personal belongings (such as shoes and bags) should not be left in communal corridors.

- If students cause their housekeeping staff any additional work, an extra service charge will be made. Likewise, if any spills on the carpets and/or upholstery require specialist cleaning or repairs, any costs incurred will be charged to students via their College accounts.
- Students are responsible for clearing up any mess in their room and/or communal areas arising from self-inflicted illness (i.e. excessive alcohol consumption or any other over-indulgence). Cleaning equipment for this purpose can be obtained from the Housekeeping Department. If your bedding is accidentally soiled, please contact Housekeeping for advice on how you should clean these items prior to the bedmaker changing your bedding.

## 1.10. Maintenance and repair services

Residents with a maintenance/repair issue, should raise a ticket via the online ticketing service: <https://webapps.st-edmunds.cam.ac.uk/support>

Requests for maintenance shall be carried out within the following timescales from notification:

**Type 1** - Urgent Repairs - within 48 hours

**Type 2** - Routine Repairs – within 5 working days

**Type 3** - Deferred Repairs – within 28 working days

**Type 4** - Cyclical Repairs - as planned by the College

The above response times are subject to the availability of materials. Temporary repairs may be made to ensure safety and, where possible, comfort. If necessary, for safety, alternate accommodation will be provided.

Only emergencies which result in significant risk to health and safety, or property will be dealt with out of hours: please report these to the Porters' Lodge and the duty maintenance staff may wish to speak to you to ascertain the importance of the fault.

### 1.11. Security

Responsibility for security rests with all students, fellows, staff (including contractors and agency staff) and with visitors to the College. In particular, everyone should report all activity (suspected or real) of a criminal nature, unacceptable or antisocial behaviour, or any suspicious activity immediately to the Porters lodge who will contact the appropriate College officer. For the most part, a College is a relatively safe environment. However, thefts and other intrusions do occasionally occur, and it is important that all Members take sensible precautions to minimise the potential harm.

- Members must lock their rooms when they leave them. This applies even for short absences. Members are asked to take great care of their keys and University cards. Loss of a University card must be reported to the Head Porter immediately.
- Valuable items should not be left on view, especially in ground floor rooms.
- Unknown persons should never be allowed into a room.
- The Porters' Lodge provide 24-hour coverage. Duties include the patrol of the buildings and grounds, which makes it necessary for the member of staff to be away from the Porters' Lodge periodically.
- All entrance doors must be locked after entering the building. If a member discovers any external door open after 11pm or not automatically closed, please inform the Porters' Lodge immediately.
- All windows on the ground floor of all the buildings must be closed and locked at night. The windows of ground floor rooms must also be locked whenever the room is empty.
- If a member sees a suspicious person in the College premises they should, as appropriate, ask them to identify themselves or refer the matter to the Porters' Lodge immediately.
- All matters or concerns relating to security should be referred immediately to the Head Porter during the day and report to the Porters' Lodge at other times.

## 1.12. CCTV

CCTV cameras are used on the College site to help to safeguard the security of people and property. Cameras are positioned to capture views of the perimeter of College, the main entrance and certain strategic areas. The live pictures are viewed by the College's Porters, in order to detect and deter any suspicious activity. For further details please refer to data protection.

Warning signs are in place at entrance points to inform Fellows, staff, students, and members of the public that surveillance cameras are in operation.

CCTV footage is retained for 30 days and stored in a secure location. It is then erased if not required as evidence.

Information derived from CCTV surveillance will only be used for security purposes, unless it leads to the discovery of an activity that no employer could reasonably be expected to ignore. The CCTV policy will be followed.

## 1.13. Health and Safety

### **Accident procedures**

In the event of an accident or serious illness, you must inform the Porters' Lodge immediately and should ask that your Tutor be notified. In case of dire emergency, dial 999 and then immediately notify the Porters' Lodge that a 999 call has been made.

### **First aid provision**

=There are first aid boxes in the Porters' Lodge, College Health Centre and College Main Kitchen. These first aid boxes are for use by trained First Aiders only. A list of First Aiders is displayed on the notice boards across the College. If you are unsure, please contact the Porters' Lodge.

### **Accident and incident reporting**

If you have an accident on College premises, you should at the earliest opportunity, report to the Porters' Lodge. If necessary, arrangements will be made for the appropriate treatment elsewhere, either by the Wellbeing Office or by transfer to hospital. After receiving any attention or treatment, you must complete an accident form. You must give the place, date and time of the accident, the names of any witnesses and a full description of the event. Accident and incident forms are available from the Porters' Lodge. If you are involved in any other type of incident on College property, such as theft, assault etc., you should report this to the Porters' Lodge as soon as possible in order that an incident report form may be completed. Any accident and incident can be reported by following the link below:

<https://webapps.st-edmunds.cam.ac.uk/support>

## 1.14. Fire Safety

All members of the College should familiarise themselves with:

- the location of the Fire Alarm panels, emergency exits and assembly points.
- these regulations.

### **Note that:**

- Fire doors must be kept closed at all times
- Fire extinguishers must not be removed from their cases unless needed
- An alarm must always be treated as a genuine emergency
- It is mandatory to attend the fire and safety introductory talks at the beginning of the year. If you have any questions about fire or safety, please contact the Head of Facilities or the Head Porter who will provide further information.

### **Discovery of Fire:**

The Fire Alarm panels are connected directly to the smoke and heat sensors. In the event of a fire alarm being activated, the Cambridge Fire Authorities are automatically notified, and fire engines will be dispatched to the College immediately. If an individual sees a fire, they should notify the Porters' Lodge or dial 999 from the nearest telephone. When the operator answers, say: 'Emergency. Fire at St Edmund's College, Mount Pleasant, Cambridge.' State where the fire is and be prepared to answer any further questions. To avoid any confusion with Edmund House, Milton, the words 'Mount Pleasant' must be included. As soon as possible inform Porters' Lodge.

### **Extinction of the Fire:**

This is the business of the Fire Service. The person who discovers the fire should not attempt to use an extinguisher before informing Porters' Lodge or telephoning the Fire Service. Do close the door if fire is in a room if this can be done safely.

### **Evacuation of the College:**

Exit: On hearing the fire alarm, everyone must evacuate the building by the nearest exit. Do not use the lifts. At night, it may be necessary to take out some clothing or covering, but there should be no delay to collect private property.

Evacuation: Everyone should proceed immediately to the Fire Assembly Point posted outside the relevant building. They should keep to the right on all stairs and corridors. When the alarm is sounded, no one should remain inside the building. Do not attempt to re-enter the building for any reason.

## **Fire Assembly Point:**

- **The Norfolk Building**
  - Assembly Points: On arrival at the Norfolk Building Fire Assembly Point (on the grass in front of Porters' Lodge entrance), occupants should remain within the area posted.
  
- **White Cottage**
  - Assembly Points: On arrival at the White Cottage Assembly Point (on the grass in front of the Norfolk Building) occupants should remain within the area as posted.
  
- **Richard Laws Building and Maisonette's Flats**
  - Assembly Points: On arrival at the Richard Laws Fire Assembly Point (on the grass outside Richard Laws Building) occupants should remain within the area as posted.
  
- **Brian Heap Building**
  - Assembly points: On arrival at the Brian Heap Fire Assembly Point (on the grass in front of Brian Heap Building) occupants should remain within the area as posted.
  
- **Mount Pleasant Halls (Block A, & B)**
  - Assembly points: On arrival at the MPH Block A & B Fire Assembly Point (on the grass in front of the Norfolk Building) occupants should remain within the area as posted.
  
- **Mount Pleasant Halls (Block C, D, E, F & G)**
  - Assembly points: On arrival at the MPH Block C, D, E, F & G Fire Assembly Point (on the grass outside the MPH Lodge/main courtyard) occupants should remain within the area as posted.
  
- **Geoffrey Cook Building**
  - Assembly point: On arrival at the Brian Heap Fire Assembly Point (on the grass in front of Brian Heap Building) occupants should remain within the area as posted.

## **Fire drills**

The Head Porter is responsible for arranging fire drills for each building and a log is kept of all drills. Generally, drills arranged by the Porters will take place during the Michaelmas term, although retesting may take place if responses have been slow or incorrect (e.g. Going to the wrong assembly point).

## **Prevention**

It is the duty of all College members, guests and visitors to prevent fire. On a personal level, this means that you must be aware of potential dangers – e.g., Smoking, cooking areas, worn electrical leads, no candles, no incense sticks, oil lamps and the like—while the College also has a number of procedures to ensure that risks are minimised. All accommodation has a weekly alarm test during the following days and times:

- College main site – every Wednesday at 12:00
- Mount Pleasant Halls – every Thursday at 12:00

This does not negate all occupants' duty to maintain correct fire safety procedures (i.e., fire extinguishers in place, fire doors correctly closed and no naked flames etc.).

## **Detection and alarm**

All accommodation on the College site is equipped with automated fire detection and alarm equipment. This is a hard-wired system, relayed back to the Porters' Lodge by a dedicated link. Any tampering with the fire detection, alarm systems or 'first aid fire appliances' (e.g., extinguishers etc.) is deemed a very serious offence, and will be dealt with most severely by the College; irresponsible behaviour involving the fire detection system will lead to students being fined and could lead to students being sent out of College accommodation. It is essential that all members of College understand the actions which need to be taken in the event of a fire alarm.



## **Escape**

Each staircase has its means of escape clearly posted. It is important that escape routes, especially staircases, are kept clear of flammable material, such as paper and cardboard boxes. Furthermore, all fire doors are to be kept closed they are never to be wedged open.

## **Smoking Policy**

The College recognises that smoking, vaping and the use of e-cigarettes causes a hazard to the health of both smokers and non-smokers and can constitute a fire hazard. Accordingly, the College does not allow Fellows, staff, students, visitors, conference guests, contractors or members of the public to smoke, vape or use e-cigarettes on any part of its premises, other than in designated smoking areas.

## **Window restrictors**

Where window restrictors are fitted this is for your safety and they must not be tampered with.

### **1.15. ANUK**

The College has signed up to the ANUK/Unipol National Code for Educational Establishments. The ANUK/Unipol Code of Standards for Larger Residential Developments for student accommodation licence. College as a volunteer licence holder is obliged to follow the terms and conditions of the Code and make sure that all our procedures and documentation are up to date.

[www.nationalcode.org](http://www.nationalcode.org)

[St Edmunds ANUK Certificate 2026](#)



### **1.16. Insurance Cover**

The College has taken out an insurance policy with Howdens ([howdengroup.com](http://howdengroup.com)) to cover your belongings while staying with us for theft, accidental damage and emergencies. For full details please see our insurance certificate at The Porter's Lodge.

2

## Applying for accommodation at St Edmund's



## 2.1. Annual calendar of events

Mid-February	Continuing students receive summer extension forms with 2-week deadline.
Monday 10 <sup>th</sup> March 2026	Pre-release communication to continuing undergraduate students.
Monday 17 <sup>th</sup> March 2026	CONTINUING UNDERGRADUATE students will receive a link to the booking portal. This cohort will have two weeks to make their bookings (we will release a select number of rooms designed to offer a choice of both grade and contract length).
Thursday 2 <sup>nd</sup> April 2026	Pre-release communication to continuing postgraduate students.
Thursday 9 <sup>th</sup> April 2026	CONTINUING POSTGRADUATE students will receive a link to the booking portal. This cohort will have two weeks to make their bookings (we will release a select number of rooms designed to offer a choice of both grade and contract length).
Monday 5 <sup>th</sup> May 2026	Accommodation opens for NEW UNDERGRADUATE students as and when they meet the entrance criteria. The admissions office will provide information twice a week (Tuesday and Thursday).
Thursday 14 <sup>th</sup> May 2026	Accommodation opens for NEW POSTGRADUATE students as and when they meet the entrance criteria. The admissions office will provide information twice a week (Tuesday and Thursday).
1 September – 1 <sup>st</sup> October	Arrival of students.

## 2.2. How to apply for accommodation

Everyone who is eligible and has met all conditions to study on a full-time course at St Edmund's College, will be able to book the accommodation online (subject to availability). For the dates when the accommodation booking portal will be available see the annual calendar of events above.

During the booking process, students will be able to select and book the grade, location and room number that they want from the accommodation that is still available. Make sure you choose the accommodation that will suit you best by doing research via our website before you apply. Once a room has been reserved, users will not be able to change the selection.

Instructions about logging in and step-by-step online booking will be emailed once a student is entitled to book accommodation when bookings open following the annual calendar of events above. Users can start an application and log back in another time to complete it, but applications left for more than 24 hours will reset.

- **The Booking Procedure for new students:**

**Undergraduates:** We will process accommodation allocation for new undergraduates in batches Twice a week (Tuesday and Thursday). This will ensure that we manage the supply of available rooms. Every two weeks we will release sufficient rooms for those undergraduate students who have met their conditions but have not yet been offered a room. As wide a selection of rooms will be offered as is possible and practicable. Everyone who is offered a room, will have to make their selection from the rooms available at that time, unless you have particular needs relating to a disability which you have discussed with the admissions team in advance.

**Postgraduates:** Booking portal links will be sent to new postgraduate students following the annual calendar of events and after final approval by the PAO. Once registered, your accommodation application and confirmation of booking is all done online through the accommodation portal.

- **The Booking Procedure for continuing students:**

**Undergraduates:** We will process accommodation allocation for continuing undergraduate students following the accommodation Annual calendar or events displayed above. Everyone who is offered a room, will have to make their selection from the rooms available at that time, unless you have particular needs related to a disability which you have discussed with the Welfare team in advance.

**Postgraduates:** Booking portal links will be sent to continuing postgraduate students following the annual calendar of events above. PhD students in their fourth year and beyond will not be allocated accommodation unless they can prove they will be paying Tuition Fees. No exception is made if the student did not live in College in one of the previous 3 years.

- **The booking process for families, couples and specific needs:**

**Family/couples Accommodation:** family and couples' accommodation cannot be booked through the online portal straight away due to limited availability, please contact the Accommodation Office directly to book.

**Specific Accommodation Needs:** medical and disability needs Requests for accommodation that include provision for medical and/or disability needs should be notified to the College as early as possible. Medical or other reports are required, and these can take time to obtain and evaluate.

- **New students:** If you have specific accommodation needs related to a disability or medical condition, please contact the [Admissions Office](#).
- **Continuing students:** If you have specific accommodation needs related to a disability or medical condition, please contact your Tutor.

- If your financial circumstances have changed substantially since you began your course and you are concerned about your ability to meet your rent commitments, please contact your Tutor.

Students may be required to move to alternative accommodation during holiday periods especially during the summer months to which adequate notification will be provided.

### 2.3. Rental rates

Accommodation at St Edmund's is divided into Grades. Each Grade is priced at its own daily rate. Assessments of rooms are made on an individual basis, so that rooms with shared characteristics across the whole College are grouped together into the same Grade. The information provided for each Grade is based on a 'typical' average bedroom within that Grade. Please be aware that discrepancies can still exist because of the College's varying facilities, age of buildings and the number of different residential areas on site.

All rooms in college are graded from 1 to 17 with Grade 1 being the lowest rent. In general, grade 1 rooms are smaller and situated in the older buildings whilst those in grade 6 and above are larger, have en-suite facilities and are situated in the newer buildings.

Full Detail of Rental rates can be found on the rents accommodation page on St. Edmunds website: [St Edmund's College Rents](#)



Grade	Per day	Per Quarter	Room Type	Description
One	£ 21.22	£ 1,931.02	Shared	Smallest non ensuite room with basic / reasonable decorations and standard facilities
Two	£23.68	£2,154.88	Shared	Smaller non ensuite room with reasonable decorations and standard facilities
Three	£24.57	£2,235.87	Shared	Small room with reasonable / standard decorations and standard facilities
Four	£25.78	£2,345.98	Shared	Medium non ensuite room with reasonable decorations and standard facilities
Five	£28.07	£2,554.37	Shared	Medium non ensuite room with good decorations and standard facilities
Six	£31.31	£2,849.21	Ensuite	Small ensuite room with standard decorative state and good facilities
Seven	£31.61	£2,876.51	Ensuite	Medium ensuite room with standard decorative state and good facilities
Eight	£32.59	£2,965.69	Large Ensuite	Larger ensuite room with good to new decorations and facilities
Nine	£32.92	£2,995.72	Large Ensuite	Large single ensuite room with new decorations and facilities
Ten	£43.33	£3,943.03	Studio	Small single studio with new decorations, facilities, and kitchenette
Eleven	£43.58	£3,965.78	Studio	Medium single studio with new decorations, facilities, and kitchenette
Twelve	£52.30	£4,759.30	Large Studio	Large studio for couples with new decorations, facilities, and kitchenette
Thirteen	£47.95	£4,363.45	Studio	Medium single studio for academics with new decorations, facilities, and kitchenette
Fourteen	£57.53	£5,235.23	Large Studio	Large studio for academics with new decorations, facilities, and kitchenette
Sixteen	£54.95	£5,000.45	Apartment	Medium family apartment with two bedrooms, bathroom and dining/kitchen area with good decorations state
Seventeen	£71.12	£6,471.92	Apartment	Large family apartment with three bedrooms, bathroom and dining/kitchen area with good decorations state

## 2.4. Damages charges

Most residents leave their rooms in a satisfactory condition and damage charges are rare. Where charges must be made, the rates are as follows:

- Rubbish not bagged £21.00 per black bag.
- Extra cleaning (e.g. over 1 hr per room) £31.00 per hour.
- Extensive Damage to walls: Cost of redecoration (£500.00) minus allowance of 20% per year for fair wear and tear. Minimum charge = £104.00.
- Damage to furniture or equipment: Cost of replacement or repair minus 20% per year fair wear and tear. Minimum charge = 20% of replacement cost.
- Carpet cleaning Contractor's price (usually £125.00).
- Replacement mattress £166.00 (single) £229.00 (double).
- Bin replacement £42.00.

- Desk chair replacement £100.00.
- Bathrooms shelve replacement £42.00.
- Furniture cleaning (e.g. sofa, tub chair) £73.00.
- Fridge £229.00.
- Toilet seat £42.00.
- Replacement coffee table £62.00.

If you have caused accidental damage to your room and you are worried about charges, please speak to the Housekeeping Manager. If your carpet is stained and you wish to try to clean it yourself, please seek advice first, as application of the wrong product can sometimes make things worse! If you have burnt your carpet accidentally, it will certainly need to be replaced. Replacement charges will depend on the age of the carpet, and it is best to get this agreed in advance.

Please do not use blue tac or white tac on the walls in your room. The college allows the use of command strips for displaying items on walls. If you do use blue tac or white tac on walls and it causes damage, you could be charged for the cost of redecoration.

LED strip lights must not be attached to walls or ceilings, as they can cause significant damage to surfaces. Any damage caused by attaching LED lights will result in the cost of repairs or redecoration being charged to the student.



3

## Accommodation rules



### 3.1. Storage of Personal Property

Members living in the College must keep all of their property in their rooms. Those members living out are not permitted to bring their property into college for storage. Members going down at the end of the academic year or leaving the College must make arrangements to remove all their property before leaving. If necessary, arrangements must be made to use commercial storage in Cambridge. Any property left at the College may be disposed of.

It is not permitted for members to store property of any description in the kitchens (except in the cupboards), hallways or under the staircases or in any staircase or landing cupboards. This would be potentially dangerous should a fire occur and exit from the staircases could be hazardous if inflammable materials are stored in these places. The safety of residents in this respect is of paramount importance.

### 3.2. Cooking

Members are expected to take most meals in college. However, the college buildings offer self-catering options as follows:

- Norfolk Building has 10 kitchens (5-7 bedrooms to 1 kitchen).
- White Cottage has one kitchen.
- Richard Laws Building has a small kitchen on each wing (8 in total).
- Brian Heap building has the use of a large kitchen on each wing (10 in total).
- Mount Pleasant Halls single en-suite residents have the use of shared kitchens (8 bedrooms to 1 kitchen).
- Mount Pleasant Halls studios, along with flats on the main college site, have their own individual kitchens.

A typical kitchen includes an oven, hob, fridge/freezer, sink etc. Because of hazards to personal safety and the risk of damage to furnishings and fittings, cooking is only allowed in the kitchens provided. Cooking is not allowed in any College rooms, except for the use of electric kettles, which must be used on a tray. All other appliances may only be used in the kitchens. Refrigerators and conventional electric ovens must not be brought into College. Do not leave the kitchen unattended when preparing/cooking hot food as it could constitute a fire risk.

Students who have special dietary needs that may have a bearing on their living requirements should make these known to the Director of Wellbeing before coming into residence.

- **Food Storage/Hygiene**

It is important that all food is stored appropriately. Perishable items must be stored in a refrigerator whilst non-perishables can be kept in a cupboard in sealed plastic bags (or preferably in sealed containers/food storage boxes). Waste food must be thrown away in a timely manner and not left to rot in cupboards/fridges.

All pots and pans, cutlery, crockery, and glassware must be washed and cleared away each day before the housekeeping staff comes to clean the kitchens; the cleaners' duties do not include washing-up. Failure to comply with this requirement may result of any unwashed items being disposed of.

- **Refrigerators (Fridges)**

The College does not provide fridges for individual rooms except families and studios flats. A limited number of fridges are also available for students with special dietary/medical requirements. Students who require a fridge for such reasons should contact the Director of Wellbeing or College nurse. Students are not permitted to bring any type of fridge or drinks cooler into College.

### **3.3. Electrical equipment**

'Permitted Appliances' are allowed in room. These are electric appliances with low current consumption and may be used, but other appliances with heavier consumption (e.g., electric fires, fridges, microwave ovens, slow cookers/rice cookers) are strictly forbidden. The safety of any privately-owned electrical appliance is the responsibility of its user. All electrical equipment must be tested for safety at the owner's expense and an appropriate certificate obtained; safety testing by College maintenance staff is arranged via the Maintenance Department. It is the job of the College to make every effort to provide sufficient discrete power outlet sockets for the student's use. In the event that more sockets are required a single 4-way trailing socket may be used if it is fitted with a mains isolation switch; this also must be tested for safety by maintenance staff. Enquiries as to the use of electrical apparatus should be addressed, in the first instance, to the Maintenance Department. Use of socket adaptors (normally 2 or 3 way) is not allowed under any circumstances. If additional outlets are required for good reasons, application should be made to the Maintenance Department. Modification or addition to the electric wiring in any room by residents is strictly forbidden.

### **3.4. Radios and Televisions**

Students who wish to bring their own TV into College should note that large screen TVs are not permitted in student rooms. Where TV aerial connections are provided in individual rooms, they are not usually installed to digital reception standards and the College does not plan to update existing aerials to digital standards. External aerials or earth wires for radios or televisions must not be fixed to College buildings.

The College does not have a collective television licence covering residential accommodation and so students who have a TV in their room and/or who use a computer, games console, digital box or any other device to watch Live TV on any channel or BBC programmes on iPlayer must, under UK law, obtain their own TV Licence. For further information please refer to the TV Licensing website - <http://www.tvlicensing.co.uk>.

Students who do not watch or record television programmes as they are being shown on TV can register this with the TV Licensing Enforcement Division at the following website: <http://www.tvlicensing.co.uk/noTV>

### 3.5.Noise

Students are only permitted to play musical instruments or any other means of sound reproduction (e.g. radios, televisions/DVD players, record/CD players, computers) in their room between the hours of 09:00 and 22:00 provided all appropriate doors and windows are closed and never in such a way as to cause annoyance to others. The use of earphones rather than loudspeakers is encouraged. Pianos and percussion instruments are not permitted in student rooms.

Students who wish to keep a portable electronic keyboard in their room should contact the Tutorial Office prior to bringing the item into College. Please note permission will not be given for 'Clavinovas' or similar electronic pianos as the weighted keys cause a noise disturbance in surrounding rooms even if headphones are used.

### 3.6.Animals

No animals may be kept on College premises. Requests to bring an Emotional Support Animal (ESA) on- to University and/or College property will not normally be granted but would be considered on a case by case basis. Decisions to allow (or not to allow) an ESA onto University and/or College property will take into account relevant factors, such as the reasons for the request and supporting medical evidence, the health, safety and welfare of members of and visitors to the University and/or the College, arrangements to ensure the health, safety and welfare of the ESA and of other animals, adequacy of training, insurance arrangements, the cost implications of any agreed arrangements and, where appropriate, laboratory requirements, licence conditions and any other relevant considerations.

Assistance dogs are permitted on College premises to facilitate accessibility and equal opportunities, the College may ask for reasonable evidence of the training and capability of an assistance dog to perform it's duties to a satisfactory standard. The College prefers ADUK accredited assistance dogs but may consider owner trained dogs providing that the same high standards can be proven. All student requests to bring an assistance dog should be directed to the Director of Student Wellbeing. For further information please see our Assistance Dogs Policy document.

### 3.7. Postal Deliveries and Collections

All students are given a pigeonhole (individual or shared) located in the student mailroom in either MPH or main College site. Any parcels or recorded/registered letters received for students are kept in the Porters' Lodge for safe-keeping and an email will be sent to the intended recipient advising them of the delivery.

Access to the pigeonholes located in the MPH student mailroom requires a code assigned to the specific pigeonhole. This code can be obtained from the Porters' Lodge.

Please note that, due to Health and Safety regulations, the Porters' Lodge is unable to accept deliveries containing fresh food. Students who order fresh food deliveries must ensure that they are present at the time of delivery and able to collect the parcel in person.

#### **Medication delivery to Porter's Lodge:**

The Porters' Lodge cannot accept deliveries of chilled or refrigerated medication, as the College is unable to meet MHRA guidelines for the receipt and storage of such items. Arrangements for the delivery of refrigerated medication therefore remain the student's responsibility.

Students who require chilled medication deliveries should liaise with the Student Wellbeing Team to make them aware of their needs and to obtain advice on how the College can best support them. This support may include the provision of a fridge in College accommodation, in accordance with the Accommodation Handbook. Students are not permitted to supply or install their own fridges in College rooms.

On rare occasions, where a student is unable to meet a courier in person, the student may request—via the Porters' Lodge and in liaison with the Student Wellbeing Team—that a courier be escorted by a Porter directly to the student's room to deliver the medication direct to their college provided fridge, subject to operational availability and with the student's explicit permission. Students must confirm in advance that the courier company is willing to deliver under these arrangements. Where pre arranged, Reception may alternatively contact the student so they can attend promptly to collect the delivery in person.

In the event the student is unable to meet the courier, or the Porters' Lodge is unable or not permitted to escort the courier to the student's room, the delivery will be refused and returned with the courier.

### 3.8. University Cards

Students are responsible for keeping their University Card safe at all times. If a card is lost, it must be reported immediately to the Head Porter. A replacement fee will be charged, and payment must be made before a replacement card can be issued.

The fee for the first replacement card is £10. The fee for each subsequent replacement will double (e.g. £20, £40, £80, etc.).

In the meantime, a temporary card will be issued. This must be returned to the Porter's Lodge once the new University Card has been received.

### 3.9. Laundrettes

App- and contactless card-operated washing machines and tumble dryers are available in the College laundrettes, located beneath the flats by the Richard Laws Building and next to the MPH Common Room. Irons and ironing boards are also available in the laundrettes.

The machines can be operated using the laundry mobile app or by contactless card payment. For further information on how the laundry operates, please visit the operator's website. You can also check the availability of machines online using the following links:

<http://www.circuit.co.uk/>

Note: The laundry rooms can be used between the hours of 08:00 and 23:00 and access is restricted outside these hours.

Washing must be dried in the laundrettes rather than in student rooms or communal areas, as damp can readily spread to the windows, ledges and curtains resulting in mould developing in these areas. The laundrettes are provided with drying racks, irons, and ironing boards.

Please remove your items from the machines and drying racks promptly to enable others to have access to the facilities for fairness to fellow residences. The College does not accept responsibility for the loss of personal laundry. At the end of each term, any unclaimed items of laundry will be disposed of. Students must not use personal drying racks in the Laundrettes as these create an obstruction to other users of the facilities. If found, they will be removed.

### 3.10. Bicycles

Bicycles should be stored in the racks situated adjacent to the College car park, Richard Laws Building and Mount Pleasant Halls bicycle storage. Benet House is reserved for staff. Bicycles must not be taken into students' rooms or brought into the College buildings. Cycling within the College grounds beyond the racks is not permitted.

For Health and Safety reasons, electric bicycles and electric scooters are not permitted within College buildings, student rooms, or anywhere on the College grounds.

Theft of bicycles is rife in Cambridge and they should always be securely locked when left unattended, both on or off the College grounds. It is advisable to include bicycles in insurance cover for theft.

Mount Pleasant is part of the Cambridge Inner Ring Road and carries dense and very heavy traffic. Please note it is a one-way system. It is highly dangerous and illegal to cycle against the traffic flow. Cycling on the pavements is also illegal. The wearing of protective and highly visible clothing is strongly encouraged. The use of front and rear lamps is required by law after dark, see <https://www.gov.uk/highway-code>.

Students will be able to raise a ticket for Bike Registration on the following link:

[Bike Registration Ticket Submission](#)

### 3.11. Cars

Most undergraduates, unless they can provide evidence of special circumstances, will not be permitted to keep a car in Cambridge. Permission will only be given for those requiring a vehicle in Cambridge due to a disability or other special circumstances. Please apply via your Tutor. If they are in support, you may then obtain a form from the Tutorial Office, which should then be filled out and returned to the Tutorial Office in order that the Senior Tutor may decide if a parking space in College is warranted. If the Senior Tutor decides it is, you will then need to apply to the Proctors' and Marshal's Office for a motor vehicle license.

Postgraduate Students (and those of M.A. status) should note that although eligible to have a car in Cambridge, this does not automatically entitle you to keep a car at College. Postgraduate Students should apply to Head Porter (with evidence of special circumstance). If the Head Porter is in support, you may then obtain a form from the Tutorial Office which should be filled out and returned to the Tutorial Office in order that the Senior Tutor may decide if a parking space in College is warranted. If the Senior Tutor is in favour, you will then need to apply to the Proctors' and Marshal's Office for a motor vehicle license.

If permission is granted by the Proctors' and Marshal's Office evidence will need to be taken to the College Head Porter who will issue you with a permit. Please note however that this is subject to availability, and we cannot guarantee car parking spaces. Further information may be obtained from the College Noticeboard and on the web:

<https://www.proctors.cam.ac.uk/motor-control>.

The University Proctors' and Marshal's Office can find a student a three-figure sum if a car is parked illegally. Also, please note that any parking offences reported to the Senior Tutor may be referred onto the Dean of Discipline.

4

## Draft license agreement



## LICENCE AGREEMENT

### TERMS AND CONDITIONS OF LICENCE FOR OCCUPATION OF ST EDMUND'S COLLEGE ACCOMMODATION ("Terms and Conditions")

The main terms of the licence will be as follows:

#### PARTIES

LICENSOR	St Edmund's College, Cambridge
LICENSOR'S ADDRESS	Mount Pleasant, Cambridge CB3 0BN

LICENSEE	
----------	--

#### LICENCE DETAILS

BUILDING	
ROOM NUMBER	
GRADE	
LICENCE FEE (daily rate)	
CAUTION MONEY / DEPOSIT	£600
START DATE	
END DATE	

In accepting this Agreement, you agree to abide fully with the terms of the Agreement comprising the following documents (together, the "Agreement"):

1. The Licence Agreement
2. The Accommodation Handbook
3. St Edmund's College Notes for Members (the "Blue Book")

These Documents set out your rights and responsibilities and our rights and responsibilities to you under the Agreement. If there is any conflict, these Terms and Conditions take precedence to the extent of the inconsistency (unless the College notifies you otherwise in writing).

#### KEY TERMS

Below is a summary of some of the key terms of this Agreement. However, the summary does not include all of the Agreement terms and it is important that you read the Agreement in full.

1. This Agreement is a licence and does not, and is not intended, to create a tenancy of the Accommodation. You will occupy the Accommodation as a fixed term licensee and will not have exclusive possession of the Accommodation. This means, in particular, that:
  - This Agreement is personal to you and shall not be assigned, charged or shared.
  - The College reserves the right to transfer you to a suitable alternative Room and/or Premises where reasonably required by the College on giving reasonable prior written notice.
  - The College may access the Accommodation where reasonably required or where reasonably necessary and in the circumstances referred to in the Licence Agreement.
2. You will pay the Licence Fee to the College in accordance with Clause 5.2.1.

3. You will pay Caution Money in accordance with Clause 5.2.1 and the College reserves the right to deduct money from Caution Money in circumstances detailed in Clause 4.1.
4. You will use the Room solely as a private dwelling for the purposes of study, sleep, and quiet recreation and will not allow the Room to be occupied by more than one person save as permitted and following the guidance set out in the Accommodation Handbook.
5. You will be responsible for the costs to repair any damage caused to the Room, Common Area or Building caused by yourself or any of your guests.
6. The College reserves the right to give immediate written notice to terminate this agreement in circumstances detailed in Clause 7.
7. You agree to vacate the Room on the termination of this Agreement, by 10am on the Termination Date.
8. The College's liability is limited only to the extent permitted by law (see Clause 13).
9. There is no right to terminate this Agreement, however, requests to terminate this Agreement may be considered in exceptional circumstances. Requests of such nature should be raised with the Senior Tutor. This does not affect any rights you may have under applicable law.

## AGREED TERMS

### 1. INTERPRETATION

- 1.1. In these Terms and Conditions the "**College**" means St Edmund's College and includes any other persons, companies or bodies corporate who may legally succeed it.
- 1.2. Clause headings do not affect the interpretation of these Terms and Conditions.
- 1.3. A reference to a statute or statutory provision in these Terms and Conditions is a reference to it as it is in force for the time being, taking account of any amendment, extension, or re-enactment and includes any subordinate legislation for the time being in force made under it.

#### 1.4. The Definitions

"**Accommodation Portal**" means the online accommodation booking portal run by the College.

"**Accommodation Handbook**" shall refer to the set of policies, procedures, and regulations that the Licensee should follow, both as a current resident and as a prospective resident of St Edmund's accommodation.

"**Blue Book**" is an information guide produced by the College to assist Members of the College in understanding key provisions of the College Statutes and Ordinances and College policies, and where to go for further help and guidance. It is published on the College website at <http://www.st-edmunds.cam.ac.uk/notes-members> (as updated from time to time).

"**Building**" means the Building as set out in the Licence Details section of this Licence Agreement of which the Room forms part.

"**Caution Money**" means the security deposit specified in the Licence Details section of this Licence Agreement to be used by the College in accordance with Clause 4.

"**Common Areas**" means the entrance halls, stairs, corridors, laundry, lifts, bicycle store and any other common areas which are from time to time during the Licence Period provided by the College within the Building for the common use and enjoyment by the occupiers of the Building.

"**End Date**" means the end date for the Licence Period for the Room as specified in this Licence or any subsequent End Date as may be agreed and communicated in writing by the Licensor to the Licensee thereafter.

"**Incorporated Provisions**" means the documents referred to in Clause 2.2.

"**Informal Short-Term Letting Scheme**" means schemes including but not limited to Couchsurfing, Trustroots, BeWelcome, Warmshowers, Airbnb or such other similar scheme.

"**Interest Rate**" means 3% above the Bank of England Base Rate.

"**Licence Fee**" means the amount specified in the Licence Details section of this Licence Agreement that will be paid to the College by the Licensee in accordance with Clause 5.2.1.

“**Licence Period**” means the period specified in the Licence Details section of this Licence Agreement for which the Licensee may occupy the Room.

“**Licensee**” means the student named in the Parties section of this Licence Agreement.

“**Room**” means the Room as set out in the Licence Details section of this Licence Agreement and includes the fixtures and fittings therein, the carpets, doors and internal glass but excludes Service Media within the Room.

“**Service Media**” means central heating and hot water systems, electrical services for power and lighting, drainage and water services and any other data or phone services provided.

“**Termination Date**” means the date on which the Licence Period ends being the earlier of:

1. The End Date, including any extended End Date as may be agreed and communicated in writing by the Licensor to the Licensee;
2. any date of termination calculated in accordance with Clause 7

“**University Residence Requirement**” means the requirement set out in College Statute F Chapter I that no one will be permitted to come into residence as a Junior Member of the College until they have satisfied the University’s admissions conditions.

## 2. NATURE AND TERMS OF AGREEMENT

- 2.1. This Agreement is a licence to occupy. The Agreement is not intended to give exclusive possession to the Licensee, nor to create a relationship of landlord and tenant between the parties. The Licensee shall not be entitled to an assured tenancy or a statutory periodic tenancy under the Housing Act 1988 or to any other security of tenure now or upon termination of this Agreement.
- 2.2. Apart from these Terms and Conditions this Agreement includes by incorporation the University Residence Requirement.
- 2.3. **The student must vacate the Room by 10am on the Termination Date** in accordance with this Agreement.
- 2.4. As this Agreement is a licence, the College reserves the right to transfer a Licensee’s occupation to a different Room and/or Premises where reasonably required by the College on giving reasonable prior written notice (except in the case of emergency) to the Licensee. This right may be exercised by the College in circumstances including but not limited to where the College considers a transfer is required in the interests of Licensee’s comfort, safety and convenience or in the event of essential maintenance or disciplinary proceedings. The College will use reasonable endeavours to relocate the Licensee to a room of similar standards for price, location and facilities as the Room. Where practicable, the College will consult with the Licensee and take into account any disability-related requirements.

## 3. LETTING

- 3.1. In consideration of the Licence Fee the College gives the Licensee permission to occupy the Room TOGETHER WITH the rights in Clause 3.2 for the Licence Period, upon the terms and conditions contained in this Agreement and subject to the general requirement to abide by the rules stated within the Accommodation Handbook.
- 3.2. The Licensee is granted the following rights for the benefit of the Room in common with the College and all others similarly entitled:
  - 3.2.1. the right of access to and egress from the Room over the Common Areas designed or designated to afford access;
  - 3.2.2. the right to use any parts of the Common Areas during such hours the College designates and in accordance with any rules and regulations the College makes (acting reasonably and proportionately); and
  - 3.2.3. the right to use the shared facilities including the Service Media within the Room.

## 4. CAUTION MONEY

- 4.1. The Licensee hereby authorises the College to deduct from the Caution Money:
- 4.1.1. any Licence Fee and other sums (and interest at the Interest Rate thereon) due under this Agreement and not paid within 14 days of the due date;
  - 4.1.2. the cost of repairing any damage to the Room or the Service Media or for any missing items for which the Licensee may be liable;
  - 4.1.3. the cost of repairing any damage to the Common Areas caused by the Licensee relating to the Room.
  - 4.1.4. the cost of replacing any item in the Room which is beyond repair provided that the Licensee will not be responsible for any damage or breakages to or deterioration in the contents of the Room caused by fair wear and tear; and
  - 4.1.5. any expenses or costs incurred by the College in consequence of any failure by the Licensee to observe and perform the obligations and conditions on the Licensee in this Agreement.
- 4.2. At the end of the Licence Period and subject to the Licensee having vacated the Room the College shall use reasonable endeavours to repay the Caution Money to the Licensee after deducting from it any items allowed under this Clause 4 within 8 weeks of the later of the end of the Licence Period and the date on which the Licensee vacates. The Licensee must provide the College with correct account and contact details for the return of the Caution Money (if any).
- 4.3. Any interest accruing on the Caution Money shall belong to the College.
- 4.4. The cost of repairs pursuant to Clauses 4.1.2 and 4.1.3 above shall unless there is sufficient evidence to the contrary be apportioned as if the Licensee caused all damage to the Room and all students entitled to use the Common Areas caused any damage to the Common Areas.

## 5. LICENSEE'S OBLIGATIONS

- 5.1. It is the responsibility of the Licensee to adhere to these Terms and Conditions, as well as the rules and guidelines set forth in the Accommodation Handbook and the Incorporated Provisions, and to comply with any premises licence operated by the College or the University of Cambridge as they may be issued from time to time. For applicable Rooms, those being situated in the Student Accommodation at Castle Street as specified in the Licence Details above, it shall also be the responsibility of the Licensee to comply with the rules and guidelines set out in the Collegiate Handbook for Tenants together with the Collegiate Accommodation Summary. If those documents apply, they form part of the Incorporated Provisions for the relevant Room.
- 5.2. The Licensee shall observe and perform the following obligations:
- 5.2.1. LICENCE FEE & CAUTION MONEY & OTHER CHARGES**
- a) The Licensee shall pay the Licence Fee and the Caution Money to the College on the dates and at the intervals specified in the Licence Details section of this Licence Agreement for the entire Licence Period unless this Agreement is terminated in accordance with Clause 7.
  - b) The Licence Fee for all Grades includes all utility bills but excludes any applicable Council Tax and television licensing.
  - c) Any family accommodation (Geffery Cook Building or College Flats above the laundry) are subject to the requirement to pay Council Tax where applicable. It is the responsibility of the Licensee to ensure that Council Tax is paid. The Licensee should ensure any student exemption/discount is applied where available.
  - d) If the Licensee has a television or makes use of a computer to watch terrestrial television channels in real-time, then the Licensee must purchase a TV licence. The Licensee is not covered by arrangements for any communal TV.

- e) If any sum due under this Agreement is overdue, the College may charge interest at the Interest Rate from the due date until payment (whether before or after judgment), provided that the College will act reasonably and proportionately in doing so.

#### 5.2.2. **BEHAVIOUR**

- a) The Licensee shall behave at all times in connection with the Room and this Agreement in accordance with relevant provisions of the Accommodation Handbook, the Blue Book, and the College Code of Discipline and in accordance with any other obligations, rules and regulations associated with the Room from time to time.
- b) The Licensee shall familiarise themselves with the College rules and regulations as set out in the Accommodation Handbook, Blue Book, the College's website and (in particular) with all fire and safety regulations and the Licensee shall comply with all such rules and regulations.
- c) Fire regulations require that, stairways, landings and corridors must be kept clear at all times, and not obstructed by items placed in these areas, particularly bicycles and boxes etc. Fire doors must also not be wedged open or obstructed in any way. The Licensee must at all times comply with these regulations and not wedge open any such door(s) or cause such obstruction. The Licensee must not tamper with or remove fire alarm equipment and fire extinguishers in the Room, Building or any other property of the College.

#### 5.2.3. **USE OF THE ROOM**

- a) The Licensee shall use the Room solely as a private dwelling for the purposes of study, sleep, and quiet recreation and not to allow the Room to be occupied by more than one person save as permitted and following the guidance set out in the Accommodation Handbook.
- b) The Licensee shall be obligated to comply with the regulations and guidelines outlined in the Accommodation Handbook insofar as the use of the Room is concerned, including but not limited to those pertaining to the following:
  - Pets (save that assistance dogs shall be governed by the College's Assistance Dogs Policy, as amended from time to time)
  - Refuse
  - Prohibited appliances
  - Equipment and furniture
  - Substances
  - Bicycles
  - Decoration
  - Garden/grounds (where applicable)
  - Defects, and Rules for guests
- c) The Licensee shall pay on demand to the College the costs incurred by the College in repairing any damage to the Room, the Common Areas or the Building caused by the Licensee or the Licensee's guests, including (but not limited to) where damage is caused to the decoration or the fabric of the Room or the Common Areas by attaching items to walls and ceilings using drawing pins, nails, stickers, hooks, blue tack and tape etc.
- d) If at any time the Room or the Common Areas are found to be in a condition which does not comply with this Agreement, the College reserves the right having given 48 hours' notice to the Licensee to employ a contractor or the College cleaners to remedy the breach and the costs (or a reasonable proportion thereof as determined by the College) of such work shall be recoverable as a debt due from the Licensee to the College. Before arranging works (save in emergencies), the College will give the Licensee a reasonable opportunity to remedy the breach themselves.
- e) The Licensee shall not interfere with safety and emergency equipment in the Room, Common Areas, or the Building.

- f) The Licensee shall allow housekeeping staff entry to the accommodation for the 6-monthly room inspection and at times for the scheduled cleaning routine. The College will provide reasonable prior notice of routine inspections/cleaning, except in emergencies.

#### **5.2.4. YIELD UP**

On the termination of this Agreement for whatever reason the Licensee will:

- a) Vacate the Room promptly and in any event by no later than 10am on the Termination Date;
- b) Return any keys to the Room, Building and any other property of the College, to the College by 10am on the morning of departure of the Room by the Licensee. If the keys are not returned on or before the morning of departure, the provisions of Clause 8.2 shall apply;
- c) Remove all personal belongings and rubbish of the Licensee from the Room and the Common Areas; and,
- d) Yield up the Room in the condition required by the Licensee's obligations in this Agreement and in the same clean state and condition as it was at the beginning of the Licence Period and make good or pay for the repair of or replacement of all such items of the furniture fixtures fittings and effects as shall be broken, lost, damaged, or destroyed during the Licence Period.
- e) Any personal belongings left in the Room will be dealt with in accordance with the College's reasonable procedures and applicable law (including giving notice to collect items where practicable). The College may recover reasonable storage/removal/disposal costs from the Licensee.

#### **5.2.5. ALIENATION AND ASSIGNMENT OF THE AGREEMENT**

- a) This Agreement is personal to the Licensee.
- b) The Licensee shall not assign, charge, share or otherwise part with possession of the Room.

#### **5.2.6. ACCESS**

The Licensee shall:

- a) having been given reasonable prior notice (except in the case of an emergency or actual or suspected illegal activity when no notice is required) allow access at reasonable times to the College, its agents, staff or any other person authorised by the College with all necessary workmen and appliances for the purpose of;
  - I. inspecting the state of repair and decoration of the Room and the Building
  - II. carrying out necessary repairs and decorations in the Room and the Building
  - III. carrying out necessary cleaning; or
  - IV. any reason in the interests of good estate management or to comply with any law.
- b) having been given 48 hours' prior written notice (except in the case of an emergency or actual or suspected illegal activity when no notice is required) and subject to being present at such inspection, allow access at reasonable times to the College, its agents, staff, or any other person authorised by the College to carry out periodic inspections of the Room.

### **6. COLLEGE'S OBLIGATIONS**

The College agrees to observe and perform the following obligations:

#### **6.1 REPAIRS AND MAINTENANCE**

- a) To rectify defects in the Room that are brought to the College's attention in accordance with the Accommodation Handbook PROVIDED THAT such defects are not caused by the

act or omission of the Licensee, the Licensee's visitors or any other person at the Room with the Licensee's express or implied authority.

- b) To maintain, repair and, where the College deems it necessary, renew the Room and the Common Areas in accordance with the Accommodation Handbook, any Health and Safety Regulations and any building, planning and housing legislation and regulations (to the extent these regulations impose an obligation on the College).
- c) To carry out any planned maintenance including decoration and refurbishment to the Room and the Common Areas. In carrying out any decoration and refurbishment works the College shall use reasonable endeavours to cause as little inconvenience to the Licensee as reasonably practicable.

## 6.2 CLEANING

- a) To ensure the Room is clean at the beginning of the Licence Period.
- b) To clean the Common Areas regularly.
- c) To collect refuse from the Building and the Common Areas in accordance with the Accommodation handbook.

## 6.3 SAFETY AND SECURITY

- a) To take appropriate measures to safeguard the security of the College property of which the Room forms part.
- b) To ensure that there is effective support provided and deal appropriately with emergency situations and to provide the Licensee with information about procedures for emergency evacuation from the College property of which the Room forms part, including the evacuation of occupiers with a disability.
- c) To practice emergency evacuation from the College property of which the Room forms part at least once annually.
- d) To use reasonable endeavours to prevent or deal effectively with any anti-social behaviour (including, but not limited to, behaviour resulting in disturbance, damage, mess or excessive noise; bullying and harassment including verbal abuse; the possession, use or supply of illegal drugs; theft including theft of food from communal kitchens; any behaviour which compromises the health, safety or welfare of any member of the College community) by the Licensee or their guests or visitors.

## 6.4 HEATING AND LIGHTING

- a) To supply the Room with an appropriate level of heating and lighting in accordance with Health and Safety legislation.

## 7. TERMINATION

It is agreed that without prejudice to any other right, remedy or power herein contained or otherwise available to the College in the event that the Licensee:

- 7.1. at any time, whether with or without tutorial permission, during the Licence Period, vacates or notifies the College that they wish to vacate the accommodation (notwithstanding that the Licensee remains a student of the University of Cambridge); and/or
- 7.2. ceases to pursue a course of study at the University of Cambridge; and/or
- 7.3. is required to intermit or degrade; and/or

- 7.4. is subject to a disciplinary sanction which results in the Licensee being required to vacate the Room; and/or
- 7.5. is in debt to the College arising from non-payment of the Licence Fee or other sums due under this Agreement and the Licensee fails to pay any outstanding sums due within one month of written notice; and/or
- 7.6. is in serious breach of the terms of this Agreement; and/or
- 7.7. commits a breach of this Agreement including the Accommodation Handbook guidance, shall be deemed a breach of contract that is not a serious breach but fails to remedy the breach within 14 days of the College giving notice in writing requiring that the breach is remedied, and subject to the College having provided a further 14 days' written notice that it shall terminate this Agreement;

the College may give immediate written notice to the Licensee to terminate this Agreement and this Agreement shall come to an end on the giving of such notice (a Termination Date for the purpose of this Agreement) without prejudice to the rights and remedies of either party against the other in respect of any antecedent breach of the terms of this Agreement and possession of the Room may be recovered by the College.

- 7.8. Notwithstanding this Agreement coming to an end pursuant to Clause 7.1 the Licensee shall pay:
  - a. the Licence Fee for the period up to and including the Termination Date; and
  - b. on demand a sum equivalent to the Licence Fee for the period commencing on the Termination Date pursuant to Clause 7.1 until the End Date unless a replacement St Edmund's College student is found to occupy the Room. In which circumstance, the Licensee's liability to pay such sum shall cease on (and be apportioned until) the date upon which the replacement student takes occupation of the Room. It is the responsibility of the Licensee to locate a suitable replacement student to occupy the Room which must be approved by the College before the replacement student takes occupation of the Room.
  - c. For clarity, the College will not seek to recover sums that amount to an unfair penalty; any sums claimed must reflect the College's reasonable losses and be mitigated where reasonably possible.
- 7.9. If the Licensee fails to take occupation of the Room on or from the commencement of the Licence Period, the College may give immediate written notice to the Licensee to terminate this Agreement and this Agreement shall come to an end on the giving of such notice (a Termination Date for the purpose of this Agreement) without prejudice to the rights and remedies of either party against the other in respect of any antecedent breach of the terms of this Agreement and possession of the Room may be recovered by the College.
- 7.10. Notwithstanding this Agreement coming to an end, the Licensee shall pay on demand a sum equivalent to the Licence Fee to the College for the period commencing on the start date of the Licence Period (as specified in the Accommodation Summary) to and including the date being the last day of Michaelmas term unless a replacement St Edmund's College student reasonably approved by the College is found to occupy the Room, in which circumstance the Licensee's liability to pay such sum shall cease on (and be apportioned until) the date upon which the replacement student takes occupation of the Room. This is subject to Clause 7.8 (fairness/mitigation)

## **8. VACATE**

- 8.1. The Licensee agrees to vacate the Room on the termination of this Agreement, by 10am on the Termination Date, and to return possession to the College. If the Licensee does not vacate, the College will take steps to recover possession only in accordance with applicable law.

8.2. If the Licensee fails to vacate the Room in accordance with Clauses 5.2.4 and/or 8.1 and unless an extension has been approved in writing by the College with a minimum of one (1) months' prior notice, the College shall be entitled to charge a fee equivalent to the Licence Fee pro rata for every day or part day during which the Licensee fails to vacate unless a replacement St Edmund's College student reasonably approved by the College is found to occupy the Room, in which circumstance the licensee's liability to pay such sum shall cease on (and be apportioned until) the date upon which the replacement student takes occupation of the Room. This is without prejudice to the College's right to recover its reasonable losses.

## 9. KEYS/ ROOM ACCESS CARD

9.1. The Licensee hereby acknowledges that access to the Room will be granted on arrival, via the Licensee's University Card, commencing no earlier than the start date of the Licence Period (as specified in the Accommodation Summary).

9.2. *The Licensee must promptly report any lost/stolen card/keys. The College may charge the reasonable cost of replacement and/or any necessary security measures where loss creates a security risk.*

## 10. COLLEGE'S ADDRESS FOR SERVICE

10.1. The College's address for service of notices is:

*The Accommodation Office,  
St Edmund's College,  
Cambridge  
CB3 0BN.*

## 11. PERSONAL DATA

11.1. The College will need to process the Licensee's personal data for the purposes of complying with its obligations and exercising its rights under this Licence and in accordance with applicable data protection laws. Further information about the College's processing of the Licensee's data, who it may be shared with, the period for which it is stored and the rights that the Licensee has in respect of the Licensee's personal data is available in the College's Privacy Policy

<https://www.st-edmunds.cam.ac.uk/data-protection>

The policy does not form part of this Agreement.

11.2. Such data may comprise for example (1) information provided by the Licensee about any disability the Licensee has for the purposes of reasonable adjustments to the services provided to the Licensee and (2) information about the commission or alleged commission of criminal offences by the Licensee. Further information about the processing of such data and the limited circumstances in which it may be shared is set out in the College's Privacy Policy.

## 12. VARIATIONS

12.1. With the exception of any changes as a result of government legislation, this Agreement cannot be changed without prior written agreement between the Licensee and the College.

- 12.2. The College may update the Incorporated Provisions referred to in Clause 2.2 and if the College does so, the College will give the Licensee written notice of the fact that amendments have been made to these policies and this Agreement shall be deemed to include those amendments from the date of such notice.
- 12.3. Any updates under Clause 12.2 must be reasonable, proportionate and transparent. Where an update would materially disadvantage the Licensee, the College will (where reasonably practicable) provide a reasonable notice period and explain the reason for the change and any available options/remedies.

**13. LIABILITY FOR LOSS OR DAMAGE**

- 13.1. Save where liability cannot be excluded by law, the College shall not in any circumstances incur any liability in respect of loss or damage to any person or property or otherwise, unless the loss or damage was caused by the College’s negligence.
- 13.2. Nothing in this Agreement limits or excludes the College’s liability for: (a) death or personal injury caused by its negligence; (b) fraud or fraudulent misrepresentation; or (c) any other liability which cannot be limited or excluded by law.

**14. CONTRACTS (RIGHTS OF THIRD PARTIES) ACT 1999**

- 14.1. The Contracts (Rights of Third Parties) Act 1999 does not apply to this Agreement.

**15. GOVERNING LAW AND ENFORCEABILITY**

- 15.1. This Agreement is governed by English law. All disputes relating to this Agreement will be heard in the English courts.
- 15.2. If any aspect of this Agreement is held to be illegal, invalid, or unenforceable, the remainder of this Agreement will be unaffected.

**16. MEMBERSHIP OF THE ANUK CODE OF PRACTICE**

- 16.1. The College has signed up to the ANUK/Unipol National Code for Educational Establishments: <http://www.nationalcode.org>

By ticking this box you are agreeing to these accommodation terms and conditions for the 2026/2027 academic year

SIGN .....

PRINT NAME .....

DATE .....

