



1. Accommodation Licence including the Residential Regulations and Procedures

Students who are resident or who become resident in Halls of Residence at the College campus are required to accept unconditionally the regulations and procedures printed in sections 1.1 to 1.10 below (which constitute the terms of the student's Accommodation Licence).

1.1 Length of Occupation and Availability of Accommodation

- 1.1.1 The right to occupy College residence lasts for one academic year only and only for as long as you are a registered student of Hartpury College, Hartpury House, Gloucester, GL19 3BE. Accommodation forms must be completed for each academic year.
- 1.1.2 Under the Accommodation Licence, a student is permitted to occupy a room for one academic year from the first day of each academic term to 4.00 pm on the last day of each academic term. The right to occupy is not intended to refer to a specific room and the College reserves the right to allocate the student to another room, which may not be in the same hall of residence as the room then occupied by the student. This also applies to students in shared rooms who may be subject to room-mate moves throughout the academic year.
- 1.1.3 Students who become resident are required to contract under the Accommodation Licence for a full academic year (including periods of work experience, or if the course of study is only a few days a week) or for the period of the agreed arrangement, if longer.
- 1.1.4 Students who wish to leave residence must give notice in writing to the Residential Services Manager. The student may be given approval by the College to move out of the hall of residence during an academic term only in the following circumstances:
 - Where a student finds another student of the College to replace him or her in his or her room in the hall of residence, the student found for such a replacement must be approved by the Residential Accommodation Co-ordinator (or nominee) and must not already be in residence within the College halls of residence, on or off-site. The terms of this Accommodation Licence (including those relating to payment of the accommodation charges and any other fees payable from time to time) will apply to the newly accepted student upon that student taking up occupation of the accommodation.
 - Any replacement student must pay £250 as a Room Damage and Key Deposit upon occupying the room, of which £175 may be refunded at the end of the academic year, but only in accordance with the Residential Regulations.
- 1.1.5 Students who withdraw from residence before the end of the academic year with the College's agreement will be required to pay accommodation charge for a period (as set out below) following the date on which the College agrees that the

student may leave residence if the College is unable to immediately re-let the room to another student (transfers from other college accommodation excluded).

Withdrawals made on or before 30 October 2017 will be charged accommodation charge for a 4 week period, withdrawals made after 30 October 2017 will be charged accommodation charge for a 6 week period and for withdrawals made after 2 January 2018 there will be no refund and payment is due for the full academic year. In exceptional circumstances these charges may be waived by the Chief Operating Officer.

Any student who is asked or required by the College to vacate his/her accommodation following a disciplinary hearing will be liable for the remainder of that academic year's accommodation charge.

- 1.1.6 A decision by the Chief Operating Officer (or nominee) given under this section may be the subject of appeal to the Principal (or nominee). Such an appeal must be lodged in writing to the Residential Services Manager within seven days of being notified of that decision.
- 1.1.7 Students may be notified of changes to accommodation and related accommodation issues by email to their Hartpury College email address. Students must check their Hartpury email address regularly.

Availability of the Room

- 1.1.7 The student shall not begin to occupy the room before the beginning of the student's course or other specified programme of studies except by prior written permission from the Residential Services Manager. Where the student is permitted to take such early occupation an additional accommodation charge may be made for the period up to the start of the student's course or other programme of studies at a rate to be determined by the College and notified to the student prior to the student taking occupation.
- 1.1.8 The room shall be vacated for the prescribed vacation periods, inset days and by 4.00 pm on the last day of each term. Personal belongings left in the room during vacation periods are left entirely at their owner's risk, and the College cannot be held responsible for loss or theft of and/or damage to any property. **Students are reminded that they should insure their personal belongings.** In exceptional circumstances permission may be granted for students to leave their belongings in their room over the holiday period. If permission has not been granted students will be in breach of the Accommodation Licence and a charge may be made for storage of belongings. Rooms will not be available for occupation after vacation periods until 4.00 pm on the day preceding the start of term.
- 1.1.9 The student shall not exchange with another student any room allocated to him/her without prior written authorisation being given by the Residential Services Manager. A student will not be granted permission for more than one change of accommodation during any academic year. Permission may be granted by the Residential Services Manager in exceptional circumstances (such circumstances to be at the discretion of the Director of HR & Residential Services). If such permission is refused then an appeal may be made to the persons established under regulation 1.1.6 above.
- 1.1.10 The student will be allocated a room for their personal use only.

Vacation Periods

- 1.1.11 The College reserves the right by giving not less than 3 weeks' prior notice in writing to the student to use the student's room (and other College property) during ALL prescribed vacation periods for purposes as determined by the College and in such case the student must remove his or her personal belongings from the room before the start of the vacation period. Failure to clear the room may result in an additional charge being made for storage of belongings.

The College will be responsible for maintaining a check of fixtures and fittings before and after such vacation use.

- 1.1.12 Notwithstanding that a student may not have been required to remove his or her belongings from the room during a vacation period, the student shall not occupy the room or any other College accommodation during any vacation period except by prior written permission of the Residential Accommodation Co-ordinator (or his/her nominee).
- 1.1.13 On granting such permission to occupy College accommodation during a vacation period (the accommodation may not necessarily be the room currently occupied by the student or indeed in the same hall of residence), an extra accommodation charge in accordance with the scale determined by the College Executive and for the time being in force must be paid in advance. Such permission will not be granted in any circumstances if there are any outstanding monies owed to the College by the student.

1.2 Payment of Accommodation Charge

- 1.2.1 The accommodation charge made by the College (see paragraph 1.2.9) relates to accommodation in a hall of residence during term-time only or unless otherwise specified by the College. Payment of each instalment is due on or before the first day of occupation of the relevant term unless a valid direct debit mandate is held.
- 1.2.2 The accommodation fee is charged without reduction for weekend leave in accordance with the scheme approved by the College Executive and for the time being in force. The scheme of charges is reviewed annually but will not change during the academic year from that notified to the student prior to the signing of the Acceptance Form which is part of College Regulations (and which for the avoidance of doubt constitutes acceptance of the terms of this Accommodation Licence).
- 1.2.3 No part of any payment made in settlement of the accommodation charge shall be refunded to the student except in pursuance of a credit note issued by the Chief Operating Officer (or his nominee). Such a request is to be made by the student in writing to the Chief Operating Officer (or his nominee) and such exemptions applied for will be granted purely at the discretion of the Chief Operating Officer (or his nominee).
- 1.2.4 Non-payment of accommodation charge for whatever reason may result in the termination of the student's right to occupy the room.

Room Damage Deposit

- 1.2.5 Before entering into residence the student must pay a sum of £250 (or such other reasonable figure as the College Executive may determine from time to time) as a deposit.

The College will be entitled to deduct from the deposit (i) any unpaid accommodation charges (ii) the cost of making good any damage or replacing lost or stolen equipment from the room or communal areas (iii) the cost of cleaning the room or communal areas if, in the opinion of the College, the standard of cleanliness has fallen to an unacceptable level and no material improvement is made by the student after being advised by the College to clean the room or communal areas and (iv) the amount of any fine levied. Any balance remaining will be repaid by the 31st of the month following the academic year end, subject to 1.2.6 below. Where there is a bill of £50.00 or more the College reserves the right to invoice this amount and it will not be taken from damage debit.

1.2.6 Subject to this regulation 1.2.6 the deposit or the balance remaining after any deductions, less the deduction of £75 being the non-refundable element of the deposit, pursuant to 1.2.5 will be refunded on the vacation of the room by the student, provided that:

- (a) No damage to any property belonging to the College has been attributed to the student or collectively to the occupiers of the respective hall of residence.
- (b) No loss of any property belonging to the College has been attributed to the student or collectively to the occupiers of the respective hall of residence.
- (c) The student returns safely to the College all keys which are the property of the College
- (d) The room and communal areas are left in a clean condition.
- (e) The student has no accommodation charges, academic or other fees outstanding.

And in any such case and in addition to the deductions referred to in 1.2.5 the College shall be entitled to deduct from the deposit:

- (i) An amount equal to the College's reasonable estimate of the cost of repairing such damage.
- (ii) The cost of replacing property which has been lost.
- (iii) The cost of replacing any key which the student has not returned to the College within 24hrs of leaving accommodation (together with the costs of replacing locks in respect of which any key has been lost).
- (iv) The cost or estimated cost of cleaning the room or communal areas.
- (v) The amount of any unpaid accommodation charge, fees, charges or reasonable administration costs arising from the above.

1.2.7 The cost of making good any losses or damage other than fair wear and tear will be charged equally to the students of the hall of residence which has suffered such loss or damage unless the loss or damage can be attributed to the acts or omissions of a named student or students (who shall then be responsible for the whole of such cost) or such cost is recovered from any other party responsible for the loss or damage. The College emphasises that students are to take responsibility for their own actions and those of their guests. Where such charge exceeds £50, a separate invoice may be raised. The student shall co-operate in responding to enquiries made by the College in respect of damage. Students have the right to make representations to the College (pursuant to the College's complaints procedure) in respect of any such charge, but should bear in mind that if the College did not apply this regulation the costs of making good loss or damage which cannot be attributed

to a named student or students would be reflected in increased accommodation charges for all residential students, and the College considers that this would be unfair.

- 1.2.8 The student shall make (on demand by the College) any payment due in respect of any liability arising under these clauses or in respect of the loss of any keys provided to the student by the College. If such payment is not made by the student it shall be deducted from the deposit and any balance still outstanding shall be a debt of the student to the College.
- 1.2.9 Students are advised to request an exit inspection with a Warden when leaving accommodation at the end of each academic year. Prior arrangement should be arranged via Student Services.

Charges and Methods of Payment

- 1.2.9 Please also refer to the section concerning College Fees.
 - (a) The accommodation charge payable for residence is determined annually by the College for the duration of the ensuing academic year and is payable termly in advance or by eight equal monthly instalments. Payment for either method must be by direct debit set up on a UK bank account. A completed and accurate direct debit mandate must be with the College Finance office before access to any room will be allowed.
 - (b) A Room Reservation Deposit secures accommodation (subject to availability) and must be sent with the Accommodation Booking Form and Medical Form. No room will be reserved without a deposit.
 - (c) No refund of accommodation charge or other charges will be made, including temporary absence from a room due to sickness, for periods of work experience undertaken during term dates, or if the course is less than 5 days a week, and if the student has obtained prior written consent to occupy a room during a vacation, no refund of charges will be made in respect of any absences.

1.3 Equipment and Cleaning

- 1.3.1 In campus accommodation the College shall provide the following:
 - (a) Adequate fixtures and fittings.
 - (b) Lighting, water and heating.
 - (c) Furnishing of communal areas in the hall of residence.
 - (d) Cleaning of entrance hall, communal areas/kitchen areas, stairs and corridors when required and on campus under 18 ("U18") study bedrooms once per week. The College reserves the right not to clean these areas if, in the College's opinion, they have not been maintained at a satisfactory level of cleanliness. See 1.3.4, 1.3.5. and 1.3.6 below. The College does not undertake to clean study bedrooms in the over 18 accommodation blocks during term time or bedrooms occupied by Student Wardens accommodated in U18 student accommodation.
 - (e) Vacuum cleaners, toasters, microwaves and kettles for shared use by all residents of the hall of residence in the communal areas only. Ironing boards/irons are available on request.

- (f) Insurance of the room and the College's fixtures and fittings therein but not for the personal belongings of the student which shall remain the sole responsibility of the student.
- 1.3.2 Before entering into occupation of the room allocated to the student at the start of the academic year and any subsequent room moves, the student will be issued with a room inventory form covering all items provided in the room. The student should inspect the room on arrival and notify the Residential Services Manager within 24 hours of any discrepancies or anomalies which exist. It is in the interests of the student that this report should be completed as requested. Should the student not comply, the student will be deemed to be responsible for the discrepancies, anomalies or item(s) concerned and any costs that may be incurred for replacement and/or repairs to any such items.
- 1.3.3 The student shall treat with care the decoration, fabric, furniture, fittings and other items listed in the report. In particular, they should not use any form of fixing, including any adhesive substance, permanent or temporary, e.g. glue, blu-tac, adhesive tapes or drawing pins, likely to deface or disfigure any of the internal surfaces of the room or furniture or equipment. Students who do so will be charged for loss or damage. Students must not, under any circumstances, move the bed in their room. It should remain at all times in its original position. Students are not allowed to remove or replace college furniture in their rooms or communal areas. This includes the mattress.
- 1.3.4 The student shall keep the room, shower room or shared shower room and any other shared rooms clean and tidy and shall not decorate the same or make any alteration or addition thereto whether of a structural or non-structural nature. If the student does not maintain the room, shower room or shared shower room or any other shared rooms at a satisfactory level of cleanliness and does not comply promptly with a written request from the Residential Accommodation Co-ordinator (or nominee) to do so, the College will arrange for the relevant room to be cleaned and will charge the cost of the cleaning (or a fair proportion of such cost where the College reasonably considers the student to be responsible with other students for the condition of the shared rooms) to the student. If there is a failure to maintain a satisfactory standard of cleanliness and hygiene the Director of HR & Residential Services (or nominee) shall have the right to exclude the student (temporarily or permanently) from College residential accommodation.
- 1.3.5 If in the opinion of the Residential Services Manager (or nominee) the condition of the room or shower room or any other shared rooms, due to the conduct of the student, is such as to make it an actual or potential hazard to the health and safety of any resident, member of staff or visitor to the College, the Director of HR & Residential Services (or nominee) shall have the right to immediately exclude the student (temporarily or permanently) from residence. Any actions or charges (financial or otherwise) arising from such circumstances will fall upon the student who shall pay the reasonable cost of the same forthwith upon demand.
- 1.3.6 The student shall keep the communal areas within the hall of residence in a good state of cleanliness and tidiness at all times.
- 1.3.7 The student shall report promptly using the appropriate reporting procedures as specified by the College, any loss or damage or any item(s) needing repair or attention.
- 1.3.8 Students must provide their own towels, sheets, pillows, pillow cases and blankets/duvets except international students who can purchase a linen pack via the on-line shop. A waterproof mattress protector is also highly recommended. If a mattress is soiled the student will be liable for the cost of replacement. It is

recommended that bedding is of an inherently flame-retardant type to reduce the risk of fire.

Only mattresses provided by the College are allowed in student rooms.

1.4 Safety and Emergencies including Fire and Health

1.4.1 The student must read carefully and observe the fire regulations and notices which are displayed within the halls of residence and elsewhere within the College. The College reserves the right to amend such regulations and notices. The student should familiarise himself/herself with the location of all existing fire alarms, fire fighting appliances and the location of their nearest assembly point. Participation in fire drill is mandatory and may take place with or without notice. Such drills will be carried out under the control of the College Health & Safety Manager and/or the College Wardens and other staff charged with responsibility for safety matters.

(a) Fire appliances and any other safety or security equipment (including door closing mechanisms) must not be subject to interference except in the case of real emergencies. Failure to adhere to this regulation will result in serious disciplinary proceedings being taken against any individual(s) responsible.

It is a criminal offence to give a false alarm of fire to the Emergency Services. Activating a fire alarm could give rise to the commission of an offence and any such incident will be reported to the police.

(b) Any unwarranted use of fire alarms or misuse of fire fighting equipment shall constitute a serious breach of this Accommodation Licence and will be subject to disciplinary proceedings.

1.4.2 The student must not interfere with the electric wiring or electrical equipment provided in the room or elsewhere on College premises. Care must be taken at all times to ensure that electrical sockets are not over-loaded by the improper use of electrical equipment including extension plugs and leads. No cubed electrical adaptors or cable drum extension leads are to be used in bedrooms or communal areas. Advice on electrical appliances and their use must be sought from an appropriate qualified member of the College staff through the Health and Safety Manager.

All portable electrical appliances (kettles, hair dryers and straighteners, TV's, personal computers, chargers, iPads and iPods etc.) brought onto College premises must be in a safe working condition and must comply with current CE specifications. The number of electrical items in use at any one time must not exceed the number of fixed sockets. Personal portable electrical appliances remain the responsibility of the student at all times. The College reserves the right to confiscate any appliance which is deemed to be in an unsafe condition or to cause a nuisance.

The following appliances are strictly forbidden in individual bedrooms and communal areas in non self-catered accommodation blocks: microwaves, toasters, sandwich makers, teasmades, juicers, coffee makers, rice cookers, slow cookers, deep fat fryers, personal fridges, personal freezers, Baby Belling rings, George Foreman grills, electric blankets, electric clothes driers, electric fans and heaters or similar. **Cooking in non-self-catered accommodation is STRICTLY FORBIDDEN and students doing so will be subject to disciplinary procedures.** Items which are forbidden and found in student rooms will be confiscated by staff and returned at the end of the academic year.

Only fridges provided by the College are allowed in student rooms and communal areas. No freezers are allowed in bedrooms.

Only microwaves and toasters provided by the College are allowed in communal areas.

Only furniture provided by the College is allowed in student rooms and accommodation blocks.

If the student is uncertain about the safety of an appliance he/she should contact the Student Services Department. If necessary, recommendations will be made to the student and a charge will be levied against the student for labour and materials if the recommendations are carried out by the College.

Students undertake to use electricity in a reasonable manner and switch off all appliances and lighting when the room is empty. The College reserves the right to charge students for excess electricity consumption.

- 1.4.3 Smoking including e-cigs and Vaping is strictly prohibited in any accommodation or other indoor area. Smoking including e-cigs or Vaping is only permitted at designated Smoking/Vaping areas which are located throughout the campus.
- 1.4.4 Fuels and solvents must not be taken into or stored in residences. Any such items will be confiscated and destroyed.
- 1.4.5 When there is reason to suspect a medical emergency or the possibility of an infectious condition this must be reported to Student Services or the Duty Warden at the College (in case of extreme emergency notify the emergency services 999).
- 1.4.6 The College Nurse (or nominee) may, on the advice of a doctor, exclude the student from College residential accommodation on the grounds of sickness or ill-health until a clearing medical certificate is produced which satisfies the College Nurse that residence may be resumed.

1.5 Security

- 1.5.1 The student must not leave his/her room unlocked during his/her absence or damage/change the locks of the room or leave guests unaccompanied in the room.
- 1.5.2 For reasons of security, if the student reports the loss of his/her key he/she may be required to pay the cost of replacing the lock as well as the key from the room damage deposit.
- 1.5.3 Resident students are responsible for security of the halls of residence including (but not limited to) the locking of external doors, using the fob system appropriately and monitoring of non-residents entering the halls of residence. Students should not prop open external doors to allow free access or give out keys or fobs. Students who compromise the security of a hall of residence will be subject to the College non-academic disciplinary procedure.

Money and Valuables

- 1.5.4 Students are strongly advised not to leave money and valuables in their rooms or motor vehicles or any unattended area. The College cannot be held responsible for the loss of money and/or valuables and/or damage to any property.
- 1.5.5 A limited number of portable security boxes are available (if required) for which students must pay a £10 deposit (refundable at the end of the academic year on

return of the security box). Arrangements should be made through Student Services. The College cannot be held responsible for the loss of money and/or valuables secured in security boxes.

- 1.5.6 Students are responsible for their own personal property and the College will not accept any liability for any theft of, or damage to, such property.

1.6 Conduct

- 1.6.1 The student shall conduct himself/herself so as not to be or to cause a nuisance or annoyance to any of the occupants of the hall of residence or to others in the College or in the neighbourhood of the College.
- 1.6.2 All residents are required to show proper consideration for other students in residence and to keep noise to a minimum at all times.
- 1.6.3 No audio or audio-visual equipment and/or musical instrument may be used so that it can be heard outside the room where it is being played. Equipment will be confiscated where students persistently break this College regulation and will be returned to the student only when the student's occupancy of the room comes to an end.

Students are responsible for ensuring personal TV sets have the appropriate licence. Television licences obtained for addresses other than in College halls of residence do not cover students' use of television sets on College premises. Students should view the TV license website and in particular the page providing information on students' responsibilities and obligations to ensure that any TV viewing arrangements are covered by a TV licensing agreement.

- 1.6.4 The student shall not commit any illegal acts or act in such a way that will, in the College's reasonable opinion, undermine the moral welfare of the College community or bring the name of the College into disrepute. Acting in such a way may result in the student being suspended and/or dismissed from the College.
- 1.6.5 The student shall not keep in the room or bring into any residential building any animals, birds or other pets, including fish or reptiles, nor bring into their room or any part of the building any objects such as a bicycle, vehicle or motor cycle parts, including fuels, oils and solvents. Prohibited items will be confiscated and students will be asked to remove items permanently from the campus. Confiscated items will be returned to the student (if reasonably practicable) only when the student's occupancy of the room has come to an end.
- 1.6.6 The student shall not carry out any trade or business from the room.
- 1.6.7 Students will be responsible for their guests. Students and their guests must abide by the licensing laws, i.e. drinking-up time.

1.7 Student Health & Absence (these Regulations also apply (where appropriate) to students in off-site College managed accommodation)

- 1.7.1 On-site resident students will be registered with Staunton and Corse surgery for the duration of their course. Resident students must bring their NHS GP registration form to the medical desk on the day they enrol. The NHS GP registration form is located in the enrolment pack.
- 1.7.2 The College Nurse is in attendance term time only, to provide a service to all students. Appointments with the College Nurse are booked via Student Services.

Practice Nurse and Doctor appointments are held at Staunton and Corse Surgery for resident students registered at the practice. Resident students wishing to see the doctor are advised to make an appointment via the College Nurse. Transport to Staunton & Corse surgery is provided for those without vehicles.

You must notify Student Services if you wish to cancel a nurse or doctor appointment.

- 1.7.3 Students are responsible for the safe keeping and administration of their medication. The College advises resident students to keep their medication in a lockable container in their room.

Resident students who require repeat prescriptions are advised to see the College Nurse in the first instance for advice. Repeat prescriptions can be ordered from Staunton and Corse Surgery by completing a repeat prescription request form in Student Services. The surgery requires at least three days' notice to order and prepare repeat prescriptions. Please let Student Services know if you require your prescription collected. The College collects prescriptions daily.

- 1.7.4 Any illness or injury affecting the student must be reported to the Duty Warden. If students (FE only) are unable to attend College because of illness or injury, the student must register their absence in person with the Absence Officer in Heroes common room before the start of the first session from which they are going to be absent. If a resident student is returning home due to illness or injury their parent or guardian must sign them out of accommodation using the Passkey provided.

- 1.7.5 Resident students under 18 years who are absent due to illness are advised to make an appointment to see the College Nurse.

The College Nurse may request that students who are absent from college due to illness be visited in the day, evening or weekend by the Absence Officer, Duty First Aider or a member of the Wardening Team.

The College may request that students suffering from an infectious illness or injury that requires close supervision return home. The College will use its discretion and make reasonable adjustments for those students that need to stay at College.

Students' next of kin will be notified of any serious illness or injury, usually resulting in hospital admission, when the student is unable to inform them directly due to the nature or severity of their illness/injury.

Students are not usually supervised by a member of staff once in the care of the NHS, unless the students condition is deemed serious or life threatening. In these circumstances a member of staff will stay with the student until a parent or guardian is contacted.

Transport is available to take students to Gloucester Royal Emergency Department either by car or ambulance. Students are required to use public transport for all other non-emergency outpatient appointments.

All appointments with the College Nurse or Doctor are confidential and the student's written consent will be required before the College Nurse or Doctor is able to discuss a student's health with a parent or guardian.

- 1.7.6 Students are requested to keep their existing dental practice for routine appointments. An emergency dental service is available via the NHS Dental Access Centre in Gloucester.

- 1.7.7 Any student in contact with a person or animal having an infectious condition should seek advice from the College Nurse or their doctor.

- 1.7.8 The College provides a confidential counselling service. Information regarding this and other external agencies is available at Student Services.
- 1.7.9 Students must notify the College of any medical conditions or other disability on application to allow sufficient time to enable the College to put in place any special requirements arising from the student's needs.

Students with either a temporary or permanent disability that could prevent them from exiting a building or other area of the College in the event of an emergency must inform the Residential Safeguarding Manager/Prevent Lead.

1.8 Residential Students under 18 Years of Age

The College accepts a greater responsibility for students Under 18 years of age living in College residential accommodation and has implemented additional regulations for such students.

However, the College cannot accept responsibility for the behaviour and welfare of students who fail to comply with these additional regulations which are set out below:

- 1.8.1 A student must not leave College premises without following the signing-out procedure and they must comply with all regulations relating to Under 18 year old students, e.g. returning by 10.50pm at night.
- 1.8.2 In the event of wishing to return to College after 10.50 pm the student must obtain a late pass approval from the Residential Safeguarding Manager/Prevent Lead which will specify the time for return. Students with late passes must report to the Duty Warden Team on return. Residential students are expected to stay in residence Monday through to Friday morning and should not go home. In exceptional circumstances a parent or suitable adult may provide written advance approval to the Residential Safeguarding Manager/Prevent Lead for the student to stay out beyond midnight or to stay at home; the College will acknowledge this request. The parent or suitable adult thereby accepts responsibility for the student until 9.00 am the following morning.
- 1.8.3 Failure to observe these procedures will lead to the College recommending that the responsibility for the student will return to the parent or suitable adult or the student being removed from accommodation.
- 1.8.4 Following attendance at College entertainment which goes on later than 10.50 pm, under 18 year old students must return to their own rooms immediately at the end of the function.
- 1.8.5 Students (excluding students residing in Catsbury Halls of Residence where there is no **mixed** visiting at anytime) may entertain guests in their room between 9.00 am and 10.00 pm subject to:
- (a) Not having to be in lectures at the same time.
 - (b) The student is solely responsible for his/her guests and must ensure that they do not infringe or compromise the terms of the Accommodation Licence.
 - (c) The student shall not allow any person to occupy or stay in any part of the College.
- 1.8.6 If leaving residence overnight, all U18 students must be given 'Online Accommodation Absence' authority by parent/guardian. PLEASE NOTE THAT STUDENTS CAN ONLY BE SIGNED OUT VIA THIS METHOD TO RETURN TO THE

FAMILY HOME. All other requests must be sent to the Residential Safeguarding Manager/Prevent Lead for approval. The process will be outlined at the beginning of the academic year.

- 1.8.7 Students must provide the College with written legal guardian(s) approval in advance for weekends and overnight absences from College premises other than home visits.
- 1.8.8 Students under 18 years of age must not possess or consume alcohol in their room or on any other College premises.
- 1.8.9 Students under 18 years of age who do not attend lectures by the stated time will be reported to the Absence Officer.
- 1.8.10 The College reserves the right to move any student whose 18th birthday occurs in the Academic year from under 18 accommodations to over 18 accommodations.
- 1.8.11 Access control system – All accommodation blocks have a control system. This has been installed for the security of students and that of their personal belongings.

Students are issued with a key fob that is used to gain access and egress from the block. Students should not give their key fob to anybody else and should keep their rooms locked at all times.

All U18 students agree to undertake and accept the above procedure. Whilst they are under the age of 18 they need to be aware that their parent/guardian will be contacted if they are not in their rooms after 11.00pm.

Unauthorised absence is viewed extremely seriously by the College and failure to comply with procedures will be treated as a disciplinary offence by the College.

1.9 Residential Students over 18 Years of Age

The College accepts that students over 18 years of age are adults and wishes to respect their independence and maturity.

Adult students will normally be placed in adult-only halls of residence which are subject to all residential regulations with the exception of those in 1.8.

- 1.9.1 Students are responsible for the behaviour of any guests and should take action to minimise the disturbance to, and maintain the privacy of, fellow students.
- 1.9.2 Any guest's vehicle on campus after 10.50 pm should be registered with the Duty Warden.
- 1.9.3 Guests are normally expected to be entertained for a maximum of a 24 hour period weekdays and a 48 hour period on weekends and for a maximum of six visits per year. Overnight guests must be approved by the Residential Safeguarding Manager or the Residential Services Manager/Prevent Lead. Guests will be asked to leave campus if they have not been given permission to stay overnight. Overnight guests must be aged over 18.
- 1.9.4 No students aged over 18 should be in Under 18 halls of residence at any time.

1.10 Non-Compliance with the Accommodation Licence and Termination

- 1.10.1 The College is entitled to have access to a student's room for the purpose of ensuring that the Accommodation Licence and all other College Regulations are being complied with. Where the College reasonably believes that a breach of the Accommodation Licence or other College Regulations may exist, the College may enter a student's room without notice whether the student is present or not.
- 1.10.2 In the event that a student shall commit a serious breach of the Accommodation Licence or any other College Regulations, the student's right to occupy a room may be immediately terminated and the College will be entitled to obtain a Court Order to resume possession of the room and withdraw all services in respect of the room without further notice and without refunding any accommodation charge or other fees or charges already paid by the student. The College will consider there to be a serious breach of such regulations where;
- Students involved in the possession/cultivation/supply (or being involved in any of these activities) of illegal drugs or any other substances deemed to put a person or others at risk.
 - The use/supply/cultivation of illegal drugs on campus and external accommodation not on campus but managed by Hartpury College, thus committing a criminal offence as defined by the Misuse of Drugs Act 1971 (this also includes being involved in any of this activity). In addition to this, the use/supply or manufacturing of 'legal highs' or any other substances that could put the individual or others at risk whilst on campus or resident in premises managed by Hartpury College.
 - The storage of any illegal drugs and associated paraphernalia in College premises or the College's estate.
 - Any other behaviour by a student that poses a risk to the others because of their actions.
 - Any accommodation charge or other fees or charges that are not paid in accordance with the College's regulations.

The above list is not exhaustive and the College will investigate each and every incident in order to establish whether or not it constitutes a 'serious breach'. The College also reserves the right to report any incident, which it considers serious enough, to the Police.

Staff employed by Hartpury College, to manage residential and external student premises, will take the necessary action to ensure that the College is adhering to specific legislation as defined by Section 8 of the Misuse of Drugs Act 1971 in respect of Management and Control of those said premises. This may include staff conducting searches of students, their accommodation and or obtaining surface swipes in order to confirm the presence of drugs.

In the event of a breach of any of the Accommodation Licence or other College Regulations which the College does not consider to be a serious breach, the College may give the student written notice specifying the breach and (where appropriate) requiring the breach to be made good within a reasonable period. In the event that, at the expiry of such a period, the student has failed to make good such breach, the student's right to occupy the room may be immediately terminated and the College will be entitled to obtain a Court Order to resume possession of the room and withdraw all services without further notice. In such cases, no refund of accommodation charge, fees or other charges will be made.

In the event that the student's right to occupy a room is terminated pursuant to this paragraph 1.10.2, the College will be entitled to enforce against the student all its rights in respect of any breach by the student of the College's

Accommodation Licence or other College Regulations arising prior to such termination.

- 1.10.3 The College is a specified educational institution within the meaning of the Housing Act (1988) Schedule 1, Part 1, paragraph 8, and the student is pursuing, or intends to pursue, a course of study provided by the College. Therefore, if the student ceases to pursue a course of study provided by the College, the College may, by one month's notice to the student, determine the student's right to occupy the room.