

VACATION RESIDENCE

Firstly, to try to clear up a common misunderstanding among students:

Vacation **RESIDENCE** is what you request when you wish to remain in a College room during a vacation. The boxes in the top half of the form cover Residence and must be filled in for every day you wish to remain in College, using the code A for Academic reasons, C for a College Event or N for Non-academic reasons (eg needing to attend a football training camp or helping with a University Society).

Vacation **GRANT** is what you request when you wish the room to be paid for out of your annual 21 days' allocation of Grant. The boxes in the bottom half of the form cover Grant and need to be ticked if you wish to use a day of Grant to pay for your room. Grant will not be given for any Non-academic reasons.

Any queries relating to vacation **GRANT** should be directed to the **Finance Office**.

FREQUENTLY ASKED QUESTIONS ABOUT RESIDENCE AND YOUR ROOM AND BELONGINGS

Q. Please can I be allowed to stay in my own room and not be moved to a temporary room?

A. It's not possible to answer this until all forms have been handed in to the Domestic Office and processed. College does not move students unnecessarily but it is not possible for every student to remain in their own room. At the end of Michaelmas Term in particular, due to Candidates coming for interview directly after the end of term, it is usually necessary to move all students to a temporary room, even those who are permitted even quite short periods of vacation residence. You should write your request on the form but there is no guarantee that it will be granted. You should always prepare to vacate your own room completely and move to a temporary room at the end of term. Those students who will have to move to a temporary room will be informed by email as early as possible, but this may not be until 8th Week. For students requesting to return to College early at the start of the following term, it is not currently possible to inform them if they will be going into a temporary room, so all students should presume that they WILL be going into a temporary room and pack their things accordingly.

Q. What can I leave in my room when I go at the end of term?

A. Nothing. Your room should be completely cleared of all personal possessions (except large pictures/posters or furniture which has **already** been registered on the attached Registration of Personal Furniture form). Such items are left at the student's own risk. All rubbish and glass recycling should be removed and the fridge emptied. Nothing should be left in cupboards, drawers or under beds. If any personal possessions are left in the room, you are liable to be charged for the room. **Students cannot leave anything in their rooms at the end of Trinity Term**, including any furniture that they have "agreed" to leave for the next student.

Q. Please can I leave my stuff in the room if I'm only away for a short period?

A. This may be possible but you must request this clearly on your vac res form; if permission is granted, it will only be granted if a student is only away for the few days during the College closure around the Christmas and Easter Bank Holidays, but bear in mind that a charge will be made for the room each day and you cannot request grant to cover these days as you will not be in College to sign the grant forms.

- Q. Is there College storage I can use and if so, when is it open? Can I get access during the vacation if I'm leaving late or coming back early?**
- A. There is College storage available for students, on a first come first served basis, in various locations around College. You should make yourself aware of the opening times, which are posted on the Domestic Stores Department door in the passage between North and TW Quads towards the end of term. You should take your belongings to a storage area as early as possible in the final week, as space is limited. UK based students are requested to take their belongings home with them to allow enough space for the belongings of international students. Storage areas are not open again until the start of the following term. Please do not store anything for a friend who is not a member of College.
- Q. I have a large piece of furniture that cannot be moved during the vacation, can I leave it in my room?**
- A. Any such items should be registered with this office on the attached Registration of Personal Furniture form and if permission is given, the item is left at your own risk. **Items cannot be left at the end of Trinity Term** and please do not promise to leave items of furniture for the next tenant of the room. Any items found in rooms at the end of Trinity Term are liable to be disposed of.
- Q. If I request residence and then am told that I have to move to a temporary room, can I cancel my request and vacate my room instead?**
- A. You are free to vacate your room but bear in mind that you will still be charged for any dates which you requested on your original form. This rule is stated clearly on the form/in the email sent out by the College Office.
- Q. I have extended term dates because of my subject, do I still have to fill in a Vacation Residence form?**
- A. Yes
- Q. I have exams, do I still need to do a Vacation Residence form and do I have to pay for the room?**
- A. You still have to complete a form; put an E into the box for residence for each date of an exam. You will not be charged for these specific dates. For any other dates when you wish to be in residence, you must also fill the relevant residence box on the form. You will be charged for the room unless you also tick the corresponding box for grant at the bottom of the form. Unless you intend to leave College and vacate your room, you need to request residence for the days running up to your first exam and those in between exams.
- Q. If I'm an Admissions Helper/Open Day Helper/Telephone Campaign Helper/in the Choir for College events during the vacation, do I still have to do a vacation residence form?**
- A. Yes. Although you can have a room without charge if you are involved in one of these College activities, you still need to complete a form and fill in the relevant boxes for residence at the top of the form. You should also write on the form what you are doing so that the form can be cross-checked with lists of Helpers which the Domestic Office is given. If you are requesting days in addition to the days of these College events, you need to include these on the form and have your College Tutor sign it.
- Q. I can't get hold of my College Tutor, can I get an external supervisor/tutor to sign it?**
- A. No, it must be your College subject Tutor, or another member of the teaching staff in your subject who is also a member of College. As a last resort, you can ask the Senior Dean or Senior Tutor to sign your form.

- Q. I want to stay in College during the week but intend to go home now and then/at weekends, can I just include the dates when I will be in residence on my form?**
- A. No, if you are effectively staying in College for a continuous period of time and leaving your belongings, you must request continuous dates and not dates dotted about.

We hope this information will help you in filling out your forms, which we remind you are needed in the Domestic Office by Friday of 6th Week each term without fail.