

Terms and Conditions of Accommodation at Plumpton College 2025/26

1 Accommodation Period

- 1.1 The accommodation period begins on 6th September 2025 for over 18s, 7th September 2025 for under 18s and ends on Friday 19th June 2025.
- 1.2 There is no right for retention during the October efficiency week, Christmas, or Easter periods. Unless otherwise instructed students must clear the contents of their room and vacate the premises by 7pm on the last day of each term. Rental fees are not charged during these periods.
- 1.3 Students may return to their accommodation from 6pm the evening before the first day of term.
Please note catering will be unavailable on this day.
- 1.4 Prior to departure at the end of each term, all residential rooms must be left clean and tidy with all rubbish removed. A vacuum cleaner and cleaning products will be available on request.
Please note that additional cleaning charges may be applied if students do not leave their rooms in a clean and tidy condition.
- 1.5 We do not have storage for personal items so please ensure all belongings are taken with you when you vacate the room as any belongings left behind will be disposed of within 2 days of the end of each term.
- 1.6 Occupation of a room without permission will be charged at £45 per day.
- 1.7 Students are able to stay in accommodation during the February and May study weeks.
- 1.8 The licence is not intended to refer to a specific room and the college reserves the right to allocate the tenant a different room.
- 1.9 The licence only lasts as long as the occupant is a registered student at Plumpton College.

2 Fees and Charges

- 2.1 Students are required to pay a £200 non-refundable payment to secure their room. This covers a 2-week cooling off period where a student may move out without giving notice or incurring any further fees. After this 2-week period a 6 term-time weeks' notice is required to end the accommodation licence. This 6-week charge from date of formal notice is payable regardless of whether the student remains in the room or not.
- 2.2 The 6-week notice period will also apply to those students who are removed from accommodation due to failure to meet the required standards and also to those who withdraw / are withdrawn from their course. In this case the student will not be allowed to remain in their rooms during their notice period.
- 2.3 Students are required to either pay the balance for the academic year in full or set up a recurring card payment plan, in which case the first payment should be paid before move-in day.
- 2.4 A £200.00 refundable damages deposit will be added to accommodation fees. This deposit will be credited in full, less any deductions once you leave accommodation and your room has been inspected. Charges for damages that exceed the amount of deposit taken will be invoiced separately.
- 2.5 Accommodation charges cover the provision of utility bills, Wi-Fi and 3 meals per day, 7 days per week from the college canteen. Tea and toast will also be provided at 9:00pm. Meals from the canteen may not be exchanged for food from any other food places onsite. No refund will be given for meals not taken.
- 2.6 No refund will be made in respect of temporary absence from a room due to sickness or for periods of work experience undertaken during term dates or during private study weeks.
- 2.7 Students will not be permitted to return to college for a new term unless any outstanding amounts have been paid or arrangements are in place to pay by agreement with the Finance Director.

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- 2.8 Should a student have difficulty in meeting the requirements for payment of charges they should contact the Finance Director or Deputy Principal without delay as college regulations impose penalties where students owe money to the college. Failure to do so could incur notice to leave the accommodation.
- 2.9 Failure to pay accommodation fees may result in the termination of the accommodation arrangement and eviction.

3 Room Allocation

- 3.1 Room allocations are made at the discretion of the college and are subject to availability.
- 3.2 Students may not transfer, swap rooms or accommodate additional individuals in their allocated room without prior approval. Applications for room changes must be made via email to the Student Services coordinator.
- 3.3 If a student turns 18 during the course of the academic year, they may make a request via email to the Student Services coordinator to move to the over 18 accommodation block. This move will be dependent on availability. If an over 18 student remains in the under 18 accommodation they must abide by the under 18 rules and regulations.

4 Room Condition

- 4.1 Students are responsible for maintaining the cleanliness and condition of their allocated room along with communal areas.
- 4.2 Any damages or maintenance issues should be reported to the Student Services office promptly.
- 4.3 Students shall not make any alteration or addition to the room nor cause damage to it.
- 4.4 Additional charges will be applied to cover the cost of damage or loss. Students will be required to pay for any wilful damage to their rooms, accommodation or common areas.
- 4.5 An inventory will be made by the student on their arrival. The inventory will be retained by the Student Services department. This procedure will be repeated when the room is vacated at the end of term.
- 4.6 Students must not change the locks or install additional locks nor tamper with or remove the window restrictors.
- 4.7 Students may not use any form of substance (such as blue-tac, tape etc) to fix pictures, posters etc on bedroom walls. Posters and pictures may only be put on the noticeboard and not on the walls.
- 4.8 Students must not tamper with security equipment – CCTV, electronic door devices.
- 4.9 Students undertake to use electricity in a reasonable manner. The College reserves the right to charge the student for excess electricity consumption; for example – constantly leaving lights on when not in the room may lead to a fine deducted from your room deposit.
- 4.10 Students shall not bring any item into their rooms or any part of the building such as a bicycle, vehicle or motor cycle parts.
- 4.11 All electrical items that draw power from the College's electricity supply (i.e. anything with an electrical plug) must be PAT tested. The cost of PAT testing will be additional to the cost of accommodation. This cost will be deducted from your room deposit at the end of the academic year. PAT testing is provided by a qualified electrician on site at the beginning of the Autumn Term.
- 4.12 Students are responsible for ensuring that personal televisions have the appropriate TV licence. A parent's or personal home licence will not cover a TV kept at the College. This is also true for any student watching BBC iPlayer or live-streaming services such as ITVX, Channel 4, Now TV, Sky Go etc.

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Please note that there are no TV aerial sockets in any bedrooms and therefore live TV signal may be poor. There are televisions in the common rooms for you to watch live TV.

5 Conduct

- 5.1 Students are expected to conduct themselves in a respectful and responsible manner towards other students, staff, and towards college property, complying with any regulations or instructions issued by college staff. Any behaviour that disrupts the peace, safety, or well-being of others within the college premises will not be tolerated and will result in disciplinary action.
- 5.2 Students within accommodation undertake not to create any nuisance in the rooms or elsewhere likely to cause disturbance to others. Volume levels of audio equipment including musical instruments, televisions and speakers should, at all times, be kept to a level that does not cause annoyance to others using the College grounds or premises.

6 Security and Access

- 6.1 Students are responsible for the security of their personal belongings within the accommodation. Students are advised to keep their rooms locked when leaving them. If required students should seek to arrange their own individual contents insurance.
- 6.2 All main building access points are locked between the hours of 6:00pm and 6:00am weekdays and all times during the weekends. Access is gained by keycard via the lower common room door. All external gates are secured at 11:00pm.
- 6.3 The college reserves the right to enter bedrooms at any time for the purpose of inspecting the room and to ensure that banned items are not present.
- 6.4 If the College needs to carry out any maintenance work in the room or adjacent corridor then reasonable notice will be given, except in case of an emergency.
- 6.5 Under 18 females, under 18 males and over 18 students must not access or enter each other's corridors for any reason. Those found to be in unauthorised areas will face disciplinary action.
- 6.6 Students are issued with an accommodation card that gives them access to their corridor. Students will either be issued with a hard key for their room or access put on their accommodation card depending on the lock type on their bedroom. They are also issued with a student ID card on a lanyard. This lanyard must be worn at all times as a safeguarding measure.
- 6.7 The loss of a student ID card is charged at £5 paid immediately to the student records department. The loss of an accommodation card is charged at £5. Loss of accommodation hard key is charged at £20. This cost will be taken from the room deposit at the end of the tenancy. A new door lock will be charged at £50 and a new electronic door lock will be charged at £300.

7 Visitors

- 7.1 The accommodation areas are for students occupying the accommodation only and visitors are not permitted in any part of the accommodation areas, this includes day students, friends and family. Students may invite a visitor on to the college site and that person may enter the 2 main communal common rooms. Onsite visitors are limited to Plumpton college students, both current and past and close family members only.
- 7.2 Visitors are allowed on campus between 4:30pm and 11:00pm Monday-Friday and 9:00am-11:00pm Saturday-Sunday.
- 7.3 Visitors must sign in and out at the Student Services desk to get a visitor lanyard that must be worn at all times while onsite.

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- 7.4 All visitors must remain accompanied by the student they are visiting and that student is responsible for the actions of any visitors at their invitation.
- 7.5 All visitors must leave the premises by 11:00pm. If non-residents are found staying overnight on campus, the resident whose room it is may be subject to a fine of £20 per unauthorised person per night and will be subject to disciplinary action.
- 7.6 The Duty Officer retains the right to ask any visitor to leave the premises at any time and issue a site ban should the colleges regulations not be followed or respected.

8 Health and Safety

- 8.1 Cooking equipment, kettles, candles, heaters, oil burners, joss/incense sticks or similar should not be used in bedrooms as they are a fire risk. These will be confiscated where found.
- 8.2 Offensive weapons are not to be brought onto college property. Please note replica weapons that can cause potential harm are not permitted on site. Re-Enactment weapons and certain sports equipment such as archery, must be stored off site or in a locked safe place of storage and agreed prior to arrival. Knives are not permitted to be stored in bedrooms or carried on students themselves.
- 8.3 Students may be asked to return home if they contract an illness that the college deems to be highly contagious.
- 8.4 Student services must be notified if any changes in medical needs/ medication occur during the course of the year after filling out the initial application.
- 8.5 Animals, birds and livestock are not allowed in any part of the college buildings (including hostel accommodation) This includes animal remains. Assistance animals must be officially accredited and may be permitted onsite only after individual consultation with the Wellbeing and Safeguarding Manager.
- 8.6 Staff are permitted to contact a student's next of kin, regardless of their age, if they feel that the student is endangering, or has potential to endanger themselves or others.
- 8.7 Students must not tamper with fire safety equipment (eg. smoke detectors and door closers). Tampering with fire equipment is a criminal offence.
- 8.8 Students must not enter the college's Lambert Farm except via the Bio-Security measures set up to protect animals, staff and students.

9 Alcohol, smoking and drugs

- 9.1 Alcohol is not permitted in any part of the under 18s' accommodation.
- 9.2 If Duty Officers suspect that an Under 18 student has consumed alcohol, they have the right to request that the student undergoes a breathalyser test to determine whether alcohol has been consumed. If a student refuses to undergo this test, it will be deemed that alcohol has been consumed and then disciplinary action for alcohol consumption will be enforced. Such action will result in parental contact and an immediate suspension from accommodation pending further investigation.
- 9.3 Over 18's living within the over 18 accommodation block are permitted to consume certain alcoholic beverages within the over 18 accommodation area. Spirits, Strong Lagers/Beers are not permitted.
- 9.4 A suspension with immediate effect will be applied to any student over the age of 18 sharing alcohol with under 18 students. A formal disciplinary warning will be actioned upon the student's return from suspension. The police will be informed and a fine may be applied.

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- 9.5 Any alcohol found in the under 18 accommodation and any alcohol above 15% in the over 18 accommodation will be immediately disposed of and disciplinary action will be taken.
- 9.6 Students must not drink alcohol during the day as this could pose a considerable risk, especially when working with animals and machinery. Plumpton College strongly encourages responsible drinking at all times. Students must be aware of the legal implications and dangers of being over the limit the following morning. Operating machinery or driving agricultural vehicles is illegal under the influence of alcohol. Students failing to adhere to this will face police involvement, potential loss of licence, and removal from course and accommodation.
- 9.7 Over 18 students may purchase alcohol from the college bar during its opening times. The bar area is the only licensed area on campus, because of this, when the bar is open, only alcohol purchased from the bar may be consumed in the bar common room area. All privately purchased alcohol must remain in the over 18 block and consumed there.
- 9.8 Smoking or vaping is not permitted in any of the college buildings. Smoking in buildings is a criminal offence. The disciplinary procedure (including fines) will be imposed for breaking this rule. Smoking and vaping is not allowed in any part of the college estate except in the designated smoking areas.
- 9.9 Illegal drugs and substances viewed as being psychoactive substances (also known as legal highs) are not permitted on the college premises. Students found in possession or under the influence of these will be subject to disciplinary procedure, suspension and possible loss of their place in college residential accommodation. The college also reserves the right to inform the police and will inform parents/guardians.
- 9.10 Drug paraphernalia (e.g. grinders and pipes) are not allowed anywhere on site and will be confiscated and disposed of if found.
- 9.11 If Duty Officers suspect drug use, they have the right to request that the student/s in question undergo a drug test to determine whether a prohibited substance has been taken. If a student refuses to undergo this test, it will be deemed that a prohibited substance has been taken and disciplinary action will be enforced. Such action will result in parental contact (if under the age of 18, or deemed vulnerable) and an immediate college suspension pending further investigation.

10 Storage of medication

- 10.1 Students are responsible for ensuring that any prescribed medication or over-the-counter drugs are stored correctly and safely in their own bedroom. All students are provided with a lockable cupboard (with the use of a padlock) in their bedrooms. These cupboards should be used to store all medications brought onsite. Students are required to supply their own padlock for this use.
- 10.2 Students must notify the Student Services coordinator or the Student Services manager if they intend to bring a controlled drug onsite. These may need to be stored within the Student Services office in a locked safe.
- 10.3 All students residing onsite are responsible for self-administering their own prescribed medications, following the guidance given to them by a medical professional. Should a parent/guardian have a concern regarding this they must arrange a meeting with the Student Services coordinator.
- 10.4 We will be better able to care for students if we have as much background information as possible about any medical, emotional or any other issues that may either effect or worry them. Failure to report medical issues that leave a student at risk could potentially revoke their accommodation agreement.

11 Leaving site and curfew

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- 11.1 Fire regulations require that all students, regardless of age, must sign out at the Student Services desk before leaving college grounds.
- 11.2 All students, regardless of age, must return their accommodation key card to the Duty Officer if they are staying offsite overnight. They will retain their student ID card which will permit access into the lower common room on their return.
- 11.3 All under 18 students must tell the Duty Officer where they are going when they sign out and should not sign out without staff present. parents/guardians can decide whether they wish to be contacted each time a student signs out.
- 11.4 All under 18 students must be present during tea and toast registration at 9:00pm unless otherwise agreed with the Duty Officer. Failure to attend registration without prior arrangement may trigger our missing persons protocol, resulting in a phone call home and could lead to the police being called if the student is not located.
- 11.5 Students aged under 18 are subject to an 11:00pm curfew, 7 days a week. This means that all under 18 students should be in their own corridors by 11:00pm and their own rooms by 00:00.
- 11.6 Students must not visit or be present in other student's bedrooms between 00:00am and 6:00am.
- 11.7 Over 18 students are free to leave the college outside of their timetabled classes after they have signed out.

12 Meals

- 12.1 All accommodation is full board. 3 meals per day are provided in the canteen for breakfast, lunch and dinner at the times displayed in canteen. In addition to this the canteen will be open at 9:00pm for tea, toast and post.
- 12.2 Any special dietary needs or restrictions should be communicated to the college in advance.
- 12.3 Students should enter the canteen in a presentable manner. Work clothes and boots must be removed.
- 12.4 Students must swipe their accommodation cards on the black boxes by the servery or till when attending each meal.

13 Attendance

- 13.1 All students in accommodation are expected to achieve at least 95% attendance in their lessons. Those that fall below this may be subject to disciplinary procedures.

14 Termination of Residency

- 14.1 We reserve the right to terminate the accommodation arrangement if a student breaches the terms and conditions outlined in this agreement.
- 14.2 Students may be asked to leave premises for serious breaches of conduct, non-payment of fees, or violation of college policies.

15 Amendments

- 15.1 Plumpton College reserves the right to amend these terms and conditions with prior notice to students and parents/guardians.

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15.2 Continued residency at Plumpton College implies acceptance of any updated terms and conditions.

16 Additional conditions for parents/guardians of those students under the age of 18

- 16.1 Students may be required to be collected immediately at any point of the day or night. This may be but is not limited to- a breach of the terms at conditions, including being under the influence of alcohol or drugs or a mental health concern. This is at the discretion of the duty officer who's decision will be final. If the parent/guardian is unable to drive or is not in a position to collect the student themselves, they must find other means of transport in order to get the student home safely the same day/night.
- 16.2 If students have been requested to return home in relation to the above, they must wait to be contacted by the Student Services manager or the Wellbeing and Safeguarding Team before returning.
- 16.3 Any breach of the terms and conditions could result in suspension and/or removal from accommodation.
- 16.4 Parents/guardians must be prepared to attend the hospital and/or collect the student should there be a medical emergency or if the student contracts an illness deemed by the college to be highly contagious.
- 16.5 Parents/guardians whose home is outside of the UK should provide at least one contact within the UK who must be able to attend the college for the reasons listed in 16.1.
- 16.6 Student Services will, wherever possible, take under 18 students to the local doctors should an emergency appointment be required. All other routine health appointments should be conducted from home or transport organised themselves.
- 16.7 If a student does not report to tea and toast registration at 9:00pm and has not signed out and left their accommodation card with us they will be deemed as missing. Our missing student's protocol will then be triggered. The Duty Officer will contact their parent/guardian and, if their whereabouts cannot be established, the police may be contacted.
- 16.8 Any parent who wishes to limit a students travel off site must discuss the arrangements with Student Services.
- 16.9 A member of the Student Services Team will contact you if we have concerns about the welfare or behaviour of your student. We will not contact you for minor transgressions of college rules unless specifically requested to. If there are any issues that you would like to discuss with us that will help us to monitor the wellbeing of your child, please feel free to contact us.
- 16.10 We will be better able to care for students if we have as much background information as possible about any medical, emotional or any other issues that may either effect or worry them. Failure to report medical issues that leave a student at risk could potentially revoke their accommodation agreement.

By accepting this agreement, the student and parent/guardian acknowledge that they have read, understood, and agree to abide by the terms and conditions outlined above.