

# **PLUMPTON COLLEGE**

## **TERMS AND CONDITIONS OF RESIDENCE**

**To accept the room that you have been offered, please carefully read the attached Terms and Conditions of Residence and tick the agreement box which directed you to this document, to show that you understand the terms, and that you agree to abide by the College rules.**

Residential accommodation on site is provided to students in order to help them with their studies. Resident students are expected to attend all lectures and routines. Failure to do so may result in your tenancy being revoked.

All students must vacate their rooms over the Christmas and Easter holiday periods during which time rent is not charged. Please also be aware that all students must completely clear their rooms for the Easter holiday. More information on this condition can be found in this document under subtitle **4. Charges and Methods of Payment.**

**I would like to accept the bedroom offered, and I agree to abide by the Terms and Conditions of Residence.**

**I agree to the probationary period of 6 weeks in which the accommodation can be revoked if the terms and conditions are not fully adhered to.**

**N.B:**

- 1. Your residential placement is only guaranteed once the deposit has been paid and a payment plan has been completed or paid in full.**
- 2. We do have a waiting list so your room may be reallocated to another student if the deposit and payment plan aren't completed. If you intend to decline the offer of a room please contact us asap on either:**

**[residential@plumpton.ac.uk](mailto:residential@plumpton.ac.uk)**

**01273 892 085**

# PLUMPTON COLLEGE

## TERMS AND CONDITIONS OF RESIDENCE

### 1. Terms of residence:

- a) This licence lasts only as long as the student is registered at Plumpton College, Ditchling Road, Plumpton, East Sussex, BN7 3AE.
- b) The licence permits a student to occupy a room either for one academic year from the first day of term until 7pm on the last day of term, **or** from the first day of term until 7pm on the last academic day prior to the Easter holidays. This is dependent on the course the student accesses and students will be notified of the duration of their residency on their offer of accommodation.

Note: this license is not intended to refer to a specific room, and the college reserves the right to allocate the licensee to another room.

- c) There is no right of retention of the room during the Christmas and Easter vacations, and the rooms must be cleared of all personal effects during these periods and at any other time at the request of the college. Occupation of a room without permission during vacations will be charged at £45 per day.

### 2. Conditions of residence

- a) Students must comply with any regulations or instructions issued by College staff.
- b) The College reserves the right to enter the room at any time for the purpose of inspecting the room and to ensure that banned items are not present in the room. On giving reasonable notice (except in the case of emergency) the College may carry out work in the room, to the room, its furniture or equipment, or the building.
- c) Cooking equipment, candles and heaters should not be used in study bedrooms
- d) Staff are permitted to contact a student's next of kin, regardless of the students age, if they feel that the student is endangering, or has potential to endanger, themselves or others.

### 3 Accommodation

- a) **As a trial pilot for the first term (September to December):** over 18-year-old students living within over 18 accommodation, responsible drinking is permitted within the rooms.  
**Please be very clear that if an over 18 student supplies an under 18 student with alcohol the following action will be taken:**
  - i) A suspension with immediate effect will be applied to any student sharing alcohol with Under 18 students. The student will need to leave campus for the duration of the suspension.
  - ii) The police will be informed and a potential fine may be applied.
  - iii) A formal disciplinary warning will be actioned upon their return from suspension.
- b) Alcohol is not permitted in any part of the under 18 accommodation.

# **PLUMPTON COLLEGE**

## **TERMS AND CONDITIONS OF RESIDENCE**

Any alcohol found will be confiscated and disposed of. Disciplinary action will be taken.

- c) Smoking is not permitted in any part of the College estate except in the designated smoking shelters.
- d) Students are responsible for keeping their room clean and communal areas tidy. At the end of each term the room is to be left clean and free from all personal items. All litter must also be removed prior to departure. Cleaning materials and vacuum will be available on request. Additional cleaning charges will be applied if students fail to leave rooms in a reasonable condition at the end of the term or upon vacating their room.
- e) Students shall not make any alteration or addition to the room nor cause damage to it and in particular use any form of fixing (including adhesive tape) likely to deface or disfigure any of the internal surfaces, furniture or equipment, nor remove any furniture or equipment from the room. Additional charges will be applied to cover the cost of damage or loss.
- f) An inventory will be made in the room on arrival. The student should check the inventory of contents and the condition of the room. 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.
- g) The students shall not:
  - i) Carry out redecoration or alterations to the room
  - ii) Change the locks or install additional locks
  - iii) Install or use additional heaters.
  - iv) Tamper with fire safety equipment (eg. smoke detectors and door closers). Tampering with fire equipment is a criminal offence.
  - v) Use any form of substance (such as Blue-tac, tape etc) to fix pictures, posters etc on bedroom walls.
  - vi) Tamper with security equipment – CCTV or electronic door devices.
- h) Students' undertake to use their rooms only as study bedrooms for themselves and, in the case of shared accommodation, the person or persons who have been allocated to share with them.
- i) 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.
- j) The hostels are for Residential Students only and visitors are not permitted in any part of the accommodation areas. Students may invite a guest onto the College site and that person may be present in the main student common room. Please note that the student is responsible for the actions of any guests at their invitation.
- k) Resident students aged under 18 are subject to a 11pm curfew, 7 days a week. This means that all under 18 students should be onsite and in their bedrooms by 11pm. The only exception to this is where permission has been specifically granted by a member of the duty officer team.
- l) Students must not visit or be present in other student's bedrooms between 2300hrs and 0830hrs.

# PLUMPTON COLLEGE

## TERMS AND CONDITIONS OF RESIDENCE

- m) Students 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 and televisions should **at all times** be kept to a level that does not cause annoyance to residents or others using the college grounds or premises.
- n) Students shall not bring any item into their rooms or any part of the building such as a bicycle, vehicle or motor cycle parts.
- o) 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.
- p) Students undertake to report any damage, loss or malfunction to the duty officer or the Student Services Office without delay.
- q) Students are responsible for the care of college property in their own room and share the responsibility for the care of the college property in the communal areas with the appropriate group of residents, or all the residents as the case may be. The College reserves the right to charge students who fail to keep their room up to the standard in which they found it on entry.
- r) Students are responsible for ensuring that personal television sets have the appropriate licence. A parent's or personal home licence will not cover sets kept at college.
- s) Applications for room changes must be made in writing/email to the Student Services Office and approved by the Residential Coordinator. Students must not change rooms under any circumstances without prior approval from the Student Services Office.
- t) Students aged 18 years and over are free to leave the College in the evenings, weekend or during private study. For fire safety purposes if leaving campus, you must notify the duty officer or the Student Services Office upon leaving and upon returning.
- u) Students will be required to pay for any wilful damage to their rooms, residential or common areas.
- v) Student must completely vacate their rooms at the end of academic year leaving the room in a clean state free of all rubbish. A cleaning charge will be made for a room left untidy. All belongings left in a room will be disposed of within 2 days of the end of the academic year. We do not have storage for personal items so please ensure all belongings are taken with you when you vacate the room.
- w) "Full board" accommodation means 3 meals per day in the college canteen at the set breakfast, lunch and dinner times as displayed in the dining room. In addition, there is an evening snack.

#### 4 Charges and Methods of Payment

- a) The charges for residence are determined annually by the corporation for the next academic year and are payable in advance or by Recurring Card Payment. Payments should be set-up via the college's Online Shop and Accommodation Portal before the student arrives into accommodation.

# **PLUMPTON COLLEGE**

## **TERMS AND CONDITIONS OF RESIDENCE**

- b) Residents are required to pay a £200 non-refundable deposit payment before moving in. Residents are also required to either pay the balance in full or pay the first instalment of the recurring card payment plan to secure their room. Students will not be permitted to move in until payment has been made and a recurring card payment plan for the remaining fee has been agreed. These are to be arranged via our Online Shop and online Accommodation Portal.
- c) A £200.00 refundable damages deposit will be added to your 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.
- d) Charges cover the provision of heating, lighting and 3 meals a day and evening snack from the college canteen. Meals from the canteen may not be exchanged for food from the college snack bar.
- e) 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.
- f) No refund will be given for meals not taken.
- g) Students will not be allowed 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.
- h) Should a student have difficulty in meeting the requirements for payment of charges he/she 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.
- i) A 2-week cooling off period is given in September were a student may move out without incurring any further fees, students will be charged for the £200 non-refundable deposit payment.
- j) After the cooling off period, 6 weeks (term time) notice is required to end the accommodation agreement. This 6-week charge from date of formal notice is payable regardless of whether the student remains in the room or not. The 6-week charge will also apply to those students who are removed from accommodation due to failure to meet the required standards.
- K) The College's fees policy is available for further information.

# PLUMPTON COLLEGE TERMS AND CONDITIONS OF RESIDENCE

## CHRISTMAS AND EASTER

**Please read carefully**

Students must vacate their rooms over the Christmas and Easter holiday periods during which time rent is not charged. All students must completely clear their rooms for the Easter holiday. The majority of maintenance and remedial work is done in holiday periods, so students should be aware that work crews will often require access to all rooms during vacations. Valuable items should not be left in rooms over holiday periods.

Students are not allowed to return to the accommodation until the start of the next term.

Resident students are not entitled to meals out of term time.

Students employed by the college out of term time who may be entitled to meals as part of their terms of employment will be issued vouchers to claim meals. Any other students wishing to take meals (if available) out of term time will need to pay the canteen staff at the time of the meal.

### **Appendix A Drugs, Alcohol and other banned items**

To clarify our position on certain key elements of the college rules, please pay particular attention to this list concerning things which according to the Terms of Conditions of Residence and the College Rules are **NOT ALLOWED**:

The college has strict rules which will be enforced concerning several issues:

**Drugs:** Illegal drugs, substances containing CBD, and substances viewed as being new psychoactive substances (also known as legal highs) are not allowed on the college premises, and students found in possession or under the influence of drugs 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.

**Please note that the above restrictions also include drug taking accessorises, and paraphernalia related to drug taking.** For example, grinders and pipes.

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 mis-used. If a student refuses to undergo this test, it will be deemed that a prohibited

# PLUMPTON COLLEGE

## TERMS AND CONDITIONS OF RESIDENCE

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.

**Smoking:** Smoking is not allowed 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 must be within permitted areas/shelters.

**Animals:** Animals, birds and livestock are not allowed in any part of the College buildings (including hostel accommodation) without staff permission. This includes animal remains.

**Firearms and Offensive Weapons:** Offensive weapons are not to be brought onto college property. Permission to bring a licensed shotgun onto the premises may be discussed with the Principal, but is subject to strict rules on storage and use.

**Please note replica weapons that can cause potential harm are not permitted on site. Re-Enactment weapons must be stored off site or in a locked safe place of storage and agreed prior to arrival.**

**Alcohol:** Alcohol is only permitted in the licenced areas of the College (and for a trial period the over 18 rooms for Term 1 2020/21). No student should attempt to purchase and/or provide alcohol to any under 18 student/s. If a member of staff discover alcohol in the possession of an under 18 student/s, the alcohol will be confiscate and dispose of. Following this, an investigation will be launched in to how and who may have supplied the alcohol. This will include police involvement if deemed necessary.

Students must not drink alcohol during the day as this could pose a considerable risk, especially when working with animals and machinery. Plumpton 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 vehicle 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 residence.

When open, over 18 students may purchase alcohol from the college bar. Our bar area is our 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 rooms and consumed there.

If duty officers suspect that an under 18 students has consumed alcohol, they have the right to request that the student/s in question undergo 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 the disciplinary action for alcohol consumption will be enforced. Such action will result in parental contact and an immediate residential suspension pending further investigation.

# **PLUMPTON COLLEGE**

## **TERMS AND CONDITIONS OF RESIDENCE**

**Candles and Joss-sticks:** Because they are a fire risk, candles, oil burners, joss/incense sticks or similar are not allowed and will be confiscated where found.

### **Prescribed and/or over the counter medications:**

Student responsibilities/expectations:

- I. Students are responsible for ensuring that any prescribed medication, and/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.
- II. Students must notify the residential coordinator, or the student services manager, if they intend to bring a controlled drug onsite.
- III. All students residing onsite are responsible for self-administering their prescribed medications, following the guidance given to them by a medical professional. Should a student/guardian have a concern regarding this, they must notify the residential coordinator, or the student services manager, via email to arrange a meeting to discuss further.

**Overnight Guests:** The College is only responsible for the health and safety requirements of residents; therefore, guests are not allowed overnight. If non-residents are found staying on campus, the resident whose room it is will be charged £20 per person per night accommodation fee for the guest, and may be subject to disciplinary procedure.

### **Supervision Levels – parents please note:**

When leaving the campus overnight, students are asked to inform Student Services staff if they will not be on site overnight. In practice students are free to return at any time and it will not be possible to monitor precisely the time of return. Any parent who wishes to limit their son/daughter's travel off site must discuss the arrangements with Student Services.

A member of the Student Services team will contact you if we have concerns about the welfare or behaviour of your son/daughter. 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:

**Student Services 01273 892 085**

We will be better able to care for you or your son/daughter if we have as much background information as possible about any medical, emotional or any other issues



# **PLUMPTON COLLEGE**

## **TERMS AND CONDITIONS OF RESIDENCE**

that may either effect or be worrying them. Failure to report on medical issues that leave a student at risk will potentially revoke their accommodation agreement.

If you need to contact us out of hours in an emergency, please phone the student services number 01273 892085, and if necessary leave a message for the warden. This will alert the Warden via bleeper that there is an urgent message to retrieve, and they will contact you.