

PLUMPTON COLLEGE

TERMS AND CONDITIONS OF RESIDENCE 2018/19

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 6pm on the last day of term, **or** from the first day of term until 6pm 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. Please note that we have already taken bookings for Easter 2019 which will require all rooms to be left empty and clean before leaving for the Easter holidays.

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

3 Accommodation

- a) Alcohol is not permitted in any part of the accommodation regardless of the age of the resident. Any alcohol found in any part of the College that has not been purchased from the bar will be confiscated and disposed of. The only exception to this is in the Wales Lane Hostel which is located away from the main building and the licenced bar.
- b) Smoking is not permitted in any part of the College estate except in the designated smoking shelters.

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- c) 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. Additional cleaning charges may be applied if students fail to leave rooms in a reasonable condition at the end of the term.
- d) 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 or 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.
- e) 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.
- f) 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 Blu-tac, tape etc) to fix pictures, posters etc on bedroom walls.
- g) 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.
- h) 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.
- i) 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 a student is responsible for the actions of any guest at their invitation.
- j) Resident students aged under 18 are subject to a midnight curfew 7 days a week. This means that all under 18 students should be onsite and in their bedrooms by midnight. The only exception to this is where permission has been specifically granted by a member of the Wardening team.

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- k) Students must not visit or be present in other student's bedrooms between 2300hrs and 0830hrs.
- l) 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.
- m) Students shall not bring any item into their rooms or any part of the building such as a bicycle, vehicle or motor cycle parts.
- n) 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.
- o) Students undertake to report any damage, loss or malfunction to the Warden or the Student Services Office without delay.
- p) 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.
- q) 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.
- r) Applications for room changes must be made in writing to the Student Services Office. Students must not change rooms under any circumstances without prior approval from the Student Services Office.
- s) Students aged 18 years and over are free to leave the College in the evenings, weekend or during private study. If leaving campus you must notify the Warden or the Student Services Office.
- t) Students will be required to pay for any wilful damage to their rooms, residential or common areas. 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.
- u) "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.

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- 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 Accommodation Portal before the student arrives into accommodation.
- b) Residents are required to pay a non-refundable £300 room confirmation instalment to secure their room. Students will not be permitted to move in until the room confirmation payment has been made and a payment plan for the remaining fee has been agreed. Both of these are to be arranged via our online Accommodation Portal.
- c) A refundable damage deposit of £150.00 will be added to the cost of your room.
- d) A Facility Fee of £200.00 will need to be paid before the student arrives for enrolment.
- e) 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.
- f) 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.
- g) No refund will be given for meals not taken.
- h) 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.
- i) Should a student have difficulty in meeting the requirements for payment of charges he/she should contact the Finance Director or Director of Student Services without delay as College Regulations impose penalties where students owe money to the college.
- i) A 2 week cooling off period is given in September were a student may move out without incurring any further fees.
- j) After the cooling off period 6 weeks term time weeks' notice is required to end the accommodation agreement. 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.

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.

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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.

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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 and substances viewed as being illegal 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.

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.

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.

Alcohol: Alcohol is only permitted in the licenced areas of the College. No student should attempt to bring alcohol onsite and any member of staff discovering alcohol in the possession of a student who has not purchased it from the College bar will confiscate the alcohol and dispose of it. The only exception to this is in the Wales Lane Hostel which is located away from the main building and the licenced bar.

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

Over 18 students may purchase alcohol from the common room bar. As Because it is a licensed premises, when the bar is open only alcohol purchased in the bar may be consumed in the common room.

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Candles and Joss-sticks: Because they are a fire risk, candles and joss sticks are not allowed and will be confiscated where found.

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 that may either effect or be worrying them.

If you need to contact us out of hours in an emergency, please phone the main college number 01273 892 000, 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.