

Homerton College Guide to Accommodation 2011-2012

Undergraduate

**Information for Undergraduate students regarding residential accommodation
at Homerton College.**

GUIDE TO ACCOMMODATION

Introduction

This guide contains information for students about accommodation at Homerton College.

The guide describes facilities and available accommodation.

If you would like more detailed information before arriving at Homerton or completing your Accommodation Application Form, please contact:

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or

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The general e-mail address for the Accommodation Office is accommodation@homerton.cam.ac.uk

All financial queries should be addressed to:

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Section 1: STUDENT ACCOMMODATION AT HOMERTON COLLEGE

General

The student accommodation at Homerton is located on a single campus within and around the College's fine gardens and grounds. All rooms are within easy reach of the *Great Hall* and the *Buttery* where students eat together. There is also ready access to the learning, social and sporting facilities of the College including a modern library, computer rooms, a student union room and common rooms, the college bar, tennis courts, volley ball and hockey pitch.

Individual Room Facilities

West House - 240 Study bedrooms with en suite facilities

East House - 44 Study bedrooms with en suite facilities

South Court - 138 Study bedrooms with en suite facilities

- Each room has cupboards, shelves, drawers, a built-in wardrobe, bookcase, bedside table, picture rail, a small bulletin board, a mirror, and a wastebasket, all provided by Homerton College.
- Beds have spring mattresses under which are large lockable storage drawers.
- The desk has fittings for a personal computer; a VDU chair is provided.
- Each room has its own shower, toilet, washbasin and small bathroom cabinet.
- Communal gyp rooms on each floor are equipped with a microwave, fridge, hob, toaster, and electric kettle, provided by Homerton College. (Each student is allocated a small secure cupboard in the nearest gyp room.)
- A personal telephone service is provided for each study bedroom. Personal telephones can be used for internal and external use. Students can purchase telephone cards (£5 and £20) to operate the "Flexifone" system from the Porters' Lodge and the Finance Department.
- Price: £102.48 per week

Cavendish Building

ABC - 81 Study Bedrooms with en suite facilities

- Each room has a lockable box under the bed, shelves, and a built-in wardrobe, bookcase, easy chair and picture rail.
- Beds have spring mattresses.
- The desk has fittings for a personal computer, a VDU chair is provided.
- Each room has its own shower, toilet, and washbasin.
- Disabled room on 1st floor.
- Lift.
- Communal gyp rooms on each floor are equipped with a microwave, fridge, hob, toaster, and electric kettle, provided by Homerton College. (Each student is allocated a small secure cupboard in the nearest gyp room.)
- A personal telephone service is provided for each study bedroom (described above).
- Price: £102.48 per week

D&E - 63 Study Bedrooms with basins

These rooms were recently refurbished as part of the modernisation programme.

- Each room has a bed, desk, VDU chair, easy chair, wardrobe, and top box, lockable box under bed, bookcase, mirror, notice board, and picture rail.
- Beds have spring mattresses.
- The desk has fittings for a personal computer; a VDU chair is provided.
- Each room has a vanity sink with cupboard underneath.
- There are two toilet blocks with 2 showers and 2 toilets in each.
- A communal gyp room on each floor is equipped with a hob, a fridge, a toaster, a microwave, and a kettle.
- A personal telephone is provided for each study bedroom (described above).
- Hoist for luggage
- Price: £87.64 per week

Queen's Wing – 32 Study Bedrooms with basins

This wing has recently been refurbished with new carpets, cupboards and curtains.

- Each room has a bed, desk, chair, easy chair, and cupboard (with lockable storage space), bookcase, mirror, notice board, picture-rails, wardrobe and lockable top box.
- Beds have spring mattresses.
- The desk has fittings for a personal computer; a VDU chair is provided.
- Each room has a vanity sink with cupboard underneath.
- Bathroom, shower and toilet facilities on each corridor are shared.
- Communal gyp rooms on each floor, equipped with a hob, fridges, toaster, microwave and electric kettle.
- The personal telephone service (described above) is available in all residential bedrooms.
- Price: £87.64 per week

General Facilities (in alphabetical order)

Bed linen (included within the price of the room)

Homerton College provides each student with 2 pillows, 2 pillowcases, 1 sheet, 1 duvet, 1 duvet cover and a bath towel. The bed linen is changed fortnightly, and the bath towel is changed weekly.

Cleaning (included within the price of the room)

General

Communal rooms, such as the gyp rooms, bathrooms and toilet facilities are cleaned daily. **Students are responsible for their own washing up.**

East House, West House, Cavendish Building ABC, and South Court - en suite rooms

Student rooms are vacuumed and dusted, the rubbish bins are cleared, the en suite toilet, shower and sink are cleaned, and 1 roll of toilet paper is provided by Homerton College on a weekly basis.

Queens Wing & D&E - study bedrooms with basins

Student rooms are vacuumed, the sinks are cleaned and the rubbish bins are cleared on a weekly basis.

College Bars

The College has two bars, situated in the Victorian Building. The Main Bar is close to the Buttery area where drinks are served at competitive prices. This Bar has a pool table, pinball and video games. A variety of events are held in the bar, including extended opening for sports events on Sky. These are organised in consultation with the Student Union Entertainment Committee, the Catering and Bar Users' Committee and the Catering Department.

		<u>Evenings only</u>
Open (Term-Time):	Monday-Friday	7.00pm - 11.00pm
	Saturday	7.00pm - 11.00pm
	Sunday	7.00pm - 10.30pm

Conferences

While you are in residence you will become aware that you sometimes share College facilities with conference guests. The College is a charity that raises money to support education and research; the money raised by conferences reduces the charges for student rents and meals. It also contributes towards building maintenance and the long-term educational mission of the College and its upkeep. A student bed-night at Homerton will cost you about £15.00, but conference guests pay considerably more, thus subsidising students.

The conference market in Cambridge is very competitive, but Homerton has a reputation as one of the best venues. Apart from the income from the University and its reserves, the College has no other source of income. Conferences also provide the resources that enable the College to maintain student accommodation to high standards; the staff who look after you in term time also look after conferences when you are away. They take great pride in maintaining some of the best accommodation in Cambridge and like to be appreciated. Residential conferences and weddings are run only during student vacation periods, but day conferences run all through the year. Day conferences are mainly centred on the Homerton Conference Centre at the far end of the Cavendish Building, where they have little impact on College life. Occasionally, particularly at the beginning and ends of term, there is an overlap of conference activity when you may become aware of conference guests. We simply ask that you be understanding, courteous and helpful. Conference guests in turn are asked to respect students and the academic purpose of the College.

Disability facilities & access

The lifts in West House, East House, South Court and Victorian Building ABC provide full wheelchair access to every room. There are also a number of en suite rooms specially designed for the disabled. Non-ambulant students will be given preference in the allocation of these rooms.

Electrical Safety

Each room is provided with a minimum of two sockets with a maximum loading of 10 amps per room. Extension leads with a 4-way adaptor may be used, other forms of plug-in adaptors may not. Kitchens in the student residencies are provided with cooking facilities, a refrigerator and a kettle. No cooking, ironing, refrigerators or freezers, or supplementary heating are permitted in study bedrooms. Freezers and supplementary refrigerators are also not permitted in the gyp rooms. Ironing is only permitted in designated areas using College irons.

Students may bring the following electrical appliances: travel kettles rated below 1500 watts, hair dryers below 2000 watts, computers, printers and monitors, music systems, portable televisions (students must provide their own licence) video playback, electric shavers. This list is not exhaustive, but only serves as a guide. If you wish to bring an appliance that is not on this list, you must ask the Accommodation Office for guidance before coming to College. College will check electrical equipment brought into College (please refer to the section entitled PAT Testing). Any

appliance brought into College must be in a safe condition, properly wired and fused at the correct level. College accepts no responsibility for loss, injury or damage caused by the use of privately owned equipment. Any equipment that is deemed unsafe by the College technical staff will be removed.

Extra Nights' Accommodation

Permission to return ahead of, or remain in residence beyond, published travel days must be sought no fewer than 7 days in advance from the Accommodation Officer and paid for in advance. It should be noted that students are required to vacate their residential room by 10.00am on their day of departure, and student rooms will only be available from 12 noon on their arrival day. Please notify the housekeeper if there are any special circumstances which conflict with this arrangement. Please arrive by 8.00pm unless by prior arrangement. Students (or their belongings) remaining in or returning to residence, unauthorised, beyond the residency agreement period will be charged on an extra night basis with a surcharge of £20 per day.

Fire Safety, Fire Wardens & Fire Drills

Fire Safety

In order to ensure the safety of all resident students in the event of a fire, the College requires them to carry out the following between midnight and 7.00 am:

- If a student is going to be absent from College and not returning until after midnight, they must sign out in 'section 1' of the book provided at the entrance to each residential building, and sign back in when they return.
- If a student is going to be away for a weekend or longer, they should sign out in 'section 2' of the book provided at the entrance to each residential building, and sign back in when they return.
- If a student has a visitor, they should be signed in under 'section 3' of the book provided at the entrance to each residential building, complete with details of any vehicle they have in the car park, and then signed out again when they leave.

These books are checked on a daily basis by members of staff from the Porters' Lodge. Anyone repeatedly failing to complete these requirements will have their name passed to the Dean, and could result in a fine being imposed.

Fire Wardens

Certain college rooms are designated as fire warden rooms and therefore occupants of these rooms will be the designated fire wardens. This is not an onerous task but it should be noted that fire warden responsibilities cannot be passed to other residents, and they must remain with the room. You should therefore be aware that you may be required to take on the role of fire warden whilst you are resident at Homerton College.

Please note: the Fire Warden training sessions organised by the Head Porter at the start of the Academic Year are compulsory. Failure to attend will result in your name being passed to the Dean.

Fire Drills

From time to time, College will conduct fire drills, at any time and during any weather conditions. This is a statutory requirement and you should note that at least twice a year there will be unannounced night-time fire drills. Students **must** comply and failure to do so will result in disciplinary action by the Dean.

The Head Porter will arrange for a fire drill to be carried out early in the Michaelmas and Lent Terms. However, retesting will be required if responses have been slow or incorrect (ie going to the wrong assembly point). Once each week, the Porters will test the fire alarms in all College buildings to ensure they are in working order (there is no need to evacuate during these tests). Any other time the fire alarm sounds, students are expected to evacuate the buildings and treat the situation as a real fire.

During fire drills and fire alarms the Porters, with the help of the fire wardens (see above), will need to check the books mentioned above to determine who is and who is not in the building and, where applicable, advise the fire service of anyone who is not accounted for.

Food

Homerton College provides dining facilities in the *Great Hall (Main Dining Hall)* and sandwiches and snack items in the *Buttery*. There are also vending machine facilities within easy reach of student rooms, providing crisps, confectionery and hot & cold drinks. **Food storage and preparation is not permitted in residential rooms.**

Great Hall (Main Dining Hall)

All College students are welcome to eat in the *Great Hall*, which provides food purchasable on College EPOS cards or on a cash basis. College residents will be required to make a Minimum Meal Commitment on the College card to purchase meals from the *Great Hall* and *Buttery* (at an average 10% discount). This termly commitment should be

paid at the beginning of each term. Additional credit can be put on the card to purchase meals at a discounted price; money credited to this general EPOS pocket also qualifies for discounts in the bar and on some Porters' Lodge items.

The Great Hall provides a variety of menus including meat and vegetarian options, which are prepared, cooked and priced daily. Students with special dietary needs should state their preferences clearly on the Accommodation Application Form. These may be accommodated where it is practical to do so.

Open: (Term-Time)	Monday to Friday	Lunch Dinner	12.00 noon - 1.45pm 5.30pm - 7.30pm	(Tuesday 5.30pm - 6.30pm - (7.30pm Formal Hall))
	Saturday	Lunch	12.00 noon - 1.30pm	
	Sunday	Lunch	12.00 noon - 1.30pm	

Any changes of location or time will be displayed.

Buttery

The Buttery operates as a coffee shop outlet. It provides hot and cold drinks, confectionery, sandwiches and home made scones & pasty dishes. EPOS cards may be used for the purchase of breakfast, food and hot (and cold) drinks, during the opening hours.

Open: Monday-Friday 8.00am - 5.00pm

Buttery times are approximate, as the service is demand led and subject to change.

Insurance

Students are advised to cover personal belongings and valuables, which are the responsibility of the individual.

IT

Wired Internet Access in Study Bedrooms - ResNet

If you live in College and have your own desktop PC or laptop, you may choose to benefit from the internet enabled network that the College offers residents. The "ResNet" service allows access to email, WWW, Online Media and other internet services from your study bedroom. It is a serviced network that is operated by Homerton College. On connecting your PC to the internet at Homerton you become part of a Managed Network, it is not open internet access. There are still restrictions and policies as to what you can and can't do. This is not similar in any way to a broadband connection you may have at home.

The service is optimised to support Windows, Linux and Macintosh computers. The prime purpose of the network connection is the furtherance of your academic studies. With any network connection also comes the possibility of recreational use. Whilst recreational use is not forbidden, it will be subject to a higher degree of regulation than academic use, and the College makes no commitment to ongoing support of recreational use.

We would encourage Windows users to use Windows XP and above. Please note that we cannot connect prior versions, as they are no longer supported by Microsoft or the College.

In order to use the service, your PC must have a CPU of at least P4 HT or above and a minimum of 1GB RAM, your Apple Mac must be running OSX 10.4 or above and have a minimum of 1GB of RAM.

Wireless Internet Access - Eduroam

Eduroam allows students, researchers and staff from participating institutions to obtain Internet connectivity across campus and when visiting other participating institutions by simply opening their laptop. Wireless enabled hardware is required to use the service.

Wireless access is considered a supplementary service, users wishing to achieve increased performance or reliability should use a wired connection. The College is improving wireless coverage around the site. Various wireless hotspots exist in communal areas such as the Buttery, Library, Student Union and teaching rooms. We are expanding the provision into all accommodation areas. We will have 90+ wireless access points for student connections around the campus.

For your information, we have provided a map showing the wireless hotspots around the College campus, here:

<http://www.homerton.cam.ac.uk/itdept/PDF/HotspotLocations.pdf>

Supported configurations and devices for eduroam include:

Microsoft Windows	MacOS	Mobile Handheld Devices
		Blackberry & Nokia
Windows 7	MacOS 10.6 (snow leopard)	IPhone, iPad & iPod Touch
Windows Vista	MacOS 10.5 (leopard)	Windows Mobile 6.x
Windows XP	MacOS 10.4 (tiger)	Android

Updates and Maintenance

Microsoft release critical security updates on the second Wednesday of every month. Windows users should periodically update their system, to aid in keeping a continuous live service. A properly maintained computer should experience the least amount of downtime possible.

The College requires you to operate and maintain a virus scanner on your computer, and will supply one (free of charge) to all students that require it. In the event that your computer becomes vulnerable to new threats (for instance, if your anti-virus goes out of date or you have not installed Microsoft's most recent critical updates), it will be automatically moved into a restricted segment of the network, allowing you to remedy any security issues before returning to the live service. The process is aided via online step-by-step instructions. The documentation outlines each step necessary to connect to the network, how to install the required applications and ensure the PC is secure and clean of viruses.

Help and Support

The IT department continue to work on improving computing services, these improvements are normally implemented during the summer vacation (after this guide is printed), therefore, for updates and information please visit the IT department website (details below).

Additional information and advice can be obtained from the I.T. Department by:

Telephone : +44 (0) 1223 747109
Email : IT-support@homerton.cam.ac.uk.
Web : <http://www.homerton.cam.ac.uk/itdept>

Connection Charges

For the academic year 2011/2012 connection charges for the service are included within the accommodation fee. This fee contributes to the costs of maintaining the network, the administration associated with activating the connection, and the technical support of the IT Department staff in configuring and troubleshooting network connections.

Traffic Charges

Using any computer on the network incurs network traffic. Network traffic is data flowing between computers. Homerton College is subject to a traffic-charging regime whereby the College is charged by the University for Internet traffic sent through the University network.

These charges are based on current levels of traffic to/from the Cambridge University network. Students are reminded that they are responsible for all network traffic generated by their computers. Students who generate excessive network traffic will be required to demonstrate that they are abiding by the rules otherwise they may be subject to disciplinary action and any associated charges as deemed appropriate.

Use of the ResNet service is subject to Homerton College's Fair Usage Policy. This outlines that each user is allowed a monthly network quota. The limit is 10GB (gigabytes) per fortnight for data transferred outside of the *.cam.ac.uk network. Traffic within the CUDN (between sites with the *.cam.ac.uk domain) will not count towards your quota.

Keys

All keys **must** be signed out and in at the Porters' Lodge at the beginning and end of term respectively. The information will also be used for "keeping nights" requirements of the University and for billing students for extra nights.

College makes a lost key replacement charge - £35.00 for room keys (£50.00 for Master Key), £15.00 for a locker key, £15.00 for a kitchen cupboard key, £2.00 for a key fob, and £5.00 administrative fee for keys not handed in at the end of term, and where a key is reported lost (keys replaced) and originals subsequently found. Should your room key be found within a short time of reporting it lost, you may have a refund of the £30.00 lost key charge, but you will still be charged the £5.00 administrative fee.

Laundrette

There are two coin-operated laundrettes for resident students, one on the ground floor of West House (with 4 washers and 2 dryers) and the other, in Paupers' Walk in the Victorian Building (with 4 washers and 2 30lb electric dryers). Washers cost £2.00, and dryers accept 20p coins. Both washers and dryers accept £1.00 and 20p coins.

Mixed/single sex accommodation

Some areas of the Victorian Building and wings of East and West Houses and South Court are allocated on a single sex basis. Students are asked to state their preference for mixed or single sex accommodation clearly when they apply for College rooms.

Parking for cars and bicycles

Cars

Undergraduates are not permitted to keep cars in Cambridge. Where special circumstances apply (such as physical disability), a University Proctor's licence and a Homerton College parking permit are required. Students must use the car park at the rear of the College. A vehicle clamping system is in operation at Homerton College.

Bicycles

Students leave their bicycles on the Homerton site at their own risk.

All student bicycles must be numbered and registered at the Porters' Lodge.

All student bicycles must be locked in the designated cycle racks when not in use. Bicycles **may not** be kept in a student's study bedroom, or in any other area of an accommodation building.

Any student bicycles not locked in the designated cycle racks, or locked to railings or fire escapes are liable to be removed by the Porters and impounded. A charge of £15.00 will be made to return any bicycle impounded.

Vacation periods:

Students may leave their bicycles locked in the designated cycle racks over the vacations on condition that they are numbered and registered with the Porters.

Abandoned bicycles:

During the summer vacation the Porters will tag any bicycles that are not numbered and registered with a warning that they will be removed by a specified date at the start of the Michaelmas Full Term.

Any bicycles that have not been removed by the specified date are assumed to be abandoned, lost or stolen and will be removed one week after the start of Full Term.

Any abandoned, lost or stolen student bicycles that have been removed by the Porters having been previously tagged for one month will be handed over to a local charity for refurbishment and resale. The College does not accept any liability for cycles that have been abandoned and subsequently handed over to a local charity and resold.

PAT Testing

Under the UUK Code of Practice, College has adopted a policy to check all electrical equipment brought into College by a student (except those with test stickers less than 12 months old). The cost of inspection is incorporated in the residential charge.

Pets

Homerton College does not allow students to bring pets or animals into the college.

Pictures

Each room is provided with a picture rail and a notice board, to enable students to decorate their rooms by attaching pictures to them. Picture hooks are provided. Blu-Tack, White-Tack and Sellotape are not permitted.

Private accommodation

For students, other than first year undergraduates, who prefer to live in private accommodation, and those not allocated Homerton College accommodation, details of houses, flats, bedsits and lodgings available for renting in the private sector are displayed in the Accommodation file available to view at the Accommodation Office. However, you will have to make your own enquiries and reservations. Other useful sources of information are local agencies, including the University Accommodation Syndicate, newspapers and Homerton Union of Students are also willing to offer advice.

Private accommodation is mostly fully furnished but you should expect to provide your own bed linen, and cooking utensils. You may also be charged separately for gas, electricity and heating. You are advised to enter into a legal contract, and may also be required to pay a retainer during vacation. For further information, see the Cambridge Evening News accommodation website.

Security

A Porter is on duty 24 hours a day.

Sick Bay

The College has a small sickbay situated in West House (ground floor) and a College nurse is available for consultation at published times. The College is situated within a mile of Addenbrooke's Hospital.

Smoking

The College is a no smoking environment. Therefore, smoking is not permitted in study bedrooms, gyp rooms or bathrooms, (or indeed any other area of the College), or within 15 metres of a building. Any student failing to comply is in breach of College's Fire Regulations and will be reported to the Dean for disciplinary action.

Storage

Each study-bedroom has a lockable box or drawers, to enable students to store possessions securely during the short vacations. All hanging space, drawers, or bookshelves have to be cleared in the vacation so that the rooms can be used for the College's vacation activities. Out of term-time storage is available on the following basis:

1. Storage in College is very limited and is subject to availability and at the students' own risk. Students are responsible for the insurance of their belongings while stored. Loss or damage of property belonging to third parties is not covered by the College's insurances.
2. Homerton Union of Students (HUS) operates students' storage facilities during vacations at a reasonable charge. Policy and prices are published separately by the HUS.
3. Subject to availability a student, or group of students, may be allowed to rent a room in College at the full rate and store their belongings.
4. Students living 'over the water' may store their belongings in available storage spaces by arrangement with the housekeeper only. A charge of £5.00 per week will be made. This must be arranged at least one week before their travel day, and is subject to storage space availability. If there is storage still available after allocating to overseas students, home students may store at £10.00 per week.
5. Students with disabilities should seek early clearance from the Housekeeper to leave belongings/equipment in College, which they cannot transport home.
6. Various commercial companies provide storage for vacation periods at competitive rates. Details are available from the Homerton Union of Students and the Accommodation Office.

Student Common Rooms

The College has two Common Rooms for students to use as a TV lounge and common meeting room.

The Undergraduate Common Room is situated in Queen's Wing, next to the Student Union Office. It is comfortably furnished, with a large screen TV and VCR / DVD facilities. This room is widely used for student meetings, discussion groups, and social gatherings.

Telephones

The College provides an In-House telephony service to all residential students - FlexiFone. A telephone handset and voicemail service is provided in each bedroom for your use during term. Calls between bedrooms and the College can be made free of charge. In order to make an external call you will need to purchase a prepay phone card from the Porters' Lodge. The card (currently available in denominations of £5 and £20) has a life of 180 days after you make your first call.

The phone card system that we offer is very flexible and works in a similar way to the "Pay as you go" themes used by many mobile phone networks. The cards can also be used from payphones, mobiles and regular phone lines off site. Calls can be made without the need to use cash, the value of each call being deducted from the card balance. Once your balance has been reduced to zero you can no longer make calls and will need to purchase another card.

Instructions on how to use the phone cards off site are printed on the reverse of the card. The current call rates and tariffs are available from Porters' Lodge. The College is able to offer a very economic service, as there is no standing charge or line rental (usually in the order of £100 per year). Outgoing calls are charged at similar or cheaper rates than a residential user would expect from a national supplier such as BT or NTL. Incoming calls can be received in study bedrooms through a central access number. External callers should dial 08445 010035 and then, at the prompt, enter the student's room extension number.

To report a fault on your line or handset contact it-support@homerton.cam.ac.uk. For all queries regarding the service please contact the Porters' Lodge by dialling 47111.

TV licences

If you wish to bring a television to your room, or any device which can be used for watching television programmes, you must obtain a licence.

University ID Cards

Identity/smart cards are issued to all students on arrival to gain entry to their Hall of Residence, Library, IT department, etc. Resident students also have their Minimum Meal Charge (MMC) credited to the card at the start of each term for use at the EPOS terminals. Purchases from the Catering Department, College Bars and the Porters' Lodge using the card qualify for discounts.

Section 2: ELIGIBILITY FOR ACCOMMODATION, APPLICATION & FEES

Eligibility

First Year Undergraduates

First Year Undergraduates are required to be in residence in the College. However, mature undergraduates (aged over 25) may, if they so wish, write to the Senior Tutor identifying their proposed arrangements for living in private accommodation and seeking exemption from this requirement. If the latter choose to live outside Homerton College, they must satisfy the residence requirements of the University of Cambridge, which state that they must live within three miles of Great St Mary's Church, in the centre of Cambridge.

Undergraduate student eligibility for accommodation

It is College policy to offer residential accommodation to students for three of their undergraduate years.

Students on three year undergraduate courses

Accommodation in Homerton College residences will be offered to students on three year undergraduate courses for each year of their course.

Students on four year undergraduate courses

Accommodation in Homerton College residences will be offered to all second and third year undergraduates and to those fourth year undergraduates who have spent their third year abroad. Students who do not take up the offer of accommodation in their second or third year will be eligible for accommodation in their fourth year.

Application

First Year Undergraduates

First Year Undergraduates should complete an Accommodation Application and Preference Form and submit it to the Admissions Office as soon as possible.

Second and Third Year Undergraduates and eligible Fourth Year Undergraduates

Current undergraduates who will be in the above categories in Academic Year 2011-2012 and wish to apply for accommodation in the Academic Year 2011-2012 should complete an Accommodation Application and Preference Form and submit it to the Accommodation Officer by 4 February 2011.

Applicants will be notified of the results of the room allocation procedure by 25 February 2011. They will be required to sign a Residency Agreement for the allocated room. Residency Agreements must be returned by noon on 11 March 2011, after which rooms will be offered to those on the waiting list. Residency Agreements not returned by this date are deemed to have expired. **Once the Residency Agreements are signed they become a binding legal document** and only in exceptional circumstances can College allow cancellation.

Residency Agreement Duration

A Residency Agreement will be for the duration of the Academic Year, appropriate to the undergraduate's course.

Annual Membership Fee

Homerton College requires all non-resident students to pay a membership fee, renewable annually. The current rate is £126 per annum. The fee is a contribution to social, sporting, catering and other domestic facilities, which are available to student members of Homerton College.

Residential Charge

All resident students are required to sign an annual Residency Agreement for an inclusive sum including room rent, housekeeping services, electricity, heating and an EPOS card.

The weekly rent and EPOS card value are converted to the number of days in a term, payable at the start of each term.

Caution Money/Excess and Damage Charges

A returnable deposit of £90 is payable on taking up residence. This is held against any damage or loss sustained to the student's accommodation or College property.

The Housekeeper will issue a Yellow Card to students who leave their college room in an unacceptable state. If the room is not restored to an acceptable state when inspected one week later a Red Card is issued, a report is made to the Dean and the cost involved in the housekeeping staff restoring the room to an acceptable state is charged to the student.

There is a fee of £35.00 per set of keys if a key is lost and requires replacement, £50.00 for Master Key, £15.00 for a locker key, £15.00 for a kitchen cupboard key, £2.00 for a key fob, and £5.00 administrative fee where the student has signed in at the end of term but not handed the key in.

Summary of Student Catering & Residential Charges 2011/2012

*Resident Student Charges *(see notes below)*

Undergraduate	En suite Rooms	Rooms with a Washbasin (D&E and Queens Wing)
Room Charge (includes heating and electricity)	£102.48 per week	£87.64 per week
Minimum Meal Contribution (MMC)	Termly commitment of £180.00	Termly commitment of £180.00
Caution Money (returnable)	£90 per year	£90 per year

Non-Resident Student Charges

Annual Membership Fee	£126 per year (Resident Student Membership is included in the above figures)
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Miscellaneous Charges:

Registration Fee - £35.00 on entry

*** Residence Charges**

Extra Nights' Accommodation

Permission to return ahead of, or remain in residence beyond, published travel days must be sought no fewer than 7 days in advance from the Accommodation Officer and paid for in advance. It should be noted that students are required to vacate their residential room by 10.00am on their day of departure, and student rooms will only be available from 12 noon on their arrival day. Please notify the housekeeper if there are any special circumstances which conflict with this arrangement. Please arrive by 8.00pm unless by prior arrangement. Students (or their belongings) remaining in or returning to residence, unauthorised, beyond the Residency Agreement period will be charged on an extra night basis with a surcharge of £20 per day.