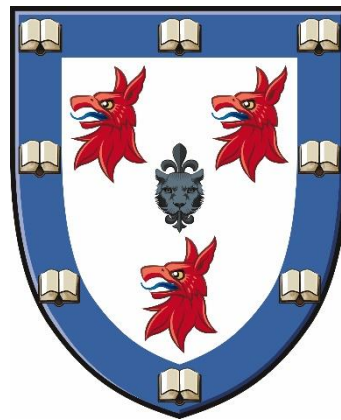


HOMERTON COLLEGE UNIVERSITY OF CAMBRIDGE



Accommodation Guide for Undergraduate Students 2020/21

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

GUIDE TO ACCOMMODATION

Introduction

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

This Guide should be read in conjunction with the main Student Accommodation Handbook and the Student Handbook available from the Homerton College web site:

<http://www.homerton.cam.ac.uk/StudentDocuments>

These documents can also be found on Nexus:

<https://nexus.homerton.cam.ac.uk/>

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

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Accommodation Officer
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Homerton College
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Section I: 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 the library, computer rooms, a student union room and common rooms, the college bar, grass tennis courts, playing field.

Individual Room Facilities

West House - 240 en-suite study bedrooms (normally all First Years are housed in West House and 2nd year Undergraduate are housed on 2nd floor of West House)

South Court - 138 en-suite study bedrooms (normally 3rd year students and some 4th year students are housed here)

East House – 44 en-suite study bedrooms (normally 4th year students are housed here)

- 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 and 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. **Please note that these facilities are suitable for snack preparation only.** There are technical legal reasons why these kitchens cannot be updated for full self-catering use. (Each student is allocated a small secure cupboard in the nearest gyp room.)
- Price £140 per week

Cavendish Building

ABC - 81 en-suite study bedrooms (2nd and 3rd year students are normally housed here)

- 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. **Please note that these facilities are suitable for snack preparation only.** There are technical legal reasons why these kitchens cannot be updated for full self-catering use. (Each student is allocated a small secure cupboard in the nearest gyp room.)
- Price £140 per week

D&E - 51 Study Bedrooms with basins (2nd, 3rd and 4th year students are housed here)

- 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.
- Communal gyp rooms on each floor are equipped with a hob, a fridge, a toaster, a microwave, and electric kettle. **Please note that these facilities are suitable for snack preparation only.** There are technical legal reasons why these kitchens cannot be updated for full self-catering use. (Each student is allocated a small secure cupboard in the nearest gyp room.)
- Hoist for luggage only

- Price

£119 per week

Purbeck Road Cottages

Two flats with 5 bedrooms and kitchen/dining area in each.

Each flat will have:

- 5 non en-suite rooms, with washbasin in each bedroom.
- one bathroom with toilet and one separate toilet
- fully fitted kitchen and dining area (including washing machine and oven)

Contracts will be:

- 42 weeks continuous contract running approx. from mid-September to end June.
- Cleaning of the flat will be done once per week
- No double occupancy is permitted

£140 per week

All rooms can be connected to the student room wired network to enable access to the Internet or wirelessly through Eduroam.

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.** They are also responsible for the removal of all food items from the fridges at the end of each term. Those students remaining in residence should clearly label their food items with their name and room number and place these items on the top two shelves of the fridge.

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.

D&E - study bedrooms with basins

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

Please note that cleaning of bedrooms may not be possible in 2020-21.

Catering

Homerton College provides dining facilities in the 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 and cold drinks.

The Hall provides a variety of menus, including meat and vegetarian options, which are prepared, cooked and priced daily. The Buttery operates as a coffee shop outlet and bar. It provides hot and cold drinks, confectionery, sandwiches and light snacks. EPOS cards may be used for the purchase of breakfast items, hot and cold food and drinks, during the opening hours.

Great Hall Opening Times (University Full Term-Time)

| | | |
|------------------|--------|----------------------------------------------|
| Monday to Friday | Lunch | 12.00 noon – 1.45 pm |
| | Dinner | 5.30 pm – 7.30 pm (Tuesdays 5.30 pm-6.30 pm) |
| Saturday | Lunch | 11.00 am – 1.30 pm * |

Sunday Lunch 11.00 am – 1.30 pm * *subject to demand

Any changes of location or time will be displayed on the noticeboard outside of the Great Hall.

Buttery Opening Times (University Full Term-time)

The Buttery provides hot and cold drinks, confectionery, sandwiches, paninis, hot wraps, soups, cookies and cakes.

| | |
|------------------|-------------------------------------------------|
| Monday to Friday | 7.30 am - 10.00 pm (Tuesdays 7.30 am - 9.00 pm) |
| Saturday | 8.00 am – 10.00 pm |
| Sunday | 8.00 am – 10.00 pm |

The catering team pride themselves on providing clearly labelled options such as gluten free or dairy free, and are also always happy to discuss a student's individual dietary needs.

Unfortunately, the College is unable to provide kosher or halal foods or other specially prepared foods for religious observance as part of the regular cafeteria catering, although special arrangements may be discussed. Students with specific dietary requirements or food allergies are advised to consult the Admissions Office or the Tutorial Office prior to arrival.

College Bars

The main student bar is located in the same area as the Buttery and serves competitively priced drinks. The bar has a pool table and quiz machine. A variety of events are held in the bar, including pool tournaments, quizzes and 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.

Griffin Bar Opening Times (University Full Term-time)

| | |
|------------------|-------------|
| Monday to Friday | 6pm to 11pm |
| Saturday | 12pm – 11pm |
| Sunday | 12pm – 11pm |

Formal Halls

Each term there are formal meals known as Formal Halls, held every Tuesday during Full Term time in the Great Hall (subject to demand, Graduate only Friday formal halls are planned at regular intervals in each term). Formal Halls are waiter service of a three-course meal by candlelight; Students dress smartly and Fellows wear academic gowns. You need to buy Formal Hall tickets in advance (via the same website as your EPOS account and using your University Card) and they are a good opportunity to entertain friends from other colleges, as well as to get together with students and Fellows of the college.

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 £20, 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 major 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

The Student Accommodation Handbook item 4.9 refers to permitted appliances to be on site within the college and to be used by students. You can find the full Student Accommodation Handbook on the College website here: <http://www.homerton.cam.ac.uk/StudentDocuments>.

Each room is provided with a minimum of two sockets with a maximum loading of 10 amps per room. Extension leads with 4-way-block correctly fused may be used. All equipment brought into the College by students must be safe for use and compatible with the UK 240 volt 50-hertz electrical supply system. The College will test all mains-operated electrical equipment and raise the appropriate certification. UK 3 pin to two pin continental socket adaptors may only be used, if they are fused correctly for the individual appliance being used. All adaptors used within residential accommodation are to be clearly marked with the official CE logo, or BS 1363. Single UK 3 pin to multi socket continental adaptors will not be allowed on campus.

Gyp rooms in the student residencies are provided with cooking facilities for snacks, 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. All reheating / cooking electrical devices **are not permitted** in the gyp room nor the student's bedroom, this also includes full size kettles, please refer to the Students Accommodation Handbook in relation to the size of a kettle you are allowed. All items prohibited in relation to reheating / cooking electrical devices can and will be removed if found by Housekeeping, Building Services and Porters Lodge staff. These will be registered at the Porters Lodge and held onsite until the end of that term and the owner will then be required to collect the item in question and remove it permanently from the college.

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) DVD playback, electric shavers. This list is not exhaustive, but only serves as a guide. 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 requests for electrical items not listed above for medical or religious reasons (such as medical fridges), must be first approved by the Senior Tutor.

Extra Night Accommodation

Accommodation to return ahead of, or remain in residence beyond, published travel days must be booked no fewer than 7 days in advance using the room booking link available from the Student Intranet (Nexus). (see further details in section 2)

Fire Safety, Fire Wardens & Fire Drills

Fire Safety

If a student has an overnight guest, they must sign that guest in at the Porters Lodge and sign them out at the end of their stay. After three nights the guest will need to pay a fee for the use of facilities.

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. Fire Wardens are 'thanked' in the form of a small credit being added to the Minimum Meal Contribution (MMC).

Please note: the Online Fire Warden training organised by the Head Porter at the start of the Academic Year is compulsory. Failure to complete it within 14 days of your arrival 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 evening-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 unless the alarm continues to activate). Any other time the fire alarm sounds, students are expected to evacuate the buildings and treat the situation as a real fire / incident.

During fire drills and fire alarms the Porters, with the help of the fire wardens (see above), will check 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.

Insurance

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

IT

The Department

The IT Department is located on the ground floor of the Cavendish building (next to the Finance office) and is open all year round (apart from during Christmas and the New Year like the rest of the College). A public computer room is located within the Department and is open 24 hours a day in term time, but it may be unavailable during the exam period (Easter Term).

Please note that access to a shared computer room may not be possible in 2020-21.

The IT office operates a helpdesk and runs an open door policy so you are quite welcome to drop in at any time with any queries or problems you may have. Alternatively you can contact the IT Department via email at it-support@homerton.cam.ac.uk or by phone on 47109.

Access to Services

Incoming undergraduates and postgraduates are automatically registered, before arrival, on the main central computing systems (Hermes, MCS and Raven). You will be sent some registration information in August by the University Information Services which will detail how to collect your various account information and passwords before you arrive.

Public Computing - Managed Cluster Service

The Computer Room is located on the ground floor of the IT Department and contains eight PCs and two Macs, colour printer and study space. The Library has eleven PCs and 2 Macs, Flatbed scanner, a colour printer and a large printer/copier which can also print A3. You will need your University card to gain access to both the library and the computer room.

The MCS machines at Homerton are configured for dual boot mode and run both Windows 7 Professional and Linux, they provide access to a wide range of applications including MS Office 2010, have DVD writers, wide screen TFT panels and plenty of USB connections. All the machines are networked and have full access to the College and University networks as well as to the Internet. You can use these machines any time of the day or night during term time.

Your computer account details, which you obtained through the computer registration process, not only allows you to log on to the MCS computers in the college, but also gives you access to 500MB of centrally managed storage (home space). This storage space is backed up regularly but the onus is on you to make sure you have copies of all you work saved elsewhere.

Personal Computing

Homerton College provides two different services for students who would like to connect their computers, tablets, and handheld devices to our network. You can access your MCS home space, College network printers, the University's network and associated resources and, of course, the Internet.

Wired network - A fast Ethernet connection (100Mbit/s or better) is available in each bedroom. This service offers the fastest and most reliable method for Internet access, but requires your computer to be connected via a network cable (these can be purchased for £3.00 from the Porters Lodge). When using the wired connection it is highly recommended that you disable your wireless adapter.

eduroam – Delivered wirelessly to portable and hand held devices in locations where wireless hotspots exist. It has a significant advantage in that once configured, allows you to roam to other university sites and locations and still have wireless Internet access without reconfiguring your equipment. The College has good wireless coverage in each of the student accommodation areas as well as public places such as the Library, Student Union, Teaching rooms, Griffin, Common rooms, Auditorium, Great Hall, Combination room and many supervision spaces. For your information, we have provided a map showing the wireless hotspots around the College campus, here: <http://www.homerton.cam.ac.uk/lifeathomerton/it/eduroam>.

Getting on line couldn't be easier, simply plug your computer into the network in your study bedroom or connect to the 'eduroam-setup' wireless signal, where upon opening a web browser, you will be presented with easy to follow, step by step instructions.

Upon initial connection to the network you will be placed into a set-up zone where you will be guided through the process of registering your equipment, retrieving your passwords, updating your device, and configuring it for logging on to the network. **This process will go far quicker if you have already updated your device with all the latest patches and security fixes prior to arrival.** To assist with the update process we have created a Pre-Arrival Guide, available at http://www.homerton.cam.ac.uk/sites/default/files/imce/life_at_homerton/docs/checklist.pdf and encourage all inbound students to work through it.

Connection Charges

Connection charges for the wired and eduroam services 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.

Computer Maintenance

It is very important to keep your computer up-to-date throughout the year to ensure the integrity of your own computer and others on the network. Microsoft release critical and security updates on the second Wednesday of every month, and Apple release updates periodically or as and when needed. Windows users should use the Automatic Update system and Apple users the Software Update system to automatically patch the machine when necessary. When security threats are detected you may find yourself isolated from the main network while the issue is resolved. A properly maintained computer should experience the least amount of interruption possible.

What to bring with you

There are several things you may require for your computer while you are staying at Homerton — forgetting these can often result in going days without a working machine, or losing the only copy of your work. Before leaving home please check that you have packed the following things:

- a) All computer hardware that you need — PC, laptop, monitor, mouse, keyboard, printer, etc.
- b) All necessary power and connection leads. A Cat5e ethernet cable is required if you wish to use the wired connection in your bedroom — these can be purchased from the Porters' Lodge for £3.00.
- c) All operating system recovery CDs and application software CDs (e.g. Microsoft Office) including licence keys. These are often needed to recover your system if anything goes wrong and are occasionally required when applying system/security updates.
- d) Product documentation (receipts, supplier and warranty details, etc.) in case you encounter hardware failure.

- e) An external hard drive or high capacity USB thumb drive is highly recommended for keeping backups of work and anything else that you wouldn't want to lose if your computer malfunctions.

Keys

All keys must be signed out and in at the Porters' Lodge at the beginning and end of term respectively. Please ensure you time date and sign as required, 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 - £25.00 for room keys, £15.00 for a locker key, £15.00 for a kitchen cupboard key, 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 (£20.00) of the lost key charge, but you will still be charged the £5.00 administrative fee.

Laundrette

Students have access to card operated washing machines and dryers on the ground floor of West House or in Paupers' Walk. Washers cost £2.00 or £2.20 for a super- wash .

Dryers are also card operated at a cost of £1.20 . The card can be purchased from the Porters Lodge at a cost of £2, then you will need to visit www.circuit.co.uk which will take you through how to top up your card. There are ironing boards and irons in the laundrettes. Please note ironing is not permitted in student bedrooms.

There are ironing boards and irons in the laundrettes. Please note ironing is not permitted in student bedrooms.

Mixed/single sex accommodation

Some areas of the Victorian Building and wings of East and West Houses and South Court may be allocated on a single sex basis where possible. 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.

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 must not be kept in a student's study bedroom under any circumstances, or in any other area of an accommodation building.

All student bicycles should be locked and parked in the designated cycle racks. Any student's bicycle found parked against or locked to any railings, fire escapes or lamp posts, etc, is liable to be removed by the Porters and impounded. A charge of £15.00 will be made to return any bicycle impounded and the loss of the original paddock will be at the student's expense if it has been cut off.

Vacation periods:

Students may leave their bicycles locked in the designated cycle racks over the vacations on condition that they are registered with the College and that the College number is **clearly** marked on the bicycle. College accepts no responsibility for theft or damage.

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 and will be removed one week after the start of Full Term.

Any abandoned 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 (Portable Appliance Test)

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, however any replacement cost for adaptors, etc, will be charged separately.

Pets

Homerton College does not allow students to bring pets, animals, fish, birds, exotic insects or reptiles 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. The use of any form of adhesive, including sellotape or Blu-tac and their equivalents, on the walls of rooms is forbidden.

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. You may not be able to terminate this agreement without penalty. For further information, see the Cambridge Evening News accommodation website.

Security

The College has a comprehensive security system on site equipped with CCTV, which covers all of the grounds, building entrances and common areas of the College. Access control doors are in all residential buildings and key areas of the College. A Porter is on duty 24 hours a day.

Smoking /Vapour

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), other than the two designated smoking shelters. 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 limited available storage spaces by arrangement with the housekeeper only. A charge of £5.00 per storage container, 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 storage container, 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 Health Centre

The College has a Student Health Centre situated on the ground floor of West House and a Student Health Advisor is available for consultation at published times. The College is situated within a mile of Addenbrooke's Hospital.

TV licences

If you wish to bring a television or any device which can be used for watching television programmes for your room (or in private accommodation), you are responsible for obtaining your own [licence](#). Students who do not have a television/device in their room will not be required to obtain a TV licence. You may receive quite aggressive reminders from the TV Licensing Company, whether or not you have a TV. These reminders are designed to provide information and to enable the Licensing Company to maintain an accurate database, but you do not need to respond if you do not have a TV set.

University ID Cards

Identity/ID 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. If a card is lost there is a replacement card charge which the University levies on College. You will need to attend the Tutorial Office to seek a temporary loan card, whilst a new Unicard is applied for. Outside Tutorial Office hours, the Porters Lodge will loan a card for a max of 24 hrs so you can attend the Tutorial Office, unless it is a weekend when the Plodge card will be loaned till the Monday when Tutorial open.

Other Information

Students are responsible for any damaged or missing items from their room. It should be noted that most rooms have limited storage space. All rooms are for single occupation by the Homerton student who signed the Residency Agreement. The College reserves the right to come into your room to carry out cleaning and necessary maintenance, but will give you notice of any visit by a cleaner or a member of the maintenance staff, unless it is an emergency. For further information please refer to the Student Accommodation Handbook.

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 the requirement of living in College. Those wishing to live outside Homerton College, 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 all students for the duration of their undergraduate years.

College membership fee

All Homerton students are members of the College and thus are equally entitled to use the shared (non-academic) facilities and services provided. These include, but are not limited to:

- Non-academic rooms in college, including the JCR and MCR
- Gardens
- Sporting facilities e.g. squash court, sports pitch etc*
- Pigeonhole services
- Porters

Students living in college accommodation contribute to shared facilities and the benefits of membership through their room rents. Most students living out of college make a smaller contribution to these costs in form of an annual college membership fee. The only exceptions to this are:

- Part-time students, who are exempt on the grounds that most do not live in Cambridge and are rarely in College, and therefore have little opportunity to use the facilities; and
- Full-time PhD students who have completed nine terms.

All rents and fees are set in consultation with the Homerton Union of Students on an annual basis. Student views are considered in striking the balance between the amounts paid by resident and non-resident students.

* Use of the gym is covered by room rents but not the college membership fee. If you are a non-resident student, gym membership is therefore subject to a separate additional fee and is available on a first come, first served basis.

Application

First Year Undergraduates

First Year Undergraduates will be directed by the Admissions Office to complete an online survey by 1st July 2019.

Second, Third and Fourth Year Undergraduates

Current undergraduates who will be in the above categories in the Academic Year 2019-2020 and wish to apply for accommodation should submit the on-line Accommodation Questionnaire by 11 February 2020 at the latest. Any applications received after this deadline will not be accepted.

Applicants will be notified of the results of the allocation by block by the end of February. They will be required to download and sign a copy of the Residency Agreement and Schedule for the allocated block (details of link to be made available in due course). Residency Agreements must be returned by noon on 30 June 2020 at the latest. After this date, 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 cancellations.

Residency Agreement Duration

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

Residential Charge

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

Caution Money/Excess and Damage Charges

A refundable deposit of £150 is payable when a student first comes into residence (note – students previously in residence are not required to “top up” their deposit to the new level). This will be held by the College as it may direct against any damage to the Property or the Contents or other parts of the Building caused, suffered or permitted by the Student. The deposit will be returned after deducting any outstanding balance on the account and subject to any deduction following the College Housekeeper’s inventory check, within three weeks after the end of the student’s course. Refer to the Rules for Payment for more details.

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.

It is student’s responsibility to clear their room at the end of the term and to ensure that all rubbish is taken to the large rubbish bins. Students who wish to donate their belongings to charities should make their own arrangement with the Charities concerned as the Housekeeping staffs are not responsible for this.

There is a fee of £40.00 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 out at the end of term but not handed the key in.

Summary of Student Catering & Residential Charges 2019/2020

Resident Student Charges

| Undergraduate | En suite Rooms | Rooms with a Washbasin (D&E) |
|-----------------------------------------------------|------------------------------|-----------------------------------------|
| Room Charge (includes heating and electricity) | £20 per day £140 per week | £17.00 per day £119.00 per week |
| Caution Money (returnable at the end of the course) | £150 per year | £150 per year |

Miscellaneous Charges:

Registration Fee - This £40.00 registration fee is paid by all new resident and non-resident students. It includes life membership of Homerton College as an alumni.

Extra Nights’ Accommodation

Accommodation to return ahead of, or remain in residence beyond, published travel days must be booked no fewer than 7 days in advance of the first night needed using the room booking link available from the Student Intranet (Nexus). 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 **2 pm** on their arrival day. Please notify the Accommodation Officer 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 £25 per night.

LIVING IN PRIVATE ACCOMMODATION

There is privately rented accommodation available in the city, although it can be difficult to find at the busiest time at the end of September. Unfortunately, Homerton does not have any family

accommodation available to students and so if you have a family you will have to rent on the private market. In some cases this may also be a better option for older graduate students who are accustomed to living independently. If you do not wish to have a room at the College, you will need to take note of the residency requirements. All students whether resident or not are encouraged to take part in the social and academic activities at the College and will be given equal opportunity to do so.

The University Accommodation Service may be able to assist you in finding suitable accommodation for your time in Cambridge. You can register with the service [online](#). Alternatively, visit the office at Kellet Lodge, Tennis Court Road, Cambridge or contact them with any queries (tel: +44 (0) 1223 338099 or email: accommodation_service@admin.cam.ac.uk). They can also provide advice with understanding the different tenancy agreements and the legal rights and responsibilities of Landlords and Tenants in rental contracts. Another useful source of information on accommodation is the Cambridge Evening News (published Monday to Saturday). The newspaper has a useful [website](#) with property information and also contains a list of local [letting agents](#).

You may be required to pay a deposit when you move in, as well as at least one month's rent in advance, possibly more for an assured six-month short-hold tenancy (the most popular type of agreement). By law the deposit must be held by an outside agency not by the landlord, so do not give the landlord cash and insist on a receipt for any deposit paid. Before you pay a deposit, read the tenancy agreement carefully and ask for a copy of it. You must be sure of what you're getting for your money, as you may also be charged separately for gas, electricity, water rates and heating. This is particularly important if it is an old house without insulation or double-glazing. Once you sign the tenancy agreement you are committed to make payments for the full term of the tenancy, be it six months or one year. You can leave the property at any time, but you must continue with the payments even if you are not living there. Private accommodation is mostly fully furnished but you should expect to provide your own bed linen and cooking utensils. When you leave at the end of your tenancy, it is recommended that you get the deposit back before returning the keys.

Council Tax

In general students are exempt from Council Tax, but non-student spouses and partners are not; shared houses which are occupied exclusively by students are exempt from all charges, as are similarly occupied single self-contained bedsits. However, the let will become liable for Council Tax if any occupant is not of student status. At the start of your course, Council Tax exemption certificates will be provided by the Tutorial Administrator.

Residency Requirements

All full-time students are required to live within ten miles of the city precincts; that is, within the 10 mile radius of Great St Mary's Church, Cambridge, for the duration of their course. Students who have good reason for needing to live outside this area will be required to apply to reside outside the University's precincts.