

LOSS OF OR DAMAGE TO STUDENTS' PROPERTY

**Students are strongly advised to ensure that they carry the necessary insurance against theft, housebreaking, fire and other similar risks.**

**The University will in no way hold itself responsible for any loss or damage by theft, fire or any other means to students' property kept in the residences either during term time or during vacations.**

**All students' room doors are fitted with locks. Student rooms should be locked at all times.**

PROPERTY LEFT IN RESIDENCE BOX ROOMS

Any property belonging to persons who no longer live in residence, which has been stored or left in residence box rooms, will be sold if it has not been removed from such box rooms by the end of the first vacation of each year. The proceeds will be paid into an official account of the relevant Hall Committee for the benefit of the students of the House concerned.

**Property left in residence box rooms is left entirely at the student's own risk.**

RESIDENCE DURING VACATIONS

1. Undergraduate Residences (Undergraduate and postgraduate students)

- Accommodation in residence is available during the April and September recesses, when normally one women's residence and one men's residence are open. **No accommodation is offered during the mid-year recess or during December and January each year.**
- Students wishing to stay in the vacation residences during the April and September vacations must submit the appropriate form (Application for Vacation Accommodation) available from the Residential Operations Division, Student Bureau or Hall Wardens two weeks prior to the start of the vacation in question.
- Students remaining in residence during the March vacation pay an extra fee for room and board (see Fees and Charges section).

**NB** *University residences are used during most vacations for conferences etc. Students whose residences are in use during vacations must clear their rooms. The University has the right to close all, or any, houses and Halls during a vacation, and determines when, for how long and on what conditions residential facilities are available during vacations and at other times.*

- Residence fees do not cover accommodation during vacations, except in the following case:

- a. Students may move into residence at the beginning of the academic year up to two days before the day on which they register, and one day before the beginning of the second, third and fourth terms.
- b. A student may remain in residence 24 hours after the end of the first and third terms, and 48 hours after completing the June and November examinations.

- No reduction in fees is made if students finish their examinations before the official end of term.

**NB** *Students not writing examinations (including students who have not obtained DP certificates) must leave residence before the examination period begins. No reduction in residence fees will be granted.*

- Accommodation in residence is normally available during the supplementary/aegrotat examinations in November and February, and students wishing to return to residence early for the purpose of writing such examinations must submit the appropriate form (Application for Vacation Accommodation) available from the Residential Operations Division, Student Bureau or Hall Wardens, at least two weeks prior to the start of the day accommodation is required. A fee will be charged for such accommodation.

2. Postgraduate Students (Celeste Houses)

- Full-time students will be accommodated in Celeste House and three smaller houses on campus.
- Students may remain in residence throughout the year.
- Students will be charged a fee as set out in the Fees Booklet. This will also allow them to have meals in a dining hall provided they have a credit balance in their meal account. In the event of all dining halls being closed the students will have to make their own arrangements for meals.
- A pro-rata rebate will only be paid out in the *final year* of study upon provision of proof of submission of thesis.
- Under no circumstances will cooking be permitted in residences, and subletting of rooms or permitting squatting shall result in exclusion from the residence.

3. Postgraduate Students (Gavin Relly Postgraduate