



Student Residential Accommodation Policy 2026-2027

Equality Impact Assessment: Askham Bryan College recognises the importance of the Equality Act 2010 and its duties under the Act. This document has been assessed to ensure that it does not adversely affect staff, students or stakeholders on the grounds of any protected characteristics.

1. INTRODUCTION

- 1.1 As a Further Education College offering accommodation to students (including those under 18) Askham Bryan College is governed by a set of National Minimum Standards published by the Secretary of State for Education under section 87C (1) of the Children Act 1989 as amended by the Care Standards Act 2000. The standards contain arrangements to safeguard and promote the welfare of under 18s for whom accommodation is provided by colleges. These standards apply to institutions within the further education sector, i.e. further education colleges, sixth form colleges, institutions designated as being within the further education sector, and 16-19 academies, all of whom are subject to the duty under section 87(1) of the Children Act 1989 to safeguard and promote the welfare of children accommodated by them. The College is also subject to the Social care common inspection framework (SCCIF) for College residential provision.
- 1.2 Residential accommodation for students is provided by Askham Bryan College and University Centre Askham Bryan at the York campus. The accommodation is intended to ease the travel burden on students whose home address is beyond a reasonable daily commute from the College and thus support them in their studies. Only students studying a level 2 or above course are eligible for Residential accommodation.
- 1.3 The College seeks to make accommodation available to a broad range of students and financial support may be available through government funded means-tested bursaries. Information on financial assistance is available on the College and University Centre website or through the Student Services department.
- 1.4 The process of application for accommodation is separate from the application for a course, therefore an offer of a place on a course does not guarantee a place in accommodation.
- 1.5 This policy applies to all students who qualify for residential accommodation, including apprentices, students who require accommodation to carry out vocational duties, and students staying on a casual basis. Eligibility to stay on campus, including for short-term stays, is limited to students enrolled on a Level 2 qualification or above.

2. ALLOCATION OF ACCOMMODATION

- 2.1 Accommodation allocations will be made from the Spring term of the previous academic year, each year a date of beginning of the allocation period will be emailed to all applicants. Priority will be given to under 18 FE students and first year over 18 FE & HE Students and consideration within those groups to distance between home and College.
- 2.2 All College accommodation is allocated according to gender and age in accordance with the National Minimum Standards.
- 2.3 Accommodation is offered for students in the following age categories:
- those aged 18 years or above on 31 August of the year in which they enrol at College.
 - Students who are aged 16 or 17 on 31 August of the year in which they enrol at the College must be accommodated separately from students aged 18 and over. Accommodation for this age group is subject to the requirements of the Social Care Common Inspection Framework (SCCIF), which sets out the operational standards for their care and management. The College's compliance with these requirements is subject to regular inspection by Ofsted.
- 2.4 Students who identify as transgender and wish to apply for College accommodation must contact the College Residential Services Manager to discuss their application and the accommodation options available. Placement decisions for transgender students are made in accordance with the guidance and regulatory requirements set out in the Social Care Common Inspection Framework (SCCIF) and the Department for Education (DfE), ensuring that all allocations prioritise safeguarding, suitability, and compliance with statutory expectations.

3. THE OFFER OF ACCOMMODATION IN COLLEGE RESIDENCES

- 3.1 Accommodation is only available to students who meet the specific criteria set out in this policy.
- 3.2 No student can be guaranteed accommodation for the duration of their course. Students have to reapply for accommodation every year. The College reserves the right to require a student, at any time, to move to similar alternative accommodation where, for instance, alterations or building works need to be carried out at the accommodation or as a result of damage to the accommodation that we deem makes the accommodation unfit for occupation.
- 3.3 If the accommodation is rendered uninhabitable, for example by fire, the College shall endeavour to provide alternative accommodation. If alternative accommodation is not available within the College, a portion of the Accommodation Fee paid corresponding to the period of time during which the accommodation was uninhabitable will be refunded to the student.

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- 3.4 The offer of a place on a course does not represent an offer of accommodation.
- 3.5 Accommodation or the offer of accommodation may be withdrawn with immediate effect should a student fail to comply with the Student Charter and/or residential rules outlined in the residential handbook. See also the Support for Continuing Studies Policy and Procedures.
- 3.6 Accommodation or the offer of accommodation may be withdrawn with immediate effect should a student fail to disclose any information which is pertinent to their application OR if circumstances change during study at the College.
- 3.7 Accommodation or the offer of accommodation may also be withdrawn with immediate effect in circumstances where:
- the College's campus or any part of the campus closes;
 - and/or where the College or University Centre is no longer able to provide course(s) and its services to the students.
 - and/or a student does not achieve the required entry grades and is consequently required to transfer from their intended programme of study to any course below a Level 2, where residential accommodation is not available or not appropriate for that level of study.
- 3.8 Accommodation is only available to students enrolled on a course at the College and University Centre. Should a student complete their course OR fails to enrol for their course OR is withdrawn from their course they are required to vacate their accommodation immediately in line with the terms and conditions within the accommodation contract.
- 3.9 In exceptional circumstances, once an offer of accommodation has been made and accepted for a particular room, the College and University Centre reserves the right to re-allocate the room in question if it is required (and suitable) for a student who has diagnosed medical or other disabilities, or for safeguarding purposes.

4. RESPONSIBILITIES FOR RESIDENTIAL STUDENTS AND CAMPUS ACCOMMODATION

- 4.1 Care and management of residential students is the responsibility of the Residential Wardens reporting to the Residential Services Manager who report to the Designated Safeguarding Lead (DSL).
- 4.2 All prospective and current residential students should ensure their compliance with College policies and procedures, particularly the Support for Continued Studies Policy, the Policy on Drugs, Alcohol and Other Intoxicating Substances, and the Policy for the Allocation of Student Financial Support (FE).
- 4.3 Management of residential accommodation is the responsibility of the Head of Accommodation, Conferencing and Transport, who reports to the Assistant Principal - Students. Maintenance of residential accommodation is the responsibility of the Director of Estates and Facilities who reports to the Chief Finance Officer.

5. ACCEPTANCE OF STUDENTS INTO COLLEGE RESIDENCES

- 5.1 Residence in College accommodation is conditional on a student meeting **ALL** of the following criteria:
- 5.1.1 The student is studying a full level 2 qualification or above.
- 5.1.2 Applicants for the Level 2 Certificate in Animal Care or Agriculture pathways within the Foundation programme (Bridge 2 courses) will need to be referred to the College's Admissions Panel for consideration before accommodation can be allocated.
- 5.1.3 The student's home address is sufficiently distant from the place of study **OR** there are extenuating circumstances relating to the student's application, which may result in consideration of an application. In the latter cases, the student's application will be referred to the College's Admissions Panel for consideration.
- 5.1.4 For students under 18 on 31 August in the year of enrolment the student must provide details of a responsible adult (normally the parent or guardian or an adult nominated by the N.O.K) who is contactable at all times a student is resident at the College. This adult must agree to be available at all times to remove (within 4 hours where possible) the student from site should the student be ill, be found to be under the influence of drugs or alcohol or be in breach of any elements of the Student Charter or residential rules. This adult agrees to be contacted at any time and the student gives authority for the College to contact this adult.
- 5.1.5 For International Students aged under 18 on 31 August in the year of enrolment the student must provide details of a responsible adult (normally the parent or guardian) who is contactable at all times when a student is resident at the College. This adult must agree that where necessary should the student be ill, be found to be under the influence of drugs or alcohol or be in breach of any elements of the Student Charter or residential rules, maybe asked to return home at the most convenient time of the Residential Services Team and in agreement with the Students N.O.K. This adult agrees to be contacted at any time and the student gives authority for the College to contact this adult.
- 5.1.6 The student is not considered to pose a risk to the College and/or University Centre community, ie the student has no criminal record **AND** the student has not been previously excluded from any educational institution because of their behaviour **OR** been placed in specialist behaviour management units (e.g. a Pupil Referral Unit) within the last 3 years.
- 5.1.6.1 In all cases a student with **any unspent convictions** or who has been made subject to any type of Order, including (but not limited to) Guardianship Order, Referral Order, Youth Rehabilitation Order or similar, will be referred to the Admissions Panel.
- 5.1.6.2 A student with any unspent criminal convictions for which they received a custodial sentence of any length is strictly prohibited from accommodation.
- 5.1.6.3 A student with an unspent conviction relating to any of the following will not be permitted accommodation at the College and/or University Centre: physical violence, stalking/harassment, offences leading to being placed on the Sex Offenders Register,

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and any supply or conspiracy to supply or trafficking of drugs.

5.1.7 The student must have the ability to live independently including:

5.1.7.1 An ability and willingness to self-medicate with prescribed drugs (including those prescribed for mental health reasons). A risk assessment will be undertaken where any student has disclosed a medical condition in order to establish our capacity (including the need for any reasonable adjustments) to meet their accommodation needs.

5.1.7.2 An ability and willingness to engage in satisfactory levels of personal hygiene and personal care.

5.1.7.3 An ability to demonstrate understanding of and willingness to comply with the College and/or University Centre rules, Student Charter, residential rules and personal safety.

5.1.7.4 An ability to integrate into the College community and not to behave in an anti-social way.

5.1.7.5 To show respect for College and/or University Centre facilities, equipment and livestock, to avoid vandalism and ensure their accommodation is maintained at an acceptable level of tidiness and cleanliness.

Any student who demonstrates an inability to comply with the above requirements will be referred to the College's Admissions Panel for review and determination of appropriate next steps.

5.1.8 The student has the ability to self-manage and the capability to comply with the Student Charter and residential rules.

5.1.8.1 Students with a previous history of poor behaviour resulting in a stage 4 meeting will be referred to the Admissions Panel and will be assessed before being granted accommodation for the following year(s). If permitted accommodation for such students will be subject to a Behaviour Agreement (see Support for Continuing Studies Policy).

5.1.8.2 A student who has previously damaged College and/or University Centre facilities or accommodation.

5.1.9 The student can demonstrate an ability to fund their accommodation:

5.1.9.1 The student completes a booking form and returns it to the Accommodation Team and the required deposit to the College Finance Department.

5.1.10 No outstanding debt to the College exists.

5.1.11 Acceptable arrangements for the payment for accommodation are in place with the College Finance department prior to the start of the academic year.

5.2 Students who do not meet all of the above criteria may appeal to the Vice Assistant Principal -Students in writing.

6. OVERVIEW OF THE TERMS AND CONDITIONS OF RESIDENTIAL ACCOMMODATION

- 6.1 Non-payment of fees may result in the student losing access to College and/or University Centre facilities and resources and could result in the student being removed from the course until the outstanding debts are settled. If in accommodation, you may also be requested to vacate your room until payment is received.
- 6.2 Recurring card payment agreements cancelled by the student without prior notice will result in all outstanding fees becoming payable immediately including where card details provided fail and are not updated by the end of the current term.
- 6.3 **The College and University Centre reserves the right to charge a fee for failed payments including returned/ dishonoured cheques.**
- 6.4 Any damage will be charged to the individual responsible, or to a group of individuals in the case of damage to communal areas. The College and/or University Centre has recourse to the Security Deposit at the end of the academic year in cases where individuals fail to pay for damage for which they have been invoiced.
- 6.5 The rules for residential students are additional to the Student Charter and form part of the terms and conditions of occupation. The rules will be reviewed on an annual basis as part of the policy review process. (See Appendix A).
- 6.6 The College and/or University Centre will maintain a policy on discipline for students. If a student is suspended or excluded as the result of any action taken by the College, then they may still be liable to pay the balance of any accommodation fees in accordance with the Terms and Conditions of Student Accommodation (Licence Agreement).
- 6.7 **All students are required to make a declaration of any criminal convictions or proceedings before they can be offered a place at College and/or University.** Students will be required to vacate their accommodation if any declarations are subsequently found to be incorrect and / or the welfare or safety of the student or others may be at risk.
- 6.8 Any request regarding a change of accommodation must be made in writing to the Head of Accommodation, or their representative, who will then consult with the Residential Services Manager and a decision made at their discretion. Where a change of accommodation is agreed a full inventory of the room will take place.
- 6.9 Animals or wildlife, whether living or deceased, are strictly prohibited in student rooms, with the exception of assistance dogs as defined in the College's Assistance Dogs Policy.
- 6.10 The College and/or University Centre will provide such catering provisions as required by the National Minimum Standards. Students under 18 are offered accommodation on a half board basis only. **Where catering is provided, as an integral part of the accommodation package, no refund will be payable to students where catering packages are not fully utilised.** The catering element and accommodation element are not separate elements and form part of one single

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package, i.e. the Accommodation Package.

- 6.11 The College and/or University Centre will maintain a Safeguarding Policy. All staff who have unsupervised access to students under the age of eighteen or to their accommodation will be checked in accordance with the requirements of the National Minimum Standards in conjunction with the Disclosure and Barring Service. As part of our Safeguarding Policy, the College and/or University Centre incorporates the Prevent Duty i.e. the duty “to stop individuals being drawn into terrorism. This includes violent and non-violent extremism which in turn can create an atmosphere conducive to terrorism and can popularise views which terrorism may seek to exploit.”
- 6.12 The College and/or University Centre will maintain a policy on -Peer on Peer Abuse. This will include measures both for identifying any bullying that may be taking place and for countering its effects.
- 6.13 The College and/or University Centre will maintain a policy on drugs, alcohol and intoxicating substances.
- 6.14 The College and/or University Centre will employ the necessary staff in order to meet the National Minimum Standards. There will be sufficient residential staff on the premises to ensure the welfare and safety of residential students and the security of the premises. The Residential Services Manager will determine appropriate levels of staffing in conjunction with the Director of People Services and OD along with the Principal and Chief Executive.
- 6.15 Student Services and Accommodation staff who are responsible for residential students may enter a student's room if they have reasonable cause for concern. If they do have cause to enter a student's room, they must act in accordance with the guidelines as stated in the College's Drugs and Alcohol Procedure and Screening and Searching for Weapons Procedure on entering students' rooms managed and set out by the Residential Services Manager.
- 6.16 Student Services staff responsible for residential students and any other staff are, with the express permission of the Residential Services Manager, Deputy Wardens or the Student Services Manager, permitted to carry out a search of a student's room if they have reasonable suspicion that stolen property, illegal substances or materials are being stored or consumed contrary to the law or College and/or University Centre procedures. The student should be present at the time of the search although in exceptional circumstances a search may be undertaken in the student's absence. Two members of staff must be present. Any material that may be discovered will be removed and stored by the Residential Services Manager. The student and NOK in the case of under 18's will be notified of any items removed. Room searches of a speculative nature are not authorised.
- 6.17 Designated College and/or University Centre staff including the Accommodation staff are permitted to undertake routine checks of students' rooms for the purpose of monitoring damage and any necessary repairs as well as general hygiene.
- 6.18 The College and/or University Centre will provide a programme of recreational and sporting activities for students.

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- 6.19 Care plans, Personal Emergency Evacuation Plans and Risk Assessments will be undertaken where appropriate in accordance with the requirements of the Health and Safety Policy and the needs of the student by the Residential Services Member or a representative of the team.
- 6.20 Full terms and conditions of allocation of accommodation can be found within the Terms and Conditions of Accommodation Occupancy (Licence Agreement) (also available on the College website).
- 6.21 For a full list of residential rules see appendix A.

7. BOOKING AND ALLOCATION OF RESIDENTIAL ACCOMMODATION FOR APPRENTICES AND DUTY STUDENTS

7.1 General principles

- the booking and payment of accommodation is the responsibility of the student, the employer or their parents/guardian.
- the Accommodation Team are responsible for the appropriate allocation of accommodation.
- where less than seven days' notice is given for a request for accommodation, rooms cannot be guaranteed.
- it may be necessary in an emergency situation for students to be placed in off-site accommodation if there are no rooms available on site. This accommodation is inspected by either a nominated member of the Residential Services Team, usually the Residential Services Manager, alongside the Accommodation team prior to booking to ensure compliance with the National Minimum Standards.

8. COMMERCIAL USE OF ACCOMMODATION

- 8.1 Commercial/Training Partners may book clients into accommodation outside term time only. The Accommodation Team will give priority to apprentices during half-terms and Easter breaks. A minimum of three weeks' notice is normally required for room bookings. The relevant documentation must be completed. Note: The National Minimum Standards impose stringent requirements on Further Education Colleges in relation to the accommodation of young people under 18. It is for this reason that members of the public may not be accommodated on the College and University Centre campus at the same time.
- 8.2 For reasons of safety, and to ensure compliance with the National Minimum Standards, accommodation bookings for non-enrolled persons taken through conference reservations or any other external bookings must be out of term time only.

9. REFUNDS

- 9.1 If a student wishes to move out of accommodation in the first two weeks of the academic year, they must advise the Accommodation Office in writing (letter or email) of their intention to do so. Students will only be charged for the calendar days

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(including incomplete days) they have occupied the room including the period of any notice given by them.

- 9.2 Where a student chooses to leave accommodation after the first 2 weeks of the academic year, but before the second Monday of January, (i.e. 11th January 2027), they will be charged up to and including the end of the first term.
- 9.3 If a student chooses to leave accommodation after the second Monday of January (i.e. 11th January 2027), they will be charged for terms 2 and 3.
- 9.4 A refund of the Deposit will be made (usually within 8 weeks from departure date) less any deductions for damage to the room, communal areas, etc. Students should refer to their accommodation agreement for further details.

10. EXCEPTIONAL CIRCUMSTANCES

- 10.1 In exceptional circumstances, the College and/or University Centre reserves the right to terminate its Accommodation Agreement with a student with immediate effect and without notice to the student, and at any point during the academic year, if as a result of Support Continuing Studies action taken against them, they are excluded or suspended from the College and/or University Centre and or from accommodation, or for safeguarding reasons. If a student is suspended, they must return their keys to Accommodation. In the event the suspension is lifted, the student will not be allowed to return to accommodation if any part of their Accommodation Fee is outstanding, until such time as they are no longer in arrears.
- 10.2 Either a student or the College and/or University Centre may terminate the Accommodation Agreement with immediate effect and without notice to the other following a Support for Continuing Studies Meeting and unsuccessful appeal.
- 10.3 If any of the above apply and a student is asked to leave accommodation (exclusion, suspension, for safeguarding reasons and or following an unsuccessful appeal against a Support for Continuing Studies Meeting decision), they will be charged for any balance of the Accommodation Fee, unless the College and/or University Centre, at its absolute discretion, considers it inappropriate to do so in the circumstances.
- 10.4 A refund of the Security Deposit will still be made (usually within 8 weeks from departure date) less any deductions for damage to a student's room, communal areas, etc.

11. BAD DEBTS

- 11.1 College and/or University Centre policy is to minimize levels of student accommodation debt and protect the overall financial health of the College and/or University Centre.
- 11.2 Where a residential student withdraws from, or otherwise leaves, College accommodation and has an outstanding financial balance relating to their accommodation contract or associated charges, they are required to settle this balance within 21 days of their departure from the accommodation. The College recognises that individual personal or financial circumstances may affect the student's ability to make full payment within this period. In such cases, the student must contact the

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College Finance Team Within 7 days of leaving College accommodation to discuss their situation. The College may, at its discretion, agree a reasonable repayment period and/or establish a repayment plan based on the student's circumstances with the expectation that the first payment of the repayment plan is made within 21 days of leaving College.

Failure to engage with the Finance Team or to make payment within the agreed timeframe may result in the College initiating debt recovery processes in which additional fees / charges may be applied to the debt.

- 11.3 The College and/or University Centre will not offer accommodation to a student or former student who is in arrears with their accommodation or otherwise owes money to the College and/or University Centre, unless the debt including interest and costs, is settled in full, or a payment plan is in place, or unless at the College's sole discretion. The College and/or University Centre may therefore refuse an application for accommodation from an applicant with a poor credit history.
- 11.4 Students who find themselves in debt may want to take advice from one or more of the following organisations:
- National Debtline – Freephone 0808 080 4000 - www.nationaldebtline.co.uk
 - Consumer Credit Counselling Service – Freephone 0800 138 111 – www.cccs.co.uk
 - Citizens Advice - 0844 477 0808 - www.adviceguide.org.uk
 - Community Legal Advice – 0845 345 4345

12. RELATED POLICIES AND PROCEDURES

This policy should be read in conjunction with

Support for Continuing Studies Policy (Students)
Support for Continuing Studies Procedure (Students)
Safeguarding Policy
Safeguarding Procedure
Student Payment and Collections Policy
Peer on Peer (Child on Child) Abuse (Students) Policy
Peer on Peer (Child on Child) Abuse (Students) Procedure
Drugs And Alcohol Policy (Students)
Drugs And Alcohol Procedure (Students)
Screening and Searching for Weapons Policy
Screening and Searching for Weapons Procedure
Policy for the Allocation of Financial Support (Further Education)
Student Charter 2023-2025 (update)
Further Education (FE) Admissions Policy
HE Student Admissions Policy Procedure
Assistance Dogs Policy

13. DOCUMENT HISTORY

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SLT Owner: Assistant Principal - Students

Author: Head of Accommodation, Conferencing & Transport

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Appendix A

RESIDENTIAL RULES

Any breach of Residential Rules will result in action under the College's Support for continuing studies Policy for Students (a copy of which can be obtained upon request) and will also be a breach of the terms and conditions of occupation.

For the purposes of these rules, reference to students over 18 means students who were 18 or over on 31st August of the year in which they enrolled for the current year of their course eg 18 or over on 31st August 2026 when enrolling onto a course for 2026-2027.

- . All resident students are required to comply with College policies.
- . No firearms of any description including ammunition and cartridges, air rifles, BB guns or knives or anything that could be defined as a weapon is permitted in College accommodation. If any of these items are found, they will be confiscated, and further action will be taken. Knives required to be used in the subject you are learning will be provided by curriculum staff. Any guns brought to site by students permitted to do so must be registered with the department and stored appropriately, in accordance with the College Firearms Policy.
- . All students are **FULLY** responsible for the condition and security of their own room. Doors must be locked when leaving and keys **MUST** be kept with the occupant and not given to others. Window restrictors must **NOT** be removed and windows must **NOT** be used as a means of entry or exit to a room. Failure to comply with these rules and any damage caused to rooms will be the responsibility of the occupant and Support for Continuing Studies process will be taken as necessary.
- . To protect the safety of all, residential students must comply with current health and safety regulations, fire regulations and regulations on the use of electrical appliances in rooms, in addition to any other College regulations that may be notified from time to time.
- . For your own safety fan heaters, electric fires, cookers, microwaves, toasters, kettles, irons and lava lamps are not permitted in student rooms. To avoid the danger of fire you must not use adapters in plug sockets. A four-gang plug extension is acceptable. You must not use or possess any appliance with an open flame (including candles). You must not interfere with any electrical or heating controls.
- . Interfering with fire equipment, for example fire alarms, fire exit doors, extinguishers, fire hoses and smoke and heat sensors puts the safety of others at risk. You must not wedge fire doors open under any circumstances. Failure to comply with the above may result in prosecution for a criminal offence and is regarded as extreme misconduct under the Support for Continuing Studies Policy. As such, this may lead to your removal from accommodation.
- . **ONE** guest may be allowed to stay one night per week per student in the student accommodation during the day or evening. This is **only** with the prior agreement of the Residential Services Manager or their representative. This applies even if the visiting student attends Askham Bryan College.
- . Students aged under 18 must not enter accommodation that is for students aged over 18 and vice versa. Students aged under 18 who have been allocated a room in a female block must not enter a

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male designated block; students aged under 18 who have been allocated room in a male block must not enter a female designated block.

- . All students, regardless of age, are required to sign in and out of residential accommodation. Students must sign out when leaving campus and sign back in upon returning to campus in the evening. This must be done by scanning their issued fob on the access control reader each time they enter or exit the building.
- . **Under-18 Students – Signing Out to Go Home**

Once the student's timetable has been issued, parents or guardians of under-18 residents must confirm, via email to Parentpermission@askhambryan.ac.uk, the specific days on which their child will be staying in residential accommodation. This permission must be received before the student is allowed to sign out to go home on the stated days.
- . Students must not on any account change rooms without the express prior written consent of the Head of Accommodation or their representative.
- . Students must not disturb their neighbours with an unreasonable level of noise at any time. Please refer to the Accommodation Handbook for campus specific curfew times.
- . Students are responsible for any damage that is caused to the communal areas in the accommodation.
- . To avoid damage to furniture and decoration, bicycles must not be kept in living accommodation.
- . Animals or wildlife, whether living or deceased, are not permitted in your room, with the exception of assistance dogs as defined by the College's Assistance Dogs Policy. Specimens and educational materials require explicit written approval from the Head of Accommodation, Transport, and Conferencing or their designated representative.
- . Students must not engage in any form of trading activity or other commercial business from their room, or permit others to do so, or do so on behalf of others.
- . The television licensing authority requires that television sets must be licensed and a current licence is produced on demand, even if you watch the television programmes on your computer.
- . Students are required to maintain reasonable standards of hygiene within all residential accommodation. Study bedrooms must be kept clean and tidy at all times. Beds must remain in the original position as set at the point of occupation, and students must not replace the curtains provided with any alternatives. Wardens will carry out routine room checks, and any room found to be maintained below the standards as set out in the provided residential handbook and expected by the College may result in further action being taken via the Support for continuing studies process or in extreme cases removal from College accommodation.
- . Students are also responsible for keeping all communal areas within their hostel clean and tidy. Cleaning staff must be given access to study bedrooms to carry out their scheduled cleaning duties.

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- Warden staff will also carry out termly checks of rooms to ensure they are being maintained to a reasonable standard.
- Students must not make any alterations to the décor or appearance of their room or any communal areas. This includes, but is not limited to, the installation of fairy lights in ceiling tiles, the attachment of lights or other items to walls, or any other unauthorised fixtures or fittings. Such alterations are strictly prohibited.
- Smoking, including the use of Electronic cigarettes, e-cigarettes, e-cigs, or eGo. E-hookahs or hookah pens (“Vape”), is not permitted in any student accommodation or building on campus. The smoking areas around site must be used.
- Alcohol may not be consumed, produced or stored anywhere within residential accommodation for under 18 students. Students over 18 (this only applies to students who are residing in our designated over 18 blocks) are permitted to consume and store a reasonable amount of alcohol for personal consumption in their own room. All under 18 hostels are alcohol free and alcohol must not be supplied to students aged under 18. Students aged under 18 found to be under the influence of alcohol may not be allowed to reside on site and their parents / guardians or other named responsible person will be called to collect the student if appropriate at any time of day or night. Students found to be supplying under 18 students with alcohol will face action in accordance with the College Support for Continuing Studies Policy and may be removed from accommodation as a result. Any student found to be in attendance at timetabled sessions under the influence of alcohol or other substances will face action in accordance with the College Support for Continuing Studies Policy.
- The College operates a zero tolerance to supply, possession and use of drugs. Any student supplying, possessing or using drugs will face action in accordance with the College’s Support for Continuing Studies policy and may be excluded from the College.
- Interference with the operation of any security equipment, for example Salto access systems, puts at risk the security of residents and is a breach of this agreement.
- FE Students must vacate their rooms when directed to do so during half term breaks and at the end of terms and not return until the time and date communicated to them. These will be provided upon arrival at College. HE Students must vacate their rooms when directed to do in accordance with the dates set out in the Accommodation contract.
- Failure to abide by any one of the rules stated above is an offence as per the Support for Continued Studies Policy and as such may result in the loss of accommodation for that student, either on a temporary or permanent basis.

Please note: these are correct as at the time this policy was approved on ~~28th March 2025~~ to be filled on approval; but may be subject to change.

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Appendix B Student Charter



STUDENT CHARTER - OUR COMMITMENT

We will support our students to:

- Work in fulfilling roles that make the best use of their skills, knowledge and experience.
- Be able to balance their own needs as their career and personal lives develop.
- Be equipped to respond to the changing requirements of employers including, changes to technology and the economy.
- Understand the importance of fairness, equality, diversity and inclusion and to the value the contribution everyone can make irrespective of their background.

As a potential student and whilst you are a student at our College you can expect:

- Helpful advice and guidance about which courses to study
- Information about support services available to you
- Simple and clear guidelines about what you will need to do to be successful

- Help, including facilities and equipment, to support your individual learning needs
- An induction that helps you to get to know the College, your course, key staff and other students
- Friendly, caring, well qualified and supportive staff
- Interesting and stimulating classes with a variety of learning activities
- Regular opportunities to discuss your progress
- Opportunities to express your views about the course and College
- A safe environment within which to study or live
- To be treated and respected as an individual

As part of our commitment to continuous improvement we welcome your feedback.

During your time at College we will ask if you think we have kept these promises.



STUDENT CHARTER - YOUR COMMITMENT

DELIVERING WITH PURPOSE

- Be on time for all classes
- Share ideas and work collaboratively with others
- Complete your coursework and assignments on time
- Work to the best of your ability – work hard to achieve agreed targets and goals
- Show commitment to equality, diversity and inclusion in College
- Have the ambition to succeed and be a role model to others

BUILDING TRUST

- Work with your Progress Tutor and Course Manager to stay on track
- Let us know if you have any support needs / medical issues as soon as you can
- Access support when offered / needed
- Demonstrate respect for all members of the college community – staff, students, visitors and local residents
- Positively contribute to an environment free from bullying and harassment
- Look for opportunities to help others every day
- Accept that other people may have different views to yours

TAKING OWNERSHIP

- Behaviour - understand and abide by College standards and rules including the College's behaviour policy and policy on the Prevention of Student Harassment and Sexual Misconduct
- Wear your ID badge and lanyard at all times – help us keep you safe
- Attendance – at all classes, but let us know if you cannot be present for any reason
- Take care of the College buildings, campus, furniture, equipment and animals
- Ensure you are aware of College Health and Safety regulations
- Follow reasonable instructions or requests of any member of staff
- Take responsibility for your own belongings and respect the belongings of others
- Take responsibility for your career pathway

ALWAYS LEARNING

- Make the most of opportunities to enhance your skills and knowledge
- Participate positively and fully in your Study Programme (including English and Maths and your Progression and Development sessions)
- Have the correct equipment and dress appropriately for lessons and practical sessions
- Provide and respond positively to constructive feedback