



APPLICATION FOR
OVER 18 RESIDENTIAL
ACCOMMODATION 2018 - 2019

T: 0330 123 4782

E: customer.services@duchy.ac.uk

W: www.duchy.ac.uk



WELCOME TO THE RESIDENCE

Dear Student,

Firstly, hello and welcome to Duchy College, Stoke Climsland. Hopefully you are just as excited about coming to study here as much as we are to welcome you. There is quite a lot of information to read and digest and so we recommend taking time to go through each section in turn to fully understand all the details.

One point I would like to stress is that the accommodation is allocated on a need basis and is not "first come, first served". The deadline for application is 1st August 2018 and we allocate all rooms after this date. New students and returners need to apply for accommodation. We will try as far as possible to provide you with your first choice of accommodation. We cannot at this stage fully confirm your place due to differing demands such as age, location of student and gender however we will aim to confirm your place by 15th August. Applications received after the 1st August will be allocated accommodation on a case by case basis if accommodation is available otherwise you will be put on a waiting list.

After having read this document I hope you will have a better understanding of the accommodation at Duchy and what it encompasses, however; if you have any questions or wish to discuss anything about accommodation, please do not hesitate to contact us via the Residential Team Lead, Maxine Bentley on 01395 562320 or maxine.bentley@cornwall.ac.uk

I look forward to seeing you and I hope you have a happy and enjoyable summer.

Esther Edwards

Residential Services Manager, The Cornwall College Group



ROOM ALLOCATION

Room allocation is undertaken fairly and is designed to ensure maximum student enjoyment and access to the education students want.

Rooms are not allocated on a first come first served basis. We allocate rooms based upon individual student needs and where possible we aim to provide students their first choice of accommodation type. Rooms will only be allocated once the payment has been received.

However; we prioritise the following:

- Students who do not live within reasonable travelling distance to the College.
- Students who require full-time, term time accommodation.
- Students with a disability/support needs.
- Returning students.

We aim to accommodate students who may have specific and/or additional needs, however; there may be times when this is not within our physical capabilities. Please contact the Residential Team Lead to discuss requirements.

Residential Accommodation Application Form 2018-19

PLEASE COMPLETE THIS FORM TO APPLY FOR RESIDENTIAL ACCOMMODATION

STUDENT'S PERSONAL DETAILS

| | | |
|----------------|-----------|------------------------|
| Title: | Forename: | Surname: |
| Address: | | |
| Postcode: | | |
| Phone (Day): | | Mobile: |
| Email: | | |
| Date of birth: | | Age on 01/09/18: |
| Gender: | | Car/Bike Registration: |

COURSE DETAILS

| | | |
|------------------|---|---|
| Course name: | | |
| Course end date: | <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> | 1st Year: <input type="text"/> 2nd Year: <input type="text"/> |

ACCOMMODATION REQUESTED

List in order of preference the type of accommodation you would like (1-3); wherever possible we will adhere to student's special requests.

Room type:
 Duty Room Single Study Self Catering

No. of nights required:
 3 nights 4 nights 5 nights (weekends free) Duty Weeks

If known please indicate nights of the week required:
 Sun Mon Tue Wed Thu Fri Sat

If a student wishes to alter their accommodation package they must do so by contacting the Residential Team Lead, if you wish to reduce the number of nights this can only be done before the beginning of a new term.

CRIMINAL CONVICTIONS

This may not affect your place however failure to notify the College of any previous or current criminal convictions may lead to your residential place being at risk due to the nature of the campus demographics.

Do you have or have had a criminal conviction:
 Yes No If Yes, date of conviction: //

Nature of conviction:

STAFF USE ONLY

| | |
|--|-------------------------------------|
| Date details entered: | Staff use only: TR-DS-323-101-17160 |
| Type of fee received: Cheque <input type="checkbox"/> Cash <input type="checkbox"/> Card details on paper <input type="checkbox"/> Card details through finance <input type="checkbox"/> | |
| Fee given to finance: | Application Number: |
| Date form received: | |

SPECIFIC LEARNING / SUPPORT NEEDS

Do you need additional support to live independently?

Yes (please provide details in box below) No

EHCP ADD/ADHD Autism/Aspergers Dyslexia/Dyspraxia

Other (please provide details in box below)

Details:

If you tick yes a member of staff may be in touch to discuss your requirements in order to fully support you - failure to disclose any additional support needs may lead to a withdrawal of accommodation; we endeavor to have an ethos of openness and support to help every student whilst they are a resident with us.

MEDICAL INFORMATION

Residential students are strongly advised to register with the local GP whilst at college. This is a simple form which staff will be able to assist with during your first few weeks at college. This means we can get you GP services more quickly and easily.

Medical condition:

Please tick and provide further details, including medication if you have a history of or are currently suffering from any of the following:

Diabetes Heart problems Skin complaints Asthma Hearing loss
Sight loss Epilepsy / Seizures ME

Other:

Mental health:

Depression Anxiety Panic attacks Self harm Eating disorders

Other:

Have any of the above been medically diagnosed? Yes No

Allergies: (Please state if you carry an EpiPen)

Penicillin Dairy Products Latex Nuts Wheat/Gluten Stings/Bites

Other:

Hospital Treatment: If you are receiving hospital treatment at present or planned whilst you are at college as an inpatient or outpatient please provide brief details in the box.

Self-Declaration:

Is there anything you would like to add, which is relevant to your health and/or welfare?

Date of last tetanus:

NEXT OF KIN INFORMATION

Please add two emergency contacts. If there is someone else you would like us to be able to communicate with, please list these on a separate page.

| | | |
|---------------|-----------|----------|
| Title: | Forename: | Surname: |
| Relationship: | | |
| Address: | | |
| Postcode: | | |
| Phone (Day): | | |
| Phone (Eve): | | |
| Mobile: | | |
| Email: | | |

| | | |
|---------------|-----------|----------|
| Title: | Forename: | Surname: |
| Relationship: | | |
| Address: | | |
| Postcode: | | |
| Phone (Day): | | |
| Phone (Eve): | | |
| Mobile: | | |
| Email: | | |

FINANCIAL ARRANGEMENTS

The following are the 2018/2019 accommodation fees for residence at Duchy College.

| Cost per academic week. The academic year is based on 35 weeks | | |
|---|---|---|
| 5 nights (weekends free) | 4 nights | 3 nights |
| £140 Duty Room | N/A | N/A |
| £140 Single Study - Catered | £120 Single Study - Catered | £96 Single Study - Catered |
| £110 HE Students only – Self Catering | £96 HE Students only – Self Catering | £78 HE Students only – Self Catering |
| One off additional nights can be arranged at a cost through the Residential Team Lead | | |

- A £100 non-refundable fee (not applicable for duty students) is payable on application. It will be retained by the college to cover costs such as administration, PAT Testing, Laundry etc. In the event of your application being unsuccessful then this fee will be refunded in full.
- Accommodation fees are chargeable for the whole academic year (or from date of occupation if after the start of the academic year). However, if you leave your accommodation, you will be responsible for payment up to and including the end of the current term.
- Payment of fees is arranged on an individual basis and can be either 10 monthly instalments by direct debit, termly or paid in advance for the whole year.
- No charges will be made during non-term times as students are not able to stay during these times.
- Any damages sustained to college property will be invoiced to the bill payer.
- Possessions can only be left on campus during non-term times, by prior arrangement with the Residential Services Department; no guarantees can be made for the safety of possessions a storage fee will be charged and students will not be allowed to return to accommodation until the day before college starts after 5pm.
- For all students, a guarantor (who is over 25) will be required to sign the accommodation contract and adequate payment arrangements made before the student enters accommodation.

A residential bursary may be available.

If you would like to speak to someone regarding Residential Bursaries then contact:

Jennifer Warren on Tel: 01395 562339 jennifer.warren@bicton.ac.uk

Please tick the box if you would like to apply for a residential bursary.

BILL PAYER

Please enter the name of the person who will be responsible for paying the accommodation account if not the named student.

| | | |
|----------------|--------------|--|
| Title: | Last name: | |
| Forename: | | |
| Address: | | |
| Postcode: | | |
| Phone (Day): | Phone (Eve): | |
| Mobile: | | |
| Email: | | |
| Date of birth: | | |

ACCOMMODATION FEE GUARANTOR

Please enter the name of the person who will act as guarantor if the student is being invoiced.

The accommodation guarantor must be over 25 years of age and have sufficient means to pay all fees due. In consideration of the College providing accommodation to the accommodation occupant, I agree to indemnify the landlord (Cornwall College) against all losses incurred as a result of any failure by the Tenant to comply with the terms of the Residential Handbook, Residential Terms and Conditions and any other publications which may be issued by the College from time to time. Even if the College gives the accommodation occupant extra time to comply with any obligation, or does not insist on its strict terms, this guarantee remains fully effective. I understand that this is a legally binding contract and the College will, if necessary, institute legal proceedings against me to recover sums due in respect of this contract.

| | | |
|----------------|--------------|--|
| Title: | Last name: | |
| Forename: | | |
| Address: | | |
| Postcode: | | |
| Phone (Day): | Phone (Eve): | |
| Mobile: | | |
| Email: | | |
| Date of birth: | | |

RESIDENTIAL ACCOMMODATION TERMS AND CONDITIONS

The accommodation occupant (student), bill payer and/or fee guarantor must read the Terms and Conditions carefully before signing this agreement and by doing so hereby agree to the terms and condition as stated below. Cornwall College reserves the right to refuse accommodation to any student who breaks the Terms and Conditions and students are also bound by the college's disciplinary procedures and may be asked to vacate the accommodation with immediate effect.

1. The room is for the use of the accommodation occupant named below only. Other persons are not permitted to make use of the room during the absence of the accommodation occupant.
2. Accommodation package fees are invoiced in advance for the whole academic year. Dependent upon the course these fees represent three terms: autumn term, spring term and summer term and include any periods of absence through job shadowing, study tours, illness etc. If the accommodation is vacated by the accommodation occupant (including if the student is excluded) before the end of the academic year then fees are chargeable up until the end of the term in which the occupant left. Fees must be paid in full at the commencement of occupation or otherwise by arrangement with the College's Finance Department.
3. Where the accommodation occupant intends applying for a residential bursary, it should be noted that you are responsible for the full amount of the fees until all the required documentary evidence has been provided AND the bursary has been agreed and confirmed by the College. Any payment plans agreed with the Finance Department will be set up for the full years' fees until any bursary is awarded and will be scheduled to end prior to the end of the tenancy. This applies in all cases, including failure to apply, failure of the application or exhaustion of the funds available.
4. If the accommodation occupant wishes to move to a different room they can only do so subject to availability and with the approval of the Residential Team Lead. Thereafter the rental applicable to the new room will be applied and the appropriate adjustment will be made to the accommodation fees. Any payment plans previously agreed will be amended to ensure all fees are collected prior to the end of the tenancy agreement.
5. If the accommodation occupant is away from the College on pre-agreed, course based work experience of a week or more, no board and residence charge will be made, provided the Residential Lead have been advised of this absence in advance.
6. The accommodation occupant agrees to abide by the regulations relating to the college accommodation, printed in the Residents Handbook or other College publications. The College reserves the right to change, or put in place, rules if they are deemed beneficial for the College community.
7. It is the responsibility of the accommodation occupant to clean his/her room (including shared areas), continued failure to keep the room to a reasonable standard may result in Campus Services deep cleaning the room for which there will be a £50 charge. The College cleaners will not clean bodily fluids (e.g. vomit) – if these are found in the room or in communal bathroom areas you will again be charged for a deep clean at the commercial rate of up to £100. In order to meet the College's Environmental obligations there will be recycling facilities within each block. Accommodation occupants will be responsible for separating and disposing of their own waste accordingly. A charge may be levied if waste is not separated to cover the increased disposal costs.
8. A £100 non-refundable fee is payable on application. If your application is successful it will be retained by the College to cover services such as administration, PAT testing, laundry etc.
9. The College may move accommodation occupants into alternative accommodation on campus with one week's notice.
10. The accommodation occupant must have a set of keys at all times. Should the occupant lose a key and/or fob then these will be replaced at a cost of £20.
11. Duchy College Residential Site is an over 18 facility only. Any students bringing under 18's on site may receive disciplinary action.
12. Over 18s are not permitted to buy or provide alcohol to any under 18 students and those found doing will be fined £50 and issued with a written warning and/or the police notified which could incur a fine of up to £2,000.

Whilst over 18s are allowed to drink alcohol. The following conditions apply on site.

Alcohol can only be consumed by over 18s in the designated drinking area. No alcohol is permitted outside the blocks, this is to minimise alcohol related disturbances and maintain a safe healthy campus. Failure to comply with this will result in disciplinary action.

13. Duchy College is predominantly a non-smoking site and smoking (including the use of e-cigarettes) is only allowed in the permitted designated area, anyone found smoking outside this area will incur a fine of £10.
14. Duchy College will not tolerate students engaging in drug use. Non-prescription (including psychoactive substances formally called legal highs) drugs or drug paraphernalia are not allowed on campus at any time. Anyone caught in possession of drugs or drug paraphernalia, using, sharing, gifting or dealing will be subject to suspension pending investigation by Residential Services and possibly the Police.
15. Students making too much noise will be asked to reduce it immediately and will be required to do so at any time during the day or evening. The College promotes an atmosphere conducive to learning and all noise is to cease at 10.30pm. All staff reserve the right to temporarily confiscate items to assist with maintaining a quiet campus.
16. All students must sign out and leave their keys in the Residential Services office when going off site over night.
17. Tampering with fire equipment including the covering of fire alarms is strictly forbidden. Anyone caught doing so will be subject to a disciplinary and charged for any damage and also a fine of £50.
18. Duchy College will not tolerate deliberate damage to any property owned by the College or others, you will be charged for any damage caused by you or your guests. Please ensure you complete the room check form in detail and return it on the day of your arrival; failure to do so will result in you being charged for any pre-existing damage. Damaged or broken items are to be reported immediately to enable the Campus Team to fix and/or replace them. Any damage costs will be split between the relevant occupants within the block, communal and social areas unless the individual responsible can be identified. The bill payer will be notified of damage costs and any fines incurred, in writing and given 21 days to respond. Failure to respond within 21 days will result in payment being taken automatically from payment details held by the Finance Department. If no valid payment details are held then this amount will be invoiced.
19. The accommodation occupant must vacate their room along with all personal possessions by 7pm on the last day of each term and hand back all keys issued to them by the College. Students will also need to vacate their room and possibly their belongings during the half term holidays too. Accommodation occupants do not have the right to leave any possessions on campus outside term time, nor does the College accept any responsibility for any property left at the end of each term. Occupants can only return to campus after 5pm on the day before college starts again.
20. It is the students/parent/guardian responsibility to immediately inform Residential Services of any changes in contact details, phone numbers, medical conditions or any other information that might affect the student's welfare.
21. Lost property is recorded and stored for a maximum period of 6 weeks after which will be disposed of accordingly.
22. Some items are prohibited on Health & Safety grounds (as stated in the Residential Guide) including joss sticks, candles, oil burners, camping gas, camping stoves, lighter fuel and any items prohibited by the College Weapons Policy.

23. Any confiscated items will be recorded, labelled and stored until returned to student at an agreed time.

Rules and regulations relating to persons living on campus are contained within the Residential handbook which accompanies these terms and conditions and which the accommodation occupant is responsible for reading and understanding. If there are any questions relating to the rules and regulation or an individual requires assistance in reading the handbook or wishes a large type version of the handbook please see a member of staff from Residential Services in confidence. By signing this agreement the accommodation occupant, bill payer and/or fee guarantor agrees to be bound by these Terms and Conditions. Breaches of College rules and regulations will result in disciplinary action being taken. This could be a warning, monetary fines, removal of privileges, suspension from college (in some cases this would be immediate), withdrawal from residential accommodation or expulsion from college accommodation, or expulsion from College.

If an accommodation occupant is asked to leave college accommodation on disciplinary grounds, the College can stipulate that this will be effective immediately, where the individual's continued presence poses a potential risk to themselves or others at College. In other circumstances the College can stipulate that the accommodation occupant must leave the accommodation within 3 days of receiving notification of its decision. If the fees are left unpaid the College reserves the right to pass these on to our external collection agency or pursued through the County Court and will be subject to an administration charge.

Cooling Off Period - There will be a period of 14 days 'cooling off' from the point of occupation. During this 14 day period the occupant can be released from their contract if requested in writing to the College. If released from the contract the occupant will remain liable for the duration of their actual stay in college accommodation and the application fee remains non-refundable.

Declaration by Accommodation Occupant (Student) - I understand and agree to abide by the Terms and Conditions stated above and as detailed in the Resident's Handbook and understand that failure to do so may result in my removal from the College's residential accommodation.

Signed Date

Declaration for Over 19 Student - I agree to residential staff talking with my named emergency contact if deemed necessary for my well being whilst a resident at college.

Signed Date

Bill payer Agreement - I understand and agree to act as the accommodation bill payer and agree to be bound by the terms and conditions as set out above and in the accommodation contract.

Signed Date

Fee Guarantor Agreement (if different from parent/guardian) - I understand and agree to act as the accommodation fee guarantor and agree to be bound by the terms and conditions as set out above and in the accommodation contract.

Signed Date

By signing this form I hereby consent to the processing of my personal data in line with the Cornwall College Student Privacy Notice available at available at www.cornwall.ac.uk/governance/your-information

Send your completed form and your non-refundable application fee to:

Maxine Bentley, Residential Lead, Residential Services, Bicton College, East Budleigh, Budleigh Salterton Devon. EX9 7BY. Tel: 01395 562320 maxine.bentley@cornwall.ac.uk

HAVE YOU DONE EVERYTHING?

1. Fill in this application form by the 1st August 2018.
2. Make payment of the £100 non-refundable application fee (not applicable for Duty Students) and send back to: Maxine Bentley, Residential Lead, Residential Services, Bicton College, East Budleigh, Budleigh Salterton, Devon. EX9 7BY.
3. Please pay by cheque, made payable to 'The Cornwall College Group'. If you would like to pay by card please fill in the form enclosed or contact our finance team on 01579 372205.





CONTACT US

Accommodation

Maxine Bentley
Residential Lead
Residential Services
Bicton College
East Budleigh
Budleigh Salterton
Devon
EX9 7BY

Tel: 01395 562320
maxine.bentley@cornwall.ac.uk

Residential Bursaries

Jennifer Warren
Bursary and Residential Officer
Bicton College
East Budleigh
Budleigh Salterton
Devon
EX9 7BY

Tel: 01395 562339

For general enquiries about courses please contact:

Customer Services
Duchy College
Stoke Climsland
Callington
Cornwall
PL17 8PB

Tel: 0330 123 4784
Email: stoke.enquiries@duchy.ac.uk
Website: www.duchy.ac.uk