

# JESUS COLLEGE OXFORD

## STUDENT ACCOMMODATION POLICY - 2015/16

### I. Eligibility and Priority

All students who will be following a recognised course of study at Jesus College, Oxford, in the - 2015/16 academic year including Graduates beyond their fee liability will be eligible to apply for College accommodation.

Priority for the allocation of accommodation will be;

1. Undergraduate freshers.
2. All other Undergraduates.
3. Existing Graduates.
4. Fresher Graduates.

### 2. Availability of Accommodation

**College, Ship Street and the Ship Street Centre** – the number of rooms available for the ballots will be calculated in January once the number of offers to fresher undergraduates is known. Junior Members will be advised of the number and location of these rooms before the ballot takes place in Hilary Term. If any further rooms become available after the final admission numbers are known in August these may be offered to graduates and undergraduates who require College accommodation but who have not been successful in obtaining a place via the ballots.

**Single Rooms in 121 Woodstock Road** – 12 rooms in 121 Woodstock Road for graduates offered in the ballots will be subject to availability.

**Shared Flats** – 35 three bedroom flats at Stevens Close; 4 three bedroom flats at 121 Woodstock Road; 10 four bedroom houses at Hazel Court; 9 four bedroom flats at Leoline Jenkins House; 4 four bedroom and 8 three bedroom flats at Hugh Price House and one three bedroom flat at the Old Pavilion will be offered in the ballots will be subject to availability. The Accommodation Services Manager will nominate a number of flats Graduate or Undergraduate depending on the number of applications received. Flats nominated for Graduate use will mainly be in Hugh Price House (usually top floor flats 3, 6, 9, 12).

**One Bedroom Flats** – 11 one bedroom flats in Thelwall House will be offered in the ballots, subject to availability. This accommodation is generally offered to couples.

### 3. Allocation of Accommodation

**a. Undergraduates** will be accommodated in college-owned accommodation for the whole of their course, if they wish.

First year undergraduates are allocated rooms within the College on Turl Street or in Ship Street (the Ship Street Centre and some houses on that street and will be subject to availability).

In subsequent years undergraduates may apply by ballot for accommodation in

- 3-person or 4- person flats at the Annex sites in North Oxford and East Oxford
- any rooms in College and Ship Street that remain unfilled after the allocation to freshers and students with special needs that are not required by the College for any other purpose. If more applications are received than there are rooms available a waiting list will be kept by the Accommodation Services Manager and rooms will be offered in ballot priority in the first

instance and in order of application date once those who have applied in the ballots have been accommodated.

Undergraduate finalists will be given priority in all undergraduate flat ballots. Undergraduates will be regarded as finalists in both the 3<sup>rd</sup> or 4<sup>th</sup> years of their course. Undergraduates who are eligible for membership of the MCR (usually those in their 4<sup>th</sup> year) may apply in either the graduate ballot or the undergraduate ballots, but not both. If they chose to enter the graduate ballots they will lose their priority as finalists. Undergraduate finalists will only be able to choose from one of the lists of accommodation offered, either the graduate or undergraduate lists so must apply accordingly. The nominations will be chosen by the Accommodation Services Manager after all the applications have been received.

**b. Graduates** may apply for College accommodation but should be aware it may not be possible to accommodate all graduates.

First year graduates are allocated accommodation by the College.

In subsequent years graduates may apply by ballot for accommodation in

- 3-person or 4-person flats at the Annex sites at Stevens Close and Herbert Close
- rooms let on a licence at 121 Woodstock Road offered in the ballots will be subject to availability
- rooms let as 12-month leases at Ship Street, 121 Woodstock Road and Hugh Price House
- any rooms in College and Ship Street that remain unfilled after the allocation to freshers and students with special needs that are not required by the College for any other purpose. If more applications are received than there are rooms available a waiting list will be kept by the Accommodation Services Manager and rooms will be offered in ballot priority in the first instance and in order of application date once those who have applied in the ballots have been accommodated.

Graduates undertaking a second BA and PGCE students on a one year course may apply in either the graduate or the undergraduate ballot but not both. Graduates will only be able to choose from one of the lists of accommodation offered; either the graduate or undergraduate lists and must apply accordingly. The nominations will be chosen by the Accommodation Services Manager after all the applications have been received.

**c. Couples accommodation.** Graduates and undergraduates may apply for accommodation in Thelwall House, Herbert Close.

Priority will be given to

- a) graduates living with their partner
- b) undergraduates who are married or in a civil partnership
- c) other members of Jesus College

**d. Graduates and undergraduates beyond their first year who want College accommodation** but have not been able to take part in the ballots will be allocated any spare accommodation by the Accommodation Services Manager once the ballots are complete.

Priority will be given to:

I. Undergraduates

## 2. Graduates

e. **Family Accommodation.** Normally, the College has no student accommodation that is suitable for families with children. Residential members of the College who become expectant parents may apply to continue in residence after the birth of their baby. Each such request will be reviewed on its merits taking account of both the applicants and other residents' needs. The ultimate decision will reside with the College.

f. **Students not resident in College accommodation** must inform the College's Accommodation Officer of their intention to live out and comply with the University's Regulations for Residence, shown at <http://www.admin.ox.ac.uk/examregs/2014-15/rfrintheuniv/>

g. **Spare Accommodation.** Any College accommodation that remains unlet at 1<sup>st</sup> September can be let to

- Visiting students
- Visiting academics
- Students from other Colleges
- Any other non-Jesus affiliated people

The first priority will be given to those affiliated to Jesus College.

h. **Extensions to leases.** Students can apply to extend their leases if they wish to. If they do so then the start of the new lease will be on the day the old lease ends with no break in-between (and will be subject to availability).

i. **No Smoking Policy.** There is a strict no smoking policy in place which is applied in all College owned accommodation. There are specific designated smoking areas on each of the sites and these must be adhered to. **This applies equally to Senior Members, Junior Members and staff of the College.** Any costs for cleaning or decorating arising from smells, stains or damage caused due to smoking will be charged to the students' bills. Penalties may be applied in the cases of breach. Potential penalties include work for the College, heavy fines and ejection from College or College-controlled accommodation.

### j. Accommodation Licences and Leases

The licence and lease arrangements and costs for College rooms for undergraduate and graduate students are set out below. In all cases once the lease/licence is signed the full rent for the period of the tenancy shown becomes due on the dates shown. After that only the Estates Bursar can authorise a cessation/reduction of rent, even if the student withdraws from College accommodation:

### A. ROOMS ON THE CENTRAL COLLEGE SITE, INCLUDING SHIP STREET HOUSES AND THE SHIP STREET CENTRE

- Rooms are let on a Licence to Occupy.
- First year undergraduates and graduates are allocated rooms by the College and will fall under the standard three terms of licence periods
- Specified rooms in College will be reserved for the Organ Scholars.
- Any further rooms available will be allocated by ballot in Hilary term.
- Priority for other rooms will be given to undergraduate finalists and graduates. Priority for rooms in staircases/houses with kitchens will be given to graduates.
- Rent for the following academic year will be authorised by the College's Governing Body 4th week of Hilary term each year and published thereafter.
- The rent for rooms on the central College site, including Ship Street Houses and the Ship Street Centre is fully inclusive of rates, utilities and cleaning.

- Some rooms let out under licence to graduates in the 121 Woodstock Road flats are offered and will be subject to availability and do not have cleaning included.

- Room licences run from noon on the Monday of 0<sup>th</sup> week of the three full terms to 10.00am on the Saturday of the 8th week (last day) of each term of the academic year. Licences for the Ship Street houses will start on the Friday before 0<sup>th</sup> week, in Michaelmas term.

- Some graduate room licences may vary, subject to availability and confirmation from the Accommodation Services Manager.

- Rent is payable for the whole of each of these three periods of eight weeks and six days.

- Permission to occupy rooms outside of these periods must be sought from the Accommodation Office.

- Graduates in rooms in Ship Street houses may usually retain the use of their rooms during the Christmas and Easter vacations but must apply to the Accommodation Office to do so.

- Rent is payable for each extra day the room is retained.

- Accommodation during the summer vacation is available, charged on the same basis, but, as major maintenance work is undertaken during the summer vacation, this may not necessarily be in the same room and may be at the annex sites in north and east Oxford (this will be subject to availability).

- 12 Month Licences - Ship Street Houses

The College has made available 12 months licences for a maximum of 18 rooms in Ship Street houses for graduate freshers. The licences are for a fixed term of 12 months and it is therefore not possible to shorten the duration.

## **B. FLATS FOR THREE OR FOUR PEOPLE AT THE ANNEXE SITES IN NORTH AND EAST OXFORD**

- Flats are let under a joint lease.

- Flats are allocated by ballots held in Hilary term each year.

- For undergraduates priority in the ballots is given to finalists (both 3<sup>rd</sup> and 4<sup>th</sup> year undergraduates are regarded as finalists for this purpose). Where mixed groups of finalists and non finalists apply priority is given according to the ratio of finalists in the group.

- Rents for the following academic year will be authorised by the College's Governing Body in 4<sup>th</sup> week of Hilary term each year and published thereafter.

- Other utility bills are payable in addition to the rent.

- As all of the occupants are in full time education there is no Council Tax to pay.

- The standard flat leases run - from the Friday before 0<sup>th</sup> week, for 40 weeks, - Flexibility in arrival time is possible, subject to availability and prior consent of the Accommodation Services Manager. • Graduates and undergraduates already living in College flats may apply to renew their lease providing that

- the flat is available for the duration of the new lease/license period

- **there is no break in tenancy**; the new lease starts on the day the old lease ends and the new lease lasts at least until the end of Trinity term in the academic year that the new lease applies to

- in shared flats suitable replacement tenants who are members of Jesus College and eligible for College accommodation are found to make up the full group before the application to continue the tenancy is made

- all tenants agree to pay the rent for the whole of the new lease period.

- If necessary, graduates will be offered alternative accommodation for periods not covered by their leases and will be subject to availability.

- 12 Month Licences – Rooms in flats (both North and East Oxford annex sites)

The College has made available 12-month licences for a maximum of 36 rooms in flats: 18 at 121 Woodstock Road and 18 at Hugh Price House, Herbert Close, for graduates. The licences are for a fixed term of 12 months and it is therefore not possible to shorten the duration.

### **C. ONE BEDROOM FLATS AT THE EAST OXFORD SITE**

- Flats are let by lease under the name of the Jesus College student renting them.
- Flats are allocated by ballots held in Hilary Term each year.
- Rents for the following academic year will be authorised by the College's Governing Body in 4th week of Hilary term each year and published thereafter.
- Other utility bills are payable in addition to the rent.
- Liability for Council Tax is dependent on the status of the occupants, but, if it is due, it is the responsibility of the tenants.
- The standard flat leases run - from Friday before 0<sup>th</sup> week, for 40 weeks, - Flexibility in arrival time is possible, subject to availability and prior consent of the Accommodation Services Manager.
- Graduates and undergraduates already living in College flat may apply to renew their lease providing that
  - the flat is available for the duration of the new lease/license period
  - **there is no break in tenancy**; the new lease starts on the day the old lease ends and the new lease lasts at least until the end of Trinity term in the academic year that the new lease applies to
  - the full rent is paid throughout the tenancy period.

### **D. ROOMS IN 121 WOODSTOCK ROAD IN NORTH OXFORD**

- These are intended for the use of students who do not require College accommodation for a full lease/licence period, these are very limited, subject to availability and consideration of the college. For -2015/16 the properties will remain laid out as a maximum of 4 separate units, each with 3 bedrooms and a communal kitchen, lounge, bathroom and WC, subject to demand on the 12 months licences offer.
  - If there are new students who rather let the flat under a joint lease with the other two tenants and pay utilities as well then the college may consider this.
- Rooms in shared flats cannot jointly be let out under a lease and licence. Rooms are let on a Licence to Occupy.
- Applications from Jesus College students can be made in the ballots.
- Rooms are let on a 'first come, first served' basis.
- Rooms can be rented for a minimum of one month.
- Rental will be charged daily.
- Rental can start and end on any day.
- If the booking is cancelled or changed 7 days or less before the start date the full rent for the booking plus an administration fee will be payable. If the booking is cancelled between 8 and 14 days before the start date 50% of the unused nights plus an administration fee will be charged. There will be no charge for cancellations made 15 days or more before the start of the booking.
- This arrangement will be reviewed in Michaelmas Term -2016.
- The Accommodation Services Manager has the decision of which rooms are available and will be subject to availability.

## **5. Ballots and Room/Flat Choices**

- Ballots for flats and rooms will be held according to the Schedule in Annex A.
- For those successful in the ballots for flats the choice of flats will be made in ballot order, on the days shown. For those successful in the ballots for rooms in College and Ship Street the choice of individual rooms will be made in ballot order after the undergraduate freshers have been allocated accommodation in August.
- Rooms in 121 Woodstock Road will be allocated by the Accommodation Office.

The College Bylaws also for part of this policy.

**Glossary**

Undergraduate student is one who undertaking a course of study leading to an undergraduate qualification and who has not graduated. This includes those studying for Part II of Final Honours Schools.

Graduate student is one who has a degree from any university.

Fee liability is the process of continuing to pay a fee for teaching.

Licence to Occupy is a contract to occupy a room for a defined period and under defined terms.

Lease is an agreement to rent a property jointly with one or more other people all of whom are liable for all of the rent and other costs for the property.