

Shuttleworth College

Student Accommodation Guide

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Please Note:

Accommodation Policy and regulation details are subject to change but were correct at the time of publication.

Please check that you have the most up to date information.

Welcome to Shuttleworth

Moving from a school to a college environment is a big step in any young person's life. Add that together with the prospect of moving away from home and it can seem daunting.

Here at Shuttleworth College our campus accommodation offers a stepping stone to independent living. This gives you the opportunity to study and enjoy the social life. All student accommodation agreements include three meals a day, for five days a week, from the Garden Restaurant.

The close-knit community that quickly develops provides a safe environment for our students to make the transition from living at home.

We have developed a strong support team of staff that are available throughout the day or night to ensure the safety and welfare of our resident students. The Student Association works closely with the staff team in organising evening parties and social events.

Accommodation - It's Your Choice!

1. Halls of Residence

This is a popular option as it makes settling in easy and you soon make friends. All places in Hall include a meal provision.

2. Live at Home

This is only practical if you live fairly close to the College, although some students do travel from surrounding counties daily.

3. Shared House

This is self-catering accommodation, off campus, in a property shared with other students. You need to be able to get on well with people and to tolerate their habits. It gives you independence to come and go as you please but it also means shopping and cooking and having to travel in. Of course you can purchase meals during the week in the Garden Restaurant.

4. Lodgings

In this case you live in a house along with the Landlord or Landlady and share facilities, such as a kitchen. Meals may be included by arrangement. The lodgings could be anywhere within a five mile radius of College. Some Landlords will agree a five-day rate, if you expect to be going home each weekend.

Shuttleworth College does not arrange shared rooms or lodgings for students, although it will display advertisements for accommodation on College notice boards. Rental agreements for off campus accommodation are entirely between the students concerned and the Landlord.

The College does not fix the rent or arrange any contracts, neither is the accommodation inspected or approved by Shuttleworth College. Advice is available and help will be given, but it is the student's responsibility to ensure the accommodation is suitable.

Halls of Residence

All the Halls of Residence for over 18 year olds are mixed whilst those for under 18s are segregated into boys and girls floors. All rooms have central heating.

Bedding is not provided. You should bring your own duvet, pillows, under blanket and sheets. There are coin operated laundry facilities for students' personal use. There are payphones on campus and TV aerial sockets in the common rooms.

Conditions - Important

When students take up a place in Halls they undertake to remain for a full academic session (September to July, **35 weeks in total**). Students are entitled to use of the room for term time periods and are requested to clear the room at Christmas and Easter so room cleaning can be carried out.

Hall fees are charged in three equal termly amounts. The fees entitle students to room occupancy for 35 weeks and weekday meals during term time. (See Catering Section for details). Included within the fees are cleaning services, heating, hot water and lighting.

Hall Fees 2010/11

Fees for a single room with full board on weekdays - £110 per week

£3850 per year for the 35 week contract - subject to increase for 2010/11

(No refunds are available for any meals missed). Weekend meals can be purchased in the Shuttleworth Collection Restaurant.

Residential Bursaries

Residential Bursaries are available for Further Education students following a full-time course of study. These are intended to provide assistance, where financial circumstances may prevent students from attending the course.

Accommodation Policy

1. Priority allocation of a place in halls is given to first year students, but continuing students are also welcome to apply.
2. Consideration will be given to a student's distance from home, with preference being given to those living furthest away, especially those from overseas.
3. Where a student under 18 is offered a place in hall, a signed statement accepting the rules and level of supervision will be required from the parents for their son/daughter/charge before they take up residence.
4. Any student who reaches the age of 18 years whilst living in hall can make a request to move to an over 18's hall if there is a room available. However, if no room is available, the student will continue in his current hall and must still adhere to the rules and regulations of the under 18 halls.
5. Students who have presented campus problems in the past will not normally be entitled to live in halls again.
6. Rooms must be contracted for a full academic session.
(Two terms for ND Sport (Outdoor Education) and ND2 Agriculture students)
7. When the limit of supply is exceeded, names will be placed on a waiting list for the next available room.
8. Any student no longer requiring their allocated room must inform the Student Services Co-ordinator by 1 September in order to have the fee refunded. After this date, the fee will be forfeited.

Catering

Catering Services

The College has a range of catering services available to staff, students and visitors. The **Garden Restaurant** serves meals, snacks and drinks throughout the day. Students are also able to buy meals at the **Shuttleworth Collection Restaurant** or use the self catering facilities in the student common room during weekends.

The **Tavern Bar** is open in the evenings.

Resident Students

The fees for students living in the Halls of Residence include a catering allowance for full board on weekdays.

Meal entitlement is clearly displayed at the servery but will normally consist of a main dish, dessert and a drink. However, alternative meals such as sandwiches, soup, jacket potatoes with assorted fillings etc. may be taken if preferred.

The meal entitlement may not be used for chocolate, crisps, canned or bottled drinks, ice cream or any other confectionery items.

Non-Resident Students

Non-resident students are welcome to use any of the catering outlets at the College. Meals and snacks may be purchased from the Garden Restaurant and the Shuttleworth Collection Restaurant.

Vegetarian Meals

A vegetarian dish is available at all meals. However, the dishes may not always be suitable for vegans.

Campus Information

The **student common room** is located between the Halls of Residence and provides a comfortable area for residential students to use in the evenings. Soft furniture, a large plasma screen TV and games consoles are provided along with a fully fitted kitchen and dining area for those wanting to try out their culinary skills. The common room is open from 5.00pm until 11.30pm and provides a good communal area where residents can relax and socialise. The common room is non-smoking and consuming alcohol is also prohibited.

The campus **laundry** is also found in this building and has a number of automatic washers and tumble dryers. It is available for all students whether resident or not. It costs £1.60 a wash and drying machines take 20p pieces.

We provide a drying room for wetsuits and equipment.

There is a **cycle rack** on the campus. It is not permitted for cycles to be kept in bedrooms. **Students are advised to get their cycle insured** and not to bring really expensive mountain or racing bikes to College.

Living on campus gives greater access to the library, computer suites etc. It is also convenient to have the sports facilities close by including the sports hall and gym, badminton and squash courts, outdoor tennis courts, sports pitches etc.

Doctors

The College wishes to promote the health and welfare of all students. Resident students are advised to register with The Ivel Medical Centre, 35/39 The Baulk, Biggleswade SG18 0PX Tel: 01767 312441. However if students wish to remain with their own doctor this is acceptable, but may mean the student will need to be at home if requiring medical assistance.

Registration with the above practice is done at the beginning of the first term. New students who register with The Ivel Medical Centre will be required to attend a basic health check during the first term. The health check is no different to that for any other new addition to their patient list.

Students can arrange a doctor's appointment through the College Reception. Transport can be provided to the medical centre for these appointments. Students who make their own appointment will have to provide their own transport.

First Aid and Sickness

All qualified first aid staff can be contacted through College Reception or Student Services. Each department has a first aid box and trained staff.

All accidents must be recorded on an incident form, which can be located through College Reception. All other incidents that happen outside the hours of 8.30 am to 5.00 pm must be reported to the Duty Warden. In the event of hospital treatment being required transport will be arranged or an ambulance will be called. Transport is available for residential students for follow up appointments if required.

Parents, guardians and next of kin will be notified in cases of students under 18 years old where detention in hospital is involved. Parents of over 18 year olds will only be informed with the permission of the student.

Reporting Sickness

All resident students must report sickness either by going to reception or telephoning before 9.00 am. (Reception 01767 626222, Student Services 01767 626254).

Student Post

Resident students can collect their post from the College Reception. You may be required to produce your student ID and may only collect post that is addressed to you.

Student Services

Student Services staff are here to help, offering a “walk in” service.

Homesick?

It's horrible, but it helps to talk about it, you know where we are.

Problems with your room?

Talk to us about any problems. If something doesn't work, stops working breaks or leaks, the sooner you tell us the sooner it will get fixed!

Moving Out?

Let us help, we can look at your contract just to check everything is OK, its best to ask us before you sign though!

Car Clamped?

Don't let it happen to you, Student Services can advise on parking.

Friends or parents coming to stay?

Then let us advise you.

Stuck on campus?

You should get out more! Let us offer you advice on transport.

Want a Job?

We often get told about part time work available locally, so just ask.

Being harassed or bullied?

Then tell us about it so we can put a stop to it. Bullying and harassment is unacceptable and will be dealt with by Student Services. Be sure to inform your tutor or Student Services.

Worried about drinking, or drugs?

We are here to lend a helping hand.

Something getting you down?

Come and share it, we are here to listen. We can offer confidential counselling independent from the College.

Cars & Parking

Students are allowed to bring cars to College and to park in the designated areas provided they have valid insurance, MOT and tax. Students must have a vehicle permit (obtainable on enrolment) and display it on the windscreen. Cars not authorised to park on the campus may be clamped and the owners required to pay a fine of £20. This will also apply to cars parked inappropriately and the misuse of vehicles on the College campus. Cars must be driven with great care and consideration for pedestrians.

A 15 mph speed limit applies to all areas of the campus. As the College drive is a single-track road please use the passing places.

The car parks are protected by video surveillance cameras, which help to reduce vehicle theft and vandalism. The traffic flow system should be rigidly observed and students should avoid parking in areas designated for staff, visitors or customers.

General Information

For students who experience difficulties in settling in, or other problems, counselling and support services are freely available. Shuttleworth College is a friendly place where you can always find a listening ear. If preferred, a confidential counselling session can be arranged through an external agency.

TV Licence

The TV Licensing Authorities have recently targeted Universities and Colleges to ensure that any television being used carries a current licence. Officers visit the Halls of Residence for spot checks and use detector vans for private houses and lodgings. The ruling is, if you have your own television and use it in your own lockable bedroom, you must have a licence. The fact that it is covered by your parent's licence when the set is at home does not mean it is licensed at College. However, if you take out a licence from October, you can re-claim 25% back for the unused quarter, after 1st July. **Please remember to inform the TV Licensing Authorities if you move to a different room/address, as it is the premises that are covered - not the individual.**

P.A.T. Testing

All electrical appliances that Students bring into Halls will need to have passed a P.A.T. Testing will be arranged by the college and there may be a cost incurred.

Smoking

In line with new legislation Shuttleworth College is a **NON SMOKING ENVIRONMENT**. This means that **smoking is not permitted in any building**; classrooms, laboratories, food areas, the Learning Resources Centre, even corridors and toilets. However, it is recognised that some students do smoke (approximately 30% of the adult population), and the College is where many students live. For this reason **smoking shelters are designated as the only place where smoking is permitted**. All students are asked to respect this ruling which is made on the grounds of health and in recognition of the growing number of people who feel uncomfortable breathing in other people's smoke.

Insurance

Whether you live in a Hall of Residence or off Campus, you are **strongly advised** to take out insurance for your personal effects, hi-fi systems, clothes, cycle, etc. A number of companies specialise in this type of insurance and details are normally available from Student Services.

Council Tax

Students are exempt from payment of Council Tax. This means that a sole house owner can still claim the whole 25% discount if all the lodgers are students. Similarly, the owner of a shared house, totally occupied by students, is not liable for tax on that particular property. Students will be given Council Tax Exemption Certificates on request. These should be passed on to the District Council as proof of exemption.

Telephone Numbers

Main College	01767 626222
Main College Fax	01767 626235
Duty Warden	07736 106018
Minimum Care Standards Office	01234 220860

Payphones

In the Archway	01767 627230
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The Residents' Charter

COMMITMENT

It is our aim for the residence to be managed efficiently and economically and to make sure you obtain the best possible value for money. To help us to achieve this we expect you to play your part by showing respect for the accommodation provided and to make use of the channels which exist for expressing your views on how the services might be improved.

WHAT YOU ARE ENTITLED TO EXPECT FROM THE COLLEGE

- **Facilities** - Each student will be provided with a desk or work surface, drawers for clothes, wardrobe space, a study chair, easy chair (where space permits) a bed, mattress, mattress cover, curtains, pin board, adequate lighting, power points and waste bin.
- **Identification** - Cleaners and maintenance staff working in the halls will wear an identifiable uniform with a name badge.
- **Welfare** - Rooms will be checked on a daily basis by the cleaning staff, to ensure that there are no problems with the student.

If residential students are not in lessons, they are reported to the Student Services Co-ordinator who will check the students room to ensure they are safe and well.

- **Cleaning** - Cleaning of all communal areas, including toilets, showers, washrooms, kitchens and corridors will be carried out daily (Monday to Friday). Rooms will be cleaned once per week including dusting and vacuuming.
- **Maintenance** - When you report a minor defect within your room, the repair will be carried out as soon as possible, often the same day, but definitely within five working days. If the defect is major and it cannot be rectified within five days, you will be notified of the likely time scale.
- **Equipment** - It is a requirement for the Health and Safety Officer to inspect the safety of any electrical appliances in your room. We will seek to give you 24 hours notice of any inspection.
- **Planned Maintenance** - Where it is necessary for maintenance work to be carried out in your room, we will seek to give you 24 hours written notice, except where the work is of an “emergency” nature, when we reserve the right to enter your room without prior notice.
- **Telephone** - We will aim to provide an adequate pay telephone service and to arrange for the repair of all telephone faults within 24 hours of them being reported. The public telephone is located in the archway outside the Floristry Workshop.
- **Services** - When there is a failure of the heating system, electricity or water supply, we will do everything possible to have the supply

restored as soon as practically possible. We will inform you of the time scale to which we are working and of any information we receive from our suppliers of services.

- **Privacy** - We will do everything possible to respect your privacy, subject to your compliance with the campus regulations. The wardens, cleaners and maintenance staff have authority to access rooms as part of their duties.
- **Complaints** - We will always aim to listen to any complaints you may have about the residence and to respond accordingly. Written complaints should be submitted to the Student Services Co-ordinator.

(**NOTE:** The College has an official Complaints Procedure; details are available from your Course Tutor).

WHAT THE COLLEGE IS ENTITLED TO EXPECT FROM YOU

- Full co-operation with the cleaning and maintenance staff to enable them to carry out their work.
- To report a defective smoke alarm and also to report if your smoke alarm has been activated.
- To keep your room tidy and avoid any unnecessary mess in the communal areas.
- To take care of the fabric, furniture and fittings in your room so that you vacate the room in the same condition in which you occupied it (fair wear and tear excepted).
- Any accidental damage to be reported straight away to the Student Welfare & Facilities Manager.
- No fire appliances or signage to be defaced or tampered with.
- No unreasonable noise from you or your visitors which might disturb other residents.
- To ensure that your visitors respect the facilities and regulations.
- To obtain permission to have overnight guests. (Over 18s only)

- To vacate your room by the time requested and to remove all your belongings including wall posters, blue tack adhesive etc. (Drawing pins and sellotape are not to be used on walls or woodwork).
- To ensure that all electrical appliances meet the College's required safety standards.
- To ensure that your bed linen is laundered frequently.
- To uphold the campus regulations.

Room Occupation

When you take up your place in hall, it is assumed you will require occupation of the room until the end of the academic session. If, for any reason, you wish to move out, or are required to move out, we will only be able to authorise a refund of the hall fees if the place can be filled by another student not currently living in.

It is your responsibility to attempt to find a replacement for your room. In this instance the College will provide a refund of hall fees to the value of the rent levied on the new occupant. In all cases an administration charge of £25 will be payable.

Change of Room

If you are unhappy with your room, we will endeavour to enable you to change to more satisfactory accommodation at the earliest opportunity. However, there is no guarantee that this can be achieved as changes can only happen with the agreement of two or more students. Where this is agreed, a £25 fee is charged.

Fire Regulations

We have a legal and moral responsibility to our residential students to ensure that our Halls of Residence are a safe place to live and work and that everyone within Halls has adequate means of escape in the event of the fire alarm being raised.

It is the role of the College to provide and maintain staff training for the Duty Wardens and the Security Staff to ensure that all residents are evacuated quickly and efficiently.

All students will be made aware of the Fire Procedure and regular fire drills will take place to ensure students are clear on the evacuation procedure for their building and the location of the Emergency Assembly Points.

The College has a responsibility to ensure the following:

- An adequate means of escape is in place in the event of evacuation
- Regular liaison takes place with Fire Inspectors
- Suitable fire fighting equipment is in place
- Statutory training is provided for all staff
- Information and instruction is given to all resident students

It is the responsibility of all staff to ensure that all fire exits are kept clear from obstruction both internally and externally and to report any issues directly to the site's Fire Safety Co-ordinator.

Processing Applications

At the back of this book you will find an **Accommodation Request form**.

Students who have accepted an offer of a place from the College can sign and return the Accommodation Request Form now. Please indicate whether your offer is conditional or unconditional.

The application will then be processed. If you have an unconditional place you will receive your room reservation along with a contract, which you will need to sign and return with a deposit of £200. This is non-refundable if you withdraw, but will be transferred as a damage deposit when you take up your place.

If your offer is currently **conditional** (waiting for A level or GCSE results or other conditions relating to your course) please contact us on receipt of your results to receive confirmation of room reservation.

Occupancy Agreement

I hereby accept the offer of a place in a Hall of Residence and agree to the conditions listed below.

1. I understand that in accepting this offer I am contracting for a place in hall for the **whole** academic session 2010/2011 (35 weeks) and will be liable for the full fees including any periods when I am away from the College due to work experience, job shadowing, study tours, illness etc. I also understand that the rental includes 15 meals a week (week days only) except during Christmas and Easter vacations.
2. I agree to pay a £200 fee, which comprises a £25 administration charge to secure my place in hall and a further £175, which will on my occupation of the room become a damage deposit. I accept that providing all fees have been paid, the damage deposit will be refunded at the end of the residential session less any deductions made for damage for which I am responsible. Please note that unless damage to communal areas in individual residential halls can be assigned to any one student, then the responsibility for that damage will be shared equally between the occupants of that hall.

Damage caused by a guest will be charged to the student who is responsible for that guest.

3. I understand that in the event of my failure to take up the place, I must inform the College by 1 September 2010 in order for the room to be re-let. If the room is re-let I will receive a refund of £175. If I fail to inform the College by this date this amount will be forfeited. In the unlikely event that the College cancels my place in hall before the start of the residential session, I will receive a refund of my £175 deposit together with the £25 administration charge.
4. I agree to pay the hall fees in three equal amounts (September, January & April) and understand that the appropriate fee will be payable by the due date shown on the invoice. I understand that failure to pay the fees on time will result in the imposition of a surcharge on the outstanding fees. This will be based on an interest rate of 2% above the prevailing Barclays Bank annual base rate, and this will be levied unless special exemption is granted by the Finance Director.
5. I understand and accept that:
 - (i) any outstanding hall fees (ref. Clause 4 above) will result in the loss of my place in halls; that I will be required to vacate my room within one week unless the Student Services Co-ordinator is satisfied that there are genuine reasons for the delay in payment; and that I will remain liable for the fees for the remainder of the residential session.
 - (ii) in the event of my leaving the accommodation voluntarily I will remain liable for the fees for the remainder of the residential session.
 - (iii) in the event of my withdrawing from my course of study, or my place being terminated on academic grounds, I will be required to vacate my room within one week and I will remain liable for the billing period as invoiced.
 - (iv) in the event of being required to leave halls on disciplinary grounds because I have been in breach of Halls or General Regulations, I will remain liable for the fees for the billing period as invoiced.

If a replacement occupant (not already in residence) can be found, I will be liable for the fees for the billing period up to the date the new Occupant takes up residence. If I have already paid the fees for that period, I will receive a refund equivalent to the number of weeks the New occupant is in residence for that period. A refund of the damage deposit will be made less any deductions for damage for which I am responsible and to pay towards any outstanding hall fees. In all cases a £25 administration fee will be levied.

6. I accept that if I request to move to a different room or hall and this is agreed by the Student Services Co-ordinator, a fee of £25 must be paid to cover the costs associated with the move.
7. I understand and accept that in exceptional circumstances, the College may require me to move to a different room or hall at their discretion (this may also include students who are having difficulty paying and who would benefit from a lower rate of hall fee). I understand that in such an event I will not incur any increase in fees even if the standard of room is at a higher tariff. Where the standard of room is at a lower tariff I will receive the appropriate refund.
8. I understand that the allocated room in hall is for my use only and that other persons are not permitted to make use of the room during my absence.
9. I agree to abide by the regulations relating to the Halls of Residence attached to this agreement, and to conform to the Residents' Charter published in the Accommodation Guide 2010/2011.
10. I understand that the college does not accept responsibility for the loss of or damage to any of my personal possessions on campus, other than resulting from the College's own negligence.

Regulations for Students

These Regulations have been drawn up to serve the best interests of members of the residential community with regard to their safety, protection and well being.

1. Students will be held responsible for the condition of their room and will be required to pay for any damage or unacceptable condition, whether caused by themselves or their guests.
2. Residents are required to keep bedrooms and common rooms in a clean and tidy condition and to ensure washing up is done after use of the facilities. A charge will be made for any necessary additional cleaning. Items of furniture or equipment must not be removed from the bedrooms or common rooms.
3. Rules relating to smoking must be strictly observed by residents and their guests. The use of candles, joss sticks and other ignited material is not permitted on grounds of Health and Safety.

4. Interference with fire appliances or the fire detector system or removal of any fire signage is a criminal offence. Anyone found to be responsible for such interference will face disciplinary action including the loss of their place in halls and a £65 fine. This applies to the removal of fire extinguishers from their location, the unwarranted activation of the fire detector or alarm system, and tampering with smoke alarms or wedging open fire doors.
5. There must be no anti-social behaviour that could result in damage to property or disturbance to other residents.
6. Students must ensure that their music systems do not cause unacceptable disturbance to residents at any time. It is a civil offence to cause unreasonable noise after 11pm and anyone found breaking this rule may have their systems confiscated.
7. Any item of electrical equipment brought into halls must be correctly fused and safe to use. Only fused single or multi-gang socket outlets may be used in bedrooms. Cooking or heating appliances may not be used in bedrooms or corridors. Students wishing to use an individual appliance in the kitchens/common rooms should seek permission from the Student Welfare Co-ordinator. The Halls Maintenance Team may carry out checks on electrical appliances and any item considered unsafe will be removed.
8. Cycles, canoes and kayaks may not be kept in bedrooms or elsewhere within the Halls or buildings. Storage areas are provided on request.
9. Students are not permitted to keep **any** pets within the Halls or elsewhere on campus.

10. Balconies

The hall balconies are there for your enjoyment. However there are Health and Safety rules, which must be followed if they are to remain open. Balconies must be vacated by 10.30pm each evening and no alcohol or smoking is permitted on balconies.

11. Estate Facilities

There are areas on the campus that are out of bounds to all students for health and safety reasons. They are: the assault course, the children's play area, the reservoir, the pavilion and summer house. Any resident caught in these areas may lose their place in halls.

12. Every student has a responsibility for security and should ensure that external and corridor doors are not wedged open in order to prevent unauthorised

access. Bedroom doors and windows should be secured when students are not in their room. A charge, currently £25, will be made for the replacement of a room key if lost, and these can be obtained from the Student Welfare & Facilities Manager.

13. No weapons of any kind may be brought onto the campus. Any student found in possession of a weapon will face severe disciplinary action and the Police may be involved.

14. Harassment and Bullying

The College is committed to ensuring all staff, students and clients of the college are provided with an environment in which everyone is treated with dignity and respect. We seek to prevent any behaviour which does not foster this important principle.

All forms of harassment or inappropriate behaviour which may cause offence, whether intentional or not will be treated seriously and we wish to encourage everyone to behave appropriately at all times.

15. Visitors and Guests

Visiting hours for under 18 halls are normally:

Weekdays	4.45 pm until 11.30 pm
Weekends	9.00 am until 11.30 pm

Under 18s are permitted to have an overnight guest at a charge of £5.00 if a spare room is available.

Over 18s may have a guest (one per student) at a charge of £5.00 provided they have booked in before 9.00 pm and stay no longer than one night through the week and no more than two nights at the weekend. Guests not booked in by 9.00 pm will be required to leave by 11.30 pm. No visitors are allowed during timetabled class time, including non-residential students. The Duty Warden has the right to ask a guest to leave at anytime if there is inappropriate conduct or behaviour.

16. Under Age Drinking, Substance Abuse, Obscene Material

Sanctions will be implemented if there is evidence of alcohol consumption in under 18 halls. Supply of alcohol by a student who is over 18 to a student who is under 18 is also strictly forbidden. No illegal substances or obscene material is permitted on campus. If a student under 18 is found to be in possession of or consuming alcohol in an over 18 Hall then the residents of

the over 18 Hall will be regarded as equally responsible, and will receive similar sanctions to the offending under 18 students.

Additional rules and regulations for students under 18 years of age

The College accepts a greater responsibility for students under 18 years of age living in College residential accommodation and has implemented additional regulations which are set out below.

The care and provision of accommodation of under 18 year old students in halls of residence at the College is subject to the National Minimum Care Standards for FE Colleges and is subject to inspection by the National Care Standards Commission (NCSC).

Alcohol Policy

Students under 18 years of age **must not** consume alcohol on College premises. Halls of residence for students under 18 are alcohol free zones including the possession of alcohol. The Tavern Bar facilities are available to all students but those under 18 years of age may only purchase and consume non-alcoholic drinks.

Weekend Residence

We do not encourage students under the age of 18 to stay at College over the weekend since most like to spend time at home with their families and, because of age, the College imposes additional restrictions on what students can do. There are some occasions where staying at the weekend is appropriate, especially where under 18 students live a distance of over 50 miles from the College and transport is impractical. A request to stay at the weekend should be made to the Student Welfare & Facilities Manager (at least seven days in advance) who will decide if individual needs can be catered for and appropriate arrangements for supervision made.

Signing in and out for under 18s

Students under 18 years of age must sign out when they leave campus and sign in when they arrive back on campus. This can be done through College reception or via the duty warden phone. Parents of under 18 year old students can sign an exemption form which will waver signing in and out. Please note this procedure is designed to promote safety but the College cannot be responsible for students who choose to ignore this rule.

Under 18s curfew

Students who are under 18 are expected to be back in their rooms for 11.30 pm. Exceptions are made on College function nights where under 18s are expected to be back at their room immediately after the function.

Failure to comply with any of these regulations or the Residents' Charter will result in disciplinary action, including a fine or loss of hall place.

Shuttleworth College

ACCOMMODATION REQUEST 2010/2011 SESSION

Mr/Mrs/Miss/MsSurname.....

First NameNationality

Home Address

.....
.....
.....

Post Code.....

E-mail address

Tel: HomeMobile

Date of Birth **Age on 1.09.2010**

COURSE OF STUDY

(please give full course title and level, eg. ND, FD)

Conditional Place / Unconditional Place (Please delete as applicable)

Signed **Date**

Please return to: College Administrator, Shuttleworth College, Old Warden Park, Biggleswade, Beds, SG18 9EA