

Terms and conditions

Your contract

When you sign your licence to occupy you are agreeing to the following terms and conditions. You also agree to abide by the Student Conduct Regulations and the Halls Regulations. You should read these before you sign so that you understand what they cover.

Changing your allocation

The University reserves the right to change your room prior to arrival, within the same hall. The University also reserves the right to change your room allocation to a different hall as part of a disciplinary process.

Non-payment of hall fees

When you sign your licence, you are agreeing to pay your rent. If you do not pay you will be served with a 28 day Notice to Quit which will mean you have to leave your accommodation. Any money you owe us will be recovered through a legal process where necessary. If we need to go down this route, in addition to paying that you owe, you will need to pay legal costs and interest. Interest is charged at the statutory rate above the Bank of England Base Rate (please see gov.co.uk for more information.)

You remain liable for the rent until a replacement student takes over your contract. Your access to University facilities may also be affected.

Booking Confirmation Payment

When you book any room in a hall of residence or shared house you will need to pay a £230 booking confirmation payment. This payment acts as a reservation deposit and is not refundable if you do not take up your room. If you move in then £230 will be credited to your accommodation payment account. If your contract is terminated early we will retain this £230. If you owe more than £230 you will be charged for the remaining money owed.

If you accept a room at Cheney Student Village you will need to pay an additional damage deposit of £200.

Ending your Licence to Occupy

You will only be released from your Licence to Occupy if:

- a) you find another eligible student to take over your room. They must be a full-time Oxford Brookes Student not already living in university accommodation. The Accommodation Bureau reserves the right not to agree to a particular replacement if they are considered unsuitable;
- b) we can find another student to take over your room from our hall waiting list;
- c) you are no longer an enrolled full-time student at Oxford Brookes. You must have returned your key to the hall office and notified the Accommodation Bureau that you have an approved temporary or permanent withdrawal from the university.

If we do end your licence to occupy you will still be responsible for any contract breach that occurred while you were in contract. This includes any money you owe.

UUK Code of Practice

Oxford Brookes University Accommodation is registered with the Universities United Kingdom (UUK) Code of Practice. For full details of this code please visit their website

Living in halls

Cars

It is a condition of your residency at all halls that you do not keep a car with you in Oxford unless you are a blue badge holder or a student living in Westminster Hall who is studying for a PGCE or BA Primary Education course.

However, all full-time students living in halls are entitled to a Brookes bus pass which provides free travel on the Brookes buses and discounted travel on other services in the city.

Restricted items

You are not allowed to bring into halls items which we consider to present a health and safety risk, disturb the peaceful living of another occupant or are liable to cause damage. Restricted items include:

- animals
- beer brewing kits
- curtains
- compressed gas canisters
- candles, joss sticks, any kind of incense, hookah pipes, any naked flame burner
- DJ mixing decks, guitar amplifiers, drum kit or large speakers
- drones
- excessively large items such as kayaks, motorised scooters and inflatable furniture
- heating appliances, cooking equipment, barbeques, fridges, or freezers
- items which pose an electrical risk such as cube adaptors and mains-powered fairy lights
- offensive weapons including toy or replica guns, knives, and ceremonial or actual swords
- skateboards
- training weights
- washing machines

Smoking

There is no smoking permitted within the internal areas of any halls of residence or within five metres of any building. This includes e-cigarettes. You will incur a fine if you are caught smoking, please see the Halls Regulations for further details of the charges.

Mail

Letters clearly addressed to you will be delivered to your post box in halls. Any package or letters which are not clearly addressed will be delivered to the hall office.

Hall staff are unable to redirect mail except to a different university-managed hall at Oxford Brookes if a student has moved room.

Hall staff will, at their discretion, sign for packages that do not fit into your post box. You will be sent an email notification when you have a package awaiting collection from your hall office. Please collect your packages during the times that your hall specifies. You will need to show photographic ID to collect your package.

Hall staff reserve the right to refuse/dispose of any package that is giving off any noxious fumes or is suspected to contain substances that are illegal or may pose a risk to health and/or safety.

The hall office will hold your package for two weeks after you have been notified of collection. Halls staff may also dispose of items that have not been collected after this time.

Wired internet and wifi

There is a network access point in every bedroom which allows you to connect to the wired university network. Once you have enrolled on your course and have your student number, you will be able to use this. This service is included with your hall fees.

There is also complimentary wifi in halls. This does not form part of your contractual agreement.

Vacation arrangements

Your contract is continuous from arrivals weekend until you leave in the summer. This means you can stay in your room throughout the Christmas and Easter vacations. If you don't want to stay in your hall during the Christmas and Easter vacations you can still leave all of your possessions in your room. If you go away for the holidays you will need to tell us for security and safety purposes.

When you leave

At the end of your licence to occupy you will be required to permanently leave your room (usually by 10am) and return your room keys in person to the hall office. You will need to complete the check out form provided by your hall.

You must leave your room and the communal areas of your flat and bedroom clean and free from any possessions or rubbish. All furniture and items must be left as they were when you arrived and any food removed from cupboards and fridges. Missing or damaged items are charged to you for replacement.

At the end of your licence to occupy, any belongings which are left in your room will be stored for two weeks and we will try to contact you to arrange collection. If after two weeks we have not had any contact from you, we will send the items to a charity shop or they will be disposed of. If you have contacted us and cannot collect your belongings within two weeks, there will be a storage charge until you can collect them. We cannot store your items for longer than four weeks and after this time we will dispose of any uncollected items.

Subletting

Students are not allowed to rent out their rooms to anyone else. This is called subletting and is illegal. Depending on availability, it may be possible to swap your contract with another eligible student. All room swaps must be organised through the Accommodation Bureau.

All accommodation is provided as single accommodation except for family flats and studio flats suitable for couples. You cannot cohabit in a room provided for single occupancy.

Occupants living in family flats and studio flats will need to declare who else will be living with them and these persons will be subject to our agreement, including the statutory Right to Rent checks.

Guests

Guests can stay in your room after the first two weeks of semester. They can stay for a maximum of three out of seven nights and you will need to register your guest with your hall. You will be responsible for your guest and will be charged for any damages.

Environmental impact

Heating

The university is bound by legislation and an approved Code of Practice which determines the temperature levels within its buildings. Halls of residence heating is controlled centrally. The thermostat switches radiators off once a flat reaches the required temperature. If you have no heating, it may be that the flat may have reached this pre-set temperature. Please note that the University turns off central heating from May until the Autumn. You will find specific information about how the heating in your flat works when you arrive.

Recycling

Residents are required to remove all of the rubbish from their flat and take it to the refuse collection point on a regular basis. Clear instructions and collection point locations are provided on the notice boards and in the Residences Information Booklet in your kitchen. Please read the notices above the bins to ensure that you put the correct materials into the recycling containers.

How you can help

To minimize our environmental impact, it is important that we all 'do our bit' to reduce energy use. You can help to save energy by:

- turning down radiators when a room is warm enough, including kitchens and corridors
- closing windows which are left open (also important for security reasons)
- switching off lights when not in use
- turning the tap off when brushing teeth
- using a plug in the sink and not letting hot water pour away
- taking quick showers
- switching off radios, laptops, computers and TVs when not in use.

Health & Safety

We reserve the right to enter your room in the event of an emergency where there is perceived danger to health or risk of property damage. Under normal circumstances prior notification will be given for scheduled and routine maintenance.

General maintenance

Your bedroom may require maintenance during your stay in halls. You should report any maintenance issues via the Residences Information Portal or, if you are resident in Cheney Student Village, by reporting it to reception. For emergencies (eg water leaks, or electrical problems) please contact on-call staff.

There is no charge for maintenance issues unless you have caused the damage. If you have reported a maintenance issue then you should expect that someone will come to your room or flat to fix it without additional notice being given.

As a university we are required to carry out tests and inspections on a regular basis to ensure that the residences are safe. This includes fire alarm testing, water testing, shower head descaling, gutter cleaning, extractor fan cleaning, and grounds maintenance. Planned maintenance occurs through the year and will require us to access your flat and room. You will receive prior notice for any planned maintenance.

It is a requirement that occupants maintain a safe environment within their accommodation for any University employees, agents or contractors who may have to enter the premises.

Fire safety

All halls undertake statutory fire alarm testing on a weekly basis between Monday and Friday (except bank holidays.) The actual dates, locations and times of testing will be advertised/circulated at each hall in September. If you hear the fire alarm outside of these advertised times you must evacuate the building to the nearest assembly point. We recommend you establish a safe route out of the building and to the nearest fire assembly point when you arrive at your hall.

As detailed in the Hall Regulations, you must not interfere or damage health and safety equipment. This includes not propping open fire doors.

Safety in halls

Oxford Brookes takes health and safety very seriously and as a result we have a regime of internal and external inspections and protocols. The following information is provided so that you are aware of what the University is doing and understand these issues. If you have any questions or concerns please contact your Residence Manager.

Asbestos

In some older halls you may find small stickers which indicate that asbestos might be present. Please don't be alarmed by this. Asbestos was a standard building material during the 1960s and the vast majority of buildings of this age will have low levels of asbestos. Asbestos is not dangerous providing it is not disturbed.

Oxford Brookes arranges for an independent survey to be completed on an annual basis and have placed these stickers to ensure that maintenance engineers know where it is and can work safely. If you would like more information on this subject please go to www.brookes.ac.uk/services/hr/health_safety/docs/obuhsn35.html

Condensation

As part of your terms and conditions we expect you to take steps to ensure you reduce condensation and mould by ensuring:

- the heating is on
- the shower extractor fan is left on until any steam has left the bathroom
- the door is closed after having a shower
- damp towels and clothes are not left in your room and you use the tumble dryers
- your room is ventilated when you are in by opening a vent or window

Legionella control

Legionella is a bacteria that can be found in natural water sources. Under certain conditions, it has the potential to multiply and cause dangerous illnesses. Oxford Brookes University has policies and procedures in place to manage this risk in accordance with the current legislation and good practice. Site risk assessments are completed and an approved specialist water treatment company is appointed to undertake the necessary monitoring and maintenance activities. What this means for you, is that periodically we will need access to your room or flat to monitor the quality of the water. We will always give you notice when this is going to happen and as far as possible we will avoid exam periods.

In your hall

Generally students living in halls experience lower rates of crime than students in privately rented accommodation. However, you can do the following to help make your hall safer:

- report the loss of any keys or problems with your doors, windows or locks
- report any suspicious or criminal activity immediately
- challenge anybody on site who you do not recognise. Staff will be able to show you their staff card
- don't let anybody tailgate you into a locked building (ie follow in immediately behind you) and make sure all doors close behind you

Damages

Replacement costs vary depending on the specification of the damaged item, the hall and the nature of the damage. We have listed the average of the most common charges below, but a comprehensive list can be downloaded at www.brookes.ac.uk/Documents/Studying-at-Brookes/ReplacementCosts/

Replacement key fob or swipe card £10

Replacement metal key £25 per key

Lock change (if you lose your keys twice) £180

Replacement mattress approx £100

Replacement study chair around £80

Cleaning charges £42 per hour

Repainting walls to cover blu tac marks from £50 per wall

Replacement vacuum cleaner £50

Replacement kitchen chair £47

These charges reflect the actual costs, agreed service charges and VAT.

Oxford Brookes reserves the right to amend these charges in line with costs that are incurred.