



ST HUGH'S COLLEGE, OXFORD
UNDERGRADUATE TENANCY AGREEMENT
2017-18

The College's **TENANCY AGREEMENT**, the Undergraduate Handbook of St Hugh's College, Oxford, and the terms and conditions of Endsleigh's insurance cover (www.endsleigh.co.uk/reviewcover) create legally binding obligations between the College and the Student. You are advised to ensure that you understand and accept their contents before signing. This tenancy agreement is governed by English Law.

Terms used in the tenancy agreement

Student: The recipient of this agreement

College: St Hugh's College of St Margaret's Road Oxford OX2 6LE. In this tenancy agreement "College" includes all buildings belonging to the College for use as student residences and not just the main College building at the above mentioned address.

Accommodation: A College room to be allocated to the Student by the College.

Accommodation: the fixtures fittings and equipment in the Accommodation as listed separately.

College Contents: the fixtures fittings and equipment at the College which are for students' use but which are not allocated to any student's room.

Contents: the Accommodation Contents and the College Contents.

Common Parts: any shared facility such as kitchen, bathroom, common or other room allocated to the Accommodation and those parts of the College's property which are necessary for the purpose of gaining access to the Accommodation.

Payment Dates: Payment is due on or before the arrival date. The academic year typically starts on the Sunday of the second week in October. See <http://www.ox.ac.uk/aboutoxford/dates.shtml> for term dates.

Rent:

For all Undergraduate Accommodation: £4,089.00 per year payable, in full or in three instalments of £1,363.00, on or before each term commences. This sum includes the price of the Services.

Deposit – A deposit of £250.00 must be paid prior to arrival. An invoice is usually sent at the end of September requesting payment.

Rights:

- (a) to occupy the Accommodation during the Tenancy Period;
- (b) to use the Contents;
- (c) to use the Common Parts;
- (d) to use the Services;
- (e) to use the College's dining facilities (additional charges apply).

Services:

- (a) repair of the College;
- (b) lighting and heating of the College;
- (c) providing hot and cold running water to the Accommodation and/or Common Parts;
- (d) providing an electricity supply to the Accommodation;
- (e) disposal of rubbish deposited in proper receptacles;
- (f) cleaning of the Accommodation and the Common Parts.

Tenancy Period:**Undergraduates:**

Michaelmas Term - starting at 2pm on the Sunday before 0th Week, and ending at 10.00am on the Saturday of 8th Week.

Hilary Term - starting at 2pm on the Sunday before 0th Week, and ending at 10.00am on the Saturday of 8th Week.

Trinity Term - starting at 2pm on the Sunday before 0th Week, and ending at 10.00am on the Saturday of 8th Week.

The Tenancy Agreement

The College agrees to grant and the Student agrees to take a tenancy of the Accommodation for the Tenancy Period on the conditions set out in this tenancy agreement and in the College Handbook.

1.0 Student's Obligations

1.1 To pay the Rent to the College in advance on or before the arrival date each term.

1.2 To check the Accommodation and Contents and report any problems to the College's Accommodation Manager within 7 days of the start of the Tenancy Period. An Inventory Schedule is provided for this purpose.

1.3 To keep the Accommodation, the Accommodation Contents and (jointly with other students) the College Contents and the Common Parts in a clean and tidy condition and not to damage them.

1.4 At the end of the Tenancy Period to leave the Accommodation (in a clean and tidy condition and clear of all rubbish and personal belongings) and to return to the College the keys & fobs to the Lodge.

1.5 To allow the College, at reasonable times and after giving reasonable notice, to enter the Accommodation for the purpose of viewing, inspection, maintenance or repair. No notice will be given in an emergency, for routine cleaning on the designated days, or where the need for repair (or any other matter affecting the suitability of the Accommodation for habitation) was reported by the Student, but otherwise the College will aim to give 7 days prior notice for planned maintenance work and 24 hours prior notice for other purposes.

1.6 To comply with all applicable legislation to avoid the Student's actions or negligence having an adverse effect on the College or the University of Oxford or on the owners or occupiers of nearby property.

1.7 To comply with the University of Oxford's Regulations and with the College Handbook previously made available to the Student.

1.8 To report to the College as directed in the College Handbook any damage or want of repair at the College or failure of the Services as soon as reasonably practicable and in any event within 24 hours of becoming aware of it.

1.9 To pay to the College all costs reasonably incurred in enforcing the Student's obligations in this tenancy agreement or arising from a breach of them (including an administration/interest commensurate to the outstanding or overdue balance.

1.10 Where damage or loss occurs at the College and it is not possible for the College (acting reasonably) to ascertain who is at fault, to pay a fair and reasonable proportion of the cost (a 'collective damage charge') of repairing the damage or reinstating the loss including a £20 administration fee per student. The Student shall not be required to contribute to loss or damage which in the College's reasonable opinion has been caused by an intruder provided that the Student has complied with his/her obligations in this tenancy agreement relating to College security. If a student can demonstrate that they were not in College at the time the damage occurred (for example by showing travel tickets) they can appeal under the College's grievance procedure. Collective damage charges may be invoiced to students, or deducted from deposits.

1.11 Promptly to send to the College a copy of any communication the Student receives which is likely to affect the College or the Accommodation.

1.12 Not to alter, add to or do anything which may cause damage to the electrical installation or equipment in the College or which may be a fire risk or in any other way put the health and safety or security of others or the College's or other people's property. Any portable appliance must comply with the College's Electrical Regulations. The Student must within 3 days of request either provide a safety certificate for, or remove from the Accommodation, any appliance which in the College's reasonable opinion, is unsafe otherwise the College may remove it without further notice to the Student, charge any storage costs to the Student, and return it to the Student at the end of the Tenancy Period.

1.13 Not to leave the Accommodation unoccupied without first closing and locking the window and not at any time to leave the Accommodation unoccupied without locking the door. Not to leave the College gates unlocked after hours.

1.14 To comply with the College's environmental policy and in particular (a) to take reasonable steps to avoid wasting fuel (e.g. by turning off lights and electrical equipment when not in use) or water and (b) participate in any waste recycling schemes operated by the College or by others.

1.15 Not to put anything harmful, or which is likely to cause blockage, in any pipes or drains.

1.16 Not to remove from, affix to, change, damage or attempt to repair the structure or decorative finish of any part of the College or the Contents.

1.17 Not to bring additional furniture (including items such as fridges and cookers) into the College without the Accommodation Manager's prior written consent.

1.18 Not to use the Accommodation for any other purpose other than as a study bedroom.

1.19 Not to share the Accommodation or sub-let it or transfer occupancy to any person. Occasional overnight visitors are allowed, in guest rooms, on the conditions set out in the College's Handbook.

1.20 Unaccompanied visitors to College will not be admitted after 10.00 pm or before 7.00 am.

1.21 Not to cause any nuisance, offence, disruption, harassment or persistent disturbance to others.

1.22 Not to add to or change the telephone services to the Accommodation without the College's prior written consent and not to add to or change the information technology services installation or supply in the Accommodation.

1.23 Not to bring into the College any animal unless it is an aid for a person with a disability. The Student is requested to notify the College in advance if an assistance animal is needed at College, as adjustments may need to be made to accommodate it. Students will be responsible for the proper care and control of assistance animals and any damage or nuisance which an animal causes.

1.24 Not to keep any vehicle or vehicle parts in any part of College other than (a) bicycles in the designated cycle bays; or (b) mobility assistance vehicles and not to ride or drive any vehicle in College unless it is a mobility assistance vehicle. Users of mobility assistance vehicles are requested to contact the College in advance as the College may need to make reasonable adjustments to accommodate it (without

imposing any obligation on the College if the vehicle cannot reasonably be accommodated).

1.25 Not to cause any obstruction of the Common Parts.

1.26 Where the Student becomes aware of damage to the College caused by an intruder, to report the incident to the College Lodge immediately or as soon as reasonably practicable.

2.0 College's Obligations

2.1 To provide the Services, subject to the College's Handbook which include reporting procedures and response times for repairs, details of arrangements for refuse collection and expected clearance times for ice, snow and leaves from College grounds.

2.2 Except in the case of an emergency, for disrepair reported by the Student (or other matter preventing the Accommodation from being used) and for cleaning on designated days to give the Student at least 7 days' notice prior to entering the Accommodation during term-time.

2.3 Not to interrupt the Student's occupation of the Accommodation more than is reasonably necessary.

2.4 Not to disclose personal information obtained from the Student except as permitted by clause 3.2 of this tenancy agreement or where there is serious risk of harm to the Student to others or the College's property.

2.5 To make available to the Student for inspection by prior arrangement the College's:

(a) College Electrical Regulations;

(b) Fault reporting and emergency procedures for use of the College laundry;

(c) The Universities UK Code of Practice for the Management of Student Housing (at <http://www.universitiesuk.ac.uk/acop/>);

(d) The University's transport policy;

(e) Service level statement on reporting and rectification of building defects.

2.6 Before the end of the first week of the tenancy period the College will provide the Student with information and advice on:

(a) action to be taken in the event of an emergency, including emergency contact details, how to call an ambulance, where to get first aid, and how to report an accident or safety defect;

(b) health and safety matters such as how to avoid common fire risks; safe cooking in the designated areas of College and why cooking in the Accommodation is a safety risk and in breach of this tenancy agreement; electrical safety and voltage differences; the dangers of using candles or other naked flames or storing flammable material; fire extinguishers; the possibility of disciplinary action or criminal proceedings for misuse of fire precautions equipment;

(c) how to get access to the Accommodation in the event of the Student losing their keys;

(d) cleaning schedules and students' responsibilities for cleaning (where applicable);

(e) the respective roles and responsibilities of the College and its resident students;

(f) health, welfare, and guidance on communal living;

(g) where to get advice on financial difficulties;

(h) where to get counselling;

(i) how to register with a local health service;

(j) the management structure for the College and contact details of the Porter, and main College officers, with out-of-hours emergency contact details;

(k) any special arrangements made to help with any disability the Student may have disclosed to the College.

2.7 To give a receipt for any of the Student's property which is confiscated under the terms of this tenancy agreement.

2.8 To ensure porters are clearly identified, and that any staff or contractors requiring access to the Accommodation carries and allows the Student to inspect appropriate identification documents.

2.9 Maintain any kitchen facilities in the College Common Parts in good order and repair, and keep any equipment there in proper working order.

2.10 To ensure clear and appropriate instructions for use are given for any equipment which the Student needs to operate in the College.

3.0 Other conditions

3.1 The Student is responsible for the conduct of any invited visitor(s).

3.2 The Student hereby authorises the College to use his/her personal data for all lawful purposes in connection with this tenancy agreement (including debt recovery, crime

prevention, the College's block insurance policy with Endsleigh, and all matters arising from the Student's membership of the College and The University of Oxford).

3.3 The College may use the Deposit at any time to pay for any loss suffered or expense incurred as a result of the Student's failure to comply with these terms and conditions including (without limitation) arrears of Rent, damage and failure to keep the Accommodation and its Contents clean. In accordance with Codes of Practice approved under the Housing Act 2004, the College will return the Deposit (or the balance of it after making any deductions) to the Student within 28 days of the end of the tenancy. (Note: as the tenancy is not an assured shorthold, the Deposit will not be registered with a deposit protection scheme).

3.4 The College's liability for loss or damage to person or property is excluded unless the loss or damage is caused by the College's negligence or breach of its obligations in this tenancy agreement and personal belongings left at the College are at the Student's own risk. Although the Student's personal belongings (up to a maximum value of £3,000 in total) are insured under the College's block insurance policy with Endsleigh (see www.blockhalls.co.uk) that insurance is subject to the conditions, exclusions, limitations, and excesses of the policy. 'Top-up' insurance cover is available direct from Endsleigh, and details of how to arrange this are given on the Endsleigh website.

3.5 The College is not liable to repair any damage caused by the Student unless the cost is met by insurance or by the Student (any excess on the policy being payable by the Student). This clause shall not apply where the College has an overriding statutory obligation to make the College safe.

3.6 The College may temporarily suspend use of the Common Parts if they are not kept in a clean and tidy condition by the students using them.

3.7 This tenancy agreement does not affect the disciplinary powers of the College or of the University of Oxford (see <http://www.admin.ox.ac.uk/statutes/regulations/#disc>).

3.8 The College is entitled, at the Student's expense, to remove from the Accommodation or the Common Parts any article which constitutes an obstruction or a fire or health or safety risk but (unless perishable) will if requested return it to the Student on the termination of this tenancy agreement. The College is entitled to remove any item left in College by the Student at the end of the Tenancy Period and shall not be obliged to return it to the Student.

3.9 This tenancy agreement is a student tenancy under paragraph 8 of Schedule 1 to the Housing Act 1988 (but will operate as a licence where the Accommodation is designated for sharing, and is shared, with another student).

3.10 Notices under this tenancy agreement must be in writing (which includes email) and the College's address for service is given on the first page of this tenancy agreement.

3.11 This tenancy agreement is not intended to confer any benefit to anyone who is not party to it.

3.12 This tenancy agreement and the policies referred to in it (together with the Undergraduate Handbook of St Hugh's College Oxford and the terms and conditions of Endsleigh's insurance cover) contain all the terms agreed to by the College and the Student at the time it comes into effect and any variation to the terms will only be effective if agreed between the Student and the College's Accommodation Manager. The College will confirm any agreed variation to the Student in writing at the time the variation is made.

4.0 Termination of this Tenancy agreement

4.1 Unless the Student has made arrangements with the College for late arrival this tenancy agreement will automatically terminate if the Student has not taken up residence by the end of first week of the tenancy, but the Student will be liable for the Rent until the room is re-let or until the end of the tenancy period, whichever is earlier.

4.2 The College may terminate this tenancy agreement at any time by serving notice on the Student if:

(a) Any payment is overdue by 21 days or more; or

(b) The Student is in serious or persistent breach of any of the Student's obligations; or

(c) The Student does not have status as a member of the College or of the University of Oxford; or

(d) In the reasonable opinion of the College the health or behaviour of the Student constitutes a serious risk to him/herself or others or the College's or other people's property.

4.3 The Student may only terminate this tenancy agreement in accordance with this clause, and will remain liable for the Rent until:

- (a)** the Student has given notice to the College's Accommodation Manager that s/he wishes to leave; and
- (b)** the Student makes payment for, or puts right, to the College's reasonable satisfaction any breach of the Student's obligations in this tenancy agreement; and
- (c)** a replacement student or College member who is reasonably satisfactory to the College as a tenant and who is not already a tenant of the College enters into a tenancy agreement with the College (the College will assist the Student in finding a replacement, but does not guarantee it will be able to find one); and
- (d)** the Student pays a fee (of £50 where the College finds a replacement student or of £25 where the Student finds a replacement student) towards the College's costs of administration and cleaning the Accommodation.

Conditions (b) to (d) in this clause shall not apply if the Student is able to show that the reason for termination is a serious or persistent breach of the College's obligations in this tenancy agreement. For the avoidance of doubt, the College will make vacated rooms available to other students for room transfers, but room swaps will not be treated as replacements and refunds of Rent will only be given where the void in the College caused by the Student's early departure has been filled and there is no loss to the College. The College shall be entitled to fill any rooms which are already vacant before allocating people on its waiting list to the Accommodation. (Note: if the replacement is using the Accommodation on a short-term basis rather than moving in to live, the College may have to charge them VAT on top of the Rent)

4.4 If this tenancy agreement is terminated early by either the College or the Student the College will refund a fair proportion of pre-paid Rent (after making any proper deductions to cover its losses) as soon as possible after the termination becomes effective but pre-paid Rent will only be refunded for the period where the void in the Residence caused by the Student's early departure has been filled and there is no loss to the College.

4.4 If this tenancy agreement is terminated early the College will refund to the Student a fair proportion of pre-paid Rent as soon as possible after the termination becomes effective but if the College terminates under clause 4.2 pre-paid Rent will only be refunded for the period for which the College is able to, and after it has, re-let the Accommodation.

4.5 (a) The College reserves the right to relocate the Student to comparable alternative accommodation during the Period of Residence where it is reasonable to do so but unless the reason for relocation is because the Student is in breach of one or more of their obligations in this tenancy agreement the Student will have the right to terminate this tenancy agreement (without having to comply with the conditions in clause 4.3) as an alternative to relocating.

(b) Where the College relocates the Student because the Student is in breach of one or more of their obligations in this tenancy agreement [or where the relocation is made at the Student's request] the Student shall pay the College an administration fee of £35.

4.6 The College's acceptance of the keys at any time shall not in itself be effective to terminate this tenancy agreement while any part of the Period of Residence remains unexpired.

5.0 Shared Room Contracts

5.1 Where the Accommodation is designated for occupancy by more than one person, this clause 5 applies but not otherwise.

5.2 If the Student becomes the sole occupier of the accommodation, the College may require the Student to move to a room designated for single occupancy. Unless the College requires a sole occupier to move to a single room, then the Student may remain alone in the Accommodation but in these circumstances the Student will be charged the standard single room rent until such time as double occupancy is resumed.

5.3 The College shall not be obliged to relocate either student in the event that sharing students do not get on with each other, but will treat transfer requests sympathetically in such circumstances. Students in shared rooms have the same rights to terminate their tenancy agreements as students in single rooms.

5.4 Students in shared rooms will show the utmost respect for the other occupier of the Accommodation and for their belongings. The rights of the sharing students are equal and neither has precedence or preference over the other.