A Guide to Accommodation for Students in Wolfson College 2017-18
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1. **Accommodation at Wolfson College**

There are 410 units of accommodation at Wolfson for students, mainly for single occupation but some for couples, accommodating up to 430 in total. In addition, there are five family flats. This Guide tells you more about this accommodation and enables you to make an informed choice if you are applying for accommodation in 2017-18.

1.1 **Prices – Accommodation and Bedding**

**Accommodation**

When you rent a room at Wolfson College, the price includes the following: electricity, gas, water, computer network access, insurance, cleaning and consumables such as toilet paper. The insurance cover is explained in 1.4 and in Appendix D. The rent does not include bedding (please see below).

When comparing the room rents at Wolfson with private accommodation in Cambridge, please bear in mind what is included in the price: the cost of utilities such as gas and electricity is often extra and can be considerable. When looking at the prices at other Cambridge colleges, computer network access is often charged as an extra, and the free insurance cover is very valuable. Another thing to bear in mind is that Wolfson does not charge a Kitchen Fixed Charge or a Minimum Meals Charge, which many colleges do, so there are no hidden extras. The length of the termly licence (26 weeks) is also particularly favourable.

As a student, you will not be liable to pay the local Cambridge City Council Tax, please note however that non-student partners in College flats may be liable.

There are seven main prices. All prices are per week, and are subject to annual increases:

<table>
<thead>
<tr>
<th>Price</th>
<th>Price</th>
<th>Units</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>£104.09</td>
<td>71 units</td>
<td>Single study bedrooms with shared bathroom facilities (including small rooms in the houses)</td>
</tr>
<tr>
<td>2</td>
<td>£118.79</td>
<td>61 units</td>
<td>Small single study bedrooms with en-suite bathroom facilities (plus one room in Barton House)</td>
</tr>
<tr>
<td>3</td>
<td>£133.98</td>
<td>250 units</td>
<td>Standard single study bedrooms with en-suite bathroom facilities; or a standard room forming part of a shared set (two study bedrooms sharing bathroom facilities and a kitchen); or standard single study bedrooms in the houses</td>
</tr>
<tr>
<td>4</td>
<td>£166.25</td>
<td>8 units</td>
<td>Self-contained single studio flats; or large single study bedrooms in Barton House</td>
</tr>
<tr>
<td>5</td>
<td>£187.46</td>
<td>7 units</td>
<td>For couples, either double studio flats or large bedrooms in houses</td>
</tr>
<tr>
<td>6</td>
<td>£267.96</td>
<td>13 units</td>
<td>For couples, large self-contained double flats</td>
</tr>
<tr>
<td>7</td>
<td>£288.47</td>
<td>5 units</td>
<td>Applies only to the family flats</td>
</tr>
</tbody>
</table>

All rooms, whether ensuite or not, have their own wash-basin (with the exception of one room in Chadwick House and shared sets, which share a wash-basin).

Some rooms are suitable for students with particular physical needs: please contact the Accommodation Manager for further information.
Bedding

Bedding is not provided in Wolfson student accommodation. If you will not be bringing your own bedding, you can choose to buy a bedding pack to be in your room on your arrival. Please select the appropriate option on the accommodation form when applying. For clarity, bedding means duvet, pillows and associated bed linen.

A bedding pack for a single bed costs £37.50 and consists of a duvet and duvet cover, two pillows with allergy free filling, two pillow cases and one sheet.

A bedding pack for a double bed costs £57.50 and consists of a duvet and duvet cover, four pillows with allergy free filling, four pillow cases and one sheet.

1.2 Couples and Families

The options for couples are:

Price 5 large rooms in Houses or double studio flats J21 or J22
Price 6 large double flats in S or T
Flat PH4 in Plommer House

These rooms all have double beds.

In addition to the rooms above but only where both residents are Wolfson students, the Price 3 shared sets in R and S Blocks can be taken to create a flat.

In such cases, the College can move the two single beds into one bedroom to create a double bed, leaving the other bedroom as a separate study.

Families

There are five two-bedroom Family Flats which are suitable for a couple plus one or two children. Only one partner needs to be a current Wolfson student. The price in 2017-18 is £288.47 per week. See section 6 of this Guide for further detail on this accommodation.

Please note that non-student partners in College flats may be liable for payment of Council Tax and it is the responsibility of the occupants to ensure any requirement is met.

As the Family Flats are considered to be self-contained accommodation, cleaning is not provided by the College.

1.3 Termly licence versus period licence

A termly licence gives residence for Full Term plus the preceding weekend and the Friday night at the end of term, 26 weeks in total, as follows:

<table>
<thead>
<tr>
<th>Dates of Full Term 2017-2018:</th>
<th>Dates for Termly licences:</th>
</tr>
</thead>
<tbody>
<tr>
<td>3 October to 1 December 2017 (Michaelmas)</td>
<td>Arrive 30 September, leave 2 December 2017 (9 weeks)</td>
</tr>
<tr>
<td>16 January to 16 March 2018 (Lent)</td>
<td>Return 13 January, leave 17 March 2018 (9 weeks)</td>
</tr>
<tr>
<td>24 April to 15 June 2018 (Easter)</td>
<td>Return 21 April, leave 16 June 2018 (8 weeks)</td>
</tr>
</tbody>
</table>

Termly licences are not available in the five houses covered in section 2 of this Guide, the flats in J, S and T or in the Family Flats. Only period licences are available in these cases. Period licences are not available in V block or Toda House, only termly licences.
A period licence runs for 9 months or 12 months from 30 September, depending on your course. If you have a period licence, you can end your licence by giving one month’s notice. If you have a termly licence, you are committed to paying for the entire term, and cannot end your licence mid-term. Accommodation is only available before 30 September for those students who have a pre-sessional/orientation course, if their academic course requires them to arrive earlier or if exceptional travel arrangements dictate an early arrival.

Undergraduate and Masters students can have either a termly licence or a period licence. PhD students (including MRes, CPGS, PhD Probationary) can only have a period licence. A termly licence is ideal for undergraduate (BA) courses and some Masters courses, and is just for the University term. This means the student must vacate their room at the end of term as the room will be used by other guests out of term.

See Appendix B for examples of termly and period licences.

1.4 Insurance

The College recognises that many students do not have adequate insurance for their personal possessions. The College has, therefore, taken out an insurance policy on behalf of, and for the benefit of, those Wolfson students who rent a room in College. Details of the current policy are given in Appendix D, although this is subject to change. You should look at this carefully, and decide if the level of insurance cover is suitable for your needs as you have the option to increase the level of cover on, for example, your laptop, computer or bicycle. You do not have the option to opt out of the insurance as the basic insurance covers all rooms and is free of charge to all residents.

1.5 Definitions

Floors
Please bear in mind that in the UK, rooms at ground level are referred to as the ground floor of a building and the next floor up is the ‘first floor’. So a two-storey building will have a ground floor and a first floor. No building in Wolfson has more than three storeys, i.e. ground floor, first floor and second floor.

Bathroom
A bathroom is a room with a bath or shower in it. There will not necessarily be a toilet in such a room.

Ensuite
An ensuite room is a bedroom which has its own self-contained toilet and shower as a separate room.

Studio Flat and Flat
A studio flat has a bedroom, a kitchen and a bathroom. Double flats also have a separate study/living room.

1.6 Security

Keys, Doors and Windows
On arrival, you will be issued with a key to your room. This key also operates the external door of the building in which your room is located. You should lock your door at all times – even when nearby in a kitchen or bathroom. Cambridge is a city and opportunist thieves operate as in any city and lap-tops and mobile devices, such as phones and tablets, are particularly susceptible to theft. It is very important that you do not prop the building entrance door open – by doing so you would be compromising the security of the building as a whole. By keeping ground-floor entrances locked, you are greatly reducing the chances of theft, and you are also enhancing your own personal security.
Rooms on ground floors are particularly vulnerable if windows are left open when the room is empty. Residents in ground floor rooms should always close their windows when leaving their rooms. Indeed, all residents are advised to consider closing their windows when leaving their rooms in case of bad weather.

**Termly Licences**
If you have a termly licence, you must remove all your possessions, including your bedding, from your room and from your cupboard, fridge and freezer in your kitchen at the end of the term as your room will be occupied by someone else during the vacation.

**Gates and CCTV**
CCTV cameras are used throughout the College site for your security, and CCTV footage is monitored regularly by the Porters, who have the overall responsibility for security in the College.

The gates at the Selwyn Gardens entrance are locked at night and at weekends, and entry is by your University/College card.

1.7 **Fire Safety**

With a large population living in close proximity on a small site, there is always a real risk of fire. All residents must play their part in minimising this risk.

Here are some rules that you must adhere to:

- never leave cooking unattended in a kitchen
- do not use cooking equipment in your room
- do not leave heated hair devices (straighteners, curlers, tongs) unattended
- do not use unsafe or untested electrical equipment and do not overload electrical sockets
- you must only use adapters that meet UK specification and are fused (see below left)
- do not store combustible materials, including piles of paper
- do not use naked flames e.g. candles
- do not smoke in any room and do not disable, tamper with or cover up smoke or heat detectors
- do not leave items in corridors or stairways
- keep all fire doors closed at all times, especially kitchen doors (never wedge them open)
- do not tamper with fire safety equipment (extinguishers, fire blankets)
- please report anything that looks unsafe or hazardous to the Porters

*The correct adapter is on sale at the Porters’ Lodge for £4.00*

*Do not disable, tamper with or cover up smoke or heat detectors*
2. **The Houses**

There are five former domestic houses in Wolfson, as shown on the plan below, which have been adapted for student accommodation:

- Williams House and Chadwick House on the Barton Road side;
- Barton House and Norton House on the Barton Close side;
- Plommer House on the Selwyn Gardens side

Only period licences are available in these houses – accommodation is not available on a termly licence.
2.1 Williams House

This house is named after the late Professor Sir David Williams, President of Wolfson College 1980-1992. It has six bedrooms, two on the ground floor and four on the first floor, as follows:

**Ground floor**
- Room WH1  Price 5 (double accommodation for a couple)
- Room WH2  Price 3

**First floor**
- Room WH3  Price 3
- Room WH4  Price 1
- Room WH5  Price 3
- Room WH6  Price 1

On the ground floor there is a kitchen and a shower room with toilet; and on the first floor there is a toilet and a bathroom. All rooms have their own wash-basin.

2.2 Chadwick House

This house is named after the Reverend Professor Owen Chadwick, the Chair of the Trustees of University College, as Wolfson College was known from its foundation in 1965 until being re-named Wolfson College in 1973. It has six bedrooms, two on the ground floor and four on the first floor, as follows:

**Ground floor**
- Room CH1  Price 5 (double accommodation for a couple)
- Room CH2  Price 3

**First floor**
- Room CH3  Price 3
- Room CH4  Price 3
- Room CH5  Price 3
- Room CH6  Price 1 (this room has no wash-basin)

On the ground floor there is a kitchen, a toilet, and a bathroom with bath, shower and toilet; and on the first floor there is a toilet and a bathroom. All rooms have their own wash-basin, except CH6.
2.3 Barton House

This house became available for student accommodation for the first time in 2011. It is named after the village of Barton, which lies to the west of the College and which gives its name to Barton Road and Barton Close, which act as the south and east boundaries of the College’s site. It can be entered either from the College site or from Barton Close. It has six bedrooms, two on the ground floor and four on the first floor as follows:

<table>
<thead>
<tr>
<th>Ground floor</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Room BH1</td>
<td>Price 4</td>
</tr>
<tr>
<td>Room BH2</td>
<td>Price 3</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>First floor</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Room BH3</td>
<td>Price 4</td>
</tr>
<tr>
<td>Room BH4</td>
<td>Price 3</td>
</tr>
<tr>
<td>Room BH5</td>
<td>Price 2</td>
</tr>
<tr>
<td>Room BH6</td>
<td>Price 3</td>
</tr>
</tbody>
</table>

On the ground floor there is a kitchen, a dining room, a toilet and a shower room with toilet; and on the first floor there is a toilet, a bathroom with bath and shower, and a bathroom with bath and toilet. All rooms have their own wash-basin. On the first floor there is also a small room, which is for general use as a study.

Students are not permitted to park cars in Barton Close.

2.4 Norton House

This house is named after Frederick Norton, one of the first Fellows of the College. It can be entered either from the College site or from Barton Close. It has eight bedrooms, four on the ground floor and four on the first floor, as follows:

<table>
<thead>
<tr>
<th>Ground floor</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Room NH1</td>
<td>Price 5  (double accommodation for a couple)</td>
</tr>
<tr>
<td>Room NH2</td>
<td>Price 1</td>
</tr>
<tr>
<td>Room NH3</td>
<td>Price 3</td>
</tr>
<tr>
<td>Room NH4</td>
<td>Price 3</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>First floor</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Room NH5</td>
<td>Price 5  (double accommodation for a couple)</td>
</tr>
<tr>
<td>Room NH6</td>
<td>Price 1</td>
</tr>
<tr>
<td>Room NH7</td>
<td>Price 3  (with own ensuite facilities)</td>
</tr>
<tr>
<td>Room NH8</td>
<td>Price 1</td>
</tr>
</tbody>
</table>

On the ground floor there is a kitchen, a shower, and a toilet; and on the first floor there is a toilet, a bathroom, and a shower room with toilet. All rooms have their own wash-basin.

Students are not permitted to park cars in Barton Close.
2.5 Plommer House

This house is named after Dr Hugh Plommer, a founding Fellow of the College. The ground floor is used for offices and meeting rooms. There are seven rooms for accommodation on the first and second floors, as follows:

**First floor**
- Room PH1  Price 3
- Room PH2  Price 3
- Room PH3  Price 3
- Room PH4  Price 6 (flat for a couple)

**Second floor**
- Room PH5  Price 3
- Room PH6  Price 5 (double accommodation for a couple)
- Room PH7  Price 3

On the first floor there is a kitchen and a bathroom with toilet. On the second floor there is another kitchen and a second bathroom with toilet. All rooms have their own wash-basin. PH4 is a flat for a couple, with a large bed-sitting room, a kitchen and a bathroom.
3. **East Court & Toda House**

On the eastern side of the College there are two purpose-built accommodation blocks, as shown on this plan:
3.1 East Court (M, N, O, P staircases)

This building, which was fully refurbished in 2015, is designed along the typical Cambridge model of ‘staircases’. Each letter is a separate staircase, which does not inter-connect with its neighbouring staircase. Each staircase in this building has two entrances, one into East Court and one into Lee Court. Half the rooms have a view of East Court and half have a view of Lee Court.

M staircase

There are 11 small ensuite rooms, as follows:

<table>
<thead>
<tr>
<th>Ground floor</th>
<th>First floor</th>
</tr>
</thead>
<tbody>
<tr>
<td>M1 to M4</td>
<td>M5 to M7</td>
</tr>
<tr>
<td>Price 2</td>
<td>Price 2</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Second floor</th>
</tr>
</thead>
<tbody>
<tr>
<td>M8 to M11</td>
</tr>
<tr>
<td>Price 2</td>
</tr>
</tbody>
</table>

Facing East Court: Rooms 1, 4, 5, 7, 8, 11
Facing Lee Court: Rooms 2, 3, 6, 9, 10

There is a kitchen on the first floor. Although all the rooms are ensuite, there is also a bathroom with toilet on the second floor.

N staircase

There is a mixture of small ensuite rooms, standard ensuite rooms and single studio flats, as follows:

<table>
<thead>
<tr>
<th>Ground floor</th>
<th>First floor</th>
</tr>
</thead>
<tbody>
<tr>
<td>N1</td>
<td>N4 &amp; N5</td>
</tr>
<tr>
<td>Price 2 (small ensuite)</td>
<td>Price 3 (standard ensuites)</td>
</tr>
<tr>
<td>N2 &amp; N3</td>
<td>N6 &amp; N7</td>
</tr>
<tr>
<td>Price 4 (single studio flats)</td>
<td>Price 4 (single studio flats)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Second floor</th>
</tr>
</thead>
<tbody>
<tr>
<td>N8 &amp; N9</td>
</tr>
<tr>
<td>Price 2 (small ensuites)</td>
</tr>
<tr>
<td>N10 &amp; N11</td>
</tr>
<tr>
<td>Price 4 (single studio flats)</td>
</tr>
</tbody>
</table>

Facing East Court: Rooms 3, 4, 7, 8, 10
Facing Lee Court: Rooms 1, 2, 5, 6, 9, 11

Although each room or flat has its own bathroom facilities, there is also a bathroom (without toilet) on the second floor. There is a kitchen on the ground floor.
O staircase

There are 12 study bedrooms and four small ensuite rooms, as follows:

<table>
<thead>
<tr>
<th>Ground floor</th>
<th>First floor</th>
</tr>
</thead>
<tbody>
<tr>
<td>O1</td>
<td>O7 to O10</td>
</tr>
<tr>
<td>Price 2 (small ensuite)</td>
<td>Price 1</td>
</tr>
<tr>
<td>O2 to O5</td>
<td></td>
</tr>
<tr>
<td>Price 1</td>
<td></td>
</tr>
<tr>
<td>O6</td>
<td></td>
</tr>
<tr>
<td>Price 2 (small ensuite)</td>
<td></td>
</tr>
</tbody>
</table>

Second floor

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>O11</td>
<td></td>
</tr>
<tr>
<td>Price 2 (small ensuite)</td>
<td></td>
</tr>
<tr>
<td>O12 to O15</td>
<td></td>
</tr>
<tr>
<td>Price 1</td>
<td></td>
</tr>
<tr>
<td>O16</td>
<td></td>
</tr>
<tr>
<td>Price 2 (small ensuite)</td>
<td></td>
</tr>
</tbody>
</table>

Facing East Court: Rooms 1-3, 7-8, 11-13
Facing Lee Court: Rooms 4-6, 9-10, 14-16

On the ground floor there is a shower room with toilet.
On the first floor there are two kitchens, a shower room (with no toilet), and a toilet.
On the second floor there is bathroom with toilet, and a toilet.

P staircase

There are 11 small ensuite rooms as follows:

<table>
<thead>
<tr>
<th>Ground floor</th>
<th>First floor</th>
</tr>
</thead>
<tbody>
<tr>
<td>P1 to P3</td>
<td>P4 to P7</td>
</tr>
<tr>
<td>Price 2</td>
<td>Price 2</td>
</tr>
</tbody>
</table>

Second floor

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>P8 to P11</td>
<td></td>
</tr>
<tr>
<td>Price 2</td>
<td></td>
</tr>
</tbody>
</table>

Facing East Court: Rooms 1, 6, 9
Facing Lee Court: Rooms 3, 5, 10
Facing Sundial Garden: Rooms 2, 4, 7, 8, 11

There is a kitchen on the ground floor. Although all the rooms are ensuite, there is also a bathroom with toilet on the second floor.

3.2 Toda House

Toda House was built in 1993 with funding from the Toda Corporation of Japan. There are 10 standard size ensuite rooms as follows:

<table>
<thead>
<tr>
<th>Ground floor</th>
<th>First floor</th>
</tr>
</thead>
<tbody>
<tr>
<td>TH1 to TH4</td>
<td>TH5 to TH10</td>
</tr>
<tr>
<td>Price 3</td>
<td>Price 3</td>
</tr>
</tbody>
</table>

There is a kitchen on the ground floor.

Period licences are not available in Toda House – only termly licences.
4. West Court

There are accommodation blocks on three sides of West Court, as shown on this plan:

4.1 The ALBORADA Building - A block

The ALBORADA building is a two-storey building at the front of the College, with A block on the ground floor and B block on the first floor. The A floor contains student accommodation while B floor contains flats for use by Academic Visitors.

There are 9 study bedrooms, A1 to A9, all Price 1.

There is a kitchen, and three shower rooms with toilets.
4.2 C, D, E, F, G staircases

This building is designed along the typical Cambridge model of ‘staircases’. Each letter is a separate staircase, which does not inter-connect with its neighbouring staircase. Each staircase in this building has two entrances, one facing West Court and one facing the Western Field. Half the rooms face West Court and half face the Western Field.

The layout for each staircase is as follows:

C staircase

<table>
<thead>
<tr>
<th>Ground floor</th>
<th>First floor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Room 1</td>
<td>Room 5</td>
</tr>
<tr>
<td>Rooms 2 &amp; 3</td>
<td>Room 6</td>
</tr>
<tr>
<td>Room 4</td>
<td>Room 7</td>
</tr>
<tr>
<td>Shared</td>
<td>Shared</td>
</tr>
</tbody>
</table>

Room 1: Price 1 (facing West Court)
Room 2 & 3: Price 1 (facing Barton Road)
Room 4: Price 1 (facing Western Field)
Shared: Shower room with toilet

Second floor

<table>
<thead>
<tr>
<th>Room 8 &amp; 9</th>
<th>Room 10</th>
</tr>
</thead>
<tbody>
<tr>
<td>Room 8</td>
<td>Price 2 (facing the Western Field)</td>
</tr>
<tr>
<td>Room 9</td>
<td>Price 2 (facing West Court)</td>
</tr>
<tr>
<td>Room 10</td>
<td>Price 2 (facing West Court)</td>
</tr>
<tr>
<td>Room 11</td>
<td>Price 2 (facing Western Field)</td>
</tr>
<tr>
<td>Shared</td>
<td>Bathroom with toilet</td>
</tr>
</tbody>
</table>

D staircase (all small ensuites)

<table>
<thead>
<tr>
<th>Ground floor</th>
<th>First floor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rooms 1 &amp; 2</td>
<td>Room 5</td>
</tr>
<tr>
<td>Rooms 3 &amp; 4</td>
<td>Room 6 &amp; 7</td>
</tr>
<tr>
<td>Shared</td>
<td>Shared</td>
</tr>
</tbody>
</table>

Room 1 & 2: Price 2 (facing West Court)
Room 3 & 4: Price 2 (facing Western Field)
Shared: Shower room with toilet

Second floor

<table>
<thead>
<tr>
<th>Room 8</th>
<th>Room 9</th>
</tr>
</thead>
<tbody>
<tr>
<td>Room 8</td>
<td>Price 2 (facing the Western Field)</td>
</tr>
<tr>
<td>Room 9</td>
<td>Price 2 (facing West Court)</td>
</tr>
<tr>
<td>Room 10</td>
<td>Price 2 (facing West Court)</td>
</tr>
<tr>
<td>Room 11</td>
<td>Price 2 (facing Western Field)</td>
</tr>
<tr>
<td>Shared</td>
<td>Bathroom with toilet</td>
</tr>
</tbody>
</table>

E, F, G staircases

<table>
<thead>
<tr>
<th>Ground floor</th>
<th>First floor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rooms 1 &amp; 2</td>
<td>Room 5</td>
</tr>
<tr>
<td>Rooms 3 &amp; 4</td>
<td>Room 6 &amp; 7</td>
</tr>
<tr>
<td>Shared</td>
<td>Shared</td>
</tr>
</tbody>
</table>

Room 1 & 2: Price 2 (facing West Court)
Room 3 & 4: Price 2 (facing Western Field)
Shared: Shower room with toilet

Second floor

<table>
<thead>
<tr>
<th>Room 8</th>
<th>Room 9</th>
</tr>
</thead>
<tbody>
<tr>
<td>Room 8</td>
<td>Price 1 (facing Western Field)</td>
</tr>
<tr>
<td>Room 9</td>
<td>Price 1 (facing West Court)</td>
</tr>
<tr>
<td>Room 10</td>
<td>Price 2 (small ensuite; facing West Court)</td>
</tr>
<tr>
<td>Room 11</td>
<td>Price 2 (small ensuite; facing Western Field)</td>
</tr>
<tr>
<td>Shared</td>
<td>Bathroom with toilet</td>
</tr>
</tbody>
</table>
4.3 H, J, K, L staircases

This building is designed along the typical Cambridge model of ‘staircases’. Each letter is a separate staircase, which does not inter-connect with its neighbouring staircase. Each staircase in this building has two entrances, one facing inwards (West Court / Western Field), one facing outwards to the back of the College; and therefore half the rooms face inwards and half outwards. The layout for K and L staircases is the same, and H and J staircases are each different, as follows:

### H staircase

#### Ground floor
- Rooms 1 & 2: Price 3 (facing Western Field)
- Room 3: Price 3 (facing back)
- Shared: Kitchen for the staircase

#### First floor
- Rooms 4 & 7: Price 3 (facing back)
- Rooms 5 & 6: Price 3 (facing Western Field)
- Shared: Bathroom (no toilet)

#### Second floor
- Rooms 8 & 11: Price 3 (facing back)
- Rooms 9 & 10: Price 3 (facing Western Field)

### J staircase

#### Ground floor
- J1: Price 1 (facing Western Field)
- J2 to J5: Price 1 (facing back)
- J6: Price 1 (facing West Court)
- Shared: Bathroom with toilet; shower room with toilet

#### First floor
- J7: Price 1 (facing Western Field)
- J8 to J12: Price 1 (facing back)
- J13: Price 1 (facing West Court)
- Shared: Kitchen for the staircase; two shower rooms with toilets; two separate toilets

#### Second floor
- J14: Price 1 (facing Western Field)
- J15 to J19: Price 1 (facing back)
- J20: Price 1 (facing West Court)
- J21: Price 5 (double studio flat; facing Western Field; no termly licences)
- J22: Price 5 (double studio flat; facing West Court; no termly licences)

### K & L staircases

#### Ground floor
- Rooms 1 & 3: Price 3 (facing back)
- Rooms 2 & 4: Price 3 (facing West Court)

#### First floor
- Room 5: Price 3 (facing back)
- Rooms 6 & 7: Price 3 (facing West Court)
- Shared: Kitchen for the staircase; bathroom (no toilet)

#### Second floor
- Rooms 8 & 11: Price 3 (facing back)
- Rooms 9 & 10: Price 3 (facing West Court)
5. The Western Field

Unlike the older blocks C to P, which follow the traditional Cambridge ‘staircase’ model, the newer blocks R to V have horizontal corridors as well as vertical stairways, making it possible to walk between any two rooms in R, S, T or V without having to go outside.
5.1 R block

The even-numbered rooms face inwards into the Western Field, and the odd-numbered rooms face outwards to the back of the College. There is a lift in R block.

**Ground floor**
- R100A & B: Price 3 (shared set)
- R101A & B: Price 3 (shared set)
- R102A & B: Price 3 (shared set)
- R103 to R114: Price 3 (ensuites)
- Shared: Kitchen

**First floor**
- R200A & B: Price 3 (shared set)
- R201A & B: Price 3 (shared set)
- R202A & B: Price 3 (shared set)
- R203 to R216: Price 3 (ensuites)
- Shared: Kitchen

**Second floor**
- R300A & B: Price 3 (shared set)
- R301A & B: Price 3 (shared set)
- R302A & B: Price 3 (shared set)
- R303 to R316: Price 3 (ensuites)
- Shared: Kitchen

5.2 S block

The even-numbered rooms/sets face inwards into the Western Field; and the flats and the odd-numbered rooms/sets face outwards to the western boundary of the College.

Termly licences are not available in the six double flats SF1-SF6 – only period licences.

**Ground floor**
- SF1 & SF2: Price 6 (double flats)
- S100A & B: Price 3 (shared set)
- S101: Price 3 (ensuite)
- S102A & B: Price 3 (shared set)
- S103: Price 3 (ensuite)
- S104A & B: Price 3 (shared set)
- S105A & B: Price 3 (shared set)
- S106A & B: Price 3 (shared set)
- S107A & B: Price 3 (shared set)
- S108: Price 3 (ensuite)
- S109A & B: Price 3 (shared set)
- S110 to S113: Price 3 (ensuites; there is no S112)
- Shared: Kitchen; bathroom with toilet

**First floor**
- SF3 & SF4: Price 6 (double flats)
- S200 to S219: Price 3 (ensuites)
- Shared: Kitchen; bathroom with toilet

**Second floor**
- SF5 & SF6: Price 6 (double flats)
- S300A to S307B: Price 3 (shared sets)
- S308 to S311: Price 3 (ensuites)
- Shared: Kitchen; bathroom with toilet
5.3 T block

Unlike S block and V block, which run north to south, T block runs east to west. The majority of the rooms either face north into the Western Field or face south towards the Chancellor’s Centre and Fuchs House; while some rooms are at the back of the building towards the western boundary of the College. An impressive octagon divides the ‘inner’ rooms from those towards the western boundary.

Rooms T101, T201 and T301 and all the flats are at the back of the building. All other rooms are on the inner side of the building, where even-numbered rooms face north and odd-numbered rooms face south.

Termly licences are not available in the six double flats TF1-TF6 – only period licences.

<table>
<thead>
<tr>
<th>Ground floor</th>
<th>First floor</th>
</tr>
</thead>
<tbody>
<tr>
<td>TF1 &amp; TF2</td>
<td>Price 6 (double flats)</td>
</tr>
<tr>
<td>T101 to T115</td>
<td>Price 3 (ensuites)</td>
</tr>
<tr>
<td>Shared</td>
<td>(there is no T102 or T103)</td>
</tr>
<tr>
<td></td>
<td>Kitchen; bathroom with toilet</td>
</tr>
<tr>
<td></td>
<td>Price 3 (ensuites)</td>
</tr>
</tbody>
</table>

5.4 V block

<table>
<thead>
<tr>
<th>Ground floor</th>
<th>Price 3 (ensuites)</th>
</tr>
</thead>
<tbody>
<tr>
<td>V101 to V108</td>
<td>These rooms use the kitchen on the first floor</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>First floor</th>
<th>Price 3 (ensuites)</th>
</tr>
</thead>
<tbody>
<tr>
<td>V201 to V210</td>
<td>(there is no V203)</td>
</tr>
<tr>
<td>Shared</td>
<td>Kitchen (shared with the ground floor)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Second floor</th>
<th>Price 3 (ensuites)</th>
</tr>
</thead>
<tbody>
<tr>
<td>V301 to V310</td>
<td>(there is no V303)</td>
</tr>
<tr>
<td>Shared</td>
<td>Kitchen</td>
</tr>
</tbody>
</table>

Period licences are not available in V block – only termly licences.
6. Family Flats

There are five family flats in the south-west corner of the College, as shown here:

Each flat comprises a large bedroom, a small bedroom, a living/dining room, a study, a kitchen and a bathroom. In the small bedroom you can have either a single bed or two bunk beds. There is a shared laundry room with washing machine and dryer and a garden with a children’s swing.

Flats 1 and 2 are on the ground floor, and flats 3 and 4 are on the first floor. Flat 5 is split over the two floors with the entrance hall and study on the ground floor.

The rent for a family flat in 2017-18 is £288.47 per week. As the Family Flats are considered to be self-contained accommodation, cleaning is not provided by the College.

Council Tax may be payable by any non-student residents; it is the responsibility of the occupants to pay this if necessary.

Termly licences are not available in the Family Flats – only period licences.
7. The Rules

Furniture & Furnishings
You may not bring your own furniture or curtains into your room. Furniture and curtains provided by the College cannot be removed from your room.

All rooms have curtains and are fully carpeted. Beds have mattresses and a mattress protector fitted. You may purchase a bedding pack (see Page 4) or bring your own bedding. There are self-service laundries with washing machines and tumble dryers. Crockery, cutlery, cooking utensils and towels are not provided by the College.

Please be aware that you should not attach items to the walls of your rooms. Furthermore, any damage caused by the use of blu/white tack may result in a redecoration charge being applied.

Heating
Central heating is provided in all College living areas from October (sometimes September) through to April (sometimes May). Please do not have the radiator on when your windows are open. Please turn your radiator down, or off, when you are away from your room.

Electrical items
Certain models of small table top fridges and freezers are allowed subject to College approval, but other electrical appliances, such as electric fires, non-approved fridges, cookers, rice cookers, toasters, kettles, hobs and microwave ovens, fairy lights, humidifiers etc., are not allowed for safety reasons. If such items are found, they will be removed from your room by College Staff. The use of non-UK adapters is not permitted. The use of multiple sockets is only allowed for computers and computer-related items (such as a printer). All portable electrical appliances should have a current Portable Appliance Test (PAT) certificate which the student is required to provide. If you are in doubt about electrical loading, please check with the Clerk of Works first. To help Wolfson College’s sustainability, please remember to switch off all lights and unplug all chargers when not required and not to leave appliances in stand-by mode.

The College reserves the right to remove any electrical equipment or adapters from a resident’s room if it is deemed to be unsafe. This is often necessary when a resident tries to use electrical equipment from outside the UK, which does not conform to UK safety standards, or which may have different safety standards that will not work with our electrical systems. For example, if electrical equipment is not correctly wired, fused or earthed they may not comply with our legal safety obligations, and may be dangerous because of the incompatibility of the electrical safeguards. If in doubt, please check with the Clerk of Works.

Cleaning
Your room will be cleaned once a week by a College cleaner (Monday to Friday). Cleaners should not be expected to do more than ensure all rooms are kept to a standard. Residents are responsible for the overall tidiness of their own rooms including washing up their dishes, making their beds, keeping cookers clean and free of food and keeping their own, and any communal areas, especially the kitchens, clean and tidy.
Cleaning will not take place in bedrooms before 10am. On your notified cleaning day, although you are not required to vacate your room whilst cleaning takes place, you are expected to be out of bed.

Keys
You will receive one room key on arrival. There is a charge for providing a duplicate key if the original is lost.

Giving notice of vacating a room
Residents with a period licence must give a minimum of one month’s notice if they wish to vacate a room. Anyone with a period licence vacating a room without due notice (one month) will be charged.
If you have a termly licence, you are committed to paying for the entire term and cannot end your licence mid-term.

**Vacating a room**
When you vacate a room, you must clear it of all possessions and any rubbish. If you leave it in a state that requires Wolfson College staff to clear it, you will be charged an amount at the discretion of the Bursar.

**Changing rooms**
Normally a change of room is not permitted. If you have a special reason for wanting to move, you should speak to your Tutor.

**Damage**
Any damage to rooms will have to be paid for by the occupant(s). If damage to rooms or staircases is not traceable to individuals, costs may be charged equally among all residents on that staircase.

**Cooking**
Please note that cooking is only allowed in the designated kitchen for your room. Cooking in your room is not allowed. You should never leave cooking unattended. Please make sure to switch off cookers and kettles at the switch on the wall.

**Smoking**
Smoking is not permitted in any buildings at all in Wolfson College. Please refer to the Smoking Policy (Appendix C).

**Candles etc**
Please note that you are not permitted to use any lighted candles, joss sticks or other naked flames of any kind in the accommodation.

**Guests**
You are allowed occasional overnight guests. No guest can stay for more than three nights in any seven and you cannot have guests for more than ten nights in any month. For Fire Safety reasons, all overnight guests must be registered at the Porters’ Lodge.

**Noise**
Communal living brings with it responsibility. Students are expected to behave with consideration towards others, and not to create undue noise. This means being particularly careful not to disturb other residents by, for example, the playing of music or talking loudly in communal areas after 22:00. Music must not be audible in other students’ rooms.

**Bicycles**
You cannot keep a bicycle in your room. If you have a particularly valuable bicycle which you would like to store securely, please ask the Porters. Please note that this also applies to folding bicycles.

**Fire alarms and fire drills**
You must always respond to a fire alarm, by leaving the building and reporting to your designated fire assembly point, the location of which will be set out on the back of the door into your room. There will be at least one fire drill in the course of the year, which is a legal requirement.

Tampering with Fire Safety equipment (such as extinguishers), fire detection equipment (such as plastic covers over smoke/heat detector heads) contravenes the Fire Safety regulations. If you tamper with any of this equipment the College may cancel your licence agreement and you will be removed from College accommodation.
8. **Green and Sustainable Issues**

In past years Wolfson College has been making great strides in becoming a more Green and sustainable college. We rank high in the official Cambridge University Environmental Consulting Society (CUECS) Green League Table and have become a visible presence in the sustainability debate, both at College and University level. Each accommodation building has a Green Rep, who also acts as Fire and Safety Rep, who will help you find out more about our excellent recycling programme and sustainable ethos.

We invite as many of you as possible to get involved and get informed.

You can contact your Green Officer anytime at: wcsa-green@wolfson.cam.ac.uk or visit www.wcsa.wolfson.cam.ac.uk/index.php/green

**Recycling in your room**

To help you recycle items from your room, a green bag-for-life is in every room/flat in College. You can use it to carry your recycling to the kitchen or it can be collected from your room once a week by the cleaner. Please note that these bags should never leave your accommodation building, or be used for any other purpose. The bags remain the property of Wolfson College.

9. **Accreditation Network UK**

Under the terms of the Housing Act 2004, Wolfson College is required to be licensed either with an approved Code of Standards (typically UUK or ANUK/Unipol) or with the local authority. Wolfson is licensed with ANUK (Accreditation Network UK).

ANUK has overall responsibility for administering the Code of Practice. This includes: maintaining a list of all institutions signed up to the Code, and all buildings within those institutions covered by the Code; liaising with other bodies over areas where the Code is only applicable in parts; and periodically reviewing the Code. This review will be undertaken by a standing committee representing relevant stakeholder groups, including University management, students and specialist professions (e.g. facilities managers, maintenance etc). In this task, they will take note of significant complaints made by students concerning non-observance, other breaches noted by internal or external audits, and reports from bodies such as the Office of the Independent Adjudicator. If necessary, the committee may undertake further investigation, and then issue remedial proposals. In extreme cases, the committee may decide that a higher educational institution is no longer compliant with the Code, at which stage responsibility may pass to an alternate body, such as the Local Authority, to impose changes.

In registering with the ANUK Code of Practice, the College undertakes that:

- all the accommodation registered with ANUK meets the standards and accords with the procedures set out in the Code;
- an appropriate complaints procedure is in place, integrated into normal College practices with a procedure for reporting back to ANUK on any significant complaints relating to the Code;
- auditors will consider the College’s management of its student accommodation in relation to the Code, advising HEFCE and ANUK as appropriate.

For further details on ANUK, visit: www.anuk.org.uk
APPENDIX B: ROOM LICENCES

B1 Termly Licence

ACCOMMODATION LICENCE (Termly Licence)

1. Particulars

1.1 Date of this Licence :

1.2 The Owner : The President and Fellows of Wolfson College in the University of Cambridge

1.3 The Licensee :

1.4 The Owner permits the Licensee to occupy the Property set out in 1.5, or such other Property as the College may from time to time allocate for the Licensee’s occupation.

1.5 The Property : Room number:

Building:

Wolfson College, Cambridge

1.6 Licence Periods : MICHAELMAS TERM 2017:

Start date: 30 September 2017 (from 2pm)
End date: 2 December 2017 (until 10am)

LENT TERM 2018:

Start date: 13 January 2018 (from 2pm)
End date: 17 March 2018 (until 10am)

EASTER TERM 2018:

Start date: 21 April 2018 (from 2pm)
End date: 16 June 2018 (until 10am)

1.7 Accommodation Charge: £ X (per week). Accommodation is charged per night. The rate quoted will be divided by seven to obtain a nightly charge then multiplied by the actual number of nights in the periods above.

The Accommodation Charge is payable quarterly within fourteen days of the presentation of an account by the Owner unless
otherwise agreed in writing. If payment is not made within such period, fixed penalties will be applied as follows:

1 – 14 days overdue - £50.00
15 – 28 days overdue – an additional £50.00

Any debts still outstanding after 28 days will be referred to the Senior Tutor.

1.8 Notice Period : The Licensee is obliged to pay for a whole term and cannot give notice to terminate this Licence before the end of a term. If the Licensee leaves before the end of a term, the Licensee will be charged in full for the whole term.

1.9 Contents : All items now at the Property which remain the property of the Owner.

2. Definitions and Interpretation

2.1 A reference to the Property includes reference to any part or parts of the Property, including the communal facilities in the Building in which the Property is located, and to the Contents of the Property.

2.2 Where two or more persons comprise the Licensee, agreements on their part shall be joint and several.

3. The Agreement

3.1 The Licensee may only occupy the Property while he or she is a student who is pursuing a course of study provided by the Owner or by the University of Cambridge, and for the Licence Periods only or for such other periods as may be agreed by the Owner. This Agreement shall immediately terminate if the Licensee shall cease to pursue such course of study or if he or she shall cease to pay the Owner’s fees for such a course of study or if he or she shall be rusticated or sent down by the Owner.

3.2 The Licensee is entitled throughout this Licence to use all communal facilities within the Building including the most convenient bathroom and kitchen but excluding any room not designated for communal use provided that all of the restrictions and requirements in this Licence apply equally to the communal facilities.

4. The Licensee’s Obligations

The Licensee agrees with the Owner as follows:

4.1 To pay the Accommodation Charge payable as set out in clause 1.7 above.

4.2 Not to use the Property in such a way as to cause damage to it or to the Contents or to cause annoyance or danger to other Licensees or neighbours and without prejudice to the generality of the foregoing not to overload or misuse any services supplying the Property.

4.3 Not to smoke in the Property. Not to use any naked flame in the Property. Not to cook in the Property or in any part of the Building other than that provided specifically for the purpose of
cooking. Not to use any cooking equipment other than that provided in the Building. Not to bring into the Property an electric heater or any other heating device.

4.4 Not to damage or remove any of the Contents in or from the Property and not to bring into the Property any additional furniture or fittings without the prior written approval of the Owner. Not to keep a bicycle in the Property.

4.5 Not to carry out any decoration, maintenance or alterations to the Property, without the prior written approval of the Owner.

4.6 Not to carry on any trade or business in the Property and to use the Property only for residential purposes.

4.7 To observe all statutory or other obligations relating to his or her occupation of the Property and in particular to pay local and other taxes where failure to pay such taxes would result in the Owner being liable to pay such taxes, if appropriate, and to obtain an appropriate licence for viewing any television channels in the Property.

4.8 To observe the Rules issued by the Owner from time to time (the Rules) [but for the avoidance of doubt where there is inconsistency between the Rules and this Agreement, this Agreement prevails] which shall be deemed to be incorporated herein. The Rules are set out in A Guide to Accommodation for Students in Wolfson College.

4.9 Not to keep any pets in the Property other than a guide dog for which the prior written approval of the Owner has been given.

4.10 To deliver up the Property at the end of each Licence Period clean, tidy and in accordance with the foregoing stipulations, reimbursing the Owner for the cost of making good any damage where necessary and for the replacement of any of the Owner's fixtures and fittings furniture or effects or Contents broken, lost, damaged or destroyed during these Licence Periods or the Licensee’s occupancy whichever is the longer.

4.11 To allow unrestricted access to the Building for the Owner's representatives, any staff of the Owner, Licensees of other parts of the Building or others so entitled and to permit the Owner or its agents to enter the Property at all reasonable times for the purposes of inspecting the Property or carrying out works to the Property or allowing prospective Licensees or tenants to view the Property.

5 The Owner’s Obligations

5.1 The Owner agrees with the Licensee to insure the Property and the Contents against loss or damage by fire and all the other risks usually covered by a normal comprehensive policy. For the avoidance of doubt the Licensee should be aware that such insurance does not cover his or her own possessions.

6. Alienation

6.1 The Licensee agrees with the Owner not to assign, underlet , share or part with possession of the Property or the Contents or any part or parts thereof save that non-paying guests are permitted to share occupation of the Property for not more than three nights in any consecutive seven up to a maximum of ten nights in a calendar month.
7. **Forfeiture**

7.1 If the Licensee is in breach of any terms or conditions of this Licence the Owner may terminate this Licence and remove the Licensee from the Property.

SIGNED ___________________________ SIGNED ___________________________

on behalf of the Owner by the Licensee
ACCOMMODATION LICENCE (Period Licence)

1. **Particulars**

1.1 **Date of this Licence**: 

1.2 **The Owner**: The President and Fellows of Wolfson College in the University of Cambridge

1.3 **The Licensee**: 

1.4 **The Owner permits the Licensee to occupy the Property set out in 1.5, or such other Property as the College may from time to time allocate for the Licensee’s occupation.**

1.5 **The Property**: Room number: 

   Building: 

   Wolfson College, Cambridge

1.6 **Licence Period**: Start date: (from 2pm) 

   End date: (until 10am)

1.7 **Accommodation Charge**: £ X (per week). Accommodation is charged per night. The rate quoted will be divided by seven to obtain a nightly charge then multiplied by the actual number of nights in accommodation.

   The Accommodation Charge is payable quarterly within fourteen days of the presentation of an account by the Owner unless otherwise agreed in writing. If payment is not made within such period, fixed penalties will be applied as follows:

   1 – 14 days overdue - £50.00
   15 – 28 days overdue – an additional £50.00

   Any debts still outstanding after 28 days will be referred to the Senior Tutor.

1.8 **Notice Period**: If the Licensee wishes to terminate this Licence, the Licensee must give a minimum of one month’s notice. The Licensee will be charged in full during such notice period.

1.9 **Contents**: All items now at the Property which remain the property of the Owner.
2. Definitions and Interpretation

2.1 A reference to the Property includes reference to any part or parts of the Property, including the communal facilities in the Building in which the Property is located, and to the Contents of the Property.

2.2 Where two or more persons comprise the Licensee, agreements on their part shall be joint and several.

3. The Agreement

3.1 The Licensee may only occupy the Property while he or she is a student who is pursuing a course of study provided by the Owner or by the University of Cambridge, and for the Licence Period only or for such other period as may be agreed by the Owner. This Agreement shall immediately terminate if the Licensee shall cease to pursue such course of study or if he or she shall cease to pay the Owner's fees for such a course of study or if he or she shall be rusticated or sent down by the Owner.

3.2 The Licensee is entitled throughout this Licence to use all communal facilities within the Building including the most convenient bathroom and kitchen but excluding any room not designated for communal use provided that all of the restrictions and requirements in this Licence apply equally to the communal facilities.

4. The Licensee's Obligations

The Licensee agrees with the Owner as follows:

4.1 To pay the Accommodation Charge payable as set out in clause 1.7 above.

4.2 Not to use the Property in such a way as to cause damage to it or to the Contents or to cause annoyance or danger to other Licensees or neighbours and without prejudice to the generality of the foregoing not to overload or misuse any services supplying the Property.

4.3 Not to smoke in the Property. Not to use any naked flame in the Property. Not to cook in the Property or in any part of the Building other than that provided specifically for the purpose of cooking. Not to use any cooking equipment other than that provided in the Building. Not to bring into the Property an electric heater or any other heating device.

4.4 Not to damage or remove any of the Contents in or from the Property and not to bring into the Property any additional furniture or fittings without the prior written approval of the Owner. Not to keep a bicycle in the Property.

4.5 Not to carry out any decoration, maintenance or alterations to the Property, without the prior written approval of the Owner.

4.6 Not to carry on any trade or business in the Property and to use the Property only for residential purposes.

4.7 To observe all statutory or other obligations relating to his or her occupation of the Property and in particular to pay local and other taxes where failure to pay such taxes would result in the Owner
being liable to pay such taxes, if appropriate, and to obtain an appropriate licence for viewing any
television channels in the Property.

4.8 To observe the Rules issued by the Owner from time to time (the Rules) [but for the avoidance of
doubt where there is inconsistency between the Rules and this Agreement, this Agreement prevails]
which shall be deemed to be incorporated herein. The Rules are set out in *A Guide to
Accommodation for Students in Wolfson College*.

4.9 Not to keep any pets in the Property other than a guide dog for which the prior written approval of
the Owner has been given.

4.10 To deliver up the Property at the end of the Licence Period clean, tidy and in accordance with the
foregoing stipulations, reimbursing the Owner for the cost of making good any damage where
necessary and for the replacement of any of the Owner's fixtures and fittings furniture or effects or
Contents broken, lost, damaged or destroyed during this Licence Period or the Licensee's occupancy
whichever is the longer.

4.11 To allow unrestricted access to the Building for the Owner's representatives, any staff of the Owner,
Licensees of other parts of the Building or others so entitled and to permit the Owner or its agents to
enter the Property at all reasonable times for the purposes of inspecting the Property or carrying out
works to the Property or allowing prospective Licensees or tenants to view the Property.

5 The Owner’s Obligations

5.1 The Owner agrees with the Licensee to insure the Property and the Contents against loss or damage
by fire and all the other risks usually covered by a normal comprehensive policy. For the avoidance
of doubt the Licensee should be aware that such insurance does not cover his or her own
possessions.

6. Alienation

6.1 The Licensee agrees with the Owner not to assign, underlet, share or part with possession of the
Property or the Contents or any part or parts thereof save that non-paying guests are permitted to
share occupation of the Property for not more than three nights in any consecutive seven up to a
maximum of ten nights in a calendar month.

7. Forfeiture

7.1 If the Licensee is in breach of any terms or conditions of this Licence the Owner may terminate this
Licence and remove the Licensee from the Property.

SIGNED ........................................... SIGNED ...........................................
on behalf of the Owner ........................................... by the Licensee ...........................................
Appendix C: Smoking Policy

SMOKING POLICY

Introduction

Wolfson College aims to provide an environment which is safe, which minimises any risks to health and which makes adequate arrangements for the welfare of our employees, residents, students and visitors whilst they are at Wolfson College.

Those who smoke endanger not only themselves but also others who do not smoke, through passive smoking. Passive smoking - breathing in other people's tobacco smoke - has been shown to cause lung cancer and heart disease in non-smokers, as well as many other illnesses and minor conditions. Inhaling other people’s tobacco smoke is both a health hazard and a welfare issue. In addition, smoking can constitute a fire risk.

Wolfson College has adopted the following policy concerning smoking within the College and its grounds. This policy sets out how we intend to manage smoking within our environment.

Scope of this policy

This policy applies to all employees, residents, Fellows, students and visitors regardless of seniority, and whether or not their environment is shared with others.

Aims of this policy

This policy seeks to guarantee to non-smokers the right to air that is free of tobacco smoke, while also taking account of the needs of those who do smoke.

Legal background

The following pieces of legislation apply to this policy:

- The Health Act 2006 and the Smoke-free (Premises and Enforcement) Regulations 2006
- The Prohibition of Smoking in Certain Premises (Scotland) Regulations 2006
- The Smoke Free Premises etc. (Wales) Regulations 2007.

In addition, employers have a common law duty to provide a safe place and system of work under the Health and Safety at Work etc. Act 1974 (HASAWA).

Definitions

Section 1 of the Health Act 2006 defines smoking as “smoking tobacco or anything which contains tobacco, or smoking any other substance” and states that “smoking includes being in possession of lit tobacco or of anything lit which contains tobacco, or being in possession of any other lit substance in a form in which it could be smoked”.

“Enclosed” means premises that have a ceiling or roof, and (excluding doors, windows and passageways) are wholly enclosed whether permanently or temporarily. Tents and marquees are therefore included.

Areas where smoking is prohibited

Smoking is prohibited in any enclosed area on our premises. This includes the Porters’ Lodge and entrances, corridors, stairs and lifts, meeting rooms, rest rooms and toilets, as well as outside areas that are not designated as smoking areas.
Areas where smoking is allowed

Designated external smoking areas are provided as follows:

1) The smoking shelter at the back of R/S blocks
2) The graveled area at the rear of Fuchs House (where the benches are located, not against the wall of the house)
3) The graveled area by the railings between Front Court and the Sundial Garden, to the right of the Jack King Building (this ‘smoking area’ is not to be used by employees and workers)

In many organisations and businesses, those who smoke do so just outside the entrances and exits to the premises. We believe that this does not present a professional image. Employees and workers are therefore not permitted to smoke in the following areas: in front of the main entrance, around the back gate on Selwyn Gardens or at the designated smoking area located on the graveled area by the railings between Front Court and the Sundial Garden, to the right of the Jack King Building.

Those who need to smoke may do so within the designated areas. Employees are only permitted to smoke during any recognised rest period or lunch break. Employees who smoke will not be allowed longer or more frequent breaks than their non-smoking colleagues and use of the smoking areas is not to interfere with normal job performance.

Smoking areas will be kept clean and those using these areas are expected to keep them tidy and to dispose of any rubbish appropriately. Receptacles are provided for the disposal of cigarette ends and other waste smoking materials.

Visitors, contractors and temporary staff

Visitors, customers, suppliers, contractors and temporary staff are expected to comply with this policy. Employees and Students meeting visitors from outside the College, or responsible for temporary staff or contractors, are required politely to explain our policy and to ensure such people comply with it.

Assistance to those who smoke

We recognise that passive smoking adversely affects the health of everyone. Whilst smoking is a personal choice we are concerned where people smoke and the effect that smoking in these locations has on non-smokers.

However, it is recognised that this policy will impact on smokers’ lives and that some smokers may wish to reduce or give up smoking, but may have difficulty in doing so. Some details of where to obtain advice and guidance on giving up smoking are listed below:

Quit line: 0800 002 200

NHS smoking helpline: 0800 169 0 169 and from their website: http://www.gosmokefree.co.uk

Electronic cigarettes

Electronic cigarettes (‘e-cigarettes’) are battery-powered products that use heat to release a visible vapour that contains liquid nicotine that is inhaled by the user. They are designed to replicate smoking behaviour without the use of tobacco, and some look very similar to conventional cigarettes. However, the use of these would not be classed as “smoking” according to the legal definition of this.

Whilst e-cigarettes may help some smokers to give up, guidance from the British Medical Association states that there is a lack of evidence about the health risks that they pose to the individual using them and those in close proximity. Additionally, we are concerned that electronic cigarettes may create the impression that smoking is accepted within the
workplace, and we also have concerns that it is difficult to differentiate visually between e-cigarettes and normal cigarettes at a distance.

The use of electronic cigarettes is also banned within our premises. To allow those who choose to use e-cigarettes in an area free from those smoking ‘regular’ cigarettes, we have designated an area adjacent to the Lee Hall as a ‘vaping’ area. This ‘vaping’ area is not to be used by those smoking ‘regular’ cigarettes.

**Enforcement of this policy**

Smoking in an area other than those designated as a smoking area will be regarded as general misconduct and will be dealt with in accordance with the College’s disciplinary procedures.

**Implementation, monitoring and review of this policy**

The Health & Safety Committee has overall responsibility for implementing and monitoring this policy, which will be reviewed on a regular basis following its implementation (at least annually) and additionally whenever there are relevant changes in legislation or to our working practices. Employees will be consulted about any proposed changes via the Staff Communication & Consultation Committee, and adequate notice given of these.

*April 2015*
Endsleigh Accommodation Partner 2017

Your contents. Covered.

Wolfson College, Cambridge is working in partnership with Endsleigh, the No. 1 student insurance provider, to provide some cover for your possessions, inside and outside your room. You don’t need to do anything to activate this cover, but it is important for you to check and ensure that you fully understand the protection provided and whether it is sufficient for your needs.

To view your Certificate of Insurance which details the full level of cover and other important information, click here.

To view your Key Facts document click here, and to view the full policy wording click here.

If something happens and you need to make a claim, you can contact our Claims Department on 0333 234 1688 or you can make a claim online. Please note our Claims Department can be contacted by phone Mon-Fri: 9am to 5.00pm; Sat: 9am to 12pm; Sun: Closed. Claims can be logged online 24/7.

Endsleigh knows that life can grind to a halt without your possessions, so it is worth spending a few minutes to establish whether the things that matter to you most are protected both inside and outside your room.

When checking your cover, please refer to your Certificate of Insurance as Wolfson College has designed the policy specifically for you.

To find out more, visit Check Your Cover.
Certificate of Insurance
WOLFSON COLLEGE, CAMBRIDGE
POLICY NUMBER HH1635
1st October 2017 to 30th September 2018

You must, at all times, take steps to prevent accidents, loss and damage.

Key Benefits – What’s covered?
Your items are covered inside your room against fire, flood and theft up to the following amounts:

<table>
<thead>
<tr>
<th>Core Room Cover</th>
<th>Limit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Student Room Contents Cover</td>
<td>£6,000</td>
</tr>
<tr>
<td>Disabled Students Room Contents Cover</td>
<td>£7,000</td>
</tr>
<tr>
<td>Single Article Limit (unless outlined separately)</td>
<td>£1,250</td>
</tr>
<tr>
<td>Computer Equipment (eg. Desktops, Laptops, Tablets)</td>
<td>£2,000</td>
</tr>
<tr>
<td>Computer Accessories</td>
<td>£150</td>
</tr>
<tr>
<td>Mobile Phone (forced entry only)</td>
<td>£750</td>
</tr>
<tr>
<td>Audio equipment, DVD &amp; video players, computer consoles, hard drives and other data carrying media</td>
<td>£1,000</td>
</tr>
<tr>
<td>Computer games, CDs, DVDs, videos &amp; records</td>
<td>£600</td>
</tr>
<tr>
<td>Photographic Equipment</td>
<td>£1,000</td>
</tr>
<tr>
<td>Sports Equipment</td>
<td>£1,000</td>
</tr>
<tr>
<td>Musical Instruments</td>
<td>£1,000</td>
</tr>
<tr>
<td>Clothing (single article limit)</td>
<td>£350</td>
</tr>
<tr>
<td>Valuables including jewellery &amp; watches</td>
<td>£1,000</td>
</tr>
<tr>
<td>Unspecified Personal Possessions outside</td>
<td>£250</td>
</tr>
<tr>
<td>Portable Computer Equipment outside</td>
<td>£500</td>
</tr>
<tr>
<td>Personal Money (forced entry only)</td>
<td>£50</td>
</tr>
<tr>
<td>Credit/Debit Card fraud (forced entry only)</td>
<td>£500</td>
</tr>
<tr>
<td>University Property on Loan</td>
<td>£500</td>
</tr>
<tr>
<td>Library books</td>
<td>Unlimited</td>
</tr>
<tr>
<td>Rented Household Goods</td>
<td>£1,250</td>
</tr>
<tr>
<td>Contact Lenses</td>
<td>£150</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Other Benefits</th>
<th>Limit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Theft of student’s contents whilst in direct transit between University/College and their permanent home at the beginning or end of term</td>
<td>£500 per bag</td>
</tr>
<tr>
<td>Theft from Halls of Residence communal area following forcible and violent entry</td>
<td>£1,000</td>
</tr>
<tr>
<td>Theft from Halls of Residence communal area without forcible and violent entry</td>
<td>£500</td>
</tr>
<tr>
<td>Loss or damage to the student’s personal belongings from the Halls of Residence communal area</td>
<td>£500</td>
</tr>
<tr>
<td>Theft from any other property outside policy terms (following forcible and violent entry)</td>
<td>£500</td>
</tr>
<tr>
<td>Clothing damage by faulty laundry equipment</td>
<td>£300</td>
</tr>
<tr>
<td>Food spoilage (loss of food from fridge/freezers)</td>
<td>£100</td>
</tr>
<tr>
<td>Replacement locks and keys (following damage resulting from burglary)</td>
<td>£350</td>
</tr>
<tr>
<td>Bike Cover</td>
<td>£300</td>
</tr>
<tr>
<td>Personal Accident Cover</td>
<td>£5,000</td>
</tr>
<tr>
<td>Permanent Total Disablement as a result of an accident</td>
<td>Up to £50,000</td>
</tr>
<tr>
<td>Accidental death or permanent total disablement of parent or guardian</td>
<td>£5,000</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Liabilities</th>
<th>Limit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tenants Liability Cover</td>
<td>£5,000</td>
</tr>
<tr>
<td>Damage to Public Service Equipment (water, electricity, gas meters)</td>
<td>£150</td>
</tr>
<tr>
<td>Personal Liability</td>
<td>£1m</td>
</tr>
</tbody>
</table>

Key Exclusions - What’s not covered
- Accidental Damage
- Mobile Phones outside the room (that exceed UPP Limit of £250)
- Bicycles unless locked to a permanent structure or immoveable objects
- Musical Instruments and other items outside the room unless outlined above

Excesses
(the first amount you will have to pay for each and every claim):
- Room Contents and Bikes £25
- Laptops and Tablets £50
- Money and Credit cards £25
- Frozen Food £10
- Liabilities and Personal Accident Benefits £25

How to make a claim:
Visit: endsleigh.co.uk/claim-centre to register your claim online.
Call: 0333 234 1688

Call: 0330 3030 280
To view your full policy details and extend cover
Visit: endsleigh.co.uk/reviewcover
About Our Services

This Certificate of Insurance contains the key features of your insurance policy. It does not contain the full terms and conditions, which can be found in your policy wording. It is particularly important that you read the sections on key exclusions, key limitations and any additional terms applying to your policy.

Any information we provide you with does not constitute advice or a personal recommendation and you agree to make your own choice about how to proceed. We may ask you questions to narrow down the selections of products we will provide further information on. We work with a single insurer to provide your insurance.

This insurance meets the needs and demands of someone wishing to protect their possessions. As with any insurance, it does not cover all situations, so please check what is and is not covered by the policy to make sure it meets your requirements.

Endsleigh does not charge a fee for its services in respect of this policy.

Bike Cover

What is covered:
Theft of Bikes which are securely locked to permanent structures/immoveable objects occurring within the United Kingdom

What is not covered:
• Any amount in excess of the limit shown on the Certificate of Insurance.
• Damage or accidental loss.
• Theft, unless secured to a permanent structure/immoveable object
• Bicycles that the Insured Person has loaned or rented (unless the Insured Person has been made responsible under the terms of a formal loan or rental agreement).
• Theft or damage to tyres unless the Bicycle is lost or damaged at the same time.