



ACCOMMODATION LICENCE AGREEMENT

TERMS & CONDITIONS
2011-2012

INTRODUCTION

Welcome to St George's, University of London, Horton Halls of Residence.

This booklet contains the Terms and Conditions of your Licence Agreement.

Please read this carefully before signing the Licence to Occupy. Please note that when you sign your Licence you are agreeing to abide by all of the Terms and Conditions as set out in this booklet.

If you require further information about these Terms and Conditions please contact:

**The Head of Student Services,
Registry,
Hunter Wing,
Cranmer Terrace,
London SW17 0RE**

Tel: 020 8725 5992

Fax: 020 8725 0890

E-mail: accommodation@sgul.ac.uk

We hope you enjoy your stay in the Halls of Residence.

LICENCE TERMS AND CONDITIONS

Part 1: General

a) Rules and Regulations

Residents must be aged 18 years or over in order to sign the Licence.

b) Licence Fee and Other Charges

The Resident agrees to pay the Licence Fee in full and in advance by the way of termly amounts, Without making any deductions whatsoever, as stipulated in the Licence to Occupy.

The Resident agrees to pay, in addition to the Licence Fee, all expenses incurred by St. George's, University of London (SGUL) in collecting any sum due under the Licence to Occupy and/or in preparing and serving any notice and/or in relation to any court proceedings.

c) Licence Period and Late Occupation

Licences issued to Residents in St George's, University of London Halls of Residence will cover a period as defined in the Licence to Occupy.

The licence includes insurance cover for the personal possessions of Residents. A policy document will be provided with individual licence agreements.

Where the student takes occupation part-way through an academic term, the first instalment will be a proportionate sum, calculated to the end of the academic term.

d) Termination of the Licence – SGUL

This Licence to Occupy shall terminate on the expiry of the Licence Period stated in the Licence to Occupy or as a result of one or more of the following:

- I. The termination or interruption of the Resident's registration as a full-time student of SGUL.
- II. SGUL serving notice (which will be in writing and not less than 28 days) on the Resident requiring them to cease to reside in the Accommodation. (See also Student Disciplinary Process: <https://portal.sgul.ac.uk/org/lis/reg/student-centre/student-affairs-and-compliance-pages/student-disciplinary-procedure.doc/view>)
- III. The Resident fails to take up occupation of the Accommodation within seven days of the commencement of the Licence and gives no written notification of late arrival; in this event the deposit will be forfeit.
- IV. The Resident is notified in writing by SGUL that they have breached the Health and Safety Fire Regulations of the Accommodation. (see 2d)
- V. SGUL notifies the Resident in writing that they have failed to comply with these Licence Terms and Conditions or any other terms of the Licence to Occupy.

In the event of any of these circumstances occurring, the Resident agrees to vacate the Room on the date notified by SGUL.

e) Termination of the Licence – Resident

- I. Should the Resident cease to be a full-time student at the institution a Application to Withdraw from Programme of Study form will be completed by a senior member of staff and circulated to The Student Support & Accommodation Officer and the Resident will be required to sign it. This will facilitate the termination of the Resident's licence agreement.
- II. The Resident agrees to remove all personal belongings and rubbish and to leave the Room in a good clean condition and repair.
- III. The Resident agrees that SGUL will have no responsibility for anything left at the Accommodation at the termination of this Licence.
- IV. SGUL reserves the right to dispose of any items left behind by the vacating Residents, and charge the resident the cost of their disposal.

f) Insurance

Insurance for personal possessions is included in the licence fee for the term of the licence. This will cover personal possessions within the Resident's room up to a specified value. Residents can extend the policy with the insurance company (see Policy information). SGUL will insure the building's fixed fittings and furniture. SGUL does not encourage students to bring cars to university halls but in any instance it is the Residents responsibility to fully insure any vehicles, motorbikes or bicycles which are parked on any of SGUL's sites

g) Car, Cycles and Motorbike Parking

Residents are advised not to bring motor vehicles to Horton Halls as parking is restricted. The parking policy states SGUL regulations. This can be requested from the Estates & Facilities helpdesk.

Part 2: Specific Items

a) Cleaning and Disposal of Refuse

SGUL will ensure that all stairwells, hallways and communal areas including kitchens and common rooms will be cleaned daily, Monday to Friday. If Residents leave their bin bag outside their room in the morning by 9:00am, a new bin bag will be left for them during that day.

b) Housekeeping

Residents will be required to provide their own bed linen.
Residents will also be responsible for keeping their rooms clean and tidy as well as keeping communal areas in reasonable condition. Individual Rooms will be inspected on regular basis throughout the year.

c) Inventory

At the commencement of the Licence Period, the Resident will be required to sign an inventory relating to the furniture, equipment and cleanliness of the room and of the communal areas within the Accommodation. The form must be signed and returned to the Security/Reception at the Accommodation within 48hrs of the Resident's arrival. Failure to report missing or damaged items may result in the Resident being liable for the replacement or repair charges upon termination of the Licence to Occupy. At the end of the Licence to Occupy, SGUL will inspect the Room and identify any damaged items the cost of which will be recovered from the Resident. Furniture and equipment must not be removed from the Room, Accommodation or communal areas.

d) Health and Safety

The Resident agrees to comply with any health, safety or fire notices given by SGUL and not engage in any conduct which is likely to endanger the Resident's own health and safety, or the health and safety of any other resident, visitor, guest or member of staff. The Resident agrees to use the premises communal areas and facilities with due regard to the convenience and health and safety of others.

It is a criminal offence for anyone to tamper with fire or safety equipment.

The Resident agrees not to interfere with any fire prevention, fire detection or fire fighting equipment within the premises. Any person caught doing so will be liable to criminal prosecution as well as sanctions including fines or termination of this Licence to Occupy by SGUL and possible expulsion from the University.

It is the duty of all Residents to familiarise themselves with the Fire Regulations of the Accommodation and to participate in any fire drill.

The Resident is responsible for ensuring that all portable electrical goods brought onto the premises are safe and where relevant have been PAT-tested by a qualified person. The Halls service will carry out this test on your electrical equipment for free. Residents should request this at halls reception.

e) Defects and Damage

The Resident agrees to report without delay to the Student Support & Accommodation Officer any defects arising in the Accommodation or any damage caused to, or in, the premises by the Accommodation or her/his guests. A reporting process is available in the Security/Reception area.

The Resident agrees to accept full financial responsibility for any loss or damages s/he may cause to the Accommodation (including the Room). This will include the cost of any necessary extra cleaning.

Where the individual responsible for damage cannot be identified the financial liability will be borne by all Residents of the Accommodation at the discretion of the University.

The Resident agrees not to alter or interfere with the decoration of their Room or accommodation. Only non-staining and non-damaging material is to be used to affix items to the walls.

f) Keys and Access

The Resident agrees not to duplicate any keys issued to him/her by SGUL and to report the loss of all keys, entry cards etc. as soon as possible to a Halls Reception. The Resident agrees to accept full financial responsibility for the replacement and/or misuse of locks, keys, or entry cards. The Resident agrees not to lend any keys issued to him/her to any other person.

SGUL will retain master keys giving access to the Resident's room and flat and reserves the right to make periodic checks and to gain access in emergency. Prior notice will be given whenever possible.

The Resident agrees to return any keys issued at the end of the Licence Period (or on vacating the Accommodation) to the Security/Reception Office.

g) Non – Residents and Visitors

All visitors must report to the Security/Reception Office.

The Resident agrees to accept full responsibility for the actions and behaviour of their visitors and guests whether invited or not.

The Accommodation reserves the right to refuse admission to any non-resident and to require any non-resident to leave on request.

All visitors must report to the Security/Reception Office.

Students may occasionally have an overnight guest to stay. Guests must be 16 or older. A student can have only one guest at a time, and is allowed a guest for up to 5 nights in a month, of which only three can be on consecutive nights. Where possible, students should check with the other residents in their flat that they agree to the overnight stay.

Residents are not permitted to share the Accommodation or sub-let it or transfer occupancy to any person.

Persons under 16 years of age are not allowed to stay in the accommodation.

h) Use of Accommodation

The Resident agrees to use the Room provided only as a private study bedroom for his/her personal use. Sublicensing of all or any part of the Room is not allowed.

The Resident agrees to inform The Student Support & Accommodation Officer in writing, in advance if they intend to be absent from the Accommodation for a period of 10 days or more.

The Resident agrees not to keep any pets or livestock at the Accommodation.

i) Room Changes

SGUL reserves the right to require the Resident to change room within the residence or, in exceptional circumstances, to move to a room in a different residence.

Room changes requested by Residents may be granted but only in exceptional circumstances. An administration charge may be levied in such circumstances.

j) TV Licences

Residents are required to purchase a television licence if they have television on in the Room or download the BBC Services via their laptop or Personal Computer. The Accommodation has a licence covering TVs in communal areas but does not cover a TV in a Room.

Part 3: Financial Aspects

Residents with financial problems should contact one of the following members of staff as soon as possible for help and advice: The Student Finance Officer, the Student Accounts Officer or the Student Support & Accommodation Officer.

a) Deposits

The Resident agrees immediately upon acceptance of the Licence to Occupy to pay the Deposit in the sum stated on the Licence to Occupy to secure their place in the Accommodation.

The deposit becomes forfeit if the Resident does not occupy the Room within seven days of the start date of the Licence Period. The Resident must inform the Student Support & Accommodation Officer in writing of possible late arrival.

After deducting any sums due to SGUL under the Licence to Occupy or as a result of any items being broken, at the end of the Licence Period, SGUL agrees to repay the Deposit to the Resident within three months, without interest and at the address notified in writing to the Student Accounts Officer by the Resident.

The Resident agrees to 'top up' the Deposit to its original amount during occupancy at the request of the Student Support & Accommodation Officer, if the balance remaining has been reduced by legitimate deductions by SGUL under this Licence to Occupy.

b) Invoicing, Payment Procedures and Other Charges

The Resident will be invoiced at the commencement of each term. Fees must be paid to the Student Centre in pound sterling by cheque or by debit/credit card. Cheques to be made payable to St. George's University of London and sent to the Student Centre, Cranmer Terrace, London, SW17 0RE.

Any additional sums due under the Licence to Occupy will be invoiced as and when they occur.

Accommodation fees for each year are divided into three pro-rata instalments, due by October 31st, January 31st and May 10th. In the event that the student's licence expires before May 10th, then the due date for the third instalment is set as the licence expiry date.

In the event of late payment SGUL will use debt recovery measures which may ultimately include legal action. See [Accommodation Fee Policy](#).

c) Administrative Charges and Sanctions for Misbehaviour

The Resident agrees that SGUL is entitled (without prejudice to its other rights and remedies under the Licence) to levy charges to cover any extra administrative costs. The following individual or combination charges will apply: *(subject to review)*

Dishonoured cheques	£5.00
Issue of extra invoice	£5.00
Lock changes due to loss of keys	£60.00
Room Changes	£10.00
Cleaning Charges	£10.00
Communal rubbish removal	£20.00
Bathroom & Toilet clean	£25.00 per floor
Kitchen Clean	£50.00
Room Clean	£25.00

In addition to the above there will be appropriate charges made for any damage to the accommodation.

There is provision for these charges to be made, in accordance with Paragraph 2.1.2 of the **SGUL Student Disciplinary Procedure** (<https://portal.sgul.ac.uk/org/lis/reg/student-centre/student-affairs-and-compliance-pages/student-disciplinary-procedure.doc/view>)

d) Electricity

The Resident agrees to ensure that all electrical appliances are used carefully, taking note of the electrical loading limits of the wiring and the danger of fire. Electric fires, heaters, irons, fridges, freezers or cooking appliances must under no circumstances be used in the Room. The Resident agrees to make sure that the trailing of cables does not create hazards.

Part 4: Standards of Behaviour

Behaviour of a discriminatory nature against a person's race, religion, sex, sexual orientation or disability will not be tolerated and will lead to termination of your licence to occupy.

To address any anti-social behaviour, the Student Union and SGUL have agreed a general 'three strikes and out' policy for students living at Halls. After the third written warning, the Licence to Occupy will be terminated by SGUL.

a) Noise and Nuisance

The Resident agrees not to play any musical instruments, radios, televisions or stereos equipment or similar equipment so as to cause annoyance to neighbours or local residents at any time. Noise of any kind must not be audible outside the Room. Any Resident whose behaviour persistently causes nuisance to other residents will be subject to the relevant disciplinary procedures, which may include fines for specified offences. In the case of serious nuisance or other unacceptable behaviour this Licence to Occupy may be terminated.

Residents may not host gatherings of more than 6 persons

Residents are required to refrain from making any noise between 11:30pm and 7:30am as a courtesy towards other residents.

b) Hazardous items

Candles, naked flames and incense sticks may not be used in any area of the Halls.

c) Drugs and Alcohol

Misbehaviour resulting from the use of drugs and alcohol will be dealt with under the SGUL's disciplinary policy and may result in termination of the Licence to Occupy and possible expulsion from the University.

d) Smoking on Site

All communal areas, rooms and areas near to building entrances are designated as non-smoking without exception. This is now a legal requirement. Residents who smoke in these areas may be subject to their Licence to Occupy of Halls being terminated. This also applies to the use of shisha pipes, water pipes and other smoking paraphernalia.

e) Occupancy

The Resident agrees that the room will at all times be occupied in such a way as not to cause any disturbance or inconvenience to the occupants of neighbouring premises, other residents of the Accommodation or to any other staff, students or visitors.

Part 5: Complaints Procedures

Attempts will be made to achieve a mediated solution to complaints. The Hall Wardens and Student Services Team are trained to support this process. In the event of a negotiated solution not being found, Residents should refer to the Students' Complaints Procedure (<https://portal.sgul.ac.uk/org/lis/reg/student-centre/student-affairs-and-compliance-pages/Students%20complaints%20procedures.doc/view>)