

# Bradford College Accommodation Contract



To: The Residence and Catering Manager  
Bradford College  
McMillan Hall of Residence  
Easby Road  
BRADFORD  
West Yorkshire  
BD7 1QZ

**I have received your offer of a room in residential accommodation and I have read and understood the Terms of Occupancy printed overleaf. I agree to comply with the conditions therein.**

**I agree to the scale of charges and schedule of payments as determined by Bradford College and I enclose an initial payment as required.**

## CONTRACT PERIOD

This contract covers a minimum period of 40 weeks for a room in Doris Birdsall Hall and 42 weeks for a room in Arkwright Hall. Additional weeks, if required, will be charged for

**The length of this contract is non-negotiable. You will be charged for the full period of your contract. Rent charges will not be varied if you arrive late or leave early.**

Signature of student: \_\_\_\_\_ Date: \_\_\_\_\_

in Block Letters (Please complete) \_\_\_\_\_

Student's Surname: \_\_\_\_\_ Other Names: \_\_\_\_\_

Home Address: \_\_\_\_\_

Course: \_\_\_\_\_ Year of Attendance: \_\_\_\_\_

On receipt of this contract duly completed and signed, together with the appropriate payment, Bradford College gives you permission to live in the premises for the period stated above on the terms and conditions in the Terms of Occupancy printed overleaf and at the scale of charges set out in the Residence and Catering Manager's letter to you.

Please note:

Two copies of this form are enclosed. After completion, one copy must be returned to the above address, together with two passport size photographs of yourself. Failure to return a copy of this form and/or the prepayment will invalidate this offer of accommodation and the allocation will immediately be made to another applicant. All monies received will be refunded if cancellations are received by the end of August.

For Office Use Only

Date Deposit Received: \_\_\_\_\_ Amount Received: \_\_\_\_\_

Receipt Number: \_\_\_\_\_ Room Number: \_\_\_\_\_

Reference Number: \_\_\_\_\_

## Bradford College

### Terms of Occupancy

1 The College gives you permission to live in the premises for the duration of the Period specified in the Contract, in common with such other persons as may be authorised by the College. At no time are there to be persons other than those authorised by the College residing on the premises. The College will specify which room/s in the premises you may occupy.

NB THIS CONTRACT IS STRICTLY NON TRANSFERABLE.

2 The College allows you to occupy the premises in order to enable you to attend the College as a student. You occupy the premises under Schedule 1 Paragraph 8 of the Housing Act 1988 and not by virtue of any assured Tenancy or other protected Tenancy. Your occupation of the premises will (unless terminated under any of the provisions herein) terminate at the end of the Period specified in the Contract. Upon termination, whether at the end of the Period or earlier, you shall vacate the premises and deliver up possession thereof and the keys thereto to the Hall of Residence Administrative Office. **Students will be liable for hall fees in the event of their course commitments ending before the end of the period specified in the contract. This includes students on placements and exchange.**

3 You are required to pay the charge for the Period specified in the Contract in accordance with the details on the Accommodation Contract. The total is payable whether or not you occupy the premises for the Period specified in the Accommodation Contract unless the College varies the Period in writing.

4 When a room has been reserved for a student the tenancy must be taken up within one week of the start of the teaching term. Unless a new date of occupancy is agreed with the Residence and Catering Manager and written notification is received, the room may be re-let at the end of that week.

5 You are responsible for paying, in addition to the amount due, other charges specified in the Accommodation Contract (eg damages, loss of keys, additional cleaning costs, etc).

6 **Should you leave before the expiry of the contract period you are still liable for all fees for the remainder of the academic year in addition to a £25.00 administration fee.** Only in the event of students leaving their college course will they be released from residence. In this instance the £25.00 administration fee will still apply.

7 You are required to pay the security deposit and the amount stipulated in the letter accompanying the Accommodation Contract before taking up residency.

The deposit will be returned at the end of the Period (or earlier if you leave with the College's agreement before the end of the Period) after deductions (if any) have been made to take account of:

- 7.1 any damage or loss caused by you or your guest/s;
- 7.2 any communal damage caused by a group of students or their guests;
- 7.3 any fees or monies owing to the College;
- 7.4 any outstanding bills (eg telephones, etc) payable by you;
- 7.5 any exceptional cleaning costs

The College has the right to determine the cost of damage or loss arising from any breach of these conditions and to apportion the damage or loss arising from any breach of these Conditions to an individual student or to a group of students. Your liability in respect of any such damage or loss shall not be limited to the amount of the deposit. In such circumstances you remain liable for the payment. In addition the College has the right to levy disciplinary fines against residents who breach the terms of occupancy. Details of the fines applicable are available from the Accommodation Office.

8 If you fail to pay the Hall Fees due or break any of these Terms of Occupancy, or if you are found in breach of the regulations for Students, the College may terminate your occupancy of the residence, giving twenty eight days notice to quit. An 'Eviction Notice' from the County Court may be sought if necessary. In cases of severe breach, such termination may take effect without notice. **In this event you will still be liable for fees for the remainder of the Academic year.**

- 9 In exceptional circumstances and, beyond the control of the College, you may be required to vacate the premises at any time. If so required, you will receive a prorata repayment of monies paid in advance.
- 10 You agree:
- 10.1 not to allow any person to stay on the premises without the College's written permission;
  - 10.2 not to allow baths, sinks or storage systems to overflow;
  - 10.3 to keep clean and in good condition the premises and the furnishings, fixtures, fittings and
  - 10.4 to maintain a high standard of cleanliness in the kitchens, bathrooms, shower rooms and toilets. The College may withdraw the cleaning of any communal area/s without notice and/or administer an extraordinary cleaning charge to the students residing in the immediate area/s.
  - 10.5 not to cause nor permit to be caused any damage to the premises or their contents;
  - 10.6 not to make any additions or alterations to the premises nor make any permanent alteration to the decoration of the premises;
  - 10.7 not to cause nor permit to be displayed any bill, advertisement, notice or nameplate unless authorised or required by the College;
  - 10.8 without the College's consent, not to remove from the premises any furnishings, fittings, equipment or other articles belonging to the Residences nor to introduce any furniture onto the premises;
  - 10.9 not to introduce any additional heating, washing or cooking appliances. Chip pans and woks are not permitted. All electrical appliances must be made available for PAT Testing when requested by the College management/or authorised College agents;
  - 10.10 not to interfere with any electrical fitting nor overload electrical sockets, and to ensure that all items of electrical equipment belonging to you or loaned to you, together with all plugs fitted to such equipment are safe, compatible with the electrical sockets in the accommodation, and comply with all current relevant British Standard Specifications;
  - 10.11 to permit the College or authorised College agents to inspect any item of electrical equipment belonging to you and kept on the premises and to make such items available for inspection if required;
  - 10.12 to remove from the premises any item of electrical equipment which the College or authorised College agents determine to be unsafe;
  - 10.13 not to keep nor permit to be kept any animal, bird or other livestock on the premises;
  - 10.14 not to act in such a manner as to cause or be likely to cause disturbance, danger, distress or inconvenience to other residences, the neighbourhood or other persons going about their legitimate business in the residential accommodation.
  - 10.15 that in the event of a complaint/s about noise generated by you, the College may terminate the Contract after one repeated caution;
  - 10.16 to co-operate with emergency services in the event of an emergency;
  - 10.17 to evacuate the premises on the activation of the fire alarms. Refusal to evacuate the premises may lead to the automatic termination of Residency;
  - 10.18 fire appliances and other safety equipment must not be tampered with. Any misuse will be treated as a serious breach of the Terms of Occupancy.
  - 10.19 to report as soon as possible to the Accommodation Office on-site all necessary repairs and/or losses, including the loss of keys;
  - 10.20 to abide by any safety regulations displayed on the premises;
  - 10.21 not to bring onto the premises or permit to be brought on to the premises any material of a specially dangerous (eg guns, pistols, swords, flick-knives) or flammable nature "(including candles)" nor any illegal substance. Any such material will be confiscated and may be reported to the police authorities;
  - 10.22 to permit authorised College staff or authorised College agents or contractors to enter the premises for the purposes of cleaning, carrying out repairs or decoration or inspection of the premises;
  - 10.23 to move to another room when required by the College during the period specified in the Contract.

- 11 Whenever possible, the College or authorised College agent will give notice of the need for duly authorised officials, general staff or contractors to enter the premises.
- 12 The College will keep premises owned by the College adequately maintained and in a good state of repair.
- 13 The College is not liable for your personal belongings whilst they are in hall.
- 14 Residents are not permitted to sub-let their rooms. Rooms are for single occupancy only.
- 15 Residents are required to check the inventory lists posted in their rooms prior to the commencement of their occupancy. Any discrepancies should be reported to the Hall of Residence Administrative Office immediately.
- 16 In the enforcement of these Terms of Occupancy, the Residence and Catering Manager will act as the Agent on behalf of the College.
- 17 You have fifteen working days to lodge an appeal to the Principal against a decision of the Residence and Catering Manager. The Principal's decision is binding and final with regard to the enforcement of the Terms of Occupancy.