TERMS AND CONDITIONS OF THE ACCOMMODATION AGREEMENT

Welcome to the University of Kent. To help you fully enjoy your time in your accommodation this Agreement is intended to make clear your responsibilities and those of the University.

Please take the time to read, understand and accept the terms and conditions of this Agreement.

Contents

1. Nature of the agreement ........................................ 1
2. Data protection .................................................. 1
3. Accepting the agreement ....................................... 1
4. Standard of the accommodation ............................... 2
5. Moving rooms ................................................... 5
6. Access and search ............................................... 6
7. Payment and tariff of other charges .......................... 6
8. Respect for others ............................................... 8
9. Respect for your accommodation ............................. 9
10. Useful information ............................................. 10
11. The end of the agreement ..................................... 11
12. Vacating the accommodation ............................... 13
13. Additional agreement documents ......................... 14
14. Complaints and redress ...................................... 15
15. Glossary of terms ............................................. 16

We are committed to managing the accommodation in accordance with the best practice guidelines set out in the national UK Universities Code of Practice for student accommodation and the University is regularly audited under this Code.

Further information about the Code is available at www.thesac.org.uk
1. Nature of the Agreement

1.1 This Agreement is a licence to occupy the accommodation granted by the institution whilst you are registered on a full-time course of study at the university. The Agreement is not intended to give exclusive possession to the Licensee, or to create the relationship of landlord and tenant between the parties, and the Licensee shall not be entitled to an assured tenancy or a statutory periodic tenancy under the Housing Act 1988 or to any other statutory security of tenure now or upon termination of this Agreement.

1.2 If there is anything you do not understand or if you have any queries please contact the Accommodation Office in the first instance. You can also contact Kent Union Student Advice Centre or a Solicitor if you require independent advice on your rights under this Agreement.

1.3 The Agreement Holder acknowledges that he/she has read and understood the Agreement and that all parts of the accommodation will be shared with other persons to whom the University grants an Agreement.

1.4 With the exception of any changes as a result of government legislation this Agreement cannot be varied unless the variation has been confirmed in writing by the University Accommodation Office.

2. Data protection

We will comply with the Data Protection Act 1998. By accepting this Agreement you authorise the university to use your personal data for all lawful purposes in connection with your Agreement to occupy university accommodation including debt recovery, crime prevention and detection, measuring satisfaction, allocating rooms, ensuring there is an appropriate student mix in the accommodation and for all matters arising from student membership of the University. You agree that all data supplied to us can be shared with other departments within the University and to third parties if it is reasonable for us to do so as provider and manager of the accommodation. We may need to disclose information to contractors employed by us to undertake services or provide accommodation, your sponsor, if you have one, the police or other public agencies. These third parties mentioned above may make contact with you directly with regard to your occupation of university accommodation.

3. Accepting the agreement

3.1 By accepting this Agreement you enter in to a legally binding contract with us and agree to abide fully by these terms and conditions which may include paying for the full contractual period of residence. If you do not accept the offer by the expiry date specified the University has the right to withdraw the offer of Accommodation.

3.2 If you move in to the accommodation without having accepted the Agreement we will consider that you have accepted the Agreement by your actions.

3.3 If the Agreement has been accepted by someone else we shall assume that you have given that person authority to act on your behalf.
3.4 If you are under 18 at the time you accept the Agreement, the Agreement will still be legally binding but, when you reach the age of 18 you will be entitled to cancel the Agreement in accordance with Clause 11.9.

3.5 If someone else other than you pays all or part of the accommodation fees this will not diminish or otherwise affect your responsibilities under the Agreement.

3.6 **Guarantees of accommodation** – any guarantee given by us to allocate accommodation to you will end if you fail to meet any application or acceptance deadlines, or fail to move in to the accommodation by the start of the Autumn term, or if this Agreement is suspended or terminated for any reason.

### 4. Standard of the accommodation

4.1 **Keys** – We will provide you with necessary keys or key cards or fobs for you to gain access to and secure your accommodation.

4.2 **Furniture** – We will provide accommodation and furniture that complies with current UK fire and health and safety laws.

4.3 **Insurance** – We will insure the building against fire and natural disasters. The University has also arranged limited personal possessions room insurance cover for students with an accredited insurance provider. The policy provides protection against fire, flood and theft of a resident's belongings within the accommodation. This insurance policy is subject to conditions, exclusions, limitations and excesses. Students may also purchase additional ‘top up’ insurance cover direct from the insurance provider for individual items of high value such as bicycles or mobile phones etc. Further information can be found at [http://www.kent.ac.uk/accommodation/canterbury/on-campus/services-guide/index.html](http://www.kent.ac.uk/accommodation/canterbury/on-campus/services-guide/index.html)

4.4 **Fire safety** – All accommodation has fire detection equipment which is checked and tested on a regular basis and residents will be supplied with fire safety advice. You agree that whenever you hear a fire alarm you will immediately evacuate the building and wait at the designated local evacuation point until the building is approved as safe for you to return. Misuse or removal of fire safety features and equipment, or non-compliance with essential fire safety instructions and precautions, will not be tolerated in any circumstances and may be treated as a criminal offence. For example, the following are strictly prohibited – smoking; bringing into accommodation hazardous equipment, materials or substances; covering or tampering with fire detection equipment; tampering with or inappropriately discharging fire extinguishers; unnecessary activation of fire alarm call points; propping or wedging open designated fire doors (eg kitchen door) or disabling local fire door alarm units. You are required to use all equipment and facilities provided in your accommodation and kitchens sensibly and responsibly. The University takes Fire Safety very seriously; even a ‘first offence’ may result in a substantial fine – the University's Non-Academic Student Disciplinary Regulations allow for a fine of up to £3000; and there will be a charge in respect of any cost or loss incurred by the University. In addition, the University also reserves the right where appropriate to relocate you to other accommodation or to terminate the Accommodation Agreement (see clause 11.4).
4.5 You are not allowed to bring into the accommodation any electrical appliances for heating or cooling purposes. Prohibited items include tumble/spin dryers, refrigerators, heaters and air conditioning units. In addition to the above, residents in part-catered accommodation (Rutherford, Eliot, Becket Court and Keynes main building) are NOT allowed any additional cooking equipment. Prohibited items include toasters, microwaves, grills and deep fat fryers. Additional cooking appliances are permitted in kitchens in self-catered accommodation only (Darwin, Tyler Court, Woolf, Keynes flats and houses, Park Wood flats and houses) but MUST NOT be used in study bedrooms or corridors at any time (this applies to all such equipment including toasters and kettles).

All electrical equipment (including socket adaptors and extension leads) must be

- either new when first brought to the University, or tested as safe by a competent UK electrician,
- CE marked (to confirm compliance with EU legislation),
- kept clean and in good condition,
- used only as designed and intended and
- not modified in any way.

4.6 Common areas – We will ensure the communal areas of campus accommodation (such as stairwells, common rooms and entrance ways) are cleaned on a regular basis. Residents are responsible for cleaning their rooms, kitchen, shower and toilet areas. A university campus cleaning service is not provided during closure periods at Christmas and Easter or on bank holidays.

4.7 Repairs and maintenance – You agree to promptly report any necessary repairs using the online maintenance defect reporting system at www.kent.ac.uk/accommodation/report-defect. The maintenance of University buildings is carried out by University Estates and Maintenance or University Partnerships Programme staff (UPP) in Woolf, Keynes Flats and Houses and in Turing. Sometimes, approved external contractors may also need to access buildings to carry out essential repairs.

The university does not offer a 24 hour, seven day a week maintenance service except for MAJOR emergency reasons, such as a flood or total power failure.

Any emergency repairs that may be needed outside normal working hours should be reported to Campus Security, who will decide whether a repair is urgent and will call out a member of the maintenance team if necessary.

Normal working hours when all minor maintenance work is undertaken are from 08.00 until 16.30 Monday to Friday. Maintenance staff will only attend outside of the above hours for urgent major emergency reasons. Should maintenance staff or external contractors have to carry out repairs outside of normal working hours then the University reserves the right to pass on these additional reasonable costs to residents if the emergency nature of the repair has been due to student misconduct. Some external contractors levy call out charges from £75 per visit plus labour charges from £35 per hour.

Do not damage your accommodation as the cost of repairs can be very expensive. Here are some examples of charges that were passed on to residents last year:
Replacing a bedroom carpet from £175 to £700

Re-painting bedroom walls from £105

Replacing a kitchen chair from £100

Replacing a fridge freezer from £300

Replacing a computer chair from £107

Replacing a cooker from £650

Replacing a microwave oven from £60

Replacing a window hinge/restrictor from £130

We always aim to provide good quality services that meet the needs of our students. However, all services are susceptible to random failure and when something goes wrong, it is reasonable to wait for it to be repaired. Some things are beyond our control and to be able to respond promptly to any service failures and maintenance defects it is vital that residents report any problems as soon as they occur. If maintenance defects and other problems are reported in accordance with the above policy, we will take appropriate actions to mitigate and remedy these problems or offer alternative accommodation. Where it may be necessary to assess whether further action or spare parts need to be ordered, we will update resident(s) in an appropriate manner. We will consider all cases on an individual basis and where we have acted in a reasonable manner either to offer alternative accommodation or to remedy service failures and maintenance, we will offer an appropriate apology. Please note that it is not acceptable to withhold rental payments and if a resident wishes to complain about any provisions within student accommodation, they must follow the correct complaints procedure as detailed here:


4.8 Services and facilities – The University has an Energy Management Policy:


Residents are expected to act responsibly in their use of energy and water and switch off electric lights and appliances and turn off taps and showers after use. We will provide an adequate supply of hot and cold water and heating in the accommodation. All student residences are fitted with thermostats set at 21 degrees Celsius and heating will be on between 06.30 and 11.00 provided the interior temperature drops below 21 degrees Celsius. Heating in the accommodation will not be on 24 hours per day and will be turned off during the summer. The University does not provide individual additional heating or cooling appliances in the accommodation in winter or summer.

4.9 Interruptions to services and facilities – Unless negligence is proven, we will not be liable for any temporary failure or interruption to services and facilities or for any loss arising from such an event, if that failure arises from circumstances beyond our reasonable control. For example if the failure or interruption is due to mechanical breakdown, maintenance, repair or replacement, renewal, servicing inspection or testing of the systems used to provide these services. If you are unable to live in the accommodation due to water damage, accidental fire or other serious incident, and any maintenance related matter that is likely to take a long time to resolve, we reserve the right to provide you with alternative accommodation. Whilst this will be at no additional cost to you, the accommodation provided may not be of an equivalent standard to that normally occupied.

4.10 Alterations and building works – We have the right to carry out alterations or building works at the accommodation and on any adjoining or neighbouring property without any liability other than for claims of negligence. You agree not to change, alter, redecorate or damage the accommodation or tamper with any plumbing electrical or other installations in the
accommodation and not to install any telephone line, satellite dish, television or radio aerial.

4.11 Excessive condensation, damp and mould or insect infestations. Residents are expected to avoid creating excessive moisture in their accommodation, particularly by drying clothes on radiators. Residents should use the tumble dryers in the laundry facilities provided. Residents must report any excessive condensation, damp, mould or insect infestations via the online defect reporting system at www.kent.ac.uk/accommodation/report-defect or to their local Housekeeping office so that appropriate immediate same day action can be taken to reduce any of these problems.

5. Moving rooms

5.1 You must not move to another room without first applying to and obtaining prior written approval from the Accommodation Office (such approval will not be unreasonably withheld). If consent is given there is a fee of £50 to cover the reasonable costs of the move.

5.2 We reserve the right to move you to alternative accommodation for appropriate management reasons including the following:

5.2.1 Where the accommodation is damaged such that it is unfit for occupation, for example, due to fire, flood, infestation, storm, damage, plant malfunction

5.2.2 Where we need to carry out essential repair or other building works to the accommodation

5.2.3 To protect other residents of the accommodation from your behaviour specifically for reasons including (but not limited to) excessive noise disturbance, perceived threats of harassment, bullying or threats of violence or any other reason

5.2.4 To protect your well-being.

5.2.5 To prevent damage to the accommodation The University may give written notice of a change of room to the Agreement Holder(s) and require them to occupy other substitute University accommodation

5.2.6 To re-allocate the room to another student with a serious medical condition or disability.

5.3 Residents will normally be given forty-eight hours’ notice of the requirement to move, unless the circumstances dictate a shorter period. The Agreement Holder(s) agrees to vacate the accommodation if required, and occupy the other accommodation prior to expiry of the notice. If Agreement Holder(s) refuse to move out we reserve the right to take legal action to force Agreement Holder(s) to move out. If we have to take legal action we will ask the court for an order that the cost of the legal action be paid by the Agreement Holder(s).
6. Access and search

6.1 We have the right to enter the accommodation to inspect clean and repair or for any other reasonable purpose. If we wish to exercise this right we will, whenever practical, give you advance notice (which may be by email) before entering the accommodation. If you are not in the accommodation when we call, you agree that we may enter the accommodation using a duplicate key.

6.2 If you report to us the need for a repair in the accommodation you agree to permit access to your room whenever staff or contractors need to inspect your accommodation and its contents or to carry out repairs or replacements.

6.3 You also agree that advance notice will not be required in the case of an emergency; where health and safety issues are suspected; or where there is reasonable reason to suspect the presence of unlawful or prohibited items in the room, when entry may be at any time. Any search will be undertaken in accordance with the University's published Search Policy for Residential Accommodation: www.kent.ac.uk/estates/files/policies/accommodation_search_policy.pdf

6.4 Visual room checks for health and safety purposes can be undertaken at any time, with or without the Agreement holder being present; these checks will be carried out by designated University Safety, Health & Environment Staff. Where there is reasonable suspicion that you or your guests are in breach of the rules contrary to regulation and warnings given, visual room checks will be carried out without advance warning. A serious breach which may affect others' enjoyment of their accommodation, or contravene the University's Regulations or fire and health and safety guidance, including those in place for staff that work in the accommodation, may lead to termination of the Accommodation Agreement see Clause 11.4.

7. Payment of residence fees and tariff of other charges

7.1 You agree to pay the University the fees for the accommodation as shown in ‘Your invoice’ of the Agreement whether or not you move in to the accommodation.

7.2 Before you arrive you agree to pay the first period of accommodation fees, or have set up an automated payment plan in advance https://epay.kent.ac.uk/epay You agree to pay for the accommodation irrespective of when you actually arrive at the University and move in.

7.3 If you are a postgraduate applicant you agree to make an advance payment currently £250 when submitting your application for accommodation. This advance payment is deducted from your first terms payment of residence fees for the accommodation.

7.4 You agree to pay the fees for accommodation irrespective of when your academic course starts and ends. Payment is due on the first day of each quarter for postgraduate students and on the first day of each term for undergraduate students. Please refer to ‘Your Invoice’ at http://kenthospitality.kent.ac.uk/MyAccommodation/ for the amounts due each time. Payment can be made at https://epay.kent.ac.uk/epay

7.5 You agree to pay for any damage caused to the accommodation by you or by visitors during the period of the Licence howsoever caused, see Section 4.7 and 7.6 for examples of possible damage charges.
7.6 We reserve the right to add charges for any damages or repairs necessary during and after your departure from the accommodation. In some circumstances you may be charged collectively, subject to your right of appeal, along with other licensees, a fair proportion of the cost of any replacements or repairs necessary in the shared areas within your accommodation eg kitchens, corridors. Charges will also be applied should additional cleaning (typically £30 to £50) or the removal of rubbish (typically £10 to £20) be necessary. These charges may be added to your student account with the University during your stay or following your departure from the accommodation.

7.7 You must pay for the cost of replacing keys or key fobs that have not been returned by the due date or if they are lost or stolen. Currently this charge is £25 per item as programming and administration is required which involve two separate university departments. A University 24 hour Campus Security Service is available if you are without your keys and unable to access your room. However Campus Security reserve the right to charge £10 per call out should this service be used excessively by individual licensees.

7.8 You must pay for the cost of re-filling or replacing fire extinguishers (£15 to £60) or fire blankets (up to £40) and other fire prevention equipment if these items are mis-used or found to be missing.

7.9 If you have a resident personal carer you will need to ensure that the cost of the carer's room can be met. Home fee paying students may be able to reclaim the cost of the carer's accommodation from their home area Social Services Department.

7.10 At the date of this Agreement the accommodation fee is exempt from VAT but we reserve the right to charge VAT if it becomes payable during the period of residence, for example, if there is a change in the law.

Late and non-payment of fees:

7.11 If fees are not paid by the due dates, a late payment charge will be added to your account every month until full payment of the outstanding fees is made. Such charges are in respect of the administration and other expenses incurred by the University arising from late or non-payment. For full details of late payment charges see www.kent.ac.uk/finance-student/faq/index.html?tab=accommodation-fees

7.12 Students who remain in arrears beyond the second week of each term will receive a series of letters to remind them of the need to pay and may also receive a visit to their accommodation from a debt collector to discuss any arrears.


7.14 You agree that if you move out at any time before the end of the fixed final period, as set out in ‘Your invoice’ at http://kenthospitality.kent.ac.uk/MyAccommodation/, you will remain liable for payment of your accommodation fees in full for the entire period of this agreement, unless this Agreement has been terminated in accordance with Section 11 headed ‘The end of the Agreement.’
7.15 If you move out of the accommodation before the end date of your Agreement, you must visit the Accommodation Office to complete an ‘Early Departure Form’ and confirm your intended moving-out date. You also agree on the day of your departure to clear the room of all your belongings leave it in a clean and tidy state and return any accommodation keys/fobs to your local reception or one of the 24 hour Security staff if the reception is closed.

8. Respect for others

8.1 You agree to behave with politeness, respect and consideration towards other residents, University staff, contractors and your neighbours whether in face to face interaction or in any written form. This includes respecting the privacy of others and not using other residents’ possessions without permission. For the safety and security of residents, the University provides a 24-hour Campus security service available on +44 (0)1227 823300 to respond to any resident who may wish to report an incident of anti-social behaviour by other residents. You are required to show Campus Security staff your student ID card and co-operate with their advice and instructions if requested. www.kent.ac.uk/student/community

8.2 Noise – You agree to keep noise at a level that does not interfere with the study, sleep or comfort of other residents, staff and neighbours. This includes TVs, music systems, CD players, musical instruments etc. We strongly advise the use of headphones at all times. You must reduce the level of noise immediately if requested to do so. Where severe noise disturbance is caused to other residents, we reserve the right to temporarily confiscate sound equipment until the end date of this Agreement.

8.3 Equality and Diversity – The University is committed to creating and supporting an inclusive and diverse community that is open and accessible to all students. We do not tolerate discrimination, harassment or bullying of any groups or individuals; on the basis of gender, age, ethnic origin, disability, sexual orientation, religion and belief, marriage and civil partnerships, gender reassignment and pregnancy and maternity, and aim to provide comprehensive student guidelines to ensure fair and consistent behaviour. For more information, visit www.kent.ac.uk/studentservices/equality

8.4 Cleaning – You agree to keep your room/flat/house in a clean state and carry out your share of cleaning in the communal areas for which you are responsible (e.g. the kitchen/kitchenette and shower/toilet areas). You are required to regularly remove rubbish from the residence and place it in the bins provided. You agree that if the communal areas are not kept clean, the University may issue a warning and request that the areas be cleaned. Following the issuing of a warning, the University reserves the right to charge additional fees to your student account until you return the accommodation to a clean and hygienic condition.

8.5 Parties – The accommodation is not suitable for the holding of parties. Gatherings of people in the accommodation will inevitably cause overcrowding, unwanted visitors and disturbance and distress to your neighbours and for these reasons you agree not to advertise or hold any parties in your accommodation.

8.6 Smoking – You agree not to smoke in any area of the accommodation including your study bedroom. The University has a strict no smoking policy in all university buildings. The no smoking policy can be viewed at www.kent.ac.uk/governance/policies-and-procedures/documents/No%20Smoking%20Policy.pdf Electronic cigarettes are also banned in all University accommodation.
8.7 **Drugs and alcohol** – Possession, taking or selling of illegal drugs are criminal offences and will not be tolerated. In addition, drug dealing may lead to police action and automatic termination of registration. The University policy on alcohol and drugs can be found at

www.kent.ac.uk/regulations/Regulations%20Booklet/Uni_Policy_Statement_Alcohol.pdf

www.kent.ac.uk/regulations/Regulations%20Booklet/Uni_Policy_Statement_Drugs_SubstanceAbuse.pdf

8.8 **Forbidden items** – Due to the potential fire risk you are not allowed to bring into the accommodation any electrical appliances for cooking or laundry purposes, fridges or any additional heating or cooling appliances. You are also forbidden to use or store any flammable items such as candles, fireworks, joss sticks, tea lights, oil lamps, hookah or Hubble bubble pipes, petrol, gas heaters or any item that uses a naked flame. Additionally you agree not to bring into the accommodation any weapons, including (but not limited to) knives, swords, or other potentially dangerous implements or equipment, in particular firearms including replica or toy firearms or weapons.

8.9 **Removal of items from the accommodation** – We may remove from the accommodation any items that are banned (see clause 8.8), or considered dangerous, a fire hazard or a cause of disturbance to other residents eg music systems. If we remove an item, you will be informed that the item has been temporarily confiscated and who you will need to contact to recover the item. The item will be kept secure for you to collect at the end of your stay.

9. **Respect for your accommodation**

It is agreed that the accommodation shall only be occupied only by the Agreement Holder(s) and you will not part with or share occupation of any part or whole of the room. The accommodation shall be used solely as a residence for a person pursuing or intending to pursue a full-time course of study at the University.

9.1 **Hygiene and tidiness** – You agree to keep your room and any shared facilities clean and tidy (this includes hallways, corridors, kitchens/kitchenettes, fridges showers and toilets). You also agree to regularly remove all rubbish to the places specified for collection. You agree not to pour fat, oil, grease or rice down the kitchen sink.

9.2 Residents may not bring into the accommodation any animal unless it is an aid for a person with a disability. The Student is requested to notify and seek the consent of the University Well-Being Service and Accommodation office, well in advance of arrival if an assistance animal is needed, as adjustments may need to be made to accommodate it (eg away from students who may be allergic to it). Students will be responsible for the proper care and control of assistance animals and any damage or nuisance which an animal may cause.

9.3 **Children** – You are not permitted to bring children under 18 years of age into any university accommodation. For health and safety reasons the University has strict policies and rules concerning children on campus. The full policy can be found at

9.4 **Safety and security** – You agree to ensure that your accommodation is left secure at all times. For example, you must not prop open external doors or fire doors and you should lock your room door and close the windows when you are out. For safety reasons, many bedroom windows have restricted window openers and you agree that you will not tamper with or fully open any windows. Please note the misuse of any firefighting equipment is a criminal offence and could result in prosecution and University disciplinary action may be taken against you.

9.5 **Damage** – You agree not to alter or redecorate the accommodation. You also agree to report in writing any damage to the relevant Housekeeping or Reception Office that you find when you first move in. You also agree to report any damage as soon as it occurs and pay for any damages caused by you during the period of the agreement, either through negligence, deliberate act or accident. You also agree to pay for any damages that may be caused within an area over which you have sole or joint control, if the person who has caused the damage cannot be identified.

9.6 **Common liability for damage** – Where damage is caused to the accommodation or the residence and, after appropriate investigation, the person(s) responsible cannot be identified; the total cost of repair/replacement will be shared between all residents using the relevant area, unless a resident can show that they were not at the residence when the damage took place.

9.7 **Contents** – You agree not to remove any contents from the accommodation and to leave all contents where you found them at the start of the Agreement. You also agree not to bring in to the accommodation additional furniture or certain electrical appliances such as refrigerators, fridge freezers, washing machines or tumble/spin dryers etc.

### 10. Useful information

10.1 **Keys** – You agree not to mark your accommodation keys with your address or give them to any other person. If you lose your keys or swipe card you agree to pay a charge of up to £25 per key or swipe card to the University to cover the reasonable costs of replacement. At the end of the Agreement, or if you move out early, you will hand back your keys and any swipe cards to the Reception from where they were collected.

10.2 **Defects and Repairs** – When you first take up residence, you are advised to check your accommodation for any existing defects eg stained mattresses or scratched desks or carpet burns. Any necessary defects or repairs should be reported at once to the relevant Housekeeping or Reception Office to ensure that you will not be charged for any damage caused by a previous resident. These offices will request any necessary repairs on your behalf from the University's Estates Department.

10.3 **Visitors** – You agree not to allow persistent use of the accommodation facilities by anyone other than the occasional adult guest - 18 years and older. It is not intended that your guests visit daily and use the accommodation facilities for washing or cooking whether unplanned or on a regular basis. Any visitors may occasionally stay for a maximum of three nights, preferably at weekends, provided this does not inconvenience other residents. It is advisable that no guests stay in student accommodation overnight during the first week of the start of the accommodation agreement.

We reserve the right to remove or exclude your visitors and withdraw this privilege if in our reasonable opinion it is necessary to do this for the safety and well-being of other residents, or to safeguard our property. Visitors must not be left unaccompanied in the accommodation and must not be given any keys. You agree to be responsible for your visitors throughout their stay. You also agree to be responsible for their conduct and behaviour and for any damage they may cause.
10.4 **Use of the accommodation** – Only you can live in the accommodation and you are not allowed to assign (transfer) the benefit of this Agreement to another person or sublet the accommodation on a temporary or permanent basis. You agree not to use your room or the accommodation for any business or commercial purposes or illegal or immoral activity.

10.5 **Vehicles** – Car parking is not generally available for students who live in campus accommodation. Further information can be found at www.kent.ac.uk/estates/services/parking

10.6 **Bicycles** – May only be parked in designated areas and may not be brought into University accommodation.

10.7 If you view television channels in your room you agree to accept responsibility for purchasing a TV Licence. The University does not guarantee TV reception in residential buildings and has no University licence (except in Keynes Flats large rooms) for the use of television sets or television channels accessed online via the internet. The TV Licensing Authority (an external organisation) does prosecute non license holders and can issue a fine of up to £1,000.

10.8 **Mail** – You must ensure that your post is redirected before you move out of the accommodation. Further information can be found at www.postoffice.co.uk/redirection

10.9 **Discipline** – You and your visitors agree that if you break the rules you may be subject to the non-academic student discipline procedures. Breach of the regulations whilst at the residence is also a breach of this agreement and may result in the termination of your Agreement.

10.10 Breakfast is included in the cost of the residence fees in Rutherford College, during term time only. On days when breakfast is not taken an allowance may be used towards the cost of dinner on that day in Rutherford dining hall. This allowance is non-transferable and non-refundable regardless of whether meals are taken or not.

10.11 The Bed & Flex dining scheme is where a meal allowance is included in the cost of the residence fees in Eliot College. A daily allowance of £8.00 is available seven days per week during term time in a choice of eight venues. This allowance is added automatically to your KentOne Card each day as two £4 tokens. You can either decide to use the full £8 daily allowance in one go towards one substantial meal or use the two £4 tokens for two smaller meals instead. Please note that any remaining balance from either token does not carry towards the next, for example, a meal costing £4.25 paid with tokens will be deemed as both tokens having been used, you may choose to pay the remaining 25p in cash in this case to preserve the other token. In addition, the full £8 daily tokens do not carry over and will expire at the end of each day if not spent.

10.12 Breakfast and dinner are included in the package for Keynes College and Becket Court ‘Bed & Bistro’ accommodation, during term time only. This allowance is non-transferable and non-refundable regardless of whether meals are taken or not.

10.13 Students with disabilities are advised to disclose this information to the Accommodation Office or Disability & Dyslexia Support Service so that they can be advised of any special arrangements eg Personal Emergency Evacuation Plans (PEEPS) which may need to be made in case of fire and other emergency.
10.14 Electoral Roll – It is your responsibility to register to vote in elections whilst living in Canterbury. This can be done online www.gov.uk/register-to-vote
We urge you do this as this enhances your personal credit rating and funding for many local authority services is calculated using the numbers of residents registered on the electoral roll.

11. The end of the agreement

The Agreement may be forfeited (ie brought to an end) by the University:

11.1. If the Agreement Holder does not commence their course of study at the University or does not move into the accommodation within seven days of the start date of the Agreement and does not contact the Accommodation Office and the University to confirm when they intend to arrive.

11.2 If your accommodation has been severely damaged and acting reasonably, we deem it unfit for occupation and we are unable to provide alternative accommodation (although we will always make every reasonable effort to provide you with similar alternative accommodation).

11.2 If any information supplied by you, or on your behalf, in connection with your application for a place in the accommodation is untrue, inaccurate or misleading, or if you fail to disclose relevant information which would amount to a misrepresentation, and we consider (acting reasonably) that the relevant information makes you unsuitable to live in the accommodation.

11.3 If you fail to pay all sums due to us in connection with any previous occupation by you of accommodation provided by us we may cancel this Agreement prior to the start of the period of Residence by giving you seven days' written notice of cancellation.

11.4 If there is a serious or persistent breach of the terms and conditions of the Agreement including any regulation or guideline referred to in the Agreement and if in the University's reasonable opinion, the Agreement Holder's behaviour constitutes a serious risk to university property or the health, safety or welfare of the Agreement Holder or others (eg for fire or other safety reasons or an outbreak of an infectious disease or an infestation by insects). The University may also wish to move you from the accommodation to protect your well-being or the well-being of others and/or to prevent damage to the accommodation or the building in which it is located.

11.5 If you withdraw or intermit or are de-registered from your course of study at the University. You must visit the Accommodation Office to complete an official Early Departure Form and confirm the date you will be vacating the accommodation. This should be within 14 days of the date that your academic school approves your withdrawal/intermission/de-registration from the University.

Your accommodation agreement will be terminated and accommodation charges ended, either on the date that you return the accommodation key/fob to your local reception and remove all of your belongings, or alternatively on the date of your official intermission/withdrawal/deregistration is approved by your academic school, whichever is the later.

For approved early departures from the accommodation in the above circumstances, there is an early termination fee of £100 payable to the University in lieu of a notice period.

Failure to complete an Early Departure Form, remove all of your belongings from the accommodation and return the key/fob to your local reception will result in charges continuing for the accommodation.
11.6 If a suitable replacement occupant is found for the accommodation, although the University is under no obligation to find such a replacement. Any replacement occupant must be another full-time student of the University who is not already occupying other accommodation owned or managed by the University, or in the private sector. The University shall be entitled to fill any rooms which are already vacant before allocating people on any waiting list to the Accommodation.

11.7 If any fees or other sums due under the Agreement are overdue actions will be taken under the University Debt Management Procedures up to and including eviction from the accommodation, www.kent.ac.uk/finance-student/docs/debtmanagement/Debt%20Management%20Procedure%202014-15.pdf

If it is necessary to take court proceedings to recover money from the Agreement Holder or to require the Agreement Holder to vacate the accommodation the University will ask the court to make an order requiring the Agreement holder to pay for the reasonable costs of those proceedings.

Any term of the Agreement allowing the University to bring the Agreement to an end does not affect any rights the Agreement Holder may have under the Protection from Eviction Act 1977.

The Agreement Holder may apply to terminate the Agreement prior to the start of the Agreement by written notice to the University:

11.8 If he or she does not commence or withdraws from his or her course of study prior to commencing at the University.

11.9 If he or she is under 18 when the Agreement is accepted and the following conditions are satisfied:

- within the two weeks after your 18th birthday you give to the Accommodation Office not less than four weeks’ written notice of your intention to terminate the Agreement and, in the notice, you specify the end date; and
- you have paid in full on or before the end date, all of the accommodation fees due under the Agreement up to and including the end date.

11.10 If you are considering moving out of the accommodation before the official end date of your Agreement you must always visit or contact the University Accommodation Office concerning this and complete an Early Departure Form. The University’s acceptance of the keys at any time shall not in itself be effective to terminate the licence agreement while any part of the Licence Period remains unexpired.

12. Vacating the accommodation

12.1 The Agreement Holder in Keynes College and Becket Court Bed & Bistro accommodation will vacate the room and Accommodation during each vacation period and return the accommodation fobs at their local reception before the start of each vacation period ie by 10.00 on 19/12/15 for the winter vacation and by 10.00 on 09/04/16 for the spring vacation. You may leave your belongings in the accommodation during the winter vacation but you must clear your room of your belongings for the spring vacation.
12.2 The Agreement Holder(s) in Rutherford and Eliot Colleges may leave belongings in the accommodation during the winter and spring vacation periods. However, residents must vacate the Colleges during the University’s winter vacation closure period and return their accommodation key fob at their local reception before the start of the vacation period i.e by 10.00 on 23/12/15.

12.3. You will cease to be entitled to the use of the accommodation and you shall vacate the accommodation leaving it clean and tidy and locked and you agree to return all accommodation keys and key cards to the Reception from where they were obtained, by 10.00 on the day of termination.

12.4 If you do not vacate the accommodation by 10.00 and return the keys and any swipe cards, you agree to pay to the University additional charges for the accommodation and a late departure fee of £25; this however does not provide entitlement for a resident to remain in accommodation beyond the end date/time of the accommodation agreement. In addition if we have to take action (which may include legal action) to require you to move out of the accommodation you agree to pay all reasonable costs (including legal costs) that we incur together with all damages and loss we suffer (including, but not limited to loss of income) as a result of you failing to leave.

12.5. If you leave any belongings in the accommodation we will try to notify you of this and give you a reasonable period of time to collect them. If you do not collect your belongings within a reasonable period of time, you agree that we can dispose of your belongings. If you do not comply with your obligation under this clause and as a result we have to clean or clear the accommodation, we will charge you for the cost of this.

13. Additional agreement documents

The Agreement Holder also agrees to be responsible for reading and abide by all academic, non-academic, residential, and conduct policies of the University set forth within:

13.1. The online Agreement summary containing details of your room allocation, ‘Your invoice’ for the Accommodation and other details.

13.2. The Student Life Accommodation handbook
www.kent.ac.uk/accommodation/canterbury/on-campus/student-handbook.html

13.3 College Masters Office & Regulations and legal information
www.kent.ac.uk/studentservices/masters-office/index.html

13.4 The University general regulations for students
www.kent.ac.uk/regulations/general.html

13.5 Search Policy for Residential Accommodation
www.kent.ac.uk/estates/files/policies/accommodation_search_policy.pdf

13.6 Student Health and Safety guidelines
www.kent.ac.uk/safety/studentsafety/index.html

13.7 The University Debt Management Policy

13.8 Variations to this Agreement, such as early termination and cancellation of charges, are only possible with the written agreement of a member of staff from the central University Accommodation Office located at Tanglewood near Keynes College.
13.9 If for any reason you cause us to become liable for Council Tax for the accommodation (for example because you are in full time employment or claiming social security benefits) then you will repay to us within 14 days of written demand any sums paid by us to the local authority in respect of such Council Tax.

13.10 If the Agreement is accepted by the Agreement holder(s)'s parent or guardian then the Agreement holder(s) and the parent or guardian shall be jointly and severally liable to make the payments set out in ‘Your invoice’.

13.11 This Agreement is governed by English Law. If any provision of this Agreement is held to be illegal, invalid, or unenforceable, the legality, validity and enforceability of the remainder of this Agreement will be unaffected.

14. Complaints and redress

If any resident is dissatisfied with their accommodation or the way it is managed, complaint should be made in the first instance to your local reception or housekeeping office or the University Accommodation Office. Complaints can also be made in writing by using the email feedback form www.kent.ac.uk/accommodation/more-info/contact-form/index.html

If you are not happy with the outcome and wish to pursue your complaint further, you should do so in accordance with Kent Hospitality's complaints procedure www.kent.ac.uk/accommodation/documents/Feedback/Compliments-complaints-Jun2014.pdf

The University is also a member of Universities UK (UUK) Code of Practice for student accommodation. Further information on the UUK Code of Practice can be found at: www.universitiesuk.ac.uk/aboutus/AssociatedOrganisations/Partnerships/ACOP/Pages/Students.aspx

If your complaint is related to the Code and you have been through the internal Kent Hospitality and University complaints procedure and remain dissatisfied, an independent review of your complaint can be undertaken by the Office of the Independent Adjudicator (OIAHE). For more information, go to www.oiahe.org.uk

The University's postal address for complaints or service of notices (including proceedings) is:

Accommodation Office
Tanglewood
University of Kent
Canterbury
Kent, CT2 7LX
UK

T: +44 (0)1227 766660
E: accomm@kent.ac.uk
15. Glossary of terms

Accommodation
Means the room and includes the shared areas of the accommodation, or any other alternative accommodation where we have relocated you under this Agreement.

Accommodation Office
The central University Accommodation Office, located at Tanglewood near Keynes College. This office is part of the University Department called Kent Hospitality which is responsible for the management of the accommodation, catering, housekeeping and bars at the Canterbury campus.

Accept
Means to formally accept the offer of the accommodation online, or to move into the Accommodation.

Agreement
The contract between you and the University relating to the accommodation which comprises the:

- Agreement Summary
- Terms and conditions of residence
- University Regulations
- Student Life handbook
- College Masters Information and Regulations.

Also please note clause 2. Nature of the Agreement. The Agreement is a ‘licence to occupy’ the Accommodation granted by the University whilst you are registered on a full-time course of study at the University. The Agreement is not intended to create a landlord and tenant relationship and does not create a tenancy.

Agreement Summary
Means the page of the online process headed ‘Agreement to occupy University Accommodation’ including ‘Your accommodation’ and ‘Your invoice’ which contain the specific details of the accommodation being offered to you, the period of residence and the accommodation fees.

Code of Practice
Means the Universities UK Code of Practice for the Management of Student Housing:

We are committed to managing the accommodation in accordance with the best practice guidelines set out in the national UK Universities Code of Practice: http://uukcode.info/ and www.universitiesuk.ac.uk/aboutus/AssociatedOrganisations/Partnerships/ACOP/Pages/Students.aspx

College Masters Office: Regulations and legal information
All students at Kent are assigned College membership on a random basis prior to arrival at the University. The Masters' Offices exist to:

- Offer advice, help and support
- Be the first port of call when you need assistance of any kind
- Enforce the University's non-academic student discipline regulations; the code of conduct that all students must abide by whilst they study at the University, wherever they may reside, be it on or off the campus
- All matters will be dealt with in the strictest confidence.
Housekeeping offices
Are located in each College, Tyler Court A and behind Reception at Park Wood.

Income Office
Where you make accommodation and tuition fee payments to the University and it is located in the Registry building. E: incomeoffice@kent.ac.uk

Period of Residence
This means the time you may stay in the accommodation granted by this Agreement. Accommodation Agreements for undergraduates end at **10.00 Saturday 20 June 2016** and for postgraduates at **10.00 Wednesday 14 September 2016** (unless students are on shorter academic programmes which have been approved in advance by the University and the University Accommodation Office)

Sponsor
Any person or organisation that is paying all, or part of your accommodation fee.

Student Life Handbook
Includes further information about the accommodation arrangements at the University. Copies are available from reception areas and can also be found online at www.kent.ac.uk/accommodation/canterbury/on-campus/student-handbook.html

Terms and Conditions of the Agreement
This document.