



EXEAT ARRANGEMENTS – LENT TERM 2019

This document requires your urgent attention and should be kept for reference throughout the vacation

Notice to all undergraduates (including those who live in College accommodation outside the main site)

We need to collect from you, by midnight on Sunday 24th February 2019, two vital pieces of information:

- the date on which you will go down at the end of the Lent Term
- the date on which you will come up at the start of the Easter Term

The reason that we need this information is so that we know which rooms are available for College and conference guests during the vacation. The income from the conference business is vital to the financial well being of the College – without this business the quality of the educational experience we could offer to undergraduates and the general quality of life in College would be severely undermined. We therefore ask for your cooperation in providing this information, in the form requested and by the indicated deadline. We also ask you **not** to make unnecessary changes to your going down and coming up dates once you have given them.

Keeping Term

Your going down and coming up dates will also be used by us to verify that you have been resident in Cambridge for the required number of nights (that is, you have ‘kept Term’) as we are required to do by the University.

Full Lent Term ends on 15 March, and the Lent Term ends on 25 March. Provided that you have ‘kept Term’, you are not required to stay up beyond 15 March. The Easter Term starts on 17 April, and Full Easter Term starts on 23 April.

The fixed period of residence

The Lent Term fixed period of residence (FPR) ends on Sunday 24 March (**rooms to be vacated by 10:00 at the very latest on Sunday 24 March**). The Easter Term FPR begins on Saturday 13 April and ends on Sunday 23 June. If you wish to remain in College outside the FPR you will need to ask for permission to do so (via the web exeat form). Such permission will not be unreasonably denied, provided that you have a legitimate reason for needing to stay in Cambridge. (N.B. Mrs Hopper will inform you of the outcome of your request, once the whole picture of the room requirements outside the FPR is known.)

If you are granted permission to remain in College outside the fixed period, you will be liable for additional room rent at the rate of £23.00 per night. PLEASE BE AWARE THAT THERE IS NO GUARANTEE THAT YOU WILL BE ABLE TO STAY IN YOUR OWN ROOM.

Easter weekend falls this year on 20 April and 21 April. The College Offices will be closed from Friday 19 April until the morning of Tuesday 23 April. Porters will be on duty during this period and there will be a reduced level of catering. Opening times will be displayed in the usual way to inform you of any changes from the usual pattern.

Notifying us of your going down and coming up dates: Deadline midnight on Sunday 24 February

You are required to let us know your intended going down and coming up dates by filling in and submitting the web exeat form (Raven authentication required) which can be found at <http://www.sel.cam.ac.uk/exeats/> **You must submit this form by midnight on Sunday 24 February**; failure to do so by this deadline will attract a mandatory charge of £15.00.

Please ensure that the going down date you give is an accurate reflection of your intentions i.e. do not put down a later date than intended in order to allow yourself maximum flexibility. This is especially important since the College will require many rooms in the week following the end of Full Term in connection with conferences.

If you are requesting to remain in residence for the whole vacation, please enter your going down date as 01/04/19 and your coming up date as 01/04/19.

Please note that once you have submitted your dates online, you will receive an automated confirmation email. If you do not receive this, the form may have not been successfully sent. In this instance, you will need to resubmit the form or contact Mrs Karen Hopper (exeat@sel.cam.ac.uk) **before the deadline**.

If you find that you have made a mistake in submitting the form, you should resubmit a corrected form *straight away*.

Changing your going down and coming up dates after the deadline

Changing your dates causes administrative inconvenience and makes it difficult for us to plan in advance how many rooms are available for conference and College guests. Therefore, once you have specified your going down and coming up dates they *cannot be changed* unless there are *exceptional circumstances*. It is therefore essential that you think carefully in advance about the dates you specify, having due regard to travel arrangements and so on.

If, subsequently, you find you need to change your dates for good reason, then please let **Mrs Karen Hopper** know in writing (exeat@sel.cam.ac.uk), giving as much notice as possible. If the change of date is *within* the FPR, then no charge is made, but we ask for *not less than two days' notice* of an early or late arrival. For changes *outside* the FPR we ask for *two weeks' notice*; if less notice is given a charge of £15.00 will be levied.

Staying in College outside the FPR: regulations and costs

If you have exceptional grounds for needing to be in residence after 24 March or before 13 April, you must have tutorial permission. If you know now that this will be the case, you should apply for permission, using the web exeat form and selecting one of the reasons listed, **by midnight on Sunday 24 February**. If at a later date you find you need to apply to come back before 13 April, you should seek permission through the Tutorial Office (Mrs Hopper: exeat@sel.cam.ac.uk/01223 335897). **Such applications must be made at least two weeks in advance of the new date of return. If such notice is not given, a charge of £15.00 will be incurred** (as a contribution towards the administrative costs of processing last-minute requests).

Permission will be given to those who have legitimate reasons for needing to remain in residence longer/return early. Those who receive the necessary permission will normally be required to occupy a temporary room outside the Fixed Period of Residence and room rent (at the academic rate per night) is payable in all cases. **NB: Please remember rooms must still be vacated by 10.00 a.m. on your revised going down date.**

Collective applications

Members of the JCR Committee, the choir, sports teams etc. should note that no collective applications to stay up or come back early will be made on their behalf. **It is the responsibility of each individual member to make his or her own application.**

Leaving possessions in your room (applies to all rooms)

Most rooms have vacation storage capacity in separate lockable compartments above the wardrobe or under the mattress. This may be used free of charge and at your own risk. *Please do not lock other wardrobes or cupboards as these are needed for vacation visitors. (You will be responsible for all costs incurred in removing locks from wardrobes etc.)*

In all other cases, if you wish to apply to leave your belongings in your room during the vacation, you should request this using the web exeat form (see above). If permission is granted, a charge of £11.50 per night will be made. Please note that if you leave possessions in your room, this is at your own risk: they will not be covered by the College's insurance policy and so you are strongly advised to take out your own insurance.

Non-chargeable storage in College is available only to overseas students, please tick the box if you require storage during the break. Please remember that if you store your belongings in the college storage area, it is at your own risk and they will not be covered by the College's insurance policy. You are strongly advised to take out your own insurance.

Charges Summary:

- Failure to complete and submit the web exeat form by midnight **Sunday 24 February**: £15.00
- Change in going down or coming up date (outside FPR) without two weeks' notice: £15.00
- Change of arrival date (within the FPR) with not less than two days' notice of an early or late arrival: £15.00
- Occupying your room outside FPR, during periods for which permission has **not** been given: £46.00 per night (standard room), plus a charge of £15.00.
- Failure to check out/check back in at the Porters' Lodge using your university card when you leave, will incur a charge of £15.00
- Failure to hand your keys in at the Porters' Lodge when you leave, will incur a charge of £15.00
- Any possessions left in your room or lockable cupboards without permission will be removed and a charge of £15.00 will be made (plus all costs incurred in removing locks from wardrobes).

PLEASE REMEMBER TO CHECK OUT USING YOUR UNIVERSITY CARD AND HAND IN YOUR KEYS AT THE PORTERS' LODGE BEFORE LEAVING.

Please note that this is not the same as signing to confirm that you have kept term when meeting your Tutor at the end of Term.

The person to contact concerning going down and coming up arrangements is:

Mrs Karen Hopper - Tutorial Office

exeat@sel.cam.ac.uk 01223 335897

Mike Sewell

Senior Tutor

February 2019

Nick Downer

Bursar