



Selwyn College Cambridge

EXEAT ARRANGEMENTS – LENT TERM 2026

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 Monday 2nd March 2026, 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 wellbeing of the College and without this business the quality of the educational experience we could offer to undergraduates and the general quality of life in College would be much reduced. 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

Full Lent Term ends on Friday 20th March 2026 and the Lent Term ends on Wednesday 25th March 2026. 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. In order to meet the University's residence requirements and be 'in standing' to take your degree, an undergraduate must reside in Cambridge for a period equivalent to the length of Full Term, ie 50 days (59 nights) in the Michaelmas and Lent Terms and 53 days (52) nights in the Easter Term.

Fuller details are available at <https://www.sel.cam.ac.uk/ughandbook/discipline>

Provided that you have 'kept term' you are not required to stay up beyond 20th March 2026. Easter Term starts on Friday 17th April 2026 and full Easter Term starts on Tuesday 28th April 2026.

The fixed period of residence (FPR)

Your rent for the term covers the cost of your room for the fixed period of residence. The Lent Term Fixed Period of Residence (FPR) ends on Sunday 29th March 2026 (**rooms to be vacated by 10:00 am at the very latest on that day**). The Easter Term FPR begins on Saturday 18th April 2026 (**arrival not to be before 2:00 pm on that day**) and ends on Sunday 28th June 2026. On departure, until your transport is ready to leave, and on return, until your room is ready, if you need to store your belongings for a short period, we will provide an area for you to do so.

Staying in College outside of the FPR: regulations and associated costs

If you wish to be in residence after Sunday 29th March or wish to return before Saturday 18th April, you will need your Tutor's support and the Senior Tutor's permission. If you know now that this will be the case, you should apply for this permission. Such permission will not be unreasonably denied and priority will be given to those who wish to stay for academic reasons. Melissa will inform you of the outcome of your request once the whole picture of the room requirements outside the FPR is known.

If at a later date, you find you need to apply to come back before Saturday 18th April, you should seek permission through the Tutorial Office (Melissa Moffatt: exeat@sel.cam.ac.uk). **Such applications must be made at least ten working days in advance of the new date of return. If such notice is not given, a charge of £20.00 will be incurred** (as a contribution towards the administrative, housekeeping and other costs of processing last minute requests).

If you are granted permission to remain in College outside of the FPR, you will be liable for additional room rent at the normal weekly rate. Part vacation stays will incur rent at the normal weekly rate on a pro-rated basis. If you need to stay during the vacation but feel that you are constrained by your financial circumstance, please discuss this with your Tutor to explore possible sources of assistance from the University and College sources. If you are in receipt of Cambridge Bursary support, you will qualify for Elgar Fund support for some or all of your rent outside of the FPR during the Easter vacation. You need to contact your Tutor and ask them to confirm their endorsement of your request to exeat@sel.cam.ac.uk. See <https://www.sel.cam.ac.uk/current-membersinformation-students/undergraduate-student-guide/5-finance/summary> for details.

Please be aware that we cannot guarantee that you will be able to stay in your own room during the vacation. If you are asked to stay in another room, you will be charged rent at the lower of your normal code and the vacation room code. The Accommodation Officer will contact you should you need to move.

NB: Please remember, if you are leaving on the last day of the FPR or onwards. Rooms are to be vacated by 10:00 am and, if you are returning before the FPR starts or the first day of the FPR, arrival must be after 2:00 pm. Short term storage on the day is available if needed.

Easter weekend falls this year on 3rd April 2026 and the College offices will be closed from 3rd April until the morning of 7th April 2026. No requests for changes of dates can be processed during that time. The Porters will be on duty during this period but 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 MUST be done by: Monday 2nd March 2026

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 <https://www.sel.cam.ac.uk/exeats/>. You must submit this form by 2nd March, failure to do so by this deadline will attract a mandatory charge of £20.00.

Please ensure that the going down date you give is an accurate reflection of your intentions ie. Do not put down a later date than intended in order to allow yourself maximum flexibility. This is especially important since the College needs to know what operational and staffing arrangements to put in place over the vacation.

If you are requesting to remain in residence for the whole vacation, please discuss the request with your Tutor and seek their support. In such cases, please tick the 'Not applicable' box and do not enter dates.

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 not have been successfully sent so please try to resubmit the form. If you still do not receive the confirmation, please contact Melissa Moffatt (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 it makes it difficult to plan in advance for the vacation period. Once you have specified your going down and coming up dates, please try to make every effort only to request a change when there are **exceptional circumstances** (eg. unforeseen illness, sudden transport strikes or extreme weather conditions). It is essential that you plan as carefully as you can in advance about the dates you specify, keeping things like travel arrangements or sporting events etc in mind. If there remains uncertainty at the point you send in your dates, please inform Melissa. Family convenience, organisation of activities by clubs or societies and personal preferences are **not** regarded as exceptional circumstances and it is expected that such dates can be anticipated and planned around.

If subsequently you find you need to change your dates due to exceptional circumstances, then please let Melissa know if writing (exeat@sel.cam.ac.uk), giving as much notice as possible. If the change of date is within the FPR, we require not less than two working days' notice of an early or late arrival; if less notice is given, a charge of £20.00 will be levied. For changes outside of the FPR, we require ten working days notice; if less notice is given, a charge of £20.00 will be levied.

Collective applications

All students 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 to make his or her own application.

Leaving possessions in your rooms (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. **You must not lock other wardrobes or cupboards** as these are needed for vacation visitors and, if you do, 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). Please note that there is no guarantee that permission will be granted. If permission is granted, a charge of £13.00 per night will be made. Leaving possessions in your room 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 are an overseas student who requires 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.

No possessions should be left in communal areas such as kitchens, gyms and shared bathrooms. If found they will be disposed of by the Housekeeping team.

Charges Summary:

• Failure to complete and submit the web exeat form by 2 nd <u>March 2026</u> : £20.00
• Change of going down or coming up date (outside FPR) with less than ten working days' notice: £20.00
• Change of going down or coming up date (within the FPR) with less than two working days' notice: £20.00
• Occupying your room outside FPR, during periods for which permission has not been given: £70.00 per night (standard room)
• Possessions left in your room with permission: £13.00 per night
• Possessions left in your room (other than in lockable compartments) without permission: £50.00 , in addition to the £13.00 per night charge for leaving possessions in room
• Failure to check out/check back in at the Porters' Lodge using your University card when you leave/return: £20.00
• Failure to hand your keys in at the Porters' Lodge when you leave: £20.00
• Failure to check out of your room by the specified time for departure: £20.00

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:

Melissa Moffatt - Tutorial Administrator: exeat@sel.cam.ac.uk

Mike Sewell
Senior Tutor
February 2026

Jennifer Phillips
Bursar