



Selwyn College Cambridge

## EXEAT ARRANGEMENTS – EASTER TERM 2023

**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 Friday 2<sup>nd</sup> June**, two vital pieces of information:

- the date on which you will go down at the end of the Easter Term
- the date on which you will come up at the start of the Michaelmas Term (if your course is continuing)

The reason that we need this information is so that we know which rooms are available for other bookings during the vacation. Use of rooms for Summer Schools, visits and Open Days are a key part of our efforts to widen participation and encourage students from all backgrounds to apply to Selwyn. The income from the conference business is also vital to the financial well-being of the College – without this business the quality of the educational experience we could offer to undergraduates in College would be significantly reduced. We therefore ask for your cooperation in providing this information, in the manner 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**

Easter Term ends on Friday 16 June, and the Full Easter Term ends on Sunday 25 June. 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, i.e. 60 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 Friday 16 June. The Michaelmas Term starts on Saturday 23 September, and Full Michaelmas Term starts on Tuesday 3 October.

#### **The fixed period of residence (FPR)**

The Easter Term fixed period of residence (FPR) ends on Sunday 25 June (**rooms to be vacated by 10.00 am at the very latest on Sunday 25 June**). The Michaelmas Term FPR begins on Saturday 23 September (**arrival not to be before 2:00 pm**) and ends on Sunday 3 December. Your rent for the term covers the cost of your room for the fixed period of residence.

#### **Staying in College outside the FPR: regulations and costs**

If you wish to be in residence after Sunday 25 June or wish to return before Saturday 23 September, 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 permission, using the web exeat form and selecting one of the reasons listed, by **Midnight on Friday 2<sup>nd</sup> June**. Such permission will not be unreasonably denied although it may not always be possible to move directly into your balloted room (the main potential constraint being other bookings as detailed above). Mr Stuart Wren 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 23 September, you should seek permission through the Tutorial Office (Mr Stuart Wren: [exeat@sel.cam.ac.uk](mailto:exeat@sel.cam.ac.uk)/ 01223 331389). **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 £20.00 will be incurred** (as a contribution towards the administrative costs of processing last-minute requests).

If you are granted permission to remain in College outside the fixed period, you will be liable for additional room rent at normal rates on a prorated basis. You may have been able to secure summer project funding for your stay that will help with accommodation costs. Others of you may have compelling reasons to reside here for some or all of the summer whilst also being concerned about your finances. If that is the case, please consult your Tutor. (Note: Any early return in September will need to be authorised and will be charged at the new 2023/24 rate).

Permission will be given to those who have valid reasons for wishing to remain in residence longer and/or return early. Please note that those who receive the necessary permission will normally be required to occupy a different room outside the Fixed Period of Residence and that room rent (at the usual weekly room rent rate) is payable in all cases. The Accommodation Officer will contact you should you need to move.

**NB: Please remember rooms must still be vacated by 10:00 am on your revised going down date and arrival must be after 2:00 pm on your revised coming up date.**

**Special arrangements for those taking their degrees in person on Friday 30 June and those not actually graduating but wishing to remain in residence to participate in festivities on that day, the Leavers' Service and the Graduands' Dinner**

Those taking their degree in person and those final year students who are invited to the various graduation related celebrations may remain in residence until 10:00 am on Saturday 1 July. Those remaining should also note that after the end of the fixed period of residence (Sunday 25 June), they will be liable for additional room rent (prorated for the additional number of nights).

Those taking their degree in person, but NOT remaining in residence until Graduation may request a room (via the Accommodation Officer: [accommodation@sel.cam.ac.uk](mailto:accommodation@sel.cam.ac.uk)) for the nights of Wednesday 28 June and Friday 30 June. The Leavers' Service and Graduands' Dinner will take place on Wednesday 28 June (separate details are being sent to you).

**Notifying us of your going down and coming up dates: deadline Midnight on Friday 2<sup>nd</sup> June**

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 Midnight on Friday 2<sup>nd</sup> June**; 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 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 and supporting graduation visitors.

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 Mr Stuart Wren ([exeat@sel.cam.ac.uk](mailto: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 plan carefully in advance about the dates you specify, having due regard to travel arrangements and so on. If there remains uncertainty at the point you send in your dates, please inform Mr Wren.

If, subsequently, you find you need to change your dates for good reason, then please let **Mr Stuart Wren** know in writing ([exeat@sel.cam.ac.uk](mailto: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 require *not less than two working days' notice* of an early or late arrival. For changes *outside* the FPR we require *two weeks' notice*; if less notice is given, a charge of £20.00 will be levied.

## Long vacation

If you wish to return to College and live in College accommodation over part of the long vacation, we would need to know about your intentions **before the end of the Easter Full Term. The deadline for the return of the Long Vacation Form is Friday 9 June.** Please refer to the Long Vacation document for further information and instructions on how to apply.

## 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 room (applies to all rooms)

You are reminded that all personal possessions must be removed from your room (and all lockable cupboards in your room) at the end of the academic year. **Any items left will be assumed to be surplus to your requirements and will be disposed of. Please note that a charge may be levied to cover administrative costs of disposal.**

**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 Long Vacation.** 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 **Friday 2<sup>nd</sup> June:** £20.00
- Change of going down or coming up date (outside FPR) with less than two weeks' 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)
- 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
- Any possessions left in your room or lockable cupboards without permission: £50.00 (plus all costs incurred in removing and replacing locks), and the items will be removed

**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:

**Mr Stuart Wren - Tutorial Office**

[exeat@sel.cam.ac.uk](mailto:exeat@sel.cam.ac.uk) 01223 331389

Mike Sewell

Senior Tutor

May 2023

Jennifer Phillips

Bursar