EXEAT ARRANGEMENTS – MICHAELMAS TERM 2020

**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)

Please note that this document assumes that government regulations will not change further from those announced on 31st October and that students will be able to go down at the end of term as usual.

We need to collect from you, by **midnight on Monday 16 November**, two vital pieces of information:

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

The reason that we need this information this year is so that we know when we can schedule end-of-term room cleaning and how many students the College may need to continue to support over the Christmas vacation. This is so that we can make operational and staffing arrangements accordingly. 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 Michaelmas Term ends on Friday 4 December, and the Michaelmas Term ends on Saturday 19 December. Provided that you have ‘kept Term’, you are not required to stay up beyond Friday 4 December. The Lent Term starts on Tuesday 5 January, and Full Lent Term starts on Tuesday 19 January.

**The fixed period of residence**

The Michaelmas Term fixed period of residence (FPR) ends on Sunday 6 December (**rooms to be vacated by 10:00 am at the very latest on Sunday 6 December**). The Lent Term FPR begins on Saturday 16 January and ends on Sunday 28 March. If you wish to remain in College outside the FPR you will need to ask for permission to do so (via the web exteat form). Such permission will normally be given, wherever possible. Remaining for part of the vacation but not all of it would normally require a legitimate reason for needing to stay during that period, but this year the College will endeavour to meet requests wherever possible. (N.B.) Mrs Hopper will inform everyone 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. To stay for the whole vacation period of five weeks between FPRs will incur a charge of three weeks’ rent, i.e. two weeks of the five weeks will be free of charge. Part vacation stays will incur rent at the normal weekly rate up to a maximum of three weeks’ rent. 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 room and the vacation room.

The Accommodation Officer will contact you should you need to move. Please also note that during the closed period (24 December to 3 January), the college offices will be closed and kitchens are very likely to be closed.

**Notifying us of your going down and coming up dates: Deadline midnight on Monday 16 November**

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/](http://www.sel.cam.ac.uk/exeats/) **You must submit this form by midnight on Monday 16 November**; 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 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 enter your going down date as 01/01/21 and your coming up date as 01/01/21 (as the form must have dates entered on it).

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 will make it difficult for us to plan in advance for the vacation period. Therefore, once you have specified your going down and coming up dates please try to make every effort to avoid having to change them. However, if there are **exceptional circumstances** some requests for changes could be considered. It is therefore essential that you plan as carefully as you can 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 Mrs Hopper.

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 £20.00 will be levied.

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

If you wish to be in residence after Sunday 6 December or before Saturday 16 January, 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 Monday 16 November**. If at a later date you find you need to apply to come back before 16 January, 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 £20.00 will be incurred (as a contribution towards the administrative costs of processing last-minute requests).
The room rental costs of staying in College over the Christmas vacation are set out above. If you need to stay during the vacation but feel that you are constrained by your financial circumstances, please discuss this with your Tutor to explore possible sources of assistance.

Collective applications

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 member to make his or her own application.

Leaving possessions in your room (applies to all rooms)

On this occasion, and for this vacation only, students may leave their belongings in their rooms free of charge. Please however leave your belongings tidily so that room cleaning can take place.

Non-chargeable storage elsewhere in College, should it be needed, is available only to overseas students, please tick the box if you require this storage, in addition to your room, 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 Monday 16 November: £20.00
- Change in going down or coming up date (outside FPR) without two weeks' notice: £20.00
- Change of arrival date (within the FPR) with not less than two days' notice of an early or late arrival: £20.00
- Occupying your room outside FPR, during periods for which permission has not been given: £60.00 per night (standard room), plus a charge of £20.00
- Failure to check out/check back in at the Porters’ Lodge using your university card when you leave, will incur a charge of £20.00
- Failure to hand your keys in at the Porters’ Lodge when you leave, will incur a charge of £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:

Mrs Karen Hopper - Tutorial Office
exeat@sel.cam.ac.uk 01223 335897

Mike Sewell
Senior Tutor

Martin Pierce
Bursar

November 2020