



Selwyn College Cambridge

## EXEAT ARRANGEMENTS – MICHAELMAS TERM 2024

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

### Notice to all undergraduates

We need to collect from you, by **11:59 pm on Monday 18 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 is so that we know which rooms are available for College use during the admissions interviews during the vacation. In this and other vacations the rooms may also be needed for conference guests. 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 significantly 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 Michaelmas Term ends on Friday 6 December, and the Michaelmas Term ends on Thursday 19 December. 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 6 December. The Lent Term starts on Sunday 5 January, and Full Lent Term starts on Tuesday 21 January.

### The fixed period of residence (FPR)

Your rent for the term covers the cost of your room for the fixed period of residence. The Michaelmas Term fixed period of residence (FPR) ends on Sunday 8 December (**rooms to be vacated by 10:00 am at the very latest on Sunday 8 December**). The Lent Term FPR begins on Saturday 18 January (**arrival not to be before 2:00 pm**) and ends on Sunday 30 March. On departure, until your transport is ready to leave, and 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 the FPR: regulations and costs

If you wish to be in residence after Sunday 8 December or wish to return before Saturday 18 January, 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 **11:59 pm on**

**Monday 18 November.** Such permission will not be unreasonably denied, and priority will be given to those who wish to stay for academic reasons. Mrs Harriet Dann 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 18 January, you should seek permission through the Tutorial Office (Mrs Dann: [exeat@sel.cam.ac.uk](mailto:exeat@sel.cam.ac.uk)/ 01223 331389). **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 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 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 circumstances, please discuss this with your Tutor to explore possible sources of assistance from both University and College sources. If you are in receipt of Cambridge Bursary support, it is possible that you may be able to obtain Elgar Fund support for some or all of your rent outside FPR during the Christmas vacation, but this is not guaranteed and you need to contact your Tutor. See <https://www.sel.cam.ac.uk/current-members/information-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. In line with the College's sustainability policy, efforts will be made to turn off heating to unused buildings over the period Monday 23 December to Wednesday 1 January, and students may be required to move to facilitate this. If you are asked to stay in another room, you will be charged rent at the lower of your normal room code and the vacation room code. 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 going down date and arrival must be after 2:00 pm on your coming up date. Short term storage on the day is available and will still be provided.**

Please also note that during the closed period Monday 23 December to Wednesday 1 January inclusive, the College offices will be closed and the kitchens will be closed from 2pm on Monday 23 December until 12 noon on Thursday 2 January. Opening times will be displayed in the usual way to inform you of any changes from the usual pattern. Porters will be on duty during this period.

**Notifying us of your going down and coming up dates: deadline 11:59 pm on Monday 18 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/>. **You must submit this form by 11:59 pm on Monday 18 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 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 have not been successfully sent. In this instance, you will need to resubmit the form or contact Mrs Harriet Dann ([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 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 Dann.

If, subsequently, you find you need to change your dates for good reason, then please let Mrs Harriet Dann know in writing ([xeat@sel.cam.ac.uk](mailto:xeat@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; if less notice is given, a charge of £20.00 will be levied. For changes *outside* the FPR, we require *two weeks' 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 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. ***You must 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 *xeat* form (see above). Please note that there is no guarantee that permission will be granted. If permission is granted, a charge of £12.00 per night will be made. 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 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 **11:59 pm on Monday 18 November**: £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: £12.00 per night
- Possessions left in your room (other than in lockable compartments) without permission: £50.00, in addition to the £12.00 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:

**Mrs Harriet Dann - Tutorial Office**

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

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October 2024

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