EXEAT ARRANGEMENTS – EASTER TERM 2021

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 Monday 31 May, 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)

Full Easter Term ends on Friday 18 June, and the Easter Term ends on Friday 25 June. The Michaelmas Term starts on Friday 1 October, and Full Michaelmas Term starts on Tuesday 5 October.

The fixed period of residence

The Easter Term fixed period of residence (FPR) ends on Sunday 27 June (rooms to be vacated by 10.00 am at the very latest on Sunday 27 June). For this year only, any undergraduate may continue in residence until 10.00 am on Sunday 4 July, subject to the payment of additional rent on a prorated basis at the same level as during FPR. However, you must include the date you propose to go down, up to and including this date, in the web exeat form.

Those of you who are not graduating should plan on the basis that it is likely that the University will not waive the residence requirements for the next academic year and that students will, wherever possible, be expected to be in residence in Cambridge. This issue will be definitively settled over the coming weeks. The Michaelmas Term FPR begins on Saturday 25 September and ends on Sunday 5 December. If you wish to remain in College outside the FPR (apart from the period 27 June to 4 July) you will need to ask for permission to do so (via the web exeat form). Such permission will not be unreasonably denied (the main constraint being the volume of conference bookings that the College holds). 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 normal rates on a prorated basis. (Note: Any early return in September will need to be authorised and will be charged at the new 2021/22 rate). PLEASE BE AWARE THAT THERE IS NO GUARANTEE THAT YOU WILL BE ABLE TO STAY IN YOUR OWN ROOM.

Special arrangements for those taking their degrees in person on Friday 2 July and those not actually graduating but wishing to remain in residence to participate in festivities 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 Sunday 4 July. Those remaining should also note that after the end of the fixed period of residence (Sunday 27 June), they will be liable for additional room rent (at the daily room rate per night), except that no charge will be made for the night of Thursday 1 July.

Those taking their degree in person, but NOT remaining in residence until Graduation may request a room (free of charge) for the night of Thursday 1 July. You should already have submitted a request for this via the link, which was contained in the Praelector’s letter to graduands. The Leavers’ Service and Graduands’ Dinner will take place on Wednesday 30 June (separate details are being sent to you).
Notifying us of your going down and coming up dates: Deadline midnight on Monday 31 May

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 31 May; 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.

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

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 £20.00 will be levied.

Staying in College beyond 4 July or returning before 25 September

If you wish to be in residence after Sunday 4 July or wish to return before Saturday 25 September, you will need 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 31 May. If at a later date you find you need to apply to come back before 25 September, you should seek permission through the Tutorial Office (Mrs Karen 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).

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 with permission may be required to occupy a temporary room outside the Fixed Period of Residence and that room rent (at the usual weekly room rent rate) is payable in all cases.

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 – Deadline for Return of Long Vacation Form Friday 11 June. Please refer to the Long Vacation document for further information and instructions on how to apply.

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)

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.

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 **Monday 31 May**: £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).
- 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
- Any possessions left in your room or lockable cupboards without permission will be removed and a charge of £50.00 will be made

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

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

May 2021