Tenancy Halls Agreement for the

Academic Year 2025/2026

Please ensure that you read this document carefully.

You will be required to sign to accept the terms and conditions in this Agreement when you make the tenancy deposit on the online store. You will also be required to sign a hard copy form to accept the terms and conditions in this Agreement and the Residential Student Handbook when you move in. If the Student moves into the accommodation without signing the Tenancy Halls Agreement they will be deemed as having accepted the agreement by their actions.

1. For all full-time students at the College, during the academic year 2025-2026, the following provisional term dates (subject to change) are applicable:

   - FE 1st Year Students:
     3rd September 2025 to 25th June 2025 **Move in Monday 1st September**

   - FE 2nd Year/Returning Students:
     4th September 2025 to 25th June 2026 **Move in Wednesday 3rd September**

   - HE 1st Year Students:
     8th September 2025 to 5th June 2026 **Move in Sunday 7th September**

   - HE 2nd & 3rd Year Students:
     15th September 2025 to 5th June 2026 **Move in from Friday 12th September**

   The College wishes to emphasise that places in onsite accommodation are dependent upon always upholding the Student Code of Conduct.

   In the event of conduct not meeting the expectations of the Student Code of Conduct, the College reserves the right to terminate this agreement with immediate effect.

2. This accommodation agreement is valid from the date of signing and for the remainder of the full academic year.

   Should a student wish to terminate their accommodation agreement before the end of the academic year but stay on their course, they must give 4 full weeks written notice by email to the college accommodation team accommodation@sparsholt.ac.uk and will be charged an early release fee of £300 in addition to the 4 full weeks notice. The full early release fee may not be charged in the event that all our rooms have been let and if a suitable replacement can be found for the room.

If notice is not given, the start of the notice period is deemed to be the date at which the College becomes aware that the student intends to move out of their accommodation. The full early release fee may not be charged in the event that all our rooms have been let and if a suitable replacement can be found for the room.

If a student withdraws from their course, any right to accommodation is immediately forfeited. An amount equivalent to 4 full weeks notice plus the early release fee of £300 will be charged. The full early release fee may not be charged in the event that all our rooms have been let and if a suitable replacement can be found for the room.

If a student chooses to leave their accommodation after the Easter break, or does not return after the Easter break, full fees are applicable with no refunds available for the final term unless all rooms are let and a suitable replacement can be found for the room.

If the College asks a Student to leave accommodation they will be charged up to the week they leave the accommodation and the room has been cleared. If the room is not cleared a charge for the following 4 weeks will be applied, after this point items remaining on college premises will be disposed of and charges will stop. No further charge will be made except in relation to damages, fines, library fines and previous outstanding fees.

3. All students will be invoiced on an annual basis. The Accommodation charge (including meals) are calculated to **exclude any time away for work placement and college holiday periods**

4. Payment for accommodation is required either:

   In full, on or before moving into accommodation or by paying 1 months rent and setting up a termly or monthly instalment plan via the online store before moving into accommodation

   You will be required to sign to accept the terms and conditions of this agreement when you make payment on the online store.

5. No student shall be admitted into residence until receipt of the following:
   - A hard copy of the signed agreement on the move in day
   - Payment in full or 1 months rent and payment plan set up
   - Payment of £200 tenancy deposit

   If accounts are not kept up to date, accommodation may be forfeited and/or your account will be passed through to the Colleges Debt Collection agency. The College reserve the right to refuse re-entry into accommodation for subsequent terms.

6. The annual charge includes the use of the room during Reading Breaks (meals not included for these weeks). However, it does not include use of the room during the **Christmas** and **Easter** breaks or after the last day of each term. Notice must be taken of the term dates and it is a requirement that all rooms are vacated for the Christmas and Easter holiday periods. Belongings may be left in the room during the Christmas break, but **rooms must be cleared completely for the Easter and Summer breaks.**

7. **Keys must be returned for the periods when you are not in residence** – failure to do so may result in charges being levied to cover the cost of changing locks. For example, when leaving for the Easter break.

8. Where students are asked to leave for disciplinary reasons, they may be required to leave the same day as the incident.

9. In cases of gross misconduct, it may be a requirement to leave accommodation on the same day as the incident.

10. In some circumstances it may be necessary to allocate a different room. If this occurs the room will be, where possible, in similar accommodation, and you will not incur any additional charge.

11. Conditions of room occupancy:

    11.1 To occupy the room only as a private residence and not assign or sub-let nor share the occupancy with any other person.

    11.2 To be responsible for ensuring that all visitors allowed into the room comply with the terms of the tenancy halls agreement, student code of conduct and residential handbook. Visitors must be approved by the Residential team in advance.

    11.3 To use the room and all the communal areas and facilities in a reasonable fashion and not to become a nuisance or give offence to other students, employees of the College or any other person. Students agree to avoid all noise that is a nuisance to other students or staff at any time. No amps or sub woofers are allowed on campus. Any belongings, such as a stereo or speakers, which are causing nuisance or offence to other students or staff may be removed at any time and passed onto the Residential Support Manager pending behavioural discussions.

    11.4 For residents under the age of 18, the student's next of kin must inform the Residential Support Team when a student will be out overnight (see signing out process in the residential handbook).

    11.5 Not to carry out any trade, profession or business from the room.

11.6 Not to engage in any illegal activity on College premises.

11.7 Not to play ball games or engage in other sports activities inside College buildings except in buildings designated as sports areas.

11.8 To share responsibility for communal areas of the hall and ensure that external doors are shut to prevent uninvited visitors.

11.9 To ensure that, where kitchens are used, the surfaces and appliances are kept clean and tidy at all times. If outside contractors are required to be employed to clean the kitchen, a fee of up to £350 may be levied.

11.10 **Damage Conditions:**

11.10.1 Not to sell, dispose of, remove, damage, **re-arrange** or otherwise misappropriate any College furniture, fixtures or fittings contained in the room, and to ensure that furniture, fixtures and fittings are in the same condition at the end of the year or at the end of this agreement. Where furniture has been re-arranged, there will be a charge made for putting this back in the correct place, if this is not done by the student at the end of their tenancy.

11.10.2 Not to deface (including graffiti), damage or misuse any College property, including the fabric of the room or the hall of which it forms part, nor any of the furniture, fittings or fixtures in the communal part of the hall.

11.10.3. Not to use nails, pins, sellotape, blue tack or any other sticky tape to fix things to walls. White-Tack may be used but students will be charged for any costs reasonably incurred by the College to repair any damage caused as a result.

11.10.4. Not to fix anything to ceilings or cover the light fittings.

11.10.5. To report to the Premises department (via the fixit email - fixit@sparsholt.ac.uk) all defects and/or damages (accidental or otherwise), as soon as you are aware of them in the room or hall whether to the fabric, furniture, fixtures or fittings.

11.10.6 To pay costs to repair any damage in your individual study/bedroom that is not recorded on the inventory form. Room checks will take place monthly and any damages will be invoiced for. In communal areas, if responsibility cannot be attributed to a particular student, then **all** students resident in the accommodation block must accept shared responsibility. Proportional amounts will be charged to pay for communal damages. ***See Schedule 1 for charges.***

12. Conduct Conditions

12.1 To abide by the student code of conduct and residential handbook.

12.2 Not to smoke /vape or allow guests to smoke / vape in any College Buildings, this includes bedrooms and communal areas of halls of residence. This includes e-cigarettes. Smoking / vaping is only allowed in the designated smoking shelters around campus, these are away from the residential buildings for health and safety purposes.

12.3 Not to misuse any fire fighting, emergency or health and safety equipment, especially fire extinguishers and fire and smoke alarms. Students are reminded that it is a criminal offence to tamper with such equipment. If this regulation is breached students (as well as endangering their own safety and that of other students) may face a criminal charge, have to pay the actual cost of repairing the damage done and to have appropriate disciplinary action taken against them.

12.4 Not to keep any livestock (incl. pets, reptiles, insects, fowl, fish) in the accommodation.

12.5 Not to use, store or allow to remain in the accommodation any illegal substance or drug, psychoactive substances or drug paraphernalia.

12.6 Not to store in accommodation (or anywhere on the college campus) or allow into the accommodation any firearms (incl. airguns) shotguns, replicas, live ammunition, used ammunition, offensive weapons or any other dangerous items including knives, swords, multitools, catapults or flammable items including fireworks.

12.7 To observe any reasonable instructions or requests, whether written or verbal, from any member of the College Staff, including all mandatory residential talks.

12.8 Residents must comply to the college's expected attendance policy. Failure to comply with this will result in conduct and performance reviews and puts the residential accommodation place at risk.

13. Safety

13.1 To ensure that all personal possessions used in the accommodation meet UK fire, electrical and safety regulations and standards.

13.2 To make themselves familiar with the fire and safety instructions displayed in each of the residences and to attend the termly evacuation practices. The student should ensure that any visitors also comply with College rules and regulations.

13.3 Not to use candles, incense burners, non-electric lamps (including perfume, paraffin and oil), fires, any kind of heating device or what is deemed to be a similar device to anything listed above in the room or elsewhere in the College.

13.4 Not to cook in the room. Cooking is only allowed in the kitchens for health and safety reasons. BBQs are not allowed in the College grounds except within dedicated areas and with permission from the Residential Support Warden.

13.5 Under no circumstances to cover or attempt to disable any smoke detector. Doing so will put students, staff and visitors to the College at risk. Such action will be in direct breach of current health and safety legislation and will be subject to appropriate disciplinary action.

13.6 You must not have any freezers, heaters, microwaves or any other domestic appliances in your room unless they have been provided by the College (such as the mini fridges in the non-self-catering accommodation). In catered accommodation a kettle, microwave and toaster is provided in the kitchen. In self-catering accommodation a kettle, microwave and toaster is provided. Any other cooking equipment for example, slow cookers, sandwich toasters etc are only allowed in the kitchen areas, providing they meet the required safety standards.

13.7 In the event of an emergency situation and for your safety, students may be required to leave campus and be responsible for their own travel arrangements to their dedicated UK contact address. This could be due to, but not limited to, a water shut down, power loss, disciplinary action, and may need to happen with immediate effect.

13.8 All students will be required to download and register for Informa cast our crisis management system. This will enable us to be able to support and inform students of any incident that may be occurring for example - but not exclusive to power outages or water supply issues.

14. Access

14.1 To allow designated College staff (including residential support staff) access to the room at any time. Room inspections will be carried out over reading breaks and at regular intervals during the term to check general maintenance and the condition of each room, to ensure the rooms are of an acceptable standard.

14.2 To allow reasonable access by the housekeepers and maintenance staff on any weekday between 0900 and 2000 hours and between 1200 and 1800 at weekends for any purpose connected with minor maintenance or cleaning within the room. Your floor must be clear for housekeepers to clean. You will be charged if your room cannot be cleaned. ***See Schedule 1 for charges.***

14.3 To observe any reasonable instructions or requests, whether written or verbal, from any member of the College Staff.

15. Deposits will be returned after the end of the academic year with any damage or additional cleaning charges deducted following the end of term room checks. If a student still has outstanding debts at the end of an academic year the deposit will be used towards offsetting the debt. Deposits will be returned to the account that has been used to make the payment. Where these details are not held, deposits will be returned to the account used to pay for the accommodation.

16. Students must accept joint responsibility for the communal areas within their flats, corridors and buildings.

17. The College operates alcohol free zones; these are areas of the College where alcohol is not allowed, **regardless of your age**. These alcohol-free zones include, but are not limited to, inside and outside of all Quad accommodation (Flindt, Rose, Steele and Sturgess).

18. Consumption of alcohol is not permitted anywhere on site before 5pm Monday-Friday.

19. All guests (including parents and day students) must be signed in with the Residential Support Wardens.

20. No overnight guests are allowed in Halls.

21. Violation of the regulations may result in a student being asked to leave College accommodation and to make their own accommodation arrangements

22. The College shall not in any circumstances incur liability in respect of loss or damage to any person or property or otherwise, unless the loss or damage is caused by our negligence

23. **Additional Rules and Regulations for Students Under 18 Years of Age**

    23.1 Students under 18 years of age must be in their own residential accommodation blocks by 22:30hrs Sunday – Thursday, 23:30hrs Friday and Saturday and in their own rooms 30 mins later.

    23.2 Students under 18 years of age must not possess, consume or be under the influence of alcohol on College premises

    23.3 Students under 18 years of age must follow the signing in and out procedure as explained in the residential handbook

    23.4 Residents are expected to live independently on a day to day basis.

    23.5 There is a Wardening team on duty 24 hours a day to help monitor and supervise the residents; however, there is a limit to the amount of supervision that can practically be exercised due to the number of residents on site

Parents and Guardians

In cases of serious injury or concern for welfare, we will, regardless of the age of the student, make contact with the nominated next of kin.

Parents or guardians of under 18 students will be required to sign to accept the terms and conditions of the Agreement and the Residential Student Handbook. You will also be signing to confirm the following:

I give consent to allow Sparsholt College to seek emergency medical, dental or first aid treatment for my son/daughter/ward should such a situation arise.

I will be making regular contact with my son/daughter/ward and will inform the College immediately if I have any cause for concern about their welfare.

I can confirm that I can provide accommodation for my son/daughter/ward for periods outside the terms of this contract such as holidays and will confirm in writing if the address for this is different from the normal home address provided with the application for the course.

For parents or guardians who live outside of the UK – you **must** have a designated guardian in the UK for your son/daughter/ward who will be contactable in an emergency and can accommodate your son/daughter/ward should the need arise.

If the designated parent/guardian is going to be away from the UK, or uncontactable for any reason, for any amount of time, they must provide us with the contact details of an alternative guardian who will be contactable in an emergency and can accommodate your son/daughter/ward should the need arise.

Schedule 1

		Replacement Cost + Labour			Replacement Cost + Labour
Room Items	Bed (Single/Bottom Bunk)	£250	**Fixtures & Fittings**	Light fitting	£30
	Bed (Top Bunk)	£250		Shelf	£50
	New Bunk Bed In Steele/SC Halls	£2,500		Notice Board	£25
	Mattress	£110		Window Hinge	£10
	Mattress Cover	£10		Door Closer	£82
	Mini Fridge	£89		Switches	£18
	Bedside Unit	£80		Shower Curtain	£20
	Wardrobe	£208		Door Frame	£150
	Wardrobe Door	£80		Door Handle	£20
	Desk	£172		Basin	£120
	Re-cover Chair	£45		Vanity Unit	£250
	Easy Chair	£114		Shower Mixing Valve	£100
	Curtains	£90		Shower Head Handheld	£25
	Light Shade	£10		Shower Head Fixed	£30
	Waste Bin	£10		Shower Tray	£200
	Desk Lamp	£30		Shower Cubicle	£350
	Drawer Front	£30		Toilet Cistern	£85
	Bedside Unit Door	£50		Toilet Pan	£105
	Drawer Knob	£5		Toilet Handle	£10
				Toilet Seat	£40.00
Room Interior	Walls decoration	£120 est.*		Towel Rail	£23
	Door decoration	£80		Toilet Roll Holder	£30.00
	Room Redecoration	£300		Mirror	£25
	Ceiling decoration	£120 est.*		Smoke/Heat Detector	£90
	Windows	£400 est.*		Curtain Rail	£30
	Window Glass	£120 est.*		Ceiling Tiles	£3.00 each

•

	Door Glass	*		Door Hinge	£8
	Window Sill	1/hr Paintwork		Wall Tiles	*
	Radiator	£150		Room Furniture Moved (2 hrs labour)	£50.00 (labour)
	Radiator Valve	£48		Percussion Tap	£60.00
		Replacement Cost + Labour			**Replacement Cost + Labour**
Communal Lounges/Kitchens	Sofa	£650	**Misc.**	Malicious fire alarm call	£30
	Dining Chair	£110		Replacement of discharged or stolen fire extinguisher	£100
	Dining Table	£250		Fire Extinguisher tampered with	£25
	Kitchen Top	£300		Replace & change lock	£46
	Unit Door	£60		Replacing lost keys	£20
	Microwave	£65		Replacing lost fob	£5
	Toaster	£20		Window Handle	£15
	Kettle	£10		Door Number	£5
	TV	£250			
	Coffee Table	£25	**Glass**	Door Glass (R P Windows)	Depends on size
	Door Magnet (entry system)	£150		Window Glass (R P Windows)	Depends on size
	Front Door	£625	**Blinds**	Blind (Welltex)	Depends on size
			Carpet	Carpets (S Hicks Flooring)	Depends on size
Cleaning Charges		**Charge**	**Premises Labour Costs/hr**		Charge
All Halls/Rooms	Bodily Fluids	£55		Mech/Elec Engineer	£35
All Halls/Rooms	Deep Clean/Excessive Cleans	£60		Premises M'nance Officer (PMO)	£25
				Premises Facilities Assist. (PFA)	£20

*Depending on size or make of the product. Individual costs will be sent directly.

Cleaning Charges		
	Bodily Fluids	£55
Quad	Room - En Suite	£60
	Kitchen	£60
	Lounge	£60
Self-Catering	Room - En Suite	£60
	Kitchen	£60
	Lounge	£60
Old Halls	Room	£60
	Kitchen	£60
	Lounge	£60
All Halls	Contract / Deep Clean	£250

Any Vandalism which results in an emergency callout to Premises staff will be charged at an hourly rate applicable for the type of assistance required.