



Licence to Occupy

Halls Agreement for the Academic Year 2026/2027

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 Licence to Occupy Agreement they will be deemed as having accepted the agreement by their actions.

This Licence to Occupy Agreement is a legally binding agreement between the College and the residential student. It grants the residential student a personal licence to occupy allocated room/rooms during the licence period. It does not create a tenancy and does not give the residential student exclusive possession of a particular room or any part of the accommodation. The College retains overall possession, control and management of the accommodation.

Definitions

“Accommodation” means the College halls of residence, including the residential student’s room and any shared or communal areas made available for use under this Licence to Occupy Agreement.

“College” means Sparsholt College, including where relevant the University Centre and its authorised staff, wardens, contractors, and representatives acting in connection with the management of the Accommodation.

“Licence to Occupy Agreement” means this agreement, together with any schedules, the Residential Student Handbook, and the Residential student Code of Conduct as they apply to occupation of the Accommodation.

“Licence Period” means the period during which the residential student is permitted to occupy the Accommodation under this Licence to Occupy Agreement, as set out in the relevant term dates and subject to the terms of this agreement.

“Licence Fee” means the accommodation charge payable by the residential student for the Licence Period, including any agreed instalment arrangement.

“Deposit” means the licence to occupy deposit paid by the residential student before moving into the Accommodation.

“Room” means the bedroom or other accommodation space allocated by the College to the residential student including their ensuite bathroom where relevant.

“Residential student”, “you” and “your” mean the person who signs this Licence to Occupy Agreement or who is treated as having accepted it by moving into the Accommodation.

“Visitors” means any guest, parent, guardian, day residential student, or other person admitted to the Accommodation by the residential student or on the residential student’s behalf.

1. Licence Period and Term Dates

1.1 The duration of this Licence to Occupy Agreement is for a maximum of the academic year only with exact dates determined by year and course of study and compliance with the college code of conduct. For the academic year 2026-2027, the following Licence to Occupy Agreement term dates are applicable:

- FE 1st Year Residential students:

Move in Monday 1st September 2026 with Licence to Occupy Agreement ending on 24th June 2027

- FE 2nd Year/Returning Residential students:

Move in Wednesday 3rd September 2026 with Licence to Occupy Agreement ending on 24th June 2027

- HE 1st Year Residential students:

Move in Sunday 6th September 2026 with Licence to Occupy Agreement ending on 4th June 2027

- HE 2nd & 3rd Year Residential students:

Move in from Friday 11th September 2026 with Licence to Occupy Agreement ending on 4th June 2027

1.2 Please note that this agreement covers accommodation for the full academic year, except during the Christmas and Easter college holidays. Residential students must leave halls accommodation and return to their home address during those holiday periods. For the avoidance of doubt, those periods are not included in the annual fee.

1.3 If the College or University Centre has behaviour concerns or welfare concerns about a residential student and their ability to live independently, it reserves the right to end the Licence to Occupy Agreement early.

1.4 This Licence to Occupy Agreement is valid from the date of signing and for the remainder of the full academic year.

2. Fees, Payment and Admission

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

2.2 Payment for accommodation is required either in full, on or before moving into accommodation or by paying 1 month's accommodation fee 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 Licence to Occupy Agreement when you make payment on the online store.

2.3 No residential student shall be admitted into residence until receipt of the following:

- A signed hard copy of the agreement on move-in day
- Payment in full or 1 month's accommodation fee and payment plan set up.
- Payment of £200 licence to occupy deposit

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- 2.4 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.
- 2.5 The annual charge includes the use of the room during Reading Breaks (meals not included for these weeks). However, as detailed in section 1 it does not include use of the room during the **Christmas** and **Easter** breaks. Notice must be taken of the term dates, and it is a requirement that all rooms be vacated for the Christmas and Easter holiday periods. Belongings may be left in the room during Christmas break, but **rooms must be cleared completely for Easter. Residential students are required to completely clear their room of all personal belongings on or by the last day of their summer term 24th June 2027 for FE residential students and 4th June 2027 for HE Residential students**
- 2.6 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.
- 2.7 Where residential students are asked to leave for disciplinary reasons, they may be required to leave the same day as the incident. Parents and guardians of any residential student aged under 18 at the start of the academic year will be contacted to make the appropriate arrangements for collection.
- 2.8 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.
- 2.9 Residential students or their parents or next of kin will be required to pay costs to repair any damage to individual study/bedroom that is not recorded on the inventory form on arrival. Room checks will take place regularly, and any damages will be invoiced for. In communal areas, if responsibility cannot be attributed to a particular residential student, then **all** residential 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.***
- 2.10 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 residential 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.
- 2.11 If a residential student or their parent (if the residential student is under 18 years) wishes to end their Licence to Occupy Agreement before the end of the academic year but remain on their course, they must give 4 full weeks' written notice by email to the College accommodation team at accommodation@sparsholt.ac.uk. They will also be charged an early release fee of £300 in addition to the 4 weeks' notice. The full early release fee may not be charged if all rooms have already been allocated and a suitable replacement can be found.
- 2.12 If notice is not given, the notice period will start on the date the College becomes aware that the residential student intends to move out. The full early release fee may not be charged if all rooms have already been allocated and a suitable replacement can be found.
- 2.13 If a residential student withdraws from their course, their right to accommodation ends immediately. They will be charged an amount equal to four full weeks' notice plus the early

release fee of £300. The full early release fee may not be charged if all rooms have already been allocated and a suitable replacement can be found.

- 2.14 If a residential student chooses to leave their accommodation after the Easter break, or does not return after the Easter break, full fees will still apply and no refund will be given for the final term unless all rooms have been allocated and a suitable replacement can be found.
- 2.15 If the College requires a residential student to leave the accommodation, charges will apply up to the week they leave and the room is cleared. If the room is not cleared, a further charge covering the next 4 weeks will apply. After that, any items left on College premises will be disposed of and charges will stop. No further charges will be made except for damages, fines, library fines, and any previous outstanding fees.

3. Conditions of Occupancy

3.1 Residential students must:

- 3.2.1 Occupy the room only as a private residence and not assign or sub-let nor share the occupancy with any other person.
- 3.2.2 Be responsible for ensuring that all visitors allowed into the room comply with the terms of the Licence to Occupy Agreement, residential student code of conduct and residential handbook. Visitors must be approved by the Residential team in advance.
- 3.2.3 Use the room and all the communal areas and facilities appropriately and not to become a nuisance or give offence to other residential students, employees of the College or any other person. Residential students agree to avoid all noise that is a nuisance to other residential students or staff at any time. No amps, sub woofers or large speakers are allowed on campus. Any belongings, such as a stereo or speakers, which are causing nuisance or offence to other residential students or staff may be temporarily confiscated pending behavioural discussions.
- 3.2.4 Not engage in trade, profession, or business from the room.
- 3.2.5 Abide by the residential student code of conduct and residential handbook.
- 3.2.6 Not 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.
- 3.2.7 Not misuse any firefighting, emergency or health and safety equipment, especially fire extinguishers and fire and smoke alarms. Residential students are reminded that it is a criminal offence to tamper with such equipment. If this regulation is breached residential students (as well as endangering their own safety and that of other residential students) may face a criminal charge, must pay the actual cost of repairing the damage done and to have appropriate disciplinary action taken against them.
- 3.2.8 Not keep any livestock (incl. pets, reptiles, insects, fowl, fish) in the accommodation.
- 3.2.9 Not use, store or allow to remain in the accommodation any illegal substance or drug, psychoactive substances, or drug paraphernalia.
- 3.2.10 Not store in accommodation (or anywhere on the college campus) or allow into the accommodation any firearms (incl. air guns) shotguns, replicas, live ammunition, used

ammunition, offensive weapons or any other dangerous items including knives, swords, multitools, catapults or flammable items including fireworks.

- 3.2.11 Observe any reasonable instructions or requests, whether written or verbal, from any member of the College Staff, including all mandatory residential talks.
- 3.2.12 Comply with the college's expected attendance policy. Failure to comply with this will result in conduct and performance reviews and put the residential accommodation place at risk.
- 3.2.13 Observe any reasonable instructions or requests, whether written or verbal, from any member of the College Staff
- 3.2.14 Regardless of the age, give permission for the College/University Centre to contact next of kin in the case of welfare, wellbeing, conduct, room condition, illness or injury
- 3.2.15 Not engage in any illegal activity on college premises.
- 3.2.16 Share responsibility for communal areas of the hall and ensure that external doors are shut to prevent uninvited visitors
- 3.2.17 Ensure that, where kitchens are used, the surfaces and appliances are always kept clean and tidy. If outside contractors are required to be employed to clean the kitchen, a fee of up to £350 may be levied.
- 3.2.18 Adhere to alcohol free zones; **regardless of your age** which include, but are not limited to, inside and outside of all Quad accommodation (Flindt, Rose, Steele, and Sturgess).
- 3.2.19 Not consume of alcohol anywhere on site before 5pm Monday-Friday. **Not applicable to under 18s who are not permitted to consume alcohol at any time or in any location on campus including college halls.**
- 3.2.20 Sign in all guests including parents and day residential students with the Residential Support Wardens.
- 3.2.21 Not allow overnight guests in Halls.

4. Damage Requirements

4.1 Residential students Must:

- 4.1.1 Not 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.
- 4.1.2 Not 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.
- 4.1.3 Not use nails, pins, sellotape, blue tack or any other sticky tape to fix things to walls. White-Tack may be used but residential students will be charged for any costs incurred by the College to repair any damage caused as a result.
- 4.1.4 Not fix anything to ceilings or cover the light fittings.
- 4.1.5 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.

- 4.1.6 Not play ball games or engage in other sports activities inside college buildings except in buildings designated as sports areas.
- 4.1.7 Take responsibility for insuring their own personal belongings kept in the accommodation or elsewhere on College premises. The College accepts no responsibility for loss of or damage to personal belongings unless caused by the College's negligence. Residential students remain personally liable for any loss, damage, or expense caused by their acts or omissions, or by those of their visitors. Residential students are responsible for locking their room door when away from their room.
- 4.1.8 Meet the cost of damages as detailed in the Fees, Payment and Admission section above.

5. Safety Conditions of Occupancy

- 5.1 All personal possessions stored or used in the accommodation must meet UK fire, electrical and safety regulations, and standards.
- 5.2 In addition to college safety briefings, residential student residents must make themselves aware of the fire and safety instructions displayed in each of the residences and to attend the termly evacuation practices. The residential student should ensure that any approved visitors also comply with college rules and regulations.
- 5.3 No candles, incense burners, non-electric lamps (including perfume, paraffin, and oil), fires, any kind of heating device are permitted in halls
- 5.4 No cooking in the allocated room. Cooking is only allowed in the kitchens for health and safety reasons.
- 5.5 Under no circumstances cover or attempt to disable any smoke detector. Doing so will put residential 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.
- 5.6 You must not have any freezers, heaters, microwaves, or any other domestic appliances in your room unless they are provided by the College (such as the mini fridges in the non-self-catering accommodation). In catered accommodation a kettle, microwave and toaster are provided in the kitchen. In self-catering accommodation, a kettle, microwave, and toaster are provided. Any other cooking equipment, for example, slow cookers, sandwich toasters are only allowed in the kitchen areas and providing they meet the required safety standards.
- 5.7 In the event of an emergency and for your safety, residential 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.
- 5.8 All residential 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 residential students of any incident that may be occurring for example - but not exclusive to power outages or water supply issues.

6. Access Obligations

- 6.1 Residential students must:

- 6.1.1 Allow designated College staff (including residential support staff) access to the room at

any time. Room inspections will be conducted 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.

- 6.1.2 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.***

7. Additional Rules and Regulations for Residential students Under 18 Years of Age

7.1 Residential students under the age of 18 must:

- 7.1.1 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.
- 7.1.2 Not possess, consume or be under the influence of alcohol anywhere on college premises including college halls.
- 7.1.3 Follow the signing in and out procedure as explained in the residential handbook.
- 7.1.4 Be capable of living independently on a day-to-day basis.
- 7.1.5 Obtain parental consent for any periods away from accommodation overnight and not leave unless parents have signed the residential student out of accommodation on ProPortal.
- 7.1.6 Not drink alcohol on college grounds including college halls.

8. Parents and Guardians

- 8.1 In cases of severe injury or concern for welfare, we will, regardless of the age of the residential student, contact the nominated next of kin.

8.2 **Parents or guardians of residential students who are under 18 at the start of the academic year will be required to sign the Licence to Occupy Agreement and the Residential student Handbook alongside the residential student. By signing, the parent or guardian confirms that they accept the terms and conditions of the agreement, will be legally liable for compliance with its contents, and will be responsible for meeting the associated accommodation fees, charges, damages, and other costs payable under it for the full duration of the licence.**

8.3 **In signing the Licence to Occupy, you will also be signing to confirm the following:**

- 8.3.1 You give consent to allow Sparsholt College to seek emergency medical, dental or first aid treatment for your son/daughter/ward should such a situation arise.
- 8.3.2 You will inform the Residential Support Team (through the signing out process) when your residential student will be out of accommodation overnight with your consent. For example if returning home for the weekend or visiting and staying with friends (see signing out process in the residential handbook).
- 8.3.3 You will be making regular at least weekly contact with your son/daughter/ward/next of kin and will inform the College immediately if you have any cause for concern about their welfare.
- 8.3.4 Your son/daughter/ward will be returning to their home address for periods outside the

terms of this Licence to Occupy Agreement 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.

- 8.3.5 For parents or guardians who live outside of the UK – you **will** have a designated guardian in the UK for your son/daughter/ward (and provide us with their details prior to enrolment) who will be contactable in an emergency and can accommodate your son/daughter/ward should the need arise.
- 8.3.6 If you are going to be away from the UK, or uncontactable for any reason, for any amount of time, you must provide us with the contact details of an alternative guardian who you have arranged to be contactable in an emergency they are willing to provide accommodation to your son/daughter/ward should the need arise.
- 8.3.7 You will collect your son/daughter or ward from college and take them home to be cared for, should they become ill and judged to not be able to live independently on a temporary basis while they recover.
- 8.3.8 Where residential students are asked to leave for disciplinary reasons, they may be required to leave the same day as the incident. Parents and guardians of any residential student aged under 18 at the start of the academic year will be contacted to make the appropriate arrangements for collection.

Schedule 1

	Replacement Cost + Labour		Replacement Cost + Labour
Room Items		Fixtures & Fittings	
Bed (Single/Bottom Bunk)	£250	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
Room Interior		Toilet Seat	£40.00
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
Windowsill	1/hr Paintwork	Wall Tiles	*
Radiator	£150	Room Furniture Moved (2 hrs labour)	£50.00 (labour)
Radiator Valve	£48	Percussion Tap	£60.00
Communal Lounges/Kitchens	Replacement Cost + Labour	Misc.	Replacement Cost + Labour
Sofa	£650	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	Door Glass (R P Windows)	Depending on size
Door Magnet (entry system)	£150	Window Glass (R P Windows)	Depending on size
Front Door	£625	Blind (Welltex)	Depending on size
		Carpets (S Hicks Flooring)	Depending on size
Cleaning Charges	Charge	Premises Labour Costs/hr	Charge
Bodily Fluids	£55	Mech/Elec Engineer	£35
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	Specialist / 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.