



UNILET

University Managed Shared Houses

Rules and Information

House shares are located in areas popular with other students, near to both Campuses.

1. RENT AND STUDENT LICENSING AGREEMENT

- Students living in Shared Houses are given a fixed period Licence in which they agree to take accommodation for the specified period, ie. 41 weeks. Students choosing to move out before the end of the summer term are still liable to pay for the full licence period.
- A deposit is required from each resident prior to keys being issued and before taking up your room in a Shared House. Normally this deposit is returnable at the end of the period but some or all of the deposit may be withheld to compensate for damage, loss of equipment, debt or extra cleaning when this is required. Should the amount be greater than the deposit held then the student would be invoiced for the outstanding balance.
- A non refundable booking fee of £62 is payable upon acceptance of an offer to cover costs incurred in making and processing an offer of accommodation.
- Checks for loss or damage etc., will normally be made after the end of the Licence period, whether or not a student leaves the House before that time.
- Any student wishing to leave the Shared House may **ONLY** do so if they are able to find a suitable replacement (a Bournemouth University student) approved by the University who is in a position to sign a Licence and pay a deposit and required rent. The Licensee's responsibility for the payment of the charge for accommodation referred to in Clause 3 will only cease when these conditions have been met and the new occupant has taken up residence. An administrative charge of £25 will be made to any student terminating the Licence.
- Students withdrawing from the University will be liable for the rent for 4 weeks from the date of receipt at the Accommodation Office of written notice of withdrawal plus a £50 administration charge.
- Rental fees are payable in advance by direct debit or credit card in accordance with the offer letter enclosed. Failure to pay rent as per the Licence could result in steps being taken to withdraw the accommodation and recover the debt and stronger sanctions could be applied exactly as for all debt to the University. A charge of £12 will be levied if a payment for accommodation fees has not been received by the due date for whatever reason unless prior arrangements have been made.
- Any Resident experiencing financial difficulties is encouraged to seek help or advice from the Head Tenancy Manager or the Student Union. Ignoring such problems or delaying facing up to them is inevitably worse and can lead to exclusion from Shared Houses.

- The Vice-Chancellor of Bournemouth University or his/her nominees have the right of access to residents' room's at all reasonable times. Access, other than in emergencies, is usually confined to Accommodation Staff and maintenance staff. (You are strongly advised to read all subsequent sections of this document)
- Whilst we are always happy to answer enquiries from parents please understand that the Licence is a contract between the student and the University and we are not obliged to discuss any matters relating to the occupation of University accommodation with any third party.

2. ENERGY CONSERVATION AND RE-CYCLING

- Bournemouth University is committed to minimising the environmental impact of its staff, students and premises. Students are expected to take responsibility for their behaviour in this regard.
- Rent includes gas, electricity and water usage. However, residents who use excessive amounts of these resources, for example, by leaving lights and televisions on or showers running, may be liable for an extra charge.
- Aside from encouraging residents to minimise energy use the University asks that residents routinely use any recycling facilities provided, such as for glass and plastic bottles and avoid contaminating recycling with general waste.

3. CONDUCT AND DISCIPLINARY REGULATIONS

- All students of Bournemouth University are bound by its Regulations and Disciplinary Code, copies of which are given to students on enrolment. The regulations also apply in the Shared Houses. Breaches of regulations are dealt with in accordance with the University's Disciplinary Procedures relating to student conduct. In case of doubt, all residents are also bound by the "Bournemouth University Policy for Residents in Halls". Students are advised to read all regulations carefully.
- The Accommodation Service and the Head Tenancy Manager are empowered to fine students and/or to take other disciplinary action, which may include exclusion from the Shared Houses for misconduct or breaches of regulations on University managed premises. Serious or repeated misconduct will be reported to the Office of the Vice-Chancellor for consideration under the University's Student Disciplinary Procedure. Misconduct includes nuisance to other residents and damage to the property or its contents. Matters which may result in eviction include objects being thrown or fired out of windows, interfering with safety equipment such as smoke and heat detectors, any illegal activities (including the misuse of drugs), harassment or victimisation of others and any violent or threatening behaviour. The Police may be notified of any such illegal activities.
- If the standards in a flat or house are such that an empty room cannot be re-let the University reserves to right to:
 - Send in cleaners, the occupants to be responsible for payment of the bill
 - The University may move any or all of the students within that flat or house to any other room in University accommodation.

4. OVERNIGHT GUESTS

- Students may have an occasional overnight guest to stay subject to the prior agreement of all residents in the flat/house concerned. Any one guest should not stay in the Shared House for more than a total of five nights in any one month. As per the Licence Agreement students must not sublet or allow anyone else to use their room.
- **The University does not recommend that guests under the age of 18 stay overnight due to potential health and safety risks.**
- Not more than two overnight guests per resident may stay.
- Security and authorised University staff may insist on any unauthorised guests leaving the building and residents are reminded that guests are their responsibility whilst at the property.

5. SECURITY IN THE RESIDENCE

- Residents are responsible for keeping their own keys safe and should never leave keys in locks or lend them to anyone. Loss of keys must be reported to the Accommodation Service immediately. Replacements issued will be charged for.
- Students must not change rooms or houses without the consent of the Accommodation Office. Any breach of this rule will automatically attract a £50 penalty.
- For their own security, students should not leave doors on the latch and are advised to keep the front and back doors locked at all times. For safety reasons students should be aware of the need to keep the Shared Houses secure at all times and to report immediately anything of a suspicious or potentially dangerous nature.
- Ask for ID of anyone requesting entry to the property for whatever reason. If in doubt, call the Accommodation Office before allowing entry.
- Students are forbidden to keep firearms (including imitation weapons, air-guns and "BB" guns, toys and props) or any dangerous weapons in the Shared House.

6. KEYS

- Please refer to the "Procedure for out of hours lockouts" information sheet at the property.
- In general: If you forget to take your keys out with you or lose them, you will need to report to the Accommodation Service or, if outside of office hours, Security at Poole House Reception who, under exceptional circumstances may be able to lend you a spare room key which must be returned the next day. Proof of identity and security will be required.
- Keys will not be released to a friend without your written authority.
- Should you gain access by forced entry, heavy penalties will be incurred.

7. FIRE SAFETY

- Students must familiarise themselves with the fire safety regulations and procedures. Fire safety equipment must never be misused. In the interests of safety, students must not tamper with the electrics, smoke-detectors or door closures. Door closures, where fitted, are a legal safety requirement. Tampering with, or removing health and safety equipment will attract a financial penalty and under certain circumstances render residents liable to a criminal prosecution.

- If a fire extinguisher is discharged for whatever reason, or the gauge falls into red, you should advise the Accommodation Office immediately so a refill/replacement may be arranged.
- We would recommend that you test any battery powered smoke alarms on a regular basis. If they are found not to work you should advise the Accommodation Office immediately.
- Students will be held responsible for their own personal electric appliances and must ensure that they are safe. The University strongly recommends that all such appliances are tested. The University does not accept any liability for appliances brought in by students.
- Students who intend to be away from the Shared Houses for more than 24 hours are advised to inform someone else in their House or the Accommodation Office.
- Additional furniture must be approved by the University before installing or acquiring.
- Candles of any kind are banned from all Shared Houses.
- Propping open of any fire doors is a serious offence punishable by a heavy fine.

8. STUDENTS DUTY OF CARE

- The University is committed to providing a safe living environment for students, but recognises the important role of students in promoting and maintaining Health and Safety.
- Students must report any repairs promptly, in particular where Health and Safety is compromised. Emergency repairs can be reported out of hours to Reception, Poole House.
- Students must use the facilities and furniture provided in an appropriate manner
- Students must take all reasonable precautions to avoid illness and injury to themselves, other students and University staff visiting the property, for example, to avoid cables and wires becoming a tripping hazard or out of date food remaining in kitchens and fridges
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9. EQUALITY AND DIVERSITY

- The University actively promotes equality, diversity and tolerance and Residents should ensure that they are aware of their responsibilities in this regard. Further information may be found at <http://www.bournemouth.ac.uk/facilitiesandresources/diversity/policies.html>
- The University has a “zero tolerance” policy concerning any behaviour which could be deemed as discriminatory against any persons race, nationality, faith, colour, sexuality, age, gender or disability.

10. PARKING

- Parking arrangements will be individual to each property.

11. STUDENT RESPONSIBILITY FOR CLEANING

- Students are expected to clean, wash up and remove rubbish daily or as required and regular visits will be made by Property Supervisors. The University reserves the right to impose charges when standards fall well below acceptable limits.
- It is recommended that at the start of the academic year a rota or similar system is agreed between residents to ensure fair distribution of cleaning duties and rubbish clearance.

- Any charges made for communal areas are split between ALL residents irrespective of who may be at fault unless any one resident agrees to accept liability.
- Students should regularly clear hair etc. from plug holes/drains to prevent blockages.
- Vacuum cleaner bags should be replaced as necessary and any blockages removed.
- Shower heads should be treated with descaler on a regular basis.

Outside Areas

- Students must not leave rubbish or any items considered unsightly outside their Shared House and the area must be kept tidy. Rubbish must be deposited in bags. It must not be left outside the bins but placed inside them. Rubbish left outside bins is unhealthy and attracts vermin.
- The Council will only remove rubbish if it is placed in a wheelie bin. It is the students responsibility to ensure that the bin is stored securely between collections. If it is stolen, all occupants will be charged for its replacement.

12. RESPECT AND CONSIDERATION FOR OTHERS

- Learning to live together and being considerate of others is part of the “student experience” and a good deal of tolerance and understanding is often required to achieve a harmonious atmosphere. Compromises may have to be made by all as each individual learns to cope with various life-styles of housemates.
- Students who find that they cannot resolve “in-house” problems are encouraged to seek guidance or advice from the Unilet Manager or staff in the Accommodation Service. It is advisable to seek guidance before minor irritations become major issues. Residents who persistently cause nuisance to other residents or neighbours will be subject to disciplinary action. This may result in exclusion from the University Shared Houses.

13. NOISE

- Residents are asked to be considerate of others who live nearby and to reduce noise levels after 11pm. Loud music can be extremely disturbing and annoying and lack of sleep can affect academic performance especially at exam time. When returning late at night students should observe quiet both outside and inside the Shared Houses. Residents are responsible at all times for the behaviour of their guests or anyone admitted to their house.
- When approaching your accommodation, especially at night, consider the general public. Residents are ambassadors for the University and bringing the institution into disrepute by unruly behaviour, noise, theft or vandalism is a serious offence, punishable by exclusion.

14. PARTIES

- Parties, meetings and other social gatherings are permitted with the prior consent of the other residents and near neighbours. You should advise the Unilet Manager, in advance of any gathering which exceeds twice the normal occupancy of the property.

15. EQUIPMENT IN THE SHARED HOUSE

- Each Shared House is equipped with a cooker, fridge/freezer, washing machine, microwave, electric kettle, ironing board and storage cupboards.

- Students will need to provide their own iron, cutlery, cooking utensils, crockery, bedding (blankets/duvets), pillows, bed linen, towels and tea towels. Chip pans and deep fat fryers are not allowed.
- As the Shared Houses are adequately furnished there is no need for students to provide additional furniture.

16. LAUNDRY

- Students are responsible for their own laundry. Wet washing must not be draped over radiators but placed on an airer in a well ventilated room.

17. MEDICAL SERVICES AND COUNSELLING

- Students are encouraged to take advantage of the Medical and Counselling Services provided by the University.

18. LIABILITY FOR PERSONAL BELONGINGS AND SHARED HOUSE EQUIPMENT

- Students in University managed property will be placed on a block insurance policy and may claim against this policy should personal belongings be damaged or stolen. Note that you should check the details of the policy, with special attention given to the principal exclusions. www.endsleigh.co.uk/scripts/blockhalls.cgi
- In the case of theft, this should be reported to the Police as soon as it is discovered. No claim will be considered without a crime reference number.
- During office hours residents should report any damages, breakages, etc., online at www.bournemouth.ac.uk/accommodation using the Maintenance Request Form or to the Accommodation Office or if the matter is an emergency out of office hours, Poole House reception. If an issue has already been reported to the Accommodation Office within working hours DO NOT report it again to Poole House Reception unless it becomes an emergency.
- There is no foolproof way of affixing posters to walls or doors without the risk of damage and such damage can be costly and students should therefore bear this in mind.

19. MAIL AND TELEPHONE/INTERNET CONNECTION

- The address will be as per the individual Licence.
- Telephones in the house will receive incoming calls only.
- Where compatible, in most cases, house telephone lines will be Broadband enabled for internet access.

20. TV'S AND LICENSING

- Students using television sets are advised that Licences are required for them. Satellite television may not be hired since external television aerials/dishes are not permitted on University premises.
- If you have a separate TV in your room, an extra Licence is required in addition to any obtained for a communal lounge. This is TV Licensing regulations and not the policy of the University. For further clarification go to www.tv-l.co.uk.

- You will also need a Licence if you have a TV card in your computer.

21. TRANSFER POLICY

- Transfers to other rooms or houses within the Unilet shared house scheme will be considered. Any transfer is at the sole discretion of the Unilet Manager or Accommodation Administration Manager whose decision is final. Any transfer is subject to availability and you will be notified upon application of the available vacancies.
- Applications for transfers are valid for one month and a new application will need to be made after this time has elapsed.
- An administrative charge of £50 is made for any transfer.

22. COMMUNICATION WITH STUDENTS

- The majority of our communication with you will be by e-mail and we require an up to date e-mail address at all times. It is your responsibility to provide this and ensure that you check your mailbox regularly.

23. COMPLAINTS

- In most instances an initial complaint, such as for an unresolved maintenance matter, should be referred to the relevant Property Supervisor for the property.
- If the matter is unresolved then students should contact the Unilet Manager at the Accommodation Office at Talbot House, Talbot Campus.
- The Unilet Manager in the Accommodation Office will consult, endeavour to resolve and rule on any complaint or refer the matter to the Residential Services Manager.
- Students may access the University's Complaints Procedure where they are dissatisfied with a ruling from the Residential Services Manager.
- Students may wish to consult with and seek support from the Student Union Welfare and Advice Centre at Poole House.
- Should a student still be dissatisfied having exhausted all avenues of complaint at the University then reference may be made to the Office of the Independent Adjudicator

24. FINDING YOUR NEXT ACCOMMODATION

- Students seeking accommodation should visit www.bournemouthstudentpad.co.uk where privately owned accommodation will be advertised.
- Property is advertised all year round, however, most are placed between February and July. There is a good supply of houses and students should take care in selecting a suitable property.
- Students are reminded that a Reference will usually be required from the University. The University reserves the right to not provide a reference or withdraw any reference already given where any student has seriously or frequently infringed these Rules and/or the Terms and Conditions of Occupancy (The Licence)

**These Rules are deemed part of the University's Regulations and Disciplinary Code.
They should be read in conjunction with the Terms & Conditions of Residence**