**APPLICATION FOR VACATION RESIDENCE AND GRANT CHRISTMAS VACATION 2016**

**NOTES OF GUIDANCE: Please read these notes before completing your application.**

**VACATION RESIDENCE**

The College is keen that students who wish to do so are able to study in College during parts of vacations. Permission must be obtained from the Domestic Bursar to reside in College outside of the University Term (that is, before Thursday of 0th Week and from the Saturday of 8th Week). Provided space is available, requests for residence will not normally be refused although you may not be able to remain in the room you have occupied during term.

Please note that you do not have to use a day from your Vacation Grant allowance for the Saturday night of 8th Week but you **must** apply for vacation residence in the usual way for this night. If you do not, your room will be released for other purposes.

***A list will be posted in the Lodge during 7th Week of those who have been granted residence. It is your responsibility to check your name is on the list. If it is not then you should contact the Domestic Office straight away.***

**VACATION GRANT**

In addition to vacation residence, you may apply for a grant of up to 21 days per academic year (1st October – 30th September) towards the cost of remaining in residence outside of term time. This grant is only awarded for residence for academic purposes. It is not available for non-academic events or to support overseas students who do not return home during the vacations. **If you are using days from your grant you are required to sign a form in the Post Room by 11pm of each day for which you are using your allowance.** You will be charged for any days on which you fail to sign the form.

The annual allowance is calculated starting from the Thursday of 0th Week of Michaelmas Term of each year. Unused days from previous years may be carried forward until the day after the last examination in Trinity full term of your final year but days from future years may not be used in advance. Vacation grant days may only be used if Vacation residence is also approved.

**UNIVERSITY EXAMS:** It is not necessary to use your grant if you are remaining in College to take a University Exam (or if you are helping with College events such as open days). You will not be charged for your accommodation under these circumstances ***but you must still apply for residence***.

**EXTENDED TERMS:** Students with extended University terms are not automatically awarded either grant or residence. Application should be made for either or both, as necessary.

***You will receive an email to confirm whether or not grant has been awarded.***

**INFORMATION FOR TUTORS**

Vacation residence requests are approved by the Domestic Bursar who normally agrees to residence provided there is space. Students may be required to move rooms, particularly during the Long Vacation. Vacation residence forms are seen by Tutors and the default position is that the Domestic Bursar will, subject to space being available, manage residence requests without further consultation with Tutors. It is the responsibility of Tutors to raise with the Domestic Bursar and/or Senior Tutor any concerns they may have about residence requests. Vacation grant requests up to twenty-one days per student per academic year will normally be approved, as will requests for use of unused days from previous years.

**STUDENTS:** You should ask your Tutor to initial your form and return it to you. It is then **YOUR RESPONSIBILITY** to ensure that your form is handed in to the Domestic Office by no later than Noon on Friday of 6th week (18th November). **REMEMBER TO GIVE YOUR TUTOR ADEQUATE TIME TO SIGN YOUR FORM AND DO NOT ASSUME THAT THEY WILL FORWARD YOUR FORM FOR YOU.**

You will be charged (or have days deducted from your allowance) for the period of residence for which you apply, regardless of whether or not you are actually in residence.  Late changes may be permitted but you will still be charged (or have days deducted from your allowance) for the room as originally requested. ***Should you submit your form after the deadline the Domestic Office will check if a room is available. Please note that you will be charged for the room.***

**IF YOU HAVE ANY QUERIES YOU SHOULD RAISE THEM WITH THE DOMESTIC OFFICE BEFORE 18th NOVEMBER.**

**VACATION RESIDENCE: CHRISTMAS VACATION 2016**

**Please read carefully and complete ALL PARTS OF THE FORM USING BLOCK CAPITALS – incomplete forms will be returned to you. The Christmas Vacation 2016 includes the nights of Saturday 3rd December 2016 – Wednesday 11th January 2017. Rooms must normally be vacated by 2pm on Saturday 3rd December.**

**Name: Current Room number:**

**Subject: Year of course: Name of Tutor:**

**STEP 1:** **Use the key below to indicate those days for which you are requesting vacation residence. Put the appropriate letter in each box, using only one letter per box**

A: For academic purposes

E: For extended terms

C: For a College event, e.g. working as an Admissions Helper

N: for non-academic purposes

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| **December 2016** |
| **M** | **T** | **W** | **T** | **F** | **S** | **S** |
|  |  |  |  |  |  |  |  |  |  | 3rd  |  | 4th  |  |
| 5th  |  | 6th  |  | 7th  |  | 8th  |  | 9th  |  | 10th  |  | 11th  |  |
| 12th  |  | 13th  |  | 14th  |  | 15th  |  | 16th  |  | 17th  |  | 18th  |  |
| 19th  |  | 20th  |  | 21st  |  | 22nd  |  | 23rd  |  | 24th  |  | 25th  |  |
| 26th  |  | 27th  |  | 28th  |  | 29th  |  | 30th  |  | 31st  |  |  |  |
| **January 2017** |
| **M** | **T** | **W** | **T** | **F** | **S** | **S** |
|  |  |  |  |  |  |  |  |  |  |  |  | 1st  |  |
| 2nd  |  | 3rd  |  | 4th  |  | 5th  |  | 6th  |  | 7th  |  | 8th  |  |
| 9th  |  | 10th  |  | 11th  |  |  |  |  |  |  |  |  |  |

**STEP 2: Provide further details for each day marked C:**

**STEP 3:** **You must mark a cross in the boxes below against each day you want to count from your vacation grant allowance,** otherwise you will be charged for each day of residence taken. You do not need to use your allowance for Saturday 3rd December, nor for days you have marked as C in Step 1. You cannot claim grant for days marked as N in step 1.

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| **December 2016** |
| **M** | **T** | **W** | **T** | **F** | **S** | **S** |
|  |  |  |  |  |  |  |  |  |  | 3rd  |  | 4th  |  |
| 5th  |  | 6th  |  | 7th  |  | 8th  |  | 9th  |  | 10th  |  | 11th  |  |
| 12th  |  | 13th  |  | 14th  |  | 15th  |  | 16th  |  | 17th  |  | 18th  |  |
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|  |  |  |  |  |  |  |  |  |  |  |  | 1st  |  |
| 2nd  |  | 3rd  |  | 4th  |  | 5th  |  | 6th  |  | 7th  |  | 8th  |  |
| 9th  |  | 10th  |  | 11th  |  |  |  |  |  |  |  |  |  |

**Total number of nights claimed from your vacation grant allowance:** □

**STEP 4:** You must tick the box to confirm that you have completed all of steps 1 – 3 and have read the attached notes of guidance □

**Signed: Date: Tutors initials:**