

STUDENT INFORMATION

Domestic Arrangements

Domestic arrangements for undergraduate and graduate students

Academic year 2026–27 | Updated 15 August 2026

A practical guide to living in College accommodation: your licence, arrivals and departures, rooms, storage, safety, charges, catering and support.

Essential contacts

Accommodation Office	accommodation.office@sjc.ox.ac.uk
-----------------------------	-----------------------------------

Works and maintenance	works@sjc.ox.ac.uk
------------------------------	--------------------

Lodge / emergencies	lodge@sjc.ox.ac.uk 01865 277300
----------------------------	-----------------------------------

Student Disability Support	disability.support@sjc.ox.ac.uk
-----------------------------------	---------------------------------

Finance / battels	battels@sjc.ox.ac.uk
--------------------------	----------------------

This document summarises the current arrangements. Licence and tenancy agreements, College policies and the latest information on the intranet take precedence where applicable.

Find information quickly

Use the search facility to browse by heading, or press Ctrl+F and search for a word such as “guests”, “storage”, “keys” or “laundry”.

Start here

How to use this document and essential contacts

Part 1 — Undergraduate accommodation

Rooms, arrivals, departures, vacation residence and grant, extended licences and vacation storage

Part 2 — Graduate accommodation

Rooms, couples/family housing, occupancy, charging, grants and storage

Part 3 — Your room and shared facilities

Cleaning, furniture, linen, laundry, appliances, heating and hygiene

Part 4 — Living in College

Guests, security, keys, insurance, bicycles, parking, pets, buildings and post

Part 5 — Health, safety and welfare

Fire, emergencies, wellbeing and medical support

Part 6 — Rents, charges and battels

Invoices and charges referenced in the handbook

Part 7 — Meals and catering

College catering, student kitchens and food deliveries

Part 8 — Quick answers and policies

Frequently asked questions, policy links, forms and domestic staff

Start here

The following pages outline some guidelines and rules (though these are not exhaustive) for students using the facilities in College. Our aim is to provide support during your stay in College accommodation and to ensure that you have a wonderful experience during this period. The document is largely orientated around Undergraduate students, but specific differences for Graduate students are highlighted throughout.

This document may be updated from time-to-time. The most up-to-date details can be found on the College intranet.

The College has adopted the Universities UK Code of Practice for the Management of Student Housing, details of which can be found at <http://www.thesac.org.uk/>

If you have any questions or issues relating to accommodation, please contact the Accommodation Office, which is located in the wooden tunnel between North and TW Quads, on the right – or via email (accommodation.office@sjc.ox.ac.uk).

Under the terms of the UK Code of Practice, the College has a formal complaints procedure, which should be used only if an accommodation issue which has already been raised informally with the Accommodation Office has not been satisfactorily resolved. In these cases, students should contact the Accommodation Manager (accommodation.manager@sjc.ox.ac.uk). If the Accommodation Manager is not able to resolve the issue, it will be escalated to the Domestic Bursar for further investigation.

All undergraduates and graduates occupying College rooms are required to sign a Licence to Occupy. Students living in family accommodation will be required to sign a tenancy agreement.

Which rules apply to me?

- Undergraduates: see Part 1 for term dates, vacation residence, storage and extended licences.
- Graduates: see Part 2 for occupancy, charging, absence grants, couples'/family accommodation and storage.
- Everyone in College accommodation: Parts 3–7 contain the shared rules on rooms, guests, security, safety, charges, catering and support.

Emergency: Call the Lodge immediately on 01865 277300. If a situation is life-threatening, call 999 or 112, then inform the Lodge.

Part 1 — Undergraduate accommodation

Single student rooms and allocation

College rooms are generally located in sections and blocks called 'Staircases'.

Student rooms: The College is proud to be able to provide single room accommodation for all its undergraduates. All are single rooms for single occupancy and cannot be shared. Rooms are allocated by the Accommodation Office to all students in their first year. Please see the website for information on accessibility across College, including information on student accommodation [St John's College | Access Guide](#)

The majority of rooms have access to shared bathrooms but a number of rooms are en-suite. These are generally not available to first year students unless they have a proven need on grounds of disability for a private bathroom. In these cases, the first year student must contact College Student Disability Support (disability.support@sjc.ox.ac.uk) on receiving their offer and well in advance of arrival. Please do not wait until you arrive to tell us of a specific need, as by that time it will be too late to allocate an appropriate room.

In general, rooms will be allocated to all first year students in a randomized way. If you have a preference for a specific type of room, please contact the Accommodation Office well in advance of the start of Michaelmas Term. They will do their best to allocate a suitable room, depending on availability and need.

Students change rooms each academic year and can choose a room through a ballot system which is operated by the JCR Committee during Hilary Term. For full information on the ballot procedures and the rules relating to entering the ballot, please refer to JCR Committee.

Students who have a disability or medical or religious need for a specific type of room should take part in the "off-ballot" process, details of which can be found on the intranet. Emails will go out from the Disability Support team in Michaelmas Term.

Arrivals, departures and occupancy

New Undergraduate students are expected to arrive in College on Sunday of 0th Week of Michaelmas Term for the start of their induction period. They will start to be charged for their room from that date.

All returning undergraduates are expected to be in residence by Thursday of 0th Week of every term and are expected to depart by 12 noon on Saturday of 8th Week of every term.

Early Arrival: Returning undergraduate students who need to arrive before Thursday of 0th Week should have requested Vacation Residence during the previous term. Rooms will be charged for each additional night at the corresponding rate for that room.

End of Term: Undergraduates are required to leave their rooms by 10am on Saturday of 8th Week at the end of each term. On departure, rooms must be completely cleared of ALL possessions – this includes the contents of the room fridge, all cupboards/chests of drawers, under the bed, on top of the wardrobe etc. Your individual kitchen cupboard should be cleared of any perishable items and you should remove anything you have in any communal kitchen drawers. Fridges and freezers (including communal ones in kitchens) MUST be emptied EVERY vacation to allow them to be defrosted and cleaned, regardless of whether students have vacation residence and are remaining in their normal termly accommodation.

At the end of Trinity Term, all students should remove everything they have in kitchen cupboards, drawers, fridges/freezers. Anything left behind will be disposed of.

Nothing should ever be left in corridors or on landings or in communal areas, nor left in the room with a note asking the Scout not to dispose of it. ANY ITEMS LEFT AFTER A STUDENT HAS DEPARTED WILL BE DISPOSED OF AFTER A 30 DAY PERIOD AND THE COST OF DISPOSAL MAY BE PASSED ON TO THE STUDENT.

Departure: Students **must vacate their rooms by 12:00 noon on the day of the departure**. Any student remaining in the room after this time will automatically be charged for an additional night. All students need to return their room keys/FOB to the Lodge and be officially signed out by a member of the Porter Team when vacating their room at the end of term. Failure to do so will result in a continuing charge.

Students are not permitted to extend their stay beyond the agreed departure date without prior approval from the Accommodation Team.

If you have received your room “off-ballot” on grounds of disability and need support with packing, please contact disability.support@sjc.ox.ac.uk

Accommodation Charging: Invoices (known as battels) will be made available to all students at the beginning of each term and should be paid within one week of their receipt, preferably by bank transfer. Students are charged for their rooms termly in advance and their Battels statement will include the room rent plus a termly fixed charge of £277.40.

Period of occupation: Undergraduate students are expected to occupy the rooms allocated to them as per the Licence to Occupy. Should they decide not to take up residence, 4 weeks' notice must be given before the start of Michaelmas full term, otherwise the College may hold them liable for any financial loss, up to a maximum of four weeks' rent. Normally rooms may only be permanently vacated at the end of full term. The only exceptions to this are when a student has a home or medical emergency which requires them to leave their accommodation at short notice, (or where a student suspends their studies, in which case they will be expected to vacate their room immediately). Normally no rent rebate will be given for the period of term remaining and the general facilities charge will not be refunded.

Vacation residence and grant

VACATION RESIDENCE and VACATION GRANT

Please refer to the Vacation Residence Policy document on the website [Undergraduate Support | St John's College, Oxford](#)

Vacation Residence: Residence during vacations can be requested by students enrolled on an Undergraduate degree course for additional nights of accommodation outside of the period of their Licence to Occupy, up until the end of 9th week of Trinity Term in their final year. Vacation Residence can be used to support students with their academic work, including extended terms and exams, or for other exceptional reasons.

All Vacation Residence requests must be made through the system – details will be circulated via email, normally in 4th week.

Requests must be made within the termly application dates. Late requests will not be considered, unless there are extenuating circumstances.

Undergraduate Welcome Week takes place at the beginning of Michaelmas Term, requests for residence in 0th week Michaelmas will therefore only be approved in exceptional cases where there is a significant academic reason to stay.

Additionally, Vacation Residence is limited in 9th week of Trinity term due to the Entz ban. Requests for these weeks can only be approved by Tutors or the Senior Dean.

Vacation residence will not be available during the College close-down period over Christmas.

Vacation Residence Grant: A set number of Grant nights are available for students to claim each year; these cannot be carried over into successive years.

Year 1: 12 nights

Year 2: 20 nights

Year 3: 36 nights

Year 4: 36 nights.

Grant nights can only be used between Sunday of 0th Week of Michaelmas and Saturday of 9th Week of Trinity Term and cannot be rolled over from year to year. Use of Vacation Grant must be requested at the same time as requesting Vacation Residence through the system, details to be circulated via email, normally in 4th week. Once Grant nights have been requested and approved, they cannot be returned to your allowance if you later do not take up the Vacation Residence. A Grant night is equivalent to one night's accommodation at the normal termly room rate.

Extended licence

An 'Extended Licence' (which runs from Thursday night of 0th week of Michaelmas to Friday night of 8th week of Trinity inclusive), is available to support undergraduate students for whom the process of leaving for the shorter vacation periods at Christmas and Easter can be disproportionately difficult - and to enable them to stay in College accommodation during these periods, without the need to apply for vacation residence.

Who is eligible to apply for an 'Extended Licence'?

Application for the Extended Licence is only available to:

1. International students (for the purpose of this policy, 'International students' refers to students paying International fees, or where they are paying Home fees but their parent/guardian lives outside of the UK). Please be aware that completing the form is making an application on these grounds and is AUTOMATICALLY APPROVED and cannot be withdrawn later. Late applications will not be accepted
2. New undergraduates entering their first year of study and who are international students should submit their requests for an Extended Licence by 31 August by completing the form [here](#):

[UG Freshers - Applications for Extended Licence 2026-27 – Fill in form](#)

3. Students with disabilities that would make it difficult for them to pack their rooms and depart for the shorter vacation periods. Students making an accommodation "off ballot" request based on disability-related grounds should request an extended licence as part of their application. The extended licence for applications on disability-related grounds will only apply to students who have a Student Support Plan in place which recommends they remain in their College accommodation during the vacation periods.

Students are notified of the outcome of their application by College Student Disability Support. First year students must notify Disability Support (disability.support@sjc.ox.ac.uk) of their needs as soon as they receive their offer, so that any request for an extended licence on grounds of disability can be considered before their arrival.

What does an Extended Licence include?

As part of the Extended Licence, all vacation nights (nights outside of official University Full Term dates) will receive a 50% discount. By accepting an Extended Licence you are agreeing to the full period of the licence (from Thursday night of 0th week of Michaelmas to Friday night of 8th week of Trinity inclusive) and to be charged for all nights within the licence period regardless of whether you choose to depart College accommodation for any nights within the vacations. You cannot request to revert to a standard accommodation licence at a later date.

Additional vacation residence nights at the end of the Extended Licence (i.e. at the end of Trinity Term) should be requested via the Residence Request on-line system before the deadline for applications. As the Extended Licence is discounted and includes the Christmas and Easter Vacation, those on this licence will not be eligible for Vacation Residence Grant. The licence gives provision to remain in College accommodation - however, you may be asked to move room during the vacation periods.

Vacation storage

Vacation Storage: For undergraduates, the College maintains storage areas in the basements of TW Quad staircase 4, Garden Quad staircase 1, 30 Museum Road and Kendrew Quad B35. Storage is for use only during vacations, it is not available during term for the storage of boxes, suitcases or other items. Any items left in storage and not collected by Week 2 of full term is liable to be disposed of.

Storage is only available to current members of College for their own personal possessions. It is not for use by friends of members. It cannot be used over the summer vacation by students who have finished (including those who are going on to a graduate course of study), or by students who have not yet arrived to take up their place at St John's. It is not available to students who are suspending their studies.

College is under no obligation to store any items for students and use of the storage space is at the discretion of the Housekeeping staff. The College does not accept responsibility for items placed in storage (or for possessions left, inadvertently or not, in student rooms).

UK-based students should take as many of their belongings home as possible so that there is sufficient storage for non-UK students.

Student storage is ONLY open during the times given below. There is NO access to storage outside of these periods, except in exceptional circumstances and by prior arrangement with the Housekeeping staff (housekeeping@sjc.ox.ac.uk) Please note that there can be NO ACCESS to storage in the evenings, at weekends or Bank Holidays for any reason, as Housekeeping staff do not work at these times. Lodge staff DO NOT have access to College storage areas.

Storage opening times: Storage is ONLY open during these times. Students must arrive promptly, as staff are only available for a limited time in each location:

WEEKDAYS 0th and 1st Week

WEEKDAYS 8th and 9th Week

10am-12pm on Saturday of 8th Week (Kendrew only).

LOCATION	OPENING TIMES
Kendrew basement	10am and 2pm
Kendrew basement	10am to 12pm on Saturday of 8 th Week only
Garden Quad 1 basement	10.30am and 2.30pm
29 Museum Road basement	11am and 3pm
TW4 basement	11.30am and 3.30pm

Items for storage must be in strong, sealed containers (e.g. plastic boxes or solid suitcases) and each item must be clearly labelled with the full name of the student (as registered with the College) and their current room number. Loose items or items in unsecured or flimsy containers (e.g. plastic bags) will not be accepted. Items are accepted on a first come first served basis and when storage is full there is no possibility of storing items anywhere else in College.

Some items are not permitted in storage (this list is not exhaustive):

- Furniture (eg chairs/mattresses/clothes storage hangers)
- Delicate/items of high value (eg TVs, computers, small appliances, musical instruments)
- Large items (eg oars, mirrors, bicycles and anything which won't fit into the boxes/suitcases being stored)
- Musical instruments
- Food items

PLEASE DO NOT LEAVE IT TO THE LAST MINUTE TO TAKE YOUR THINGS TO STORAGE.

Once storage areas are full you have to take items away with you. Please DO NOT leave belongings outside the storage areas when they are closed or unstaffed.

There are several companies which offer a door-to-door service, both within the UK and abroad, for the transportation of luggage. Students (especially UK based) who do not have transport for their belongings or who cannot fit them into College storage, may wish to investigate this option. Although College is not able to recommend them, and students who use them do so at their own risk and at their own expense, here are some links:

<https://www.mybaggage.com/student-shipping> **<https://www.luggagedeliverycompany.com/>**
<https://www.sendmybag.com/>

Part 2 — Graduate accommodation

Single student rooms and allocation

Student rooms: The College is proud to be able to provide single room accommodation for post-graduate students for their first year of graduate study who apply for housing by the deadline. All are single rooms for single occupancy and cannot be shared. Rooms are allocated by the Accommodation Office to all students in their first year of graduate study. Please see the website for information on accessibility across College, including information on student accommodation [St John's College | Access Guide](#)

The majority of rooms have access to shared bathrooms but some are en-suite. En-suite rooms which are allocated to first year students are generally held for those with a proven need on grounds of disability for a private bathroom. In these cases, the first year student must contact College Student Disability Support (disability.support@sjc.ox.ac.uk) on receiving their offer and well in advance of arrival. Please do not wait until you arrive to tell us of a specific need, as by that time it will be too late to allocate an appropriate room.

In general, rooms will be allocated to all first year students in a randomized way. If you have a preference for a specific type of room, please contact the Accommodation Office well in advance of the start of Michaelmas Term. They will do their best to allocate a suitable room, depending on availability and need.

In subsequent years students can try for a room through a ballot system which is operated by the MCR Committee during Hilary Term. For full information on the ballot procedures and the rules relating to entering the ballots, please refer to the MCR Committee. In order to receive emails about the room and flat ballots, graduate students must register their email address directly with the MCR Committee.

Students who have a disability or medical or religious need for a specific type of room should take part in the “off-ballot” process, details of which can be found on the intranet. Emails will go out from the Disability Support team in Michaelmas Term.

Couples' and family accommodation

Couples' and family Accommodation: There are a limited number of self-contained flats available for those students who are living full-time with a partner (i.e. both parties must live in the flat as their only accommodation) and/or with children. Flats are NOT available for friends or family members to share and where there is more than one bedroom this cannot be sub-let to, or otherwise used by, a third party. For all subsequent years of study, a ballot system is operated during Hilary Term by the MCR Committee for graduate students.

Students applying through the MCR flat ballot must expect to be within their Standard Completion period during the academic year for which they are applying for a flat. They should also expect to be in residence for the entire tenancy year and should not be due to finish part-way through the year for which they are balloting. Students who are granted Leave to Supplicate part-way through the academic year in question may be required to vacate their accommodation before the end of the tenancy.

If, during the period of residence, the student's personal circumstances change (e.g. they are no longer living full-time with a partner or have suspended their studies), they must inform the Accommodation Office immediately. It may be possible for students to remain in their flat during a period of suspension from study, or following completion of their course if this is before the end of the period of the tenancy, but they may be liable for full commercial rent for that period. Tenancy agreements can only be issued in the name of the St John's student, the partner cannot be included unless they are also our student. If a student no longer wishes to live with their partner, the partner will not be able to remain in the property if the student moves out.

Students with children/dependents: Students who have children, or who are expecting a child during the following academic year, can apply for a flat "off-ballot" by applying through the off-ballot process before the main flat ballot is run during Hilary Term. Students whose situation changes after this date may still make an application which will be reviewed on a case by case basis and subject to availability. To be eligible to apply, students must be within their Standard Completion period during the academic year for which they are applying. Accommodation is offered on the understanding that a student remains a full-time student of the College for the full current Academic Year and is limited to the period the student is enrolled full-time and in their full fee-paying period. Students who are granted leave to supplicate part way through the academic year in question may be required to vacate their accommodation.

If a student or their partner is expecting a baby, the Accommodation Office should be informed in plenty of time.

Occupancy and final departure

Occupancy: Graduates are expected to occupy their rooms in College for the full period of their Licence to occupy – until either 30 June or 15 September each year. **Departure should be by 10am on the final morning.** Regardless of what length of licence they have, graduates must vacate their room before the end date if they have an earlier course end date or suspend their studies. Those given Leave to Supplicate may have a grace period of up to 3 months before vacating their rooms, depending on their individual circumstances. They should contact the Accommodation Office to discuss their situation in advance.

Should they decide not to take up residence then 4 weeks' notice must be given before the start of Michaelmas full term, otherwise the College may hold them liable for any financial loss, up to a maximum of 4 weeks' rent.

Whatever accommodation they are in, if a student suspends their studies, or is suspended, or completes their course of study, it is expected that they will vacate their accommodation immediately and hand in their keys/fob to the Lodge.

Final Departure: Graduates must inform the Accommodation Office by email giving at least one month's notice of their intended final departure date. This includes those on taught courses with a fixed end of course date. On departure, graduates **must hand in their keys/fob at the Lodge** and inform the Porter that they are permanently leaving their accommodation for the year so that they are checked out of the Kx room system. Students will be liable for the charges for the duration of the Licence to Occupy unless they complete their course and/or no longer have student status. No rebate of the termly charge will be given.

Room charging and residence grant

Room Charging: Graduates will receive a bill for their room rent in either 3 or 4 installments, depending on which length of licence to occupy they have chosen. A fixed charge of £277.40 is charged termly, which equates to 3 charging quarters. Students living in couples/family housing do not pay the fixed charge.

Monthly rent for family housing does not appear on battels; arrangements should be made to set up a direct debit. Please speak to the Finance Office for details (battels@sjc.ox.ac.uk). Flat tenants are responsible for setting up and payment of their own utilities (except water) and any Council Tax payable by their partner.

Graduate Residence Grant: Graduates living in College single student room accommodation (i.e. not family/couples housing) receive a maximum allocation of 36 nights per year of grant, which can be used at any time. Application must be made **in advance of the absence**, via the system (details will be circulated via email early September). Credits for grant nights will be applied to Battels retrospectively for each charging period.

Applications for funding to cover the cost of any accommodation, once the 36 days of Graduate Residence grant have been used, should be made via the Graduate Academic Support Fund.

No reimbursement of the fixed charge will be given.

Storage

Storage: College storage is not generally available to graduate students.

Part 3 — Your room and shared facilities

Cleaning and access to rooms

Cleaning of student rooms: All student rooms are given a full clean once a week by College cleaning staff (known as Scouts), except during the Christmas and Easter close-down periods. Students are expected to keep their rooms tidy and the floors clear of belongings to enable Scouts to carry out their daily duties effectively. Students must allow the Scout access to their room **once a week for cleaning and daily for collection of rubbish** during the working week (Monday to Friday) for the purposes of cleaning and maintenance of the facilities. If a student puts their “Do Not Disturb” sign on their door for 3 consecutive days, the Scout will enter the room on the third day, whether or not the sign is out. Students are asked to co-operate with their Scout to help them to maintain the cleanliness of College rooms.

If a Scout finds a student room door unlocked and the student not in the room, they will lock it for security reasons. They will also remove and dispose of any wedges or other items found holding fire or room doors open.

General waste and mixed recycling bins are provided in student rooms and food waste bins are provided in communal kitchens. All bins are emptied regularly by the Scouts. Please note that glass is recycled separately

Other Staff entering student rooms: In cases of emergency, or where a maintenance issue has been reported – by the student, the Scout or by another member of staff – staff/contractors will enter a student room without prior arrangement and regardless of whether or not they are in the room at the time. Staff will always knock before entering.

Personal furniture and beds

Personal furniture: In exceptional circumstances, the College’s room furnishings may be supplemented with students’ own personal furniture, provided that there is sufficient space and the Scout confirms that they can still clean the room effectively. No College furniture can be removed from the room and it cannot be swapped into another room to make way for personal furniture. Permission to keep any personal items of furniture in your room must be obtained from the Accommodation Office in advance by completing this form <https://forms.office.com/e/ZRd15BcvY4>

Items of furniture for which such permission has been granted may also, if not portable, be left in a College room over the Christmas and Easter vacations. Please note that no items may be left in College during the Summer Vacation and such items should not be left for the next occupant. The College cannot take responsibility for accidental damage to items left over the vacations, and items of

high value should not be put forward for this registration. Items left without permission will be removed and may be disposed of.

Any personal (soft) furnishings such as chairs, sofas etc. must have the original fire safety label attached to them and must comply with current fire safety standards. Photographic evidence of the intact fire safety labels will be required before permission can be granted for such items to be kept in student rooms.

Bicycles and exercise equipment (e.g. fitness bikes, rowing machines etc) cannot be kept, or used, in student rooms.

Beds: Students cannot have their own bed or mattress in College unless there is a clear recommendation in their Student Support Plan from the University Disability Advisory Service. Any student with a need based on the grounds of disability must first contact College Student Disability Support (disability.support@sjc.ox.ac.uk) who will determine whether College is required to make this adjustment in order to assist a student in the course of their studies.

Specific arrangements must then be made with the Accommodation Office in advance of the purchase/delivery of any bed or mattress.

If the University Disability Advisory Service (DAS) or another Government authority is purchasing any item of furniture for you on the grounds of disability, you must inform College Student Disability Support and the Accommodation Office in advance so that all necessary arrangements can be made.

Spare beds/mattresses for students' visitors are not permitted except for small air mattresses (where they will fit in the room without posing an evacuation risk) which must be deflated and stored when not in use.

Care of rooms and furnishings

Care of your room and its furnishings: Faults and/or damage to furniture or the fabric of the room should be reported to the Accommodation Office as quickly as possible. For routine maintenance (e.g. replacement of light bulbs, minor repairs etc) you can email the Works team (works@sjc.ox.ac.uk). In an emergency or out of normal office hours (i.e. after 4.30pm on weekdays and all day at weekends and Bank Holidays and during the Christmas and Easter closedowns) please contact the Lodge (lodge@sjc.ox.ac.uk) or call 01865 277300.

The repair of any damage caused by a student or their guest/s may be charged to the individual.

Most student rooms are provided with a notice board and we request that students use these for putting up their photos/posters and other personal decoration and that they do not hang/stick anything up on the walls or ceilings. Walls, ceilings, paintwork and woodwork must not be marked or

damaged (blue/white tack, sellotape, drawing pins, removable hooks etc should not be used). Carpet tiles must not be taken up/removed and curtains must not be taken down.

Please note that candles are prohibited from all College rooms, regardless of whether or not they are used. Any candles found will immediately be removed by staff.

Bed linen and towels

Bed Linen: All bedding and bed linen is provided by College – this consists of 1 pillow and pillow case, 1 duvet and duvet cover, 1 single sheet and 1 mattress cover (and in some rooms a bedspread). Bed linen is laundered by the College and the Scout will provide clean bed linen every 2 weeks. Students must strip and remake their own beds and used bed linen must be placed by your waste bin for the Scout to collect. The Scout will not leave clean bed linen unless the used linen has already been stripped and left for collection so please make sure you know the day for the changeover and have your linen ready.

Towels: Towels are not provided.

Laundry

Personal Laundry: For personal laundry, washing machines and driers are available in laundry rooms inside the College, in staircases N3 (North Quad), Middleton Hall, Garden Quad and Kendrew Quad. Some external houses also have laundry machines, as do some of the self-contained family housing. Machines are operated by credit/debit card. Those using the laundry facilities are to provide their own laundry liquid/powder and keep it in their accommodation.

Any problems with the machines or with the operation of the card must be reported immediately. Details on who to contact are displayed in the location of the facilities being used.

Please use the dryers provided. Wet washing should not be hung in bedrooms to dry, as this can cause condensation, which can lead to the formation of mold and damage to the fabric of the building/room. Nor should washing be hung on landings, in stairwells or out of windows, nor on heaters of any kind, as this can lead to smoke/fire and activation of the fire alarms. Ironing is not permitted in student rooms and should be done only in the laundry rooms, where irons and ironing boards are provided.

Electrical appliances and charging

Electrical appliances: UK voltage is 240V and plugs have 3 square pins. Students must ensure that they use appliances which operate at this voltage. Occupants must not alter or extend any of the electrical fittings in the College. Do not connect any equipment, other than lights, to lighting circuits. Un-fused adapters and extension leads are not to be used. Personal electrical equipment brought to

College and used by students is the responsibility of the individual. Students are advised to maintain their equipment in a safe condition, ensuring that correct rated fuses are used and plugs are to British Standard BS 1363. Leads and connectors are to be in good condition, not worn, perished, split, twisted or stretched. If in any doubt, speak to the Works Department, who will be able to offer advice.

If a student's personal electrical appliances have a visible defect, College staff will advise the student to have it repaired or disposed of. In the event that the student does not comply, College reserves the right to have the item removed if its use is considered to be dangerous.

Under no circumstances should any lithium-ion-powered device (eg mobile phones, laptops, tablets etc) be charged on beds, duvets, soft furnishings, on/under pillows etc. Devices must only be charged on a solid, non-flammable surface. Such electronic devices should only be charged while you are in the room, do not leave them charging while you are out or on charge overnight. You should stop charging a device once the battery has reached 100%. Batteries can sometimes fail, resulting in a hissing noise, a strong smell and potentially smoke being emitted. If any of these should occur you should stop charging immediately and contact the Lodge on 01865 277300. Do not attempt to move the item yourself.

Electric bike and scooter batteries are strictly prohibited from being charged anywhere in college buildings.

A small refrigerator is provided in all rooms. It is your responsibility to ensure that this is kept clean and that it is emptied completely when vacating the room at the end of each term.

Heating

Heating: Heating is included as part of the accommodation charges. Background heating is provided in all student rooms – in some cases these are water-filled radiators and in other rooms there are night storage heaters. These should not be covered, since this can cause damage to the heater. If this should happen, the College reserves the right to charge the occupant of the room with the cost of repair. Some student rooms contain additional booster heaters. If you are in doubt about which is a booster heater, or how it operates, please speak to the Works Department for clarification.

Hygiene

Hygiene: Students are requested to use the sanitary bins provided for the disposal of sanitary products and must not put these items down the toilets or in waste bins. Toilet paper should be flushed down toilets and not put into rubbish or sanitary bins. Wipes of any kind, whether flushable or biodegradable, must not be flushed down any College toilets, whether on the main site or in the external housing. Wipes do not break down and can cause blockages and extensive damage to the College's waste system.

Televisions

Televisions: You need a TV Licence to watch or record live programmes on any channel, on TV or live on an online TV service. You need to be covered by a TV Licence to download or watch BBC programmes on demand, including catch up TV, on BBC iPlayer. This applies to any device and provider you use. To obtain a Licence please call 0300 790 6079 or visit the website at www.tvlicensing.co.uk The College's television licence does not cover students.

Landings and staircases

Landings/staircases: please note, belongings must never be stored or left at any time on staircases or landings as these are fire escape routes that must be kept clear at all times. Anything left in these areas is liable to be disposed of without warning.

Part 4 — Living in College

Members of the College are required to respect each other's living and working conditions. They should not interfere with the teaching, study or research of other members, nor do anything likely to cause annoyance or offence to any person in or near the College. Students should refrain from excessive noise (including in bedrooms, communal kitchen/living areas and outdoor/garden areas) between the hours of 11pm and 7am as a courtesy to their neighbours.

Guest rooms and overnight guests

Guest rooms: The College provides two twin-bedded en-suite guest rooms for use by current students' visitors. Please be aware that neither room is adapted for wheelchair users and may not be suitable for visitors with mobility issues. To enquire about availability and to book, students must complete a Lodge Guest Room Booking form, which can be found on the College intranet [Information for Students](#) Please use your SJC email address when completing the form. Any queries should be directed to the Lodge.

Accommodation requests are intended for family members or friends only. Requests relating to speakers, conference attendees, or other academic visitors should be directed to the appropriate College department.

Guest Accommodation Booking Policy

- Bookings are restricted to a maximum of 3 consecutive nights.
- Each student may make **one booking per term** in order to give all students an equal opportunity to use the accommodation.
- Booking can only be made up to 3 months in advance. The College will also have some dates when rooms cannot be booked for operational reasons.
- The charge for guests of current students is **£28** per person per night, inclusive of breakfast and VAT.
- The accommodation charge will be added to the student's battels account and will not be refunded in the event of a no-show unless the booking has been cancelled at least 48 hours before the date of arrival.
- Any booking found to have been made under false pretences, for an unauthorised purpose, or on behalf of a person with whom the student has no genuine personal connection may be cancelled. In addition, the student may lose the privilege of making further guest accommodation bookings for the remainder of the academic year.

The full name(s) of the guest(s) must be given at the time of the booking enquiry, and the guest must be known to the student making the booking.

The student **MUST** be in residence at the time of the visit as they are responsible for their visitor. Please note that student visitors will not have access to any College facilities, except Hall/Kendrew Café when accompanied by the student.

Nobody under the age of 16 is permitted to stay in a guest room, a student room or any other College room.

In some circumstances you may wish to accommodate a guest in your room. The following rules apply:

The College must be informed about any guest staying in a student room. This is essential to ensure that guests can be accounted for in case of fire or other emergency. Please send an email with your room number and the date/s of the stay to overnight@sjc.ox.ac.uk.

One guest is permitted to stay overnight in a student's room, for no longer than two consecutive nights.

Students should not have "regular" or constant visitors.

No guest can be accommodated in a student room for more than two consecutive nights without the prior permission of a Junior Dean (juniordeans@sjc.ox.ac.uk) and at least one week's notice must be given. Permission will not be given for frequent visits.

Permission will not be granted for periods longer than 7 consecutive nights except in very exceptional circumstances (for example, student illness). For stays of 7 nights or longer and/or in an emergency situation, permission should be sought directly from the Accommodation Office, with at least one working weeks' notice (except in an emergency).

Occupants are not permitted to arrange for the use of their rooms by other persons in their absence, except by prior agreement with the Accommodation Office and this will only be considered in exceptional circumstances (eg parental visit while student is in hospital).

College does not provide extra bedding or beds for students' visitors.

Failure to abide by these rules may render the occupant liable to extra charges or loss of the room.

Security

Security: The College is a relatively secure environment, but students should be vigilant and take suitable precautions:

Do not give or lend your room key or fob to anyone.

When leaving your room, even for a short period, even when you're staying within your own house or staircase, make sure that you lock your door.

Some rooms in College are fitted with a security chain on the door – these are for your security, they should not be used to hold the door open while you are out of your room.

Ensure that no un-authorised person is tailgating you

If a student has any concerns about somebody following them through a gate or door and/or they do not feel confident to turn them away, please contact the Lodge immediately, either in person or by phoning 01865 277300.

Gates and doors must NEVER be propped open. This includes back doors into gardens.

If a Scout finds a student room door open and/or unlocked, they will lock it.

Especially in the houses outside the College, the security of the house and the rooms is largely dependent on the conscientious behaviour and common sense of the residents.

A coded digital Salto tag is provided to each student for access to the College through a variety of external gates, and for entry after the closing of the main gates at 11pm. This fob must not be used to admit any person other than a member of the College or your personal guests. Nobody other than your own personal guest who is staying with you in your room should be given access to the facilities of College or to the facilities in your staircase/house; this is especially with regard to the use of bathrooms or kitchens by non-members.

Keys and Salto fobs

Keys: If you lose your keys or are locked out of your room or flat, contact the Lodge straight away. Permanent loss of any keys/Salto fobs must be reported to the Lodge immediately. Any student found to be loaning their room key and/or Salto fob to anybody to allow access to College facilities and/or their room, when they are not themselves present, will face disciplinary action from the Senior Dean and the possible imposition of a fine.

An automatic charge of £5 is made for the loss of a Salto fob.

An automatic charge of £50 per key set (including the fob) is made for loss of physical keys.

Other charges which may be applied are:

spare keys/fob issued by Lodge and returned within 24 hours – no charge

spare keys/fob issued by Lodge and returned more than 24 hours later but within 48 hours - £25

spare keys/fob issued by the Lodge and returned more than 48 hours later - £40

main set of room keys/fob not returned to the Lodge at the end of EVERY term (or period of vacation residence) and still not returned within 14 days - £50 (even if keys/fob are subsequently returned at a later date)

All students should return their Salto fob to the Lodge at the end of every term, when they are leaving College permanently, or at the beginning of a period of suspension. On returning to College after each vacation/period of absence, you must pick up the room keys/fob from the Lodge and be signed in to College.

Insurance

Insurance: The College does not accept responsibility for the property of students resident in College accommodation - this includes bicycles kept in College bike racks. Please be aware that the College's own insurance will not cover student property. However, the College has agreed to arrange block contents insurance cover on behalf of all students resident in College accommodation. This cover is only valid while students are in residence and covers only those students living in accommodation provided by College; it does not cover those living privately (nor is the cost levied on students living out). Couples living in College-supplied flats are both covered.

The policy is with Howden UK Brokers Limited and it is your responsibility to ensure that you are aware of the benefits and restrictions/limitations of this insurance cover, especially with regard to bicycles. Information on the level of cover can be found on the intranet.

The policy is between you and the insurance company, not the College, and any claims will be between you and Howden. You can view the insurance cover details, access the online claims portal and arrange top up cover (e.g. for bicycles when not kept in College bike storage/musical instruments etc.) direct with Howden if required, via their app

(<https://studentlinks.howdengroup.com/rOJ4/stjohnscollegeoxford>).

It is recommended that students with bicycles follow University cycle security guidelines by following this link: [Bike repair and security](#))

Bicycles and parking

Bicycles: Bicycles must not be parked anywhere in College except in the designated bike sheds/areas provided (located in Dolphin Quad, TW, Garden Quad rear exit and Kendrew Quad, as well as areas around the external properties) and should not be locked to railings. Bikes cannot be kept inside any College buildings, including on landings or in student rooms. Bikes should not be ridden or wheeled through the College, there is direct external access to all bike racks. Unclaimed and unidentified bikes left in College bike racks will be disposed of periodically in organised culls. Students will be given fair warning via email of the timing of the cull and bikes culled in such a way

will either be disposed of or, if they are in usable condition, will be sold and the proceeds given to charity.

Parking: There is no parking available in College, or at any external College premises, for students or their visitors. Returning/departing students can collect a permit from the Lodge which allows 40 minutes' parking in St. Giles on the double yellow lines.

Pets

Pets: No pets or any other animals, including emotional support animals, may be brought into or kept in any College properties, except trained Assistance dogs, and only with prior permission from College Student Disability Support and the Accommodation Office.

Ball games and Frisbee

Ball Games and Frisbee: The playing of ball games, frisbee and similar games is not permitted in any of the College's open spaces or gardens, except for the playing of croquet on the Croquet Lawn, which is located by St Giles house.

College buildings and gardens

College Buildings: Climbing on any part of the College fabric, including walls, balconies, parapets and roofs, is strictly prohibited and any breach of these rules is considered a Decanal matter and will be referred to the Senior Dean. In the case of TW rooms on the top floor, security devices have been fitted to the balcony doors and these must not be tampered with in any way. Windows in TW rooms (and in various other parts of College and external houses) have also been fitted with restrictors. Any student found to have tampered with any such security devices will be reported to the Senior Dean and may also be liable for a charge for any repair.

College Gardens/properties with gardens or outside spaces: It is not permitted to use barbecues, fire pits or any other type of outdoor heating or cooking device in the gardens or outside spaces at any of the College's properties. This includes communal gardens attached to couples'/family housing and the various gardens on the main College site.

Booking function rooms

Booking Function Rooms for Student Events: Some College function rooms may be booked by students via the College Intranet.

Post and deliveries

Student Post: Students living in single College accommodation, regardless of location, must use the main College address for all personal mail and deliveries:

Student Name

St John's College

St Giles

Oxford

OX1 3JP

UK

Students living in College couples' accommodation may use their flat address for their own post. Partners who are not College residents must not use the College address for receiving mail.

Each student has a labelled pigeonhole in the Post Room adjacent to the Main Lodge for letters and small parcels.

As pigeonhole and the Parcel Room are limited in space, **large parcels should not be delivered to the College**. Students are encouraged to use one of the many local Click & Collect or parcel collection points instead.

As a guide, the Lodge can only accept parcels up to the following sizes:

- Typical shoe or boot box.
- Soft parcels up to 50cm × 50cm.
- Hard boxes up to 50cm long × 50cm high.

Parcels that require **photographic identification** on delivery will only be accepted if the student is present at the Lodge to provide their own ID. Porters are unable to use their personal identification on behalf of students, and such deliveries will be refused if the student is not present.

A valid **University of Oxford Bodleian (Bod) Card** must be presented when collecting Royal Mail Signed For or other signed-for items from the Lodge.

The Lodge Team will make every effort to process, log, and make incoming parcels available for collection as quickly as possible. However, due to the high volume of deliveries received and the daily operational demands of the Lodge, there may be a delay between a parcel arriving and it being ready for collection. If a parcel is not yet showing on Pidge or available in the Parcel Room, students will be kindly asked to return later once the parcel has been processed. Students are requested not to ask Porters to locate or release parcels that have not yet been logged, as this creates unnecessary pressure on the Operations Team and can impact the service provided to all students.

Any parcel that remains uncollected for **28 days** will be automatically disposed of, as the College is unable to return parcels to the sender. The College will not accept any responsibility for loss, damage, or deterioration of the items.

When leaving the College at the end of their course, all student, whether they have lived in College accommodation, a College flat, or private accommodation, must provide the Lodge with a UK forwarding address to ensure any remaining post can be redirected where possible.

Personal furniture registration

Permission is required in advance. Complete the personal furniture registration form:

<https://forms.office.com/e/ZRd15BcvY4>

Businesses in College premises

Students (or their partners in couples' accommodation) are absolutely prohibited from operating any business or similar from any of the College premises or to use any of the College's postal addresses for these purposes and/or as a Registered Office.

Part 5 — Health, safety and welfare

Fire and emergencies

In the case of any emergency, please immediately call the Lodge (01865 277300).

Fire Alarms: You are expected to evacuate immediately whenever the fire alarm sounds. Sometimes this will happen at an inconvenient time or in the middle of the night. **YOU MUST EVACUATE** - on leaving the building go to the nearest assembly point and present yourself to the fire marshal/Porter.

You should familiarize yourself with the assembly points around College. This information will be in your room on the Fire Notice.

Please allow the Porters to investigate the alarm immediately and **DO NOT** re-enter the building until advised to do so.

Each room contains a notice of "Fire Instructions" which must be studied and obeyed. It should be clearly displayed at all times and not put away in a drawer.

Fire Alarm Testing: Fire alarm testing is carried out on the main College site and perimeter properties every **Tuesday between 11:00am and 12:30pm**, and at off-site properties every **Thursday between 11:00am and 12:30pm**.

During these scheduled tests, if the fire alarm sounds for more than 20 seconds, students need to treat the alarm as a genuine fire alarm and immediately follow the College's fire evacuation procedures.

Please note that the College reserves the right to amend the fire alarm testing times from time to time to accommodate College events or operational requirements.

A full fire evacuation drill is conducted few times each year, in each Academic Term. During these drills, all students are required to evacuate their building promptly, safely, and in an orderly manner, following the instructions of College staff and Fire Marshals.

In the event of a fire alarm sounding at any time, all students are expected to follow the College's fire evacuation procedures. This includes leaving the building immediately via the nearest safe exit, proceeding directly to the designated assembly point, and remaining there until instructed by the Fire Service or a member of College staff that it is safe to return.

Help prevent fire alarm activations

- Never prop a fire door open.
- Keep the door closed when taking a shower.
- Keep the door closed when cooking and don't leave the kitchen while cooking.
- Be aware that deodorants, hair dryers, shower steam can all set off a fire alarm.

Welfare and wellbeing

Students can find all the details of St John's Welfare and Wellbeing support here [Safety Net: Student Wellbeing and Support](#)

Students who would like support about any aspect of their Oxford life which is impacting their wellbeing or welfare, can contact our Senior Welfare and Wellbeing Officer robert.styles@sjc.ox.ac.uk

Both the JCR and the MCR have welfare officers, and peer supporters, whose details are listed on their websites.

Students may also arrange appointments with the University Counselling Service via their website <https://www.ox.ac.uk/students/welfare/counselling?wssl=1>

The Fellow for Equality, the Fellow for Women, the Fellow for Ethnic Minorities and the Fellow for Welfare can also be consulted as appropriate.

Medical support and emergencies

Medical: If you are new to the UK, this is a very useful website about how the medical system in the UK works: <https://www.ukcisa.org.uk/Information--Advice/Studying--living-in-the-UK/Health-and-healthcare>

Students are strongly encouraged to register with the College doctor, Dr Debbie Waller, who has a surgery at 19 Beaumont Street. To make an appointment, please call 01865 240501.

Students who don't live in College accommodation should register their term-time address with the Academic Office.

The College Nurse, Kinneret Milgrom (nurse@sjc.ox.ac.uk) has a room on the ground floor of N5 by the external door to the car park. A schedule of opening times is posted on her door.

Medical Emergencies: If you, or anyone you are with, has a medical emergency, or you're unsure whether an ambulance is needed, call the Lodge (01865 277300). Porters are First Aid trained and can assess the situation and call an ambulance if necessary, and can stay with the patient until it arrives.

However, if you feel that the situation is life-threatening and urgent and that an ambulance or paramedic is needed, you should immediately call the Emergency Services yourself (9-999 from a College landline, 999 from any other standard landline, 999 or 112 from a mobile phone).

If you have called an ambulance yourself, you should also immediately inform the Lodge, telling them where the patient is and what the situation is, so that they're aware of where to send the ambulance/paramedics if they arrive at the Main Lodge, or one of the other entrance gates. This is especially important if it's late at night when all the gates have been overlocked.

Whatever the situation, it is **VERY IMPORTANT** that whoever calls the ambulance is with the patient at the time, as the Emergency Services operator will have questions about the patient which must be answered while the ambulance/paramedic is en-route. You should not leave the patient alone at any time and you should make sure that doors to the property and/or room are unlocked to allow the NHS staff to get in quickly.

There is also an NHS Helpline called NHS Direct, which you can call for non-emergencies and for advice about whether or not you should see a GP or call for an ambulance. The number is 111 and this is a link to a website for further information about this service. [Get help for your symptoms - NHS 111](#)

Dental Services: Studental, Oxford Brookes University, Headington Campus; Telephone 01865 689997; e-mail: reception@studental.co.uk; hours Monday-Friday, 8.00 a.m. to 6.00 p.m. Students are offered NHS treatment; please note that students do not necessarily qualify for free treatment, most students aged 19 or older will need to apply for a HC2 certificate (application form available from Studental) in order to receive free treatment and must bring proof of their exemption to their first appointment. For further information please see [Studental Dental Care Oxford - NHS](#)

Part 6 — Rents, charges and battels

Invoicing and battels

Invoices (known in Oxford as battels) will be made available to all students at the beginning of each term/charging period, except the final battels statement for students leaving College permanently, which will be emailed at the end of the final term during the summer. Battels should be paid within 10 working days of their receipt. The Finance Bursar is authorised to charge interest on money owed. Anyone with a battels query, or who has concerns about paying battels on time, should contact the Finance Office by emailing battels@sjc.ox.ac.uk

Check current rates Room rents, meal prices and other variable fees should be checked on the College intranet or the relevant current schedule. This document contains charges explicitly stated in the source document where they form part of a rule.

Charges referenced in this document

- Accommodation fixed charge: £277.40 termly, as stated for 2026–27.
- Guest rooms: £28 per person per night, including breakfast and VAT.
- Lost Salto fob: £5. Lost physical key set (including fob): £50.
- Late return of spare keys/fob: charges range from £25 to £40; see “Keys and Salto fobs”.

Part 7 — Meals and catering

Information on College Catering, including meal times and costs, can be found in the “College Life” section of the College website [Food and drink | St John's College, Oxford](#)

Vacation catering: Where possible, a catering service will be maintained during vacation periods, except during the College close-down at Christmas and Easter. Details of arrangements will be emailed in advance of any changes.

Cooking, kitchens and utensils

Cooking for yourself, kitchens and utensils: In many parts of the College, shared cooking facilities are available to students. Kitchens are intended to allow students to supplement the catering provided by the College (or to allow for particular dietary needs) and most were not designed for the cooking of large meals. A kettle, toaster and microwave oven are provided in every kitchen where there is space to use and store them safely. Do not bring your own microwave or any other large cooking devices e.g. rice cookers, slow cookers, air fryers, portable hobs, grills, toasted sandwich makers, toasters etc (this list is not exhaustive). As cooking is strictly prohibited in rooms, even the presence of a boxed cooking appliance will result in a report being raised with the Accommodation Office and ultimately the Senior Dean. Even in larger kitchens where there is more space, care must be taken not to overload electrical circuits with additional appliances. Breach of these instructions is extremely dangerous and is therefore treated as a fineable offence. The tripping of a fuse, electric blackouts and any failure of a fuse in an electrical appliance must be reported immediately to the Works Department works@sjc.ox.ac.uk or, out of office hours, to the Lodge lodge@sjc.ox.ac.uk or 01865 277300.

Please remember that the kitchens are much in demand and should be left tidy at all times for other users – this includes doing the washing up as you go along. Kitchens, including ovens and fridges, are cleaned during vacations by the Scout, but it is the responsibility of the students to keep them clean and tidy at all times. Excessively dirty or continually untidy kitchens will be closed and only reopened at the discretion of the Accommodation Manager or the Domestic Bursar.

You should find operating instructions for appliances in the kitchens. For more information, please refer to the manufacturers guidance which can be found on-line.

In the interests of safety, appliances with a heating element, eg active cookers, hobs, microwave ovens, toasters and kettles, must never be left unattended, even briefly. Fire doors should never be propped open, especially not while cooking as this can (a) set off smoke detectors but much more importantly (b) can lead to the quick spread of fire.

Students are expected to supply their own cooking utensils, pots and pans (please be aware that some student kitchens have induction hobs so you need to ensure that your pans are suitable), cutlery, glassware and dishes and to clean and remove them from communal kitchens after use. Any articles borrowed from the Buttery should be signed for and returned clean.

Student food, groceries, alcohol, or other perishable deliveries: The Porters will NOT accept or sign for deliveries of food, groceries, alcohol, or other perishable items on behalf of students. If a student orders food or alcohol for delivery, they **must be present at the Lodge** at the agreed delivery time to receive your order directly from the delivery driver.

If a delivery company leaves any of this order unattended at the College, the student will receive an email notification and will be required to collect the delivery by the end of the same day. Deliveries are normally left in the area outside the Lodge archway. Any deliveries that are not collected by the end of the day will be disposed of without further notice, and the College will not accept any responsibility for loss, damage, or deterioration of the items.

The only exception to this policy is for students with approved medical requirements or mobility issues who have made prior arrangements with a member of the Lodge Management Team. In these circumstances, reasonable assistance will be provided where appropriate.

Students are responsible for ensuring that delivery drivers comply with College regulations and do not enter residential buildings unless authorised.

Part 8 — Quick answers and policies

Who should I contact about accommodation?

Email accommodation.office@sjc.ox.ac.uk . For maintenance, email works@sjc.ox.ac.uk . For an emergency or an out-of-hours issue, email lodge@sjc.ox.ac.uk or call the Lodge on 01865 277300.

Can somebody stay overnight in my room?

One guest may stay for no longer than two consecutive nights, and the College must be informed at overnight@sjc.ox.ac.uk. Longer stays need advance permission; see “Guest rooms and overnight guests”.

Can I bring my own furniture?

Only with advance permission from the Accommodation Office. College furniture cannot be removed or swapped, and soft furnishings must have an intact fire-safety label.

What happens if I use a Do Not Disturb sign?

You must allow Scout access at least twice during the working week. If the sign remains displayed for three consecutive days, the Scout will enter on the third day.

Where do I report a repair?

Email works@sjc.ox.ac.uk for routine maintenance. Outside normal hours or in an emergency, contact the Lodge.

Can I keep a bicycle in my room?

No. Use a designated College bicycle storage area.

Can I cook in my room?

No. Cooking is strictly prohibited in student rooms; use the shared kitchens and only the appliances permitted there.

What must I do when leaving?

Clear the room as required, empty fridges and cupboards, return keys/fob to the Lodge, and ensure that you are signed out.

Policies, codes and forms

- Universities UK Code of Practice for the Management of Student Housing (ACOP): see the current College intranet information and the code provider's website.
- Vacation Residence Policy: available on the College intranet.
- Licence to Occupy or tenancy agreement: the signed agreement contains the formal terms that apply to the accommodation.
- Personal furniture registration: <https://forms.office.com/e/ZRd15BcvY4>

Extended Licence application for eligible new international undergraduates or those with a disability: [UG Freshers - Applications for Extended Licence 2026-27 – Fill in form](#)

College domestic staff

Accommodation and domestic services are provided by the Accommodation Office, Housekeeping staff (including Scouts), the Works team, the Lodge and Catering. The current staff directory and contact information are available on the College intranet.