**APPLICATION FOR VACATION RESIDENCE AND GRANT CHRISTMAS 2017**

**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 available in the Lodge during 7th Week of those who have been granted residence. It is your responsibility to ask the Porters 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 no longer required to sign a form in the Porters’ Lodge for each day for which you are using your allowance, but you will be required to sign and return a declaration at the end of the vacation confirming that you were in College for academic purposes on the relevant dates.** You will be charged for residence if you fail to complete, sign and return the declaration, so please ensure you keep a copy of this form and details of the dates requested.

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.

**INFORMATION FOR COLLEGE 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.

**STUDENTS:** You should ask your College 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 (17th 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 17th NOVEMBER.**

**VACATION RESIDENCE: CHRISTMAS 2017**

**Please read carefully and complete ALL PARTS OF THE FORM USING BLOCK CAPITALS – incomplete forms may be returned. The Christmas Vacation 2017 includes the nights of Saturday 2nd December 2017 – Wednesday 10th January 2018. Rooms must normally be vacated by 2pm on Saturday 2nd 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 and/or use of the grant. Put the appropriate letter in each box, using only one letter per box (except in the case of extended terms where you should put an E & G if you wish to use your grant)**

A: For academic purposes to be charged to battels

G: For academic purposes to be covered by the vacation grant

E: For extended terms

EX: For University exams

C: For a College event

N: for non-academic purposes

**You cannot claim grant for days marked as N**

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **December 2017** | | | | | | | | | | | | | | | |
| **M** | | | **T** | | **W** | | **T** | | **F** | | **S** | | **S** | | |
|  | |  |  |  |  |  |  |  |  |  | 2nd |  | 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 2018** | | | | | | | | | | | | | | | |
| **M** | | | **T** | | **W** | | **T** | | **F** | | **S** | | **S** | | |
| 1st |  | | 2nd |  | 3rd |  | 4th |  | 5th |  | 6th |  | 7th |  | |
| 8th |  | | 9th |  | 10th |  |  |  |  |  |  |  |  |  | |

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

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

**Total number of nights covered by a College Special Grant:** □

(note: you should only use this box if you have received confirmation that you have been awarded a Special Grant to cover the cost of accommodation)

**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:**

**Initialled by College Tutor:**