

## **Additional Regulations for Cheney Student Village**

### **1. University's agent**

- (a) Your Licence to occupy the room is granted by (Oxford Brookes University),(referred to as “we” and “us” in these Additional Regulations), but we have engaged an independent company called UPP (Oxford Brookes) Limited (here referred to as “the Village Manager”) to manage Cheney Student Village and generally deal with all problems and enquiries in relation to the operation of Cheney Student Village, save for those matters referred to in the next paragraph. You will find details of how to contact the Village Manager in the Information for Residents booklet.
- (b) You should deal with us (rather than the Village Manager) in relation to all payments of residence fees and the deposit. Only we have the right to terminate your Licence. The Licence is personal to you and if
- (c) you wish to terminate it you must contact us, but we clarify in this letter (after the Additional Regulations) the limited circumstances in which you are allowed to terminate your Licence.
- (d) Subject to our limited role referred to in the last paragraph, the Village Manager has control over your room. You agree not to impede the Village Manager in the exercise of its control of your room.
- (e) You must give access to your room to the Village Manager as and when required in order that the Village Manager can identify and report to the building contractor any defects or problems in the rooms which the contractor is bound to rectify. The Village Manager will endeavour wherever possible to give as much notice of this need to inspect your room and you are required to co-operate with the Village Manager in this respect.

### **2. Alternative Accommodation**

- (a) The Village Manager may require you to use suitable alternative accommodation either in Cheney Student Village or elsewhere:-
  - (i) If at any time occupation of your room may be affected by the need to carry out repair or other works; or
  - (ii) For any other reason if the Village Manager acting reasonably so requires; in such circumstances the Village Manager shall ensure as far as it reasonable that the alternative accommodation provided is suitable and of a similar standard to the room originally allocated to you in Cheney Student Village.

- (b) You will occupy the alternative accommodation under the same Licence conditions and thus on the terms (save as to the identity of the room).

3. **Cars**

- (a) You may not park or allow visitors to park any vehicle in any parking space in or neighbouring Cheney Student Village.
- (b) You may not bring (and by signing the Licence you undertake not to bring) any car into the City of Oxford.

4. **Provision of information**

You will appreciate that the Village Manager may need to be aware of any special needs or circumstances of students in order to safely and effectively manage Cheney Student Village. By signing the Licence you consent to us passing information you have provided to us to the Village Manager where we believe the Village Manager should be aware of something for that purpose. You also consent, by signing the Licence, to the Village Manager passing to us information you have given to him, where the Village Manager believes that to be appropriate.

5. **Deposit**

**You are required to pay £200.00 deposit** against damage caused by you or your guests and items going missing from your rooms (other than following forced entry), which we collect on behalf of the Village Manager. **You will not be allowed access to your room if you have not made this payment.** All aspects of the administration of this deposit including return of monies will be the responsibility of the Village Manager and not the University, If you have any queries during your residency regarding the deposit, please contact the Village Manager.

## CHENEY STUDENT VILLAGE – ACCOMMODATION

### DEPOSIT

1. When you are offered a place in Cheney Student Village, you will be asked to return a signed Licence To Occupy to the University confirming that you still wish to take up the place, along with a deposit cheque for £200.00 made payable to UPP (Oxford Brookes) Ltd. **Students cannot take up residence unless this deposit has been paid.**
2. The deposit is held on your behalf throughout the period of your residence and will be returned at the end of the period of letting less any sums which may become due to cover the reasonable cost of remedying damage to the fabric or furnishings of the accommodation and/or communal areas caused by you or your guests or the reasonable cost of replacing items going missing from your room (other than by forced entry). No interest will be paid to you on this sum, as and when it is returned.
3. Each student will be issued with an individual inventory for his or her room, which should be completed, signed and returned to the Village Manager's Office on site by the date indicated. Residents are required to note any defects to their room/communal areas or missing items on this inventory to avoid charges being levied against their deposit.
4. Each flat will be issued with a completed inventory for the communal area of their flat signed by the Village Manager. Any defect/missing items should be notified to the Village Manager's Office within 24 hours of the arrivals weekend at the beginning of the academic session.
5. Room/flat inspections will be undertaken by the Village Manager on a termly basis to give residents an indication of any damage/missing items that may incur a charge when they leave hall. This advance notice gives all parties an opportunity to discuss and/or rectify the situation. A final inventory is undertaken when residents move out of hall at the end of the licence.
6. Please be aware that students are not permitted to make any alteration to their accommodation whether structural or otherwise, nor to make any change in the scheme of internal decoration. Students are responsible for maintaining, in good order, the decorations, fittings and furnishings of their accommodation, including doors and shared facilities. The student must exercise due care and attention in use of all communal areas. Damage or defacement will be charged in full to the particular student responsible.
7. Furniture or equipment must not be removed from the accommodation or communal areas, and any damage in the accommodation or communal areas, including damage to furniture and equipment, must be reported immediately to the Village Manager. Any damage or defacement, exception that caused by normal wear and tear, may be charged to the student.

8. Individual students will be held personally responsible for the behaviour of their guests. Any damage in the accommodation or communal areas caused by a student's guest will be charged against the former.
9. During the academic year, if a student has concern about any particular charges being made against their deposit, they should raise this matter with the Village Manager within seven days of being notified of the charge. This should be done in writing and residents are advised to keep a copy of this correspondence. Students will be notified in writing within seven working days of the outcome of their query/concern. Please note that this process may hold up the return of any outstanding deposit.  
Students will be notified in writing within ten working days of the outcome of their query/concern.
10. An appeal against any charge can be made to UPP's Customer Services Manager.
11. All students, including those from overseas, should note that it is not normally possible to refund the deposit before the end of each period or residence. UPP (Oxford Brookes) Ltd aims to refund all such deposits, less deductions within eight weeks of the end of the period of licence. Payment is normally made in Pounds Sterling.