



**The Queen's Foundation**  
for Ecumenical Theological Education  
Birmingham



**Weekly  
Single Room  
Accommodation:  
*Frances Young House  
& The Old Building.***

**Licence Terms and  
Conditions  
2017-18**

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# Terms and Conditions 2017/18

The Queen's Foundation (hereafter "The Foundation"), aims to be a hospitable place in which all students and staff flourish. The terms and conditions described in this document are for those who are resident or part resident at Queen's for their learning and formation and is of necessity, a formal document, but its' fundamental purpose is to enable a hospitable environment. All those who use the campus share in this responsibility but those who live here, or who are resident regularly, have a particular responsibility.

- All students who are permanent residents or weekly commuters in single study bedrooms (either in the Old Building or in Frances Young House) occupy their accommodation by a Licence.
- It is important to note that when you sign such agreements you become a licensee not a tenant, and you fall outside the scope of the Housing and Planning Act 2016
- The licence agreement is a legally binding contract between you and the Foundation. This licence agreement for weekly commuters does not offer exclusive use of your accommodation.
- Failure to comply with the Terms & Conditions may lead to disciplinary action being taken against you, which includes expulsion from foundation accommodation.

## 1.0 Introduction

The terms set out in this document have been developed to help you achieve your academic and personal goals in a safe, respectful and inclusive living environment. Please read them carefully and keep a copy for future reference. Remember, by accepting a place in the Foundation's residences, you are agreeing to abide by the standards of behaviour expected, and to respect the people charged with applying them. These standards are named in the Foundations' *Code of Conduct* as:

- All students are expected to behave with honesty and integrity.
- All students are expected to behave with respect and courtesy toward others.
- All students are expected to take personal responsibility for their actions and behaviour
- All students are expected to contribute to a safe and hospitable environment

Please refer to this code of conduct (which is included as an Appendix to this document), for further details.

# 2.0 General Information

## 2.1 Use of the Accommodation

- a. The accommodation which has been allocated to you is for your personal use whilst studying at the Foundation for the term of this licence.
- b. No more than the registered number of Residents is permitted to live there.
- c. Sub-letting of all or part of the accommodation is prohibited.
- d. You agree not to interfere with, or alter the decor of your accommodation. Pictures, posters, etc. may be fixed to the areas of pin board (where provided), and should be removed when you vacate the accommodation. Fixing them elsewhere using blutac™, sellotape™ or other adhesive materials can cause damage to paintwork, for which you will be charged. 2 or 3 proper small picture hooks (the nail variety) will be permitted. The use of damage free non adhesive hangers such as Command Strips™ or viable alternatives is suggested.
- e. You must not keep any pets or livestock in your accommodation, save for small caged animals, and only with prior written agreement.
- f. You must maintain the rest of the residents' area and your accommodation in good condition. The accommodation will be inspected periodically with prior notice. Any damages beyond normal wear-and-tear or missing items will be repaired or replaced by the Foundation and the cost recovered from you and/or other residents.
- g. All Residents may be liable to joint responsibility for loss from or damage to communal areas within a building (i.e. kitchens and lounge).
- h. Students must not run any type of business from their accommodation.

## 2.2 Insurance

- a. The Queen's Foundation insurance covers your personal possessions up to the value of £1,500 with the maximum individual item of £500. If you have high value items, or items whose total exceeds this limit, you may need to purchase top-up cover. Details of cover and how to make a claim will be included with the Arrival Instructions given to you when you collect the keys for your room.
- b. You are urged to store details of your valuable items, for instance using a national register such as: <https://www.immobilise.com/>

## 2.3 Medical Registration

- a. You are advised to register with a local Doctor/General Practitioner. The University Medical Practice - <http://www.theump.co.uk/> - is a 5 minute walk away
- b. If you have any specific accommodation needs for medical conditions or disability you should make these known at the point of admission or at any point during your time of study at Queen's.

## 2.4 Induction

- You are required to attend a Residential Student Induction at the commencement of the academic year. This Induction will include topics such as Fire Safety (including volunteer fire

marshals), Personal Safety and Rules of Residence.

## **2.5 Television Licensing**

- You must have a valid UK television licence for your home address if you have equipment capable of receiving television signals. This includes a mains powered television, computer/laptop, or Android/Blackberry-type device. Even if you have a licence for your home address, you may not download, record or watch live TV; to do this you will need to purchase a separate licence. See <http://www.tvlicensing.co.uk/faqs/FAQ129> for more information.

## **2.6 Networking/IT Facilities**

- a. All residents are required to adhere to The Queens' Foundation's Acceptable Use Policy when using the internet service provided.
- b. If you fail to adhere to this policy you will be referred to the disciplinary procedure.

## **2.7 Vehicles & Bicycles**

- a. Parking is only permitted in designated areas. Parking spaces are under great pressure across the campus, so any vehicle using the Handsworth car park or the Frances Young House car park must park with consideration for other users and display a permit if using a designated bay.
- b. Bicycles must not be brought into any residential buildings at any time, and are restricted to areas which have been specifically designated for bicycles. The two bike sheds must be kept locked at all times for the safety of other users. Bike owners are urged to register their bike on the Police approved national Bike Register in case of theft: [www.bikeregister.com](http://www.bikeregister.com)
- c. The Queens' Foundation accepts no liability for the loss of or damage to vehicles/bicycles.

# 3.0 Administrative Arrangements

## 3.1 Keys/Access

- a. At registration, a key and swipe card (if you do not yet have one), will be issued to you. Younger family members in flats will be issued with a key and swipe card upon request; school age children or earlier are not normally issued with either. All recipients of a key set will be asked to sign a key contract (example in Appendix 2).
- b. Alternative arrangements can be made **in advance** if you do not intend to collect your keys on the date your Agreement starts, but your residential fees will be charged from this time, regardless of whether or not you pick up your keys.
- c. Keys/swipe cards remain the property of the Foundation and should be returned to Hospitality Services at the end of your contract period or on termination of your occupancy. There is a fee of £10 if either keys or cards are lost.
- d. Keys must not be duplicated, or given/loaned to any other person.
- e. If you lose your keys/swipe card, you should report this immediately to Hospitality Services.
- f. Foundation staff retain the right to enter your accommodation at any time. However, you will be given 48 hours' notice of intention unless in the event of an emergency.

## 3.2 Payment of Accommodation Fees

- a. For Anglican ordinands, your diocese pays Queen's a maintenance payment at a rate set by the Church of England each year, which includes the cost of your accommodation.
- b. For Methodist student ministers, you will be charged a maintenance charge each year, which is agreed with the Methodist church, which includes the cost of your accommodation
- c. For Independent students, you will be charged a maintenance charge each year which includes the cost of your accommodation. You may elect different 'packages' – 52 weeks, 37 weeks, or term time only contracts. You must pay by a monthly standing order, a month in advance, which must be set up before you are issued your key/card. Licensees who fail to pay outstanding debts after the final demand has been issued will be sent to a debt collection agency for redress. This may affect the debtor's future credit status.
- d. For those in receipt of external funding or student finance maintenance grant/loan the Foundation may, if necessary, make particular arrangements to facilitate a delayed payment until the first instalment of the award. You must, however notify the finance department of this, with evidence and receive agreement to proceed in this way.
- e. If at any point any Licensee experiences financial difficulties they must meet with the finance department to arrange a revised payment plan. Your centre director can provide you with support during this process; please keep them informed.

## 3.3 Inventory/Room Contents Sheet

- a. The inventory represents the official record of the contents of the accommodation and the room condition at the time you take possession of it.
- b. You must check the contents and condition of your accommodation and note any discrepancies on the inventory **immediately**. This should be completed within 7 days of arrival.

### 3.4 Furnishings/Room Contents for study bedrooms

- a. You are permitted to provide your own personal furniture (e.g. soft furnishing.) However any additional furnishings provided such as soft furnishings, cushions etc should be in accordance with the Furniture and Furnishings (Fire) (Safety) Regulations 1988.
- b. You may not alter or make repairs to any property or furniture within the accommodation.
- c. You are not permitted to remove furniture from your bedroom or from the kitchen. All furniture must be accounted for during inspections.

### 3.5 Damages

You agree to accept full financial liability for any loss/damage you or your guests/visitors may cause to Foundation property.

- a. You will be held liable for any accidental or intentional damage caused by you and/or your guests/visitors to any Foundation property within Foundation residences and will be expected to make full payment for repair or replacement.
- b. At regular points your accommodation will be inspected and you will be given written details of any damage or poor condition of the rooms or contents that goes beyond normal and reasonable wear and tear, and information about the cost of repair/renewal. This will give you time to remedy the situation but the Foundation reserves the right to charge you for such costs at the end of your occupancy.
- c. Where damage/loss in communal areas is caused by unidentifiable persons, the financial liability may be borne by all residents of the area concerned, at the discretion of Hospitality Services, and additional charges raised as appropriate.
- d. **If you or your guest/visitor are responsible for wilful or malicious damage or abuse to Foundation property or equipment, you may be immediately removed from accommodation and referred to the Foundation Disciplinary Procedure.**
- e. If you are removed from accommodation for such offences, you may be liable for the costs incurred.
- f. See Appendix 3 Damages Tariff for 2017-18

### 3.6 Repairs

- a. You must report any repairs/defects to Hospitality Services or the Facilities Manager without delay by email to [maintenance@queens.ac.uk](mailto:maintenance@queens.ac.uk) . See the Policy *Repairs and Service Expectations* for more details.<sup>1</sup>
- b. By reporting a repair, you are authorising access by appropriate persons to carry out the repair, if it is not possible to arrange this by appointment.
- c. If a repair is required to be completed within your bedroom, please ensure that the room is clean and tidy so that the repair can be completed with no danger of damage or disruption to your personal belongings.

### 3.7 Room Changes/Transfers

In exceptional cases, requests for room changes/transfers may be considered at the

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<sup>1</sup> Available on Moodle, Academic and Foundation Information/ Hospitality

discretion of Hospitality Services and (for Sponsored students) your centre director and sponsoring church as applicable.

### **3.8 Termination of/Release from Your Agreement**

- a. You are required to honour your license agreement.
- b. If you are leaving the Foundation permanently (i.e. withdrawing from your course for any reason), you need to complete an Early Depart form (see Appendix 4) and submit it to Hospitality Services. You are required to give at least 4 weeks notice; if giving less than 4 weeks' notice, you will be liable to pay an administrative charge for cancellation of your agreement equivalent to 4 weeks' residential fees.

### **3.9 Departure**

- a. At the end of your current licensee agreement period, you must vacate the accommodation and return all keys and swipe cards.
- b. If you depart before the date specified on this agreement you must notify Hospitality Services.
- c. You must lock your room and return keys and card to Hospitality Services. You should ensure that study bedrooms and communal areas are left secure.
- d. Check that lights are switched off and that windows are closed and properly fastened.
- e. Residences must be left clean and tidy and cleared of all personal possessions. All food should be removed from cupboards and fridges/freezers, etc. and disposed of in the bins provided.
- f. Additional cleaning charges may be levied in respect of residences not left in an acceptable condition (see Appendix 3).

### **3.10 Left Property**

- a. Residents are required to remove all their personal possessions at the expiry of the accommodation contract. Any personal items of value found in Foundation accommodation after contract expiry will be retained in lost property for a limited period of no longer than one month.

### **3.11 WEEKLY COMMUTERS**

- a. Weekly commuters are expected to be resident Monday to Thursday during term time (except when placements are taking place). Weekly commuters are permitted to stay Sunday afternoon to Friday during term time where travel or study needs require this and if the room is not needed for weekend students or other visitors. You will be notified one week in advance if your room is needed. You are not entitled to any additional meals outside of the Mon-Thur contractual period, but you may book and pay for these separately in advance (see Appendix 5).
- b. Your room is not likely to be used during the Christmas vacation but it will be used during the Easter vacation for part time students of the Foundation and could be used at other times outside of your Mon-Thur contractual period. If your room is needed, you will be given one week's notice. You do not have to empty your room, but only to leave it tidy with valuable items locked away and surfaces clear.
- c. Your room will be used during the summer vacation. You are advised to empty your room for this period. If you are continuing in your studies, you may request to use the

same room in a subsequent year but the Foundation cannot guarantee that you will be allocated it. If you will be vacating your room prior to the official end of term 3 please let Hospitality know.

- d. If you wish to stay or use your accommodation during the summer vacation period, you should inform Hospitality at least 4 weeks in advance. You will be charged for this use on an agreed rate. You will NOT be permitted to stay during the vacation period if you have unpaid residential fees/ fines.

## 4.0 Fire & Personal Safety

### 4.1 Fire Prevention

- a. Do not tamper with the safety equipment, door closures or signage.
- b. If a fire extinguisher is discharged for any reason, the occurrence must be reported to Facilities as soon as possible and you may be liable for a fine to cover the cost of replacement.
- c. Do not leave a cooker, toaster or barbeque unattended whilst cooking.
- d. Do not obstruct or prop open fire doors

### 4.2 Fire Safety

- a. You must comply immediately with any requirement served orally or in writing by the Foundation in connection with Fire Safety, including the safe use of electrical equipment, in accordance with the relevant legislation.
- b. You must familiarise yourself with the location of fire exits, fire alarm systems and fire-fighting equipment.
- c. You must participate fully in any fire drills which may be held.
- d. You must treat every alarm as an emergency. If you act as if it is a false alarm and fail to evacuate, or you take your time evacuating the building, you could lose your life.
- e. Testing of the fire alarm systems is carried out periodically.
- f. Activating a false alarm, or tampering with any fire safety equipment, fire doors or emergency telephones is irresponsible, and puts every Resident's life at risk.
- g. Evacuation should take a maximum of 3 minutes.
- h. You have a duty to report any instances of damage or abuse of the fire safety equipment, in the interests of all Residents who may rely on the equipment in an emergency.

### 4.3 Electrical Appliances

- a. All electrical appliances must be used carefully, taking note of the electrical loading limits of the wiring and the danger of fire.
- b. On campus, only appliances rated fewer than 2 amps should be used.
- c. The Foundation regularly tests all electrical items it supplies.
- d. Cooking appliances must in no circumstances be used in study bedrooms.
- e. You must make sure that trailing cables of table lamps, radios, etc., do not constitute a hazard.
- f. You must not attempt to repair any faulty appliance or remove light fittings or light bulbs.
- g. The Foundation reserves the right to enter any study bedroom to investigate or repair an electrical fault, and to remove and/or confiscate any electrical or other equipment if it is deemed that its use is likely to cause a fire or other health and safety hazard.

### 4.4 Personal Safety/Building Security

- a. All external doors should be kept closed.
- b. **Do not allow people whom you do not know to enter any part of the accommodation. You are responsible for what happens within the accommodation and will liable for any**

**damage by person's unknown.**

- c. Do not prop open doors.
- d. Keep your own bedroom door locked at all times, even if you will only be away a short time.
- e. When leaving your room, make sure that all ground floor windows are secured.
- f. **If you jeopardise the security of a building by loaning your ID cards or keys, entering or exiting via windows, propping open doors, or letting in strangers, you may be subject to disciplinary action as outlined in the Disciplinary Procedure.**

#### **4.5 Hazardous Items/Behaviour**

- a. Candles, incense burners, barbeques, fairy lights, electric blankets, heaters, grills and other naked flames are hazardous, and their use is not permitted in foundation accommodation.
- b. The use of any type of chip pan or deep fat fryer is prohibited.
- c. Barbeques may only be used in external, specially designated areas.
- d. Bonfires are prohibited.
- e. Items mentioned above will be confiscated by foundation staff.

#### **4.6 Use of Alcohol**

- a. If you choose to consume alcohol, you are expected to do so in a responsible way. Being under the influence of alcohol does not justify or excuse irresponsible behaviour.
- b. If the general permission to consume alcohol is abused, it may be limited or withdrawn at the discretion of the designated Foundation Officer.
- c. Guests/visitors under the influence of alcohol may be refused permission to enter or remain in foundation accommodation.

#### **4.7 Substance Misuse**

- a. The possession, use of or involvement with certain drugs or other controlled substances is illegal and against Foundation policy. The incident will be firstly reported to the police and any action which breaches any drugs-related legislation will be regarded as a serious disciplinary matter.

#### **4.8 Smoking Policy**

- a. In line with foundation policy, accommodation is completely non-smoking. It is also prohibited at the entrance to buildings. To ensure the effective application of this policy the use of e-cigarettes is also prohibited.

#### **4.9 Legionnaires**

- a. Residents are asked to notify Hospitality Services when absent from your room for more than 7 days outside of normal holidays so that staff can enter your apartment/bedroom and flush the WC and / or run the shower/wash hand basin as appropriate.
- b. Students who have been away from accommodation for more than 7 days at any time are requested to flush their toilets and run their shower/wash hand basins on returning.

# 5.0 Communal Living

## 5.1 Respect for Others

- a. Entering another resident's room or disturbing his/her property without permission is prohibited.
- b. You agree to abide by the Foundation's *Code of Conduct* and The Queens Foundation's Equal Opportunities and Bullying and Harassment policies. Behaviour of a discriminatory nature against a person's race, religion, sex, sexual orientation, age, political opinion or disability are contrary to foundation ethos.

## 5.2 Noise

- a. You agree that your accommodation will, at all times, be occupied in such a way as to cause no disturbance or inconvenience to the occupants of neighbouring rooms or premises.
- b. Unacceptable noise is any sound, human or otherwise, which is or may be disturbing to others, either within Foundation's accommodation or in neighbouring residential areas.
- c. **Minimum quiet hours** are 11.00 pm to 7.00am, during which period it should be quiet enough to permit each Resident to sleep.
- d. The playing of musical instruments and stereo/hi-fi systems, televisions, etc., should be within reason, moderation, and consideration.

## 5.3 Cleanliness, Hygiene and Waste Disposal

- a. You are responsible for the cleaning of your study bedroom or flat, and to cooperate with fellow residents to keep communal areas in a clean and tidy condition.
- b. You must not leave dirty cooking utensils/crockery in communal kitchen areas, and cookers/worktops must be wiped down after use, particularly after spillages
- c. You must not leave rubbish (or any items considered unsightly) outside residential blocks (which includes picnic and barbeque areas).
- d. Rubbish must be deposited in bags in the designated bin areas provided. It must not be left beside bins, barbeque areas or picnic tables as this may attract vermin. Any rubbish left outside residences will be removed by the Foundation's Facilities Management staff and all residents in that area will be liable for the costs of disposal.
- e. Residents must use the appropriate bin when disposing of rubbish and use the recycling bins correctly.
- f. The foundation reserves the right to make periodic inspections of bedrooms to ensure that basic hygiene standards are maintained. At least 48 hours' prior notice will be given, and you may be in attendance by pre-arrangement with Hospitality Services.
- g. Regular checks will be made of communal areas, including kitchens and residents will be notified of any problems found.

## 5.4 Heating/Ventilation

- a. All accommodation is centrally heated and you are not permitted to bring your own heating appliances. Any additional heaters found within the accommodation will be confiscated.

- b. The drying of clothing on radiators in communal areas is prohibited, as this is a prime cause of condensation and mould growth/staining.

## **5.5 Energy Efficiency/Re-cycling**

In the interests of energy efficiency, and to be environmentally friendly, you are asked to observe/ carry out a number of practices whilst living in foundation accommodation:

- a. turn off all unnecessary lights, taps, and electrical appliances, and radiators when not in use during warm weather.
- b. take all used glass bottles, paper and cardboard to re-cycling areas.

# 6.0 Disciplinary Action

## 6.1 Consequences

All students should familiarise themselves with relevant codes and policies: the Queen's code of conduct, Fitness to Study Framework, Equal Opportunities and Harassment and Bullying Policies.

Sponsored students should be aware that breaches of the code of conduct may be notifiable to their sponsoring churches as part of the church's Fitness to Practice Procedures.

## 6.2 Related Policies and Procedures

- Code of Conduct and Disciplinary Procedure
- Acceptable Use ICT Policy
- Key Contract
- Complaint Policy and Procedure
- Fitness to Practice Framework
- Equal Opportunities
- Bullying and Harassment
- All Hospitality Policies and Procedures as set out in the A-Z Policy Framework on Moodle and in hard copy in common room, lounge and library.

# 7.0 CONTACT INFORMATION

Principal: David Hewlett [hewlettd@queens.ac.uk](mailto:hewlettd@queens.ac.uk) 0121 452 2600, Executive Assistant, Anj Parmar.

Wellbeing Officer: Deacon Eunice Attwood [attwoode@queens.ac.uk](mailto:attwoode@queens.ac.uk)

Call or visit reception (a service provided by Hospitality): 0121 4548171 to contact staff below

Director of Operations: Katherine Onion [onionk@queens.ac.uk](mailto:onionk@queens.ac.uk)

Hospitality and Conference Manager: Dede Tyndall: [hospitality@queens.ac.uk](mailto:hospitality@queens.ac.uk)

Campus and Facilities Manager: Mark McFadzean: [maintenance@queens.ac.uk](mailto:maintenance@queens.ac.uk)

Hospitality Officer: Georgina Bewley [hospitality@queens.ac.uk](mailto:hospitality@queens.ac.uk)

**Out of office hours (including in an emergency- after dialling 999), call the duty phone on: 07747496093**

# Appendix 1 CODE OF CONDUCT

## The Queen's Foundation Code of Conduct

### Scope:

This code of conduct applies to all students studying at the Queen's Foundation. It applies whether a student is on campus or not, or whether a student is on a designated Queen's activity or not.

### Related policies or codes:

- harassment and bullying
- equality
- academic malpractice
- Safeguarding policy and procedure
- Fitness to Study
- IT Acceptable Use Policy
- Fitness to Practice Framework

Students being sponsored for ministry are expected to comply with similar codes relating to their sponsoring church. These codes may become determinative within the Church's fitness to practice procedures.

### The Code of Conduct

#### 1. All students are expected to behave with honesty and integrity.

*Examples that would be considered to fail to comply with this might include:*

- Acting unethically e.g. not seeking ethical approval for certain research or repeated plagiarism or using another's work as one's own.
- A failure to provide accurate and up to date information, e.g. not declaring criminal convictions previous to or obtained during study; not reporting non-attendance and providing reasons.
- Disclosing to third parties private or sensitive information without consent, or using such information for personal advantage or to the detriment of a third party.
- Theft or wilful damage to the property of others or the fabric and environment of the campus.

#### 2. All students are expected to behave with respect and courtesy toward others.

*Examples that would be considered to fail to comply with this might include:*

- Harassment, bullying, or violence toward others.

- Disrespectful or discourteous behaviour to others, demeaning other's views, appearance, or choices, undermining the efforts of other students or staff.
- Using language or imagery (eg, blasphemous, racial or sexual terms) that is likely to offend others or which is likely to incite contempt or hatred of others.
- Failing to maintain appropriate boundaries in personal issues, or not being aware of one's impact on others.

### **3. All students are expected to take personal responsibility for their actions and behaviour**

*Examples that would be considered to fail to comply with this might include:*

- Not taking responsibility for one's own learning, not employing reasonable diligence in conducting work according to guidance and study hours.
- Engaging in actions or speech that are likely to bring Queen's into disrepute, whether on the campus or in social media or in other public spaces.
- Ignoring feedback from tutors/supervisors or failing to seek advice where needed.
- Ignoring or disregarding the rules, regulations or processes required by Queen's or by partner bodies – e.g. a placement host or a link church.
- Using pseudonyms or anonymity to express views that are offensive.

### **3. All students are expected to contribute to a safe and hospitable environment**

*Examples that would be considered to fail to comply with this might include:*

- Acting in a way that jeopardises the health or safety of others.
- Abuse of alcohol or drugs.
- Failing to report unethical or unsafe behaviours in others.
- Sharing confidential information inappropriately or without permission.
- Taking advantage of others e.g. putting pressure on others to lend money or give support, making excessive demands on others to give assistance in studies or tasks.

### **We will assist you in meeting these expectations by:**

- ✚ Having clear procedures in place for reporting concerns or problems, and signposting these clearly in induction and handbooks.
- ✚ Having clear guidance available for specific expectations, e.g. on good academic practice in referencing, or behaviour in classes.
- ✚ Providing tutorial and chaplaincy support where you can seek advice and guidance.
- ✚ Facilitating community meetings, cell groups and other shared spaces in which issues of behaviour and conduct can be discussed.
- ✚ Always seeking to be honest and transparent with you if there are concerns about your conduct.

# Appendix 2 Student Key Agreement

Name: \_\_\_\_\_

Room Key \_\_\_\_\_ Swipe Card: \_\_\_\_\_

Interior Front door key \_\_\_\_\_ Building: \_\_\_\_\_

Please be aware if you lose your assigned key, a replacement fee will be added to your student account, (£10 room key, £10 Swipe Card, £10 Interior Front Door Key).

You agree to keep this key safe and report any loss immediately to Hospitality Services (email [hospitality@queens.ac.uk](mailto:hospitality@queens.ac.uk)) If out of hours and if you are concerned about security as a result of the nature of the loss (e.g. stolen handbag where the thief could discern the home address associated with the key) call the out of hours Duty Phone number. You agree not to copy this key without prior permission. Copies of keys must be logged and assigned to family members and returned at the close of the license or lease.

*I take full responsibility and agree to pay any fees associated with the loss of my assigned keys.*

\_\_\_\_\_  
Student Signature and Date

\_\_\_\_\_  
Hospitality & Conference Manager's Signature and Date

\_\_\_\_\_  
Student NAME [PRINTED] and Date

\_\_\_\_\_  
Hospitality & Conference Manager's NAME [PRINTED] and Date

# Appendix 3 Indicative Tariff for Damages

1.1 Breakages happen but anything that you break or damage will have to be paid for.

**1.2 PROCEDURE:** There will be a room inspection prior to your arrival and when you leave and the Foundation reserves the right to charge you for any *excess* cleaning, repairs or replacements (beyond normal wear and tear).

1.3 The Foundation Hospitality Services team will take photographic evidence and note the date, time and place where the damage was found; where appropriate photographs will include a ruler or coin to indicate the size of the damage found. The Hospitality & Services team will inform residents/guests when damage has been found. Notification will be via email to the address held and photographic evidence of the damage will also be sent.

1.4 indicative tariff of charges:

Item	Estimated Cost	Charge basis
Smoking	£150 automatic fine for covering smoke detectors	Automatic fine
Carpet tiles	From £15 per tile	Clean or replacement
Curtains and Blinds	From £100	Per pair of curtains
Mattress	£100-£150	Per mattress
Furniture	Replacement cost plus labour. Or Cost of repair plus labour.	Depending on item and extent of damage. You will be provided with copies of receipts for replacements.
Damage to walls	Minimum £50-£150	Dependent on extent of damage
Damage to or illegal discharge of fire equipment	£75 for extinguisher refill  Plus cleaning cost: approx £75	Automatic fine

## 1.5 Cleaning charges

Just because there are cleaners, it doesn't mean you can be mucky. If additional cleaning has to be done then you'll have to pay for it. Here's a breakdown of the costs:

Item	Required Standard	Cleaning Charge Description	Estimated Charge	Applicable Areas
Bedroom Carpet	Vacuum carpet	Carpet clean	£60.00 approx.	All bedrooms

General Cleaning	Rubbish removed General surface clean Bin washed out Furniture emptied and wiped clean All surfaces wiped clean	Bedroom deep clean	£50.00 approx.	All bedrooms
En-suite Bathroom Clean	Rubbish removed Toiletries disposed of General surface clean Bath, shower, WC, sink wiped clean Floor to be litter free and clean All rubbish removed Shower curtain/door cleaned All surfaces wiped clean	Bathroom deep clean	£30.00 approx.	En-suite rooms and shared flat shower rooms

**1.6 FIXTURES, FITTINGS & REPAIRS.** It is important to be aware that all fixtures, fittings and soft furnishings are manufactured to a higher specification than those found in a domestic environment hence the higher cost of replacement.

All property repairs will be undertaken by the Foundation’s Facilities Service or a Foundation approved contractor - Residents are not allowed, and should not attempt, to carry out repairs. Replacement furniture and fixtures will be purchased through Foundation approved contractors.

**1.7 APPEAL AGAINST DECISION**

Residents/guests will be given 14 days after the email has been sent to contact the Facilities and Campus Manager to discuss the damage charge (informal stage).

If not satisfied, to lodge an appeal against the decision the licensee should write to the Principal outlining their reasons and appending evidence as applicable within a further 7 days (formal stage). The Principal will follow the *Foundation’s complaint’s procedure* to resolve the issue with an investigation, second appeal opportunity and ultimately final review by the Office of the Independent Adjudicator.

# Appendix 4 License or Tenancy Early Release or Extension Form

Name: \_\_\_\_\_

Room \_\_\_\_\_

Building: \_\_\_\_\_

Date of Request: \_\_\_\_\_

## Request for Early Release:

Notice must be received at least 4 weeks prior to departure date. If responsible for paying maintenance or other accommodation charges the licensee/ tenant remains liable for this up to and including the fourth week after the date of the submission of this form or the date of departure whichever is later.

Date of Departure: \_\_\_\_\_

Please remember to return all keys and swipe cards. A room inspection will follow departure and you may be liable for costs for damages/ cleaning beyond usual wear and tear for the duration of your occupancy as per the indicative tariff charges in appendix 3 of this agreement. If you are also a student of the Foundation and are withdrawing from study please remember to complete a Withdrawal form.

## Request Extension

Current end date of tenancy or licence: \_\_\_\_\_

Requested extension to: \_\_\_\_\_

Reason: \_\_\_\_\_

*I take full responsibility and agree to pay any fees associated with the amended date for the ending of my licence / tenancy.*

\_\_\_\_\_  
Student Signature and Date

\_\_\_\_\_  
Hospitality & Conference Manager's Signature and Date

\_\_\_\_\_  
Student NAME [PRINTED] and Date

\_\_\_\_\_  
Hospitality & Conference Manager's NAME [PRINTED] and Date



partner and children up to three meals per week to take in the dining room without charge. Families are especially encouraged to eat on Sundays but not on Tuesday evenings when the dining room is very full.

If additional meals are wanted they can be signed in and will normally be charged £5 for an adult, £2.50 for a secondary school age child and nothing for under-11s. If these additional meals are wanted you are encouraged to book a term at a time to help with our administration. If these arrangements are difficult or put you and your family under pressure, we encourage you to talk to your personal tutor to see what we can do to help.

2. **Weekly Commuters** are provided with the following meals:

Breakfast either self-catered in the kitchens in Frances Young House or available in the dining room.

Lunch	Monday – Thursday (served from 1.00 until 1.30 pm)
Evening Meal	Tuesday and Wednesday (served from 6.00 until 6.30pm)

3. **Daily Commuters** are provided with the following meals:

Breakfast	Monday – Friday	(Self-service in the dining room)
Lunch	Monday – Thursday	(served from 1.00 until 1.30 pm)
Evening Meal	Tuesday and Wednesday	(served from 6.00 until 6.30pm)

Queen’s wishes to support families, especially of those who have moved to Birmingham but who live off campus. Therefore we give a partner and children up to two meals per week to take in the dining room without charge. Coming to eat on a Wednesday evening when children attend kids@queens is a good time to share a meal, as is Sunday lunch. They must be booked in by the student.

4. **Part time Track 1** students are provided with the following meals:

Self-service breakfast	Wednesday (8am – 9am)
Lunch	Tuesday and Wednesday (served from 1.00 until 1.30 pm)
Evening Meal	Tuesday (served from 6.00 until 6.30pm)

### **Guests (all Track 1 students)**

You can bring 2 guests per term free of charge for a meal. Any more than this there is a £5 per person charge, £2.50 for school age children and free for pre-school children. This does not include 'official' guests who are Foundation business, e.g. a placement supervisor or accompanist. For *personal* guests please ensure that you complete a guest form at least three days prior to the meal in question.

For '*official*' guests, please sign them in in the usual way and add in what capacity they are coming.

### **TRACK 2 – QRC- Edgbaston and Shallowford**

Sharing meals is an important part of the residential experience and one not to be taken for granted.

At residential events you are provided with all the meals on your programme at no charge. The default position is that we assume you will be present for these meals. We are exploring how best to manage either absences or bringing guests on Sunday and we will inform you about this at the start of term.

You can bring up to 6 personal guests per year free of charge, and Sunday lunch at the end of a residential weekend is an attractive time for some to attend. Any more than this there is a £5 per person charge, £2.50 for school age children and free for pre-school children. You can also occasionally invite an 'official' guest e.g. a placement supervisor.

For those learning at the Queen's campus on a Tuesday night the evening meal is included free of charge and you are automatically booked in for this. Occasional absences are not a problem but we want to know if you are consistently not planning to eat (e.g. because you cannot get to Queen's in time from work) so that we can avoid wasting food. We will tell at the beginning of term how you can book guests in to a meal or inform us about absence.

For those learning at Shallowford House on a Wednesday night an evening meal is provided free of charge and arrangements for booking this will be explained at your induction to the House.

# APPENDIX 6 – AGREEMENT PAGE

## The Parties to this agreement and the Premises

The following clauses set out the basic terms of the licence, the main dates that have been agreed.

This agreement is made the day of: \_\_\_\_\_

Please tick:

Permanent Resident

Weekly Commuter

Premises	Room _____ FRANCES YOUNG HOUSE / OLD BUILDING together with fixtures, furniture and effects therein as specified in the inventory
Licensor	Paul Bayliss of THE QUEENS FOUNDATION FOR ECUMENICAL THEOLOGICAL EDUCATION SOMERSET ROAD, EDGBASTON , BIRMINGHAM , B15 2QH
Licencee	of Room _____ FRANCES YOUNG HOUSE / OLD BUILDING QUEENS FOUNDATION, SOMERSET ROAD, EDGBASTON, BIRMINGHAM , B15 2QH
Occupancy	The maximum number of people permitted to occupy the property is _____
Term	A fixed Term of _____ months [PERMENANT RESIDENTS] OR TERM TIME ONLY: Commencing on and including _____ and including Wed 4 <sup>th</sup> July 2018 [WEEKLY COMMUTERS]

### License Signed By

Here is a list of people set out to sign the License, and signatures where they have been collected.

#### The Licensee

Printed Name	Signature	Date Signed	User Email Address

#### The Licensor

Printed Name	Signature	Date Signed	User Email Address