



## ACCOMMODATION FACT SHEET

### Out of Term Residence (OTR)

Christmas Vacation 2018

**Please read the information below carefully.**

**If you do not fill out and submit your Out of Term Residence (OTR) form correctly, you may not be granted an OTR**

If you need to stay in College between terms for the whole vacation or just part of the holiday, even for just one additional night's stay, then you need permission for an OTR. Priority will be given to overseas students, and those with an academic reason for staying.

#### **OTR Dates**

The OTR period runs for the entire vacation period (night of Wednesday 19<sup>th</sup> December to night of Friday 4<sup>th</sup> January.) You cannot apply for an OTR outside these dates.

Please remember that once you have left College, you cannot return during the same term (eg. if you leave on 4<sup>th</sup> December, you cannot stay in College again until OTRs begin on 19<sup>th</sup> December).

#### **Completing the OTR form**

You should circle all the nights you wish to stay in College accommodation. Remember that you will leave on the morning after the last night you circle (if you circle Friday 28<sup>th</sup> as your last night, you will be departing on the morning of Saturday 29<sup>th</sup>). You may apply for up to two OTR stays per vacation period.

#### **Who needs to sign?**

If you need an OTR for personal, tutorial or College-related reasons (eg. travel limitations), your OTR form must be signed by your Tutor. If you need an OTR for academic reasons (eg. you need to work in the UL) your OTR form must be signed by both your Tutor and your DoS.

#### **Handing in your OTR form**

You must submit a signed and completed OTR form to First Court D2 by the last day of Full Term (Friday 30<sup>th</sup> November).

#### **When will I find out if I have been granted an OTR?**

You will receive an email from the Accommodation Coordinator by the last day of Term (19<sup>th</sup> December), confirming whether or not you have been granted an OTR. The Christmas holiday is not normally a busy period, so it is likely that all applications submitted before the deadline will be granted.

#### **OTR Rooms**

Where possible, the College will endeavour to allow students to stay in their normal rooms. However, during the Christmas Vacation, the heating and hot water in many accommodation areas will be turned off to save energy. Therefore most students will be required to relocate to specific accommodation areas.

If you are allocated a different room for your OTR stay, please make sure you leave any duvets or pillows provided by the College in your normal room – there will already be a set in your OTR room. If you are allocated a room with a double bed for your OTR stay, but your normal room has a single bed (or vice versa), the Housekeeping department can provide you with linen for the duration of your stay.

Whenever you depart from your normal room, whether to leave College, or to move to another OTR room, you must leave your room in an acceptable state (please refer to the Departure Requirements Fact Sheet for further details).

Please note that, if you remain in your own room for the duration of the vacation period, your room will not be cleaned.

### **OTR Room Costs**

You will be charged the normal nightly charge for the room you are allocated. If you have a budget then you should note this on your OTR form – this will be taken into consideration when you are allocated a room, but this may not always be possible. The charges for your OTR stay will be shown on your next College Bill.

### **Changes, cancellations, and late forms**

Once you submit an OTR form, you will not be permitted to change the dates of your OTR stay except in exceptional circumstances (subject to Tutor/DoS approval). You may cancel your stay as long as you give 24 hours notice to the Accommodation Coordinator.

You may hand in your keys early if you want a shorter OTR stay, but you cannot extend your stay, or hand back keys later than the date specified on your OTR confirmation email, unless this has been approved by your Tutor and the Accommodation Coordinator.

Please be aware that Fellows and staff may be away from College or taking annual leave throughout the Christmas Vacation, so any late requests may not be processed in time.

### **Keys and the Redit Book**

When you leave College accommodation for the first time after the end of Michaelmas Term, you must hand in your keys and sign the Redit book in the Porters Lodge on the day of your departure. When you arrive back in College accommodation, you must collect your keys and sign the Redit book again on the day of your arrival. If you use your University card as your door key, you must still sign the Redit book when you leave and return.

If you are allocated a different room for your OTR stay, you must hand in the keys to your normal room and exchange them for the keys to your OTR room – you cannot keep the keys to your normal room. If you fail to sign the Redit book or hand in your keys, you will be fined.

### **Arrival and Departure Times**

You may collect the keys to your OTR room from 2pm on the first day of your OTR stay, and you must return the keys by 9am on your departure day, unless you are informed otherwise.

### **Who to contact**

Susannah Roberts, Accommodation Coordinator (str35) – enquiries relating to OTR bookings

Bob Smith, College Marshal (rcs31) – enquiries relating to storage rooms, keys, the Redit book

Dawn Collins, Head of Housekeeping (dc614) – enquiries relating to leaving belongings in rooms