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**HARRIS MANCHESTER COLLEGE**

**COLLEGE DOMESTIC AND OTHER ARRANGEMENTS FOR THE ACADEMIC YEAR 2021/2022**

**AS OF 4 OCTOBER 2021.**

 **Michaelmas Term** Monday 4th October 2021 – Friday 3rd December 2021

 **Hilary Term** Wednesday 12th January 2022 – Friday 11th March 2022

 **Trinity Term** Wednesday 20th April 2021 – Friday 17th June 2022

**IMPORTANT NOTE: In order to enable the College to continue to flourish as a close-knit academic community while also ensuring the safety of students, fellows and staff, these arrangements may need to change with the evolving situation and in light of government and University guidance.**

**Where changes are made, an updated version of this document will be circulated to students.**

# STUDENTS LIVING IN COLLEGE ACCOMMODATION

# Fees and charges

‘Battels’ is the name given to the domestic fees charged by the College.

Battels for the 2021-22 academic year for are for single study-bedroom (with no extra bills), and seventeen meals per week (= 3 meals per day, Monday to Friday and brunch on Saturday and Sunday) during term time only.   Any queries relating to battels should be directed to the Bursar, Peter Hyde (peter.hyde@hmc.ox.ac.uk).

Students who are ‘living in’ are required to pay a £300 deposit in advance to secure their room. For finalists, this is £100. Payment details may be found here: <https://www.hmc.ox.ac.uk/payments-fees-and-battels>.

**Deposits should have been paid by 10th September at the latest.** Please contact Marie McCarthy in our Accounts Dept. (marie.mccarthy@hmc.ox.ac.uk) if you have any queries regarding payment.

# Arrival and reception

The Freshers’ Week programme begins from Monday 4th October.

Students may choose to arrive from September 27th unless COVID requirements for quarantine or course commencement dates dictate earlier arrival.

Postgraduate students who will be living in and who wish to arrive prior to th October, either because their course starts early or because they wish to attend one of the University run Orientation programmes for international students, should contact Clare Davis (clare.davis@hmc.ox.ac.uk) as a matter of urgency to check what arrival date may be possible. Generally, it is not possible for graduate students to arrive more than 2 days before a course start date.

Extra charges will apply for all early arrivals and must be paid in advance.

Charges per night -

£27.50 room only

£40.00 Quarantine ( incl meals).

**Room keys will not be issued until you have signed the Accommodation Acceptance Form which will be issued on arrival. Submission of this form provides confirmation that you have accepted the terms and conditions as outlined in the Licence to Occupy. Details of both are available on the College website. We strongly recommend you read through these terms as ignorance will not be considered acceptable in cases of breach of contract.**

**Please note any lost keys will be charged at £25.00 per key and this will be charged to your College account.**

Do not leave luggage unattended anywhere in College. The College will accept heavy luggage or parcels sent in advance of your arrival. Such deliveries should be addressed to yourself at the College mailing address (to be found at the end of this document). Please email bursary@hmc.ox.ac.uk to advise if you will be sending any luggage in advance. College takes no responsibility for the loss or damage to any luggage or parcels delivered to College.

# Accommodation

Many of the student houses date from the 17th century, and have rooms of all shapes and sizes with some more modern accommodation also being available. All living-in students will have been allocated a single study bedroom**.** The rooms are centrally heated and the majority are en suite but all have their own hand basin as a minimum. No towels, bed linen, pillows and duvets are supplied. However, should you wish to purchase a duvet and pillow (£20.00) you may do so by contacting housekeeper@hmc.ox.ac.uk prior to arrival.

**Vacating Your Room.**

Students on a term-time only tenancy must vacate their rooms no later than 9.30am on the Saturday at the end of term (end of 8th week). Your room must be cleared of all possessions unless otherwise agreed. There may be limited storage for students’ possessions in College during the vacations. Priority will be given to overseas students. Special arrangements will apply to students required to stay in College for examination purposes.

Students may return from the Sunday before the start of Hilary and Trinity terms (0th week) at no extra charge.

**Smoking is not allowed anywhere on College premises (including the quads): students found smoking on College premises will be fined and may be required to move out of College accommodation**.

**COVID**

College arrangements for the coming academic year have yet to confirmed. The restrictions and guidelines are ever changing and subject to constant review. Further general information can be found on the University website: <https://www.ox.ac.uk/coronavirus/students/colleges>.

Further details will be published as and when confirmed.

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# STUDENTS LIVING OUT OF COLLEGE

*Arrival and reception*

You should arrive at the College by Monday 4th October which is when Freshers’ Week activities will begin (though there may be some welcome events the night before). Please check the Freshers’ Week programme for information on where you are to congregate. Some graduate courses may have induction events scheduled in advance of this date and it is best to check this with your Department. Bursary staff will be present to tell you about domestic arrangements in College.

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**ALL STUDENTS**

# Car parking

There is no car parking in College for students. There is now no unrestricted parking in central Oxford, and there is a high risk of vandalism and theft from vehicles in the area*.* Students are advised not to bring cars to Oxford.

# Financial Security

Students who are being sponsored by parents or others should consider taking out insurance cover against the death or early retirement due to ill health of their sponsor. This is particularly advisable in the case of students from overseas. Students are also strongly advised to provide themselves with insurance cover for their possessions, including money, computers and bicycles: the College’s insurance does not cover the theft of students’ personal belongings. You should not keep large sums of money in your room.

# Drugs

As stated in the *Regulations*, the possession of, e.g., cannabis, cocaine , MDMA or any other classified drugs is illegal in England. Under English law the College as well as the individual would be held responsible if any of these drugs were found on the premises. Accordingly, anyone found possessing, using or providing to others any of these drugs will be required to leave the College without rebate of charges or right of appeal. If there is a suspicion that there are drugs in College, room searches will be authorised.

# Addresses and telephone numbers

The mailing address for all students is *Harris* *Manchester College, Mansfield Road, Oxford OX1 3TD*

You will have an individual mail box in the post room into which all mail for you will be put. Please check this regularly.

From outside the UK dial your international code, then 44 1865 271006/9 (telephone)

For emergency use only outside College hours contact the Junior Dean on 07909476586