**Residential Guidelines 2023/24**

Please familiarise yourself with our residential guidelines if you are staying on campus.

1. Bedrooms are allocated on the day of arrival. Individuals are unable to pre-book or request specific rooms or accommodation blocks. Keys are available from 3pm on the first day with keys returned by 9.00am on the day of check-out.

1. Once allocated, rooms must not be swapped with fellow students as this contravenes our Health and Safety and Safeguarding protocols.
2. If an individual requires specific facilities due to a health or medical need, this must be disclosed prior to attendance on the course. Priority will be given to those with the greatest need. Medical evidence may be required.
3. Please be aware that some of our rooms do not have en-suite facilities therefore private bathroom facilities cannot be guaranteed when accommodation is allocated.
4. Please be aware that residential accommodation blocks may be mixed (male/female).
5. The College does not provide towels or toiletries. Bedding is supplied and additional blankets are available upon request.
6. Individuals are unable to stay residentially outside of the nights their course is running. The only exception to this is where an individual lives 25 miles or more from the College. In this instance, the individual can stay the night before their course starts.
7. Where an individual misses residential nights, for example, due to illness, session cancellation, these nights cannot be banked to be taken back at a later time.
8. Where long courses have Independent Study weeks, individuals are able to stay residentially on the nights they would usually be in College. Residential accommodation will cease on the last day of the course.
9. Individuals are asked to respect their environment by keeping rooms and surrounding areas clean and free from anything that may damage the facilities, as well as keeping noise levels to a minimum.
10. Visitors are not permitted to stay in the residential accommodation.
11. Designated smoking/vaping areas are available and identified around the accommodation areas. Please ensure smoking/vaping is restricted to these areas only.
12. Please be aware that the College is an alcohol-free site. Anyone found to be in breach of this may be refused residential accommodation.
13. The College has a zero-tolerance approach towards drugs and will invoke the College’s Disciplinary procedure for anyone found in possession of or using illegal substances.
14. All students are required to wear their ID badges at all times, as part of maintaining a safe and secure environment. Individuals will be challenged where this is not visible.
15. Any issues experienced outside of office hours, can be reported to the on-site team by dialling 6303 from the phones within the residential accommodation blocks or 01226 776000 from a mobile.