

Accommodation Supporting Information Sheet 2021-22

For Further Education Students

If you are applying for College accommodation, please read this important information.



Residential Accommodation and Covid-19

The residential offer at Hadlow College is one of the things which makes studying with us unique. Whilst we continue to be mindful of any guidance that may be published, we are also committed to the safety and wellbeing of our students and will only open the residential provision if we consider it is appropriate and safe to do so.

In order to help protect everyone on site and create a safe and supportive living and study environment, we have already made a number of adjustments to our residential facilities and teaching areas in line with the current Government guidance on social distancing and safety measures.

Full details of the expectations of following and adhering to the measures put in place will be included and agreed to as part of your residential contract with regard to following College rules and regulations.

An extract from the Rules and Regulations relating to Covid-19 is included on page 4 of this Supporting Information. Agreement to the Rules and Regulations forms part of your residential contract.

Order of Allocation 2021-22

College accommodation for Further Education students is allocated in the following order:

Priority	Description of Application
1	All returning students studying full time courses who lived on-site during the 2020-21 academic year and <ul style="list-style-type: none">• <i>Who return the application form by Friday 18 June 2021, and</i>• <i>Whose recorded attendance has been above 90% for the previous academic year, (or had recorded mitigating circumstances to explain a low attendance) and</i>• <i>Who have had no disciplinary issues in the previous academic year</i>
2	New students studying full time courses that have applied before Friday 18 June 2021
3	New and returning students that have applied after Monday 21 June 2021
4	All returning students studying full time courses <ul style="list-style-type: none">• <i>Whose attendance significantly dropped below 90% for the previous academic year (unless there are mitigating circumstances) and / or</i>• <i>Had residential disciplinary issues</i>

Please Note

When considering all applications, the following aspects are also taken into account:

- The need to be on campus for early or late duties as an integral part of the course

- Those who have a complex journey to Hadlow College and / or it takes more than 2 hours daily to get to and from College

Any student who due to exceptional circumstances would have their learning experience at Hadlow College enhanced by living in College accommodation should write their reasons in the Personal Statement in section 5 of the application form.

Please note that no applications for 2021-22 will be processed if there is **outstanding debt** on a student account relating to the previous year/s.

All students under 18 years will be required to attend a residential interview and a reference will be requested from your previous education provider or other supporting professional to confirm your suitability to live independently before a place in residential accommodation will be offered.

Application Timeline

From end of April onwards	Accommodation application form and residential bursary form available to complete online from our website
Early July	Confirmation letter sent to applications from Priority 1 & 2 students
End of July	Confirmation letter sent to Priority 3 students
After 1st August	Confirmation letter sent to Priority 4 students. All further new applications allocated in priority and date of receipt order and placed on a waiting list if all accommodation places have been filled.
August	Contracts and moving in information sent to all students
September	We welcome you to Hadlow College

Accommodation Deposits

All students who wish to be considered for college accommodation are required to pay a residential deposit of **£250**. This is paid under the following terms and conditions:

- The deposit is fully refundable at the end of the year subject to the accommodation and communal areas remaining in a clean/undamaged condition and return of all keys and access fob.
- The deposit does not guarantee allocation of College accommodation.
- Before enrolment, the deposit is refundable in full if the College receives a written cancellation notice before 31 August 2021.
- Any refund for a cancellation between 31 August and 5 September 2021 will only be made in full if the grounds are that the student's examination results preclude any enrolment, or that attendance is precluded on medical grounds (confirmed in writing by a GP).
- If a cancellation occurs after the 31 August 2021 and the student is technically able to attend College the deposit will only be refunded, subject to a **£60** administration fee, if the accommodation can be allocated to another student.
- If the accommodation booking is cancelled between before 5 September 2021 due to an unsuccessful application for a bursary through the Residential Bursary Fund, then a full deposit refund will be given.

College Accommodation Fees

Hadlow College offer a variety of accommodation packages. The fees for College accommodation in 2021-22 are based on a period of 38 weeks which includes all half terms and Ensuring Success weeks but students must vacate and completely clear their room during the Winter and Spring Breaks.

Students who are under 18 years as at 31/08/2021 may only select either Plan B or C.

Plan	Age criteria	Basis	Cost Per Week
A	18 years and over on 31/08/2021	Self-catering	£135.00
B	All	Half board	£155.00
C	All	Full board	£165.00

Provisional costs – Subject to confirmation for each individual applicant

Accommodation fees	COSTS			PAYMENT METHODS	
	No of Weeks	Cost Per Week	Total Cost Per Year	Payment in Full	Typical Direct Debit over 9 months
Plan A	38	£135.00	£5130.00	£5130.00	£570.00
Plan A with 80% award from RBF	38	£27.00	£1026.00	£1026.00	£114.00
Plan B	38	£155.00	£5890.00	£5890.00	£654.45
Plan B with 80% award from RBF	38	£31.00	£1178.00	£1178.00	£130.89
Plan C	38	£165.00	£6270.00	£6270.00	£696.67
Plan C with 80% award from RBF	38	£33.00	£1254.00	£1254.00	£139.33

Residential Bursary Fund (RBF)

All FE students are eligible to apply for an award from the Residential Bursary Fund to cover the cost of 80% of the residential fees if they meet the following criteria:

- Be aged 16 or over on 1st September 2021.
- Students who are EU nationals who enter the UK after 31 December 2020 are not automatically eligible for funding and must be able to demonstrate that they are legally resident in the UK to be funded. Students who are EU nationals and started their course before 31 December 2020 will be treated equally to UK residents.
- Have a household income of **less than £25,000 (net)**. This will include all income such as State Benefits, Tax Credits or income from employment.
- Be enrolled on a full-time course which lasts for at least 10 weeks of the year.

Full details on the eligibility criteria are detailed on the RBF application form. The RBF is for residential fees only and does not cover the deposit which must be paid in full at the time of the application.

Free College Meals

All FE students who apply to the Residential Bursary Fund and meet the criteria listed on the

www.gov.uk website will be automatically assessed for Free College Meals and if awarded, any payment plan will be adjusted if the full board option has been indicated. You will be notified of any changes in advance.

Payment Methods

Arrangements for College accommodation payments are made in advance of September 2021. Students can make arrangements to pay in one of two ways:

A Payment in full

Payments can be made in full either by cash or credit/debit card. Please ensure that your payment reaches us by 31 August 2021.

B Direct Debit

Following the payment by cash or credit/debit card for the first month, the direct debit payments are then timed to commence in October 2021 and will run on a monthly basis until May 2022. A member of our Finance Team will contact you to set up the direct debit.

Please note the following charges under the Direct Debit Scheme:

- If the College requests a Direct Debit payment for accommodation and the payment is rejected due to insufficient funds, the College will charge a **£20** administration fee.
- If an accommodation Direct Debit is cancelled before the final payment has been collected, the College will charge a **£50** administration fee.

Moving In Date

It is expected that students will move into College accommodation on Sunday 5th September 2021 for September 2021 enrolment. Date will be confirmed nearer the time.

Trial Period

Students have a trial period of four weeks from the date they move in. If they vacate their College accommodation during their trial period, they will be liable to pay up to and including their leaving date and will be entitled to a refund of their accommodation deposit less an administration charge of **£60** (subject to normal refund terms and conditions). **If a student moves out after the four-week trial period for whatever reason or is excluded from accommodation at any time, they will be liable for the residential fees for the whole year (up to 37 weeks).**

Rules and Regulations of Residency – Covid-19

The purpose for introducing new Rules and Regulations

We want students/parents/carers/guardians to be aware of our enhanced procedures and the change in expectations we have of them during this time. Such procedures have been put in place to help with the prevention of contracting and transferring Covid-19.

Why are these measures important for our residential community?

Now more than ever we want our residential provision to be a safe and inclusive environment, where all can study work and socialise in a safe and respectful way.

For many of you this will be your first experience living away from home. Living in a large residential community will bring its own challenges and because of these challenges and the added concern of Covid-19, we want to ensure that our residential community is stronger and more supportive than ever.

We ask that you work with us and commit to doing all you can to better protect and support the people that will become your 'college household' and community over the coming year.

Change in expectation and attitude towards residential living and the College community

Below outline's several guidelines that have been put in place to further contribute to the safety of our students, staff and visitors.

Please note that these guidelines are not exhaustive or permanent. Over time this section of the Rules and Regulations will be reviewed and restrictions may be lifted or tightened as and when safe or appropriate to do so.

By signing this document, you agree to adhere to all guidelines stated and to follow all instructions asked of you by staff regarding matters that relate to the Covid-19 pandemic. **The College may take disciplinary action against any student not following these rules which could result in exclusion from residential accommodation.**

The Rules and Regulations show our commitment to providing as safe an environment as reasonably possible however it can never be risk free. Our aim is to work together with our residents to maintain as safe an environment as reasonably possible.

When accepting these Covid-19 specific rules and regulations we insist on a high degree of personal responsibility and ask that you consider any current health conditions when joining us in residency.

One-way systems

The College will be implementing one-way systems around the campus which will include all residential areas. These systems need to be followed to avoid unnecessary contacts and we ask you to follow these systems whilst being mindful of the social distancing measures we all must follow.

Sanitising / cleaning hands regularly

Extra sanitising stations will be positioned around the College. This includes the Student Support Services office, the restaurant, entrances and exits to residential blocks and communal social areas. You will be required to sanitise your hands wherever a station has been provided in addition to regular hand washing.

Shared bathroom facilities

To help further reduce the risk of transmission, students must follow all safe use and cleaning routines published within these communal facilities. All personal belongings should be removed after use.

Shared kitchen facilities

To help further reduce the risk of transmission, students must follow all safe use and cleaning routines published within these communal facilities. All personal kitchen equipment must be removed immediately after use and stored in the student's own room.

Non-perishable foods where possible should be stored in the student's own room.

Residential Bubbles – What does this mean?

Students/parents carers/guardians need to be aware

1. Our residential blocks will be referred to as 'Residential Bubbles', The majority of blocks house 10 students per block. Each Residential Bubble will be classed as a 'household'. Each household will be expected to follow Government guidelines as you would in your own home. For example, if a member of your household contracts Covid-19, everyone that resides in the household will be required to go into isolation. The duration of isolation will depend on Government guidelines at the time of contraction. Students will not be permitted to leave their block unless it is to be picked up to return home (or to alternative safe accommodation) for the duration of their isolation period **(signed agreement to be made within this document prior to moving in)**. Students will be required to study remotely and if in the event they are unable to return home any meals and other essential commodities will be provided by staff.

2. Despite being grouped in to households, we still ask that students follow rules that are put in place within the households which will aim to reduce close contact with other students in their Residential Bubbles where possible.
3. Students will be required to keep distancing rules in place with anyone outside of their residential household. This includes partners, close friends, staff etc.
4. No-one outside of your College household (excluding staff) are permitted to enter your blocks.
5. Requests for changing households will only be granted, where possible, at the start of each term.

Self-isolating following travel from outside of the UK or from areas within the UK that are experiencing further Government enforced lockdowns

Students are not permitted to reside onsite throughout these self-isolation periods. Therefore, if you live or have returned from abroad and are required to self-isolate when entering the UK, or you live in an area of the UK that is experiencing an enforced government lockdown, you will be required to self-isolate at an alternative address for the full isolation period prior to moving in or returning to our accommodation.

Staggered meal times

Each household will be allocated set meal times and will be required to attend the restaurant services together, and will be seated together within their Bubbles.

Visitors

No-one outside of your College household (excluding staff) is permitted to enter your block. This includes residential students from other blocks and all non-residential students.

Until further notice, guests will not be permitted to socialise onsite. No visitors will be allowed access to the residential blocks. Students being picked up or returned to campus must make arrangements to meet in the parking areas. **No overnight or day visitor passes will be issued.**

Returning home at weekends or holiday periods

We ask that students only reside in one other household outside of College residency. When returning to campus a verbal health check will be carried out by a staff member and any health concerns dealt with accordingly. To avoid the risk of being asked to return home when unsure of any health concerns, please contact a member of the team prior to traveling.

Enrichment

Our residential team will continue to run enrichment activities each week. Offsite activities will require agreement in advance from parents/carers/guardians of students under 18. Students will be allocated time slots for social activities and events specifically for their 'Residential Bubbles'

Adhering to the 11pm curfew (under 18's)

All students under the age of 18 are required to be in their blocks by 11pm and in their own rooms by 11.30pm.

Nightly registration

We would like our under 18 residents to have a nightly check in with our residential staff team between 9pm and 10pm. If this has not happened staff will carry out a room check and follow College procedures until they locate them.

This will be an opportunity for staff to give students a verbal health check and help students get to know staff as they settle in.

Signing in and out

When leaving campus for any reason all our residents are required to sign in and sign out of their block.

If students (under 18) are going to be away from campus overnight, they are required to obtain parental permission, let staff know and also to leave their Residential ID card with a member of staff.

On signing in after time spent away from campus, our team will conduct a verbal health check and any health concerns reported will be dealt with accordingly.

Face coverings

We advise that all residential students bring a face covering with them when staying onsite. Students may be denied transportation, trip participation and more if they cannot present a face covering.

Following Government advice

All students will be required to follow Government guidelines when residing onsite. This includes, but not limited to, social distancing regulations, isolating when deemed necessary, and the participation of test and trace isolation.

Please see below Government guidelines relating to residential isolation procedures that we shall be adhering to until reviewed.

<https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-isolation-for-residential-educational-settings>

All other rules and regulations within this document remain in place, unless directed to the changes required by following any of the above Covid-19 rules.