##### SOMERVILLE COLLEGE

##### VACATION RESIDENCE APPLICATION

**PLEASE ENSURE THAT YOUR COMPLETED FORM REACHES THE HOUSEKEEPING DEPARTMENT BY THE END OF SEVENTH WEEK. Put the completed printed from in the housekeeping pigeonhole.**

**Anyone with an Extended Licence does not need to apply for Vacation Residence but you may still apply for vacation residence grant using part 2 of the form.**

**All Students returning early before the next term MUST apply for, and be granted Vacation Residence.**

**Whilst we will always try to find accommodation if it is available, it is possible that there might not be a room available, especially if it is requested after the deadline for applications. Please note that there is very limited availability of accommodation immediately after Michaelmas Term due to undergraduate admissions interviews. It is very likely that vacation residence requests for this period would have to be refused. People staying up to help with the interviews need not apply for vacation residence through this form. There is also very limited availability after 8th week of Trinity Term.**

**Vacation Residence will not be available in any ROQ Rooms.**

**If your plans change after applying for vacation residence, please notify the Housekeeping Manager by sending an e-mail to** **accommodation@some.ox.ac.uk****.**

**Please note that the Housekeeping Manager is not able to action requests overnight or at weekends.**

# Directed Reading / Revision / Submission of Project

If it is necessary for you to return early to College for part of the vacation to undertake directed reading, extra tutorials, revision for public examinations, then please give a detailed outline of what you intend to do during your time in College, and pass the form to your Personal Tutor for his or her approval. Your Personal Tutor must sign the printed form.

**Incomplete, unsigned or late forms may not be considered or decisions may be delayed.**

# Vacation residence will be charged to your battels. If you wish to apply for a grant to assist with this cost, please use part 2 of this application form. Accommodation charges in relation to residence required for you to stay up to sit Public Examinations outside term will be credited automatically to your battels without you needing to apply for a grant for these nights, but you will need to complete the first half of this form – a Tutor’s signature not required in this case.

**PLEASE ENSURE THAT YOUR COMPLETED FORM REACHES THE HOUSEKEEPING DEPARTMENT BY THE END OF FIFTH WEEK.**

**ALL FORMS NEED TO BE ENDORSED BY YOUR TUTOR**

#### SOMERVILLE COLLEGE

#### APPLICATION FOR VACATION RESIDENCE

**To be completed and returned to the Housekeeping Manager**

Name: ……………………………. (Please print) Room & Building: ………………………. (Please print)

Course: ……………………………………………………… (Please print) Year of Course.........................

|  |
| --- |
| **Dates available from** **4th January 2016 to 9th January** **From:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ To:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****Total number of nights requested***\_\_\_\_\_\_\_\_\_***Whilst we will make every effort to allow you to stay in your own room, we cannot guarantee that you will not have to move to another room for periods of residence outside the terms of your licence.** |

Student signature: …………………………………………………………………… Date: …………………………

In order to be in time for consideration by Housekeeping and for grant application consideration, this form needs to be submitted to the Housekeeping pigeonhole no later than Friday 5th Week.

**For Housekeeping Use Only**

**ROOM:**

**PART 2**

**VACATION RESIDENCE GRANT**

Undergraduate members of the college may apply for a grant for Vacation Residence, exclusive of days spent taking University Examinations.

Undergraduates may apply for a grant of up to 42 nights (for a three-year course), or 56 nights (for a four-year course) throughout their undergraduate career. Please note that these limits on the amount for which you can apply do not imply that you should expect to be awarded a grant for this amount.

If you fall into one of the following categories, you may apply for a vacation residence grant to cover some or all of the costs of your accommodation.

* Those who are considered to be in need of financial support, including those in receipt of an Oxford Opportunity Bursary, those who are currently in receipt of a hardship grant
* Those who will be in financial difficulties if they have to stay up for academic reasons
* Those who have missed tutorials through illness
* Those who have another exceptional reason for applying

In all these circumstances, undergraduates wishing to apply for a vacation residence grant should complete the Vacation Residence Grant application form. All vacation residence grants are subject to the approval of the Treasurer and the Senior Tutor.

**Please note that the College reserves the right to adjust the numbers of nights of vacation residence grant that you are awarded if at a later stage you decide to reduce the number of nights that you wish to stay.**

|  |
| --- |
| **Outline of the academic work you intend to do (continue on reverse or another page if necessary):**DIRECTED READINGREVISIONSUBMISSION OF PROJECTREPLACEMENT TUTORIALS FOR THOSE MISSED THROUGH ILLNESSOTHER *please give details* |
|
|
|
|

**Student’s signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**For Tutor’s Endorsement:**

 *If vacation residence is necessary for the reasons given, please sign this form, indicating whether the residence is ‘absolutely necessary’, ‘highly desirable’ or ‘desirable’, and note the number of nights which apply to each (e.g. 3 nights’ absolutely necessary and 4 night’s highly desirable, totalling 7 nights).*

|  |  |  |
| --- | --- | --- |
|  | **No. of nights:** | **Reason:** |
| **Absolutely Necessary** |  |
| **Highly Desirable** |  |
| **Desirable** |  |
| **Unnecessary**  |  |

**Tutor Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**APPLICATION FOR A GRANT TOWARDS THE COST OF VACATION RESIDENCE**

I would like to apply for a vacation residence grant for ……………..nights.

Please tick **at least one** box below which best applies to your current situation, and explain as requested:

|  |  |
| --- | --- |
|   | I am in receipt of an Oxford Bursary from Oxford University to the amount of £   |
|  | I am in receipt of a hardship grant from the (*please circle*) COLLEGE / UNIVERSITY OTHER *(please specify):* |
|  | I will be in financial difficulty if I have to pay for vacation residence, and my stay is essential on academic grounds (*please explain, continuing on another page if necessary*): |
|  | I have missed tutorials through illness this term (*please state how many*): |
|  | Other exceptional reason for applying (*please give details, continuing on another page if necessary*): |
|  |  |
|  |  |  |

For Treasury Use Only:

Treasurer’s Signature: …………………………………..…………….. Date: …………………………..…

Senior Tutor’s Signature: ……………………………………………… Date: ………………………………

|  |
| --- |
| Nights:  |
| Total nights already taken:  |
| Nights granted:   |
| Total nights remaining: |