Dear Junior Members,

Michaelmas Term ends on Saturday 2 December and ALL rooms must be vacated no later than 10am. Students are scheduled to return for Hilary Term on Wednesday 10 January after 2pm. Your accommodation will be used over the holidays - see section 27.18 of the Regulations for Students for information about storage over the Christmas Vacation. You must vacate your room by 10am on Saturday 2 December.

If you would like to stay on in College later than the end of this term, or return earlier than the beginning of Hilary Term at a cost of £15.05 per night, you need to apply for permission by completing an online request:

1. Read the Vacation Residence Rules and Charges to make sure you are entitled to vacation residence. The Rules and Charges can be found via this link: https://www.queens.ox.ac.uk/sites/www.queens.ox.ac.uk/files/201607023-Non-Academic-Disciplinary-Procedurers-and-Rules-and-Regulations.pdf.

2. You need to log in with your SSO (Single Sign On) and fill in the online application form.

3. To access the application form visit this link: https://portal.queens.ox.ac.uk/mod/feedback/view.php?id=94.

4. You can only submit the form once so please check and double-check before submitting your application. Please ensure you complete it correctly.

5. The form is self-explanatory, and other guidance can be found in the rules and regulations document, but any communication about this process should be addressed to: the Domestic Bursar’s Secretary hb.secretary@queens.ox.ac.uk.

6. Result of your vacation residence application: you will be informed at the end of 6th week whether you have been granted vacation residence permission or not.

**Dates for this vacation residence are from Saturday 2 December 2017 to Wednesday 10 January 2018. The deadline for application is 9am on 30 October.**

- There is no automatic right to stay in College over the vacation or to return early, and no guarantee that you will be allocated your term-time room over the vacation.
- Applications made after the deadline will not be accepted.

**Other useful information:**

- **Cost:** the cost per night for vacation residence will be £15.05.
• **Library**: closed from noon on Friday 22 December to 9am on Tuesday 2 January.

• **College Closure**: College will be completely closed (locked) from Friday evening on 23 December until Wednesday 3 January.

• **Michaelmas Term** ends Saturday 2 December and ALL rooms must be vacated no later than 10am.

• **Return for Hilary Term** - students are scheduled to return for Hilary Term on Wednesday 10 January after 2pm.

• **Storage of belongings over the Christmas Vacation**: your accommodation will be used over the holidays - see section 27.18 of the *Regulations for Students* for information about storage over the Christmas Vacation. You must vacate your room by 10am on Saturday 2 December.

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**Important information for those applying to be student hosts**

Those applying to be a student host over the interview period do not need to apply for vacation residence for this period. All hosts will be guaranteed accommodation free of charge from Saturday 2 December to Thursday 14 December. (Unfortunately we will be unable to allow hosts to remain in their term-time rooms.)

**However**, not all those who apply to be hosts will be successful. If you need vacation residence even if you do not get selected as a host then you must still apply for it by the deadline (Monday 30 October). You should use the form to indicate the full period for which you will need vacation residence (inclusive of the interview period).

Please add a note to the vacation residence application indicating you intend to apply to be a host.

Enquiries about the student host positions, which will be advertised soon, should be directed to orockanyo.nsoatabe@queens.ox.ac.uk.