

2025 SUMMER VACATION TERMS OF ACCOMMODATION LICENCE AGREEMENT

The terms of the summer vacation licence are as follows: -

1. (a) You agree to occupy the Premises and pay for the period specified in your offer letter/s.
(b) During the Licence Period you have the use of the furniture and equipment listed in the inventory that will be provided to you at the time you move in ("the Furniture and Equipment") and the use in common with other occupiers of the Flat the communal facilities and areas within that Flat, and the use in common with the other residents of the Building, the Building's communal facilities and areas together ("the Common Areas").
(c) The parties acknowledge that this is not a tenancy agreement and does not confer exclusive possession.
2. Once you have made the required payment to accept the offer your accommodation will be booked for you. You will be sent an email confirming that the room is booked. If further fees remain to be paid for your summer stay once your licence has started you will be sent an invoice which will show the total cost of your stay. In the instalments section it will show any balance which remains due for payment.
3. **Terms and Conditions & Residents Guide**
This agreement is subject to the terms, conditions, guidelines, and requirements set out in the Conditions of Residence Guide and the Student Disciplinary Regulations being in force from time to time. The Conditions of Residence Guide can be viewed at [Documents for accommodation | University of Surrey](#). If you do not have access to the internet, please contact us and we will send you a copy in the post. Please ensure you read the Guide thoroughly before signing this agreement.
4. **Your Responsibilities**
 - (a) You will pay the residence fees on the "Pay by Date" specified in the instalment section of the invoice you will be sent.
 - (b) You agree to abide by the terms of the Conditions of Residence Guide and the Student Discipline Regulations throughout the term of this agreement.
 - (c) You agree to vacate the premises, remove all belongings from the Premises and Common areas and return all keys by midday on the end date your licence
 - (d) It is a condition of this Agreement that you remain a student, member of staff or approved visitor of the University for the duration of the Licence Period and you agree to leave the Accommodation upon request if you should cease at any time to be a student, member staff or approved visitor of the University.
 - (e) Without prejudice to any of the terms contained in the Conditions of Residence Guide, you agree:
 - i. to keep noise at a level that does not interfere with the study, sleep or comfort of other residents, staff, and neighbours. You must reduce the level of noise immediately if requested to do so by a member of university staff or by another resident;
 - ii. to behave with respect and consideration towards other residents, staff, and your neighbours. This includes not injuring, or damaging the property of others, not using foul and abusive language, not using other residents' possessions without permission, and respecting the privacy of others;
 - iii. not to hold any parties;
 - iv. not to smoke or vape within the residences this includes your room and all communal areas;
 - v. to keep your room/flat in a clean state and carry out your share of cleaning in any communal areas for which you are responsible e.g. the kitchen and bathrooms;
 - vi. to dispose of your rubbish in accordance with the information provided in your accommodation.
 - vii. to acquaint yourself and follow the fire alarm and evacuation procedures for your accommodation;
 - viii. not to tamper with any electrical equipment, gas installations/appliances or fire safety equipment (unless due cause to do so);
 - ix. not to have or use portable electric or gas heaters, portable cooking equipment or chip pans, extra mattress or beds including air beds in your room. You must not use any items that may have a naked flame or produce heat (e.g. candles, tea lights, incense sticks, oil lights etc);
 - x. not to have on campus anything that could harm you or someone else (e.g. airguns or any other form of weapon, chemicals, or fireworks);
 - xi. to ensure the building and your room/flat is left secure. For example, you must not prop open external doors, and you should lock your door and close the windows when you are out;

- xii. to keep your room and the communal areas you have access to in a manner that will not endanger the welfare of others who need to access these areas including other students, staff members and visitors to the accommodation;
 - xiii. not to give keys or swipe card to your flat/house/room to any other person;
 - xiv. to report any damage to your accommodation promptly to tour Court Reception or via the Online Helpdesk;
 - xv. not to sublet your room;
 - xvi. to escort at all times and be responsible for your guests while they are in or on the residence site. This includes being responsible for any damage they may cause;
 - xvii. not to use your room for any business purposes or illegal activity, including any activity relating to illegal drugs;
 - xviii. to pay for any damages caused by you either through negligence, deliberate act, or accidents. You also agree to pay for damages that may have been caused within an area over which you have sole or joint control if the person who caused the damage cannot be identified.
- (f) If a letter/notice is delivered to your door/mailbox it will be deemed that you have received it.

5. The University's Obligations

- (a) The University will, for the duration of the Licence Period, grant the Student, member of staff or approved visitor with a Licence to occupy the Premises.
- (b) The University will use its reasonable endeavours to ensure that any repairs, maintenance, or cleaning services are carried out promptly.
- (c) The University will use its reasonable endeavours to provide adequate heating and lighting in the Premises, but the University cannot accept responsibility for the failure of any services in the Premises which are outside its control (e.g. as a consequence of flooding, lightning strikes etc.)
- (d) The University will provide the Furniture and Equipment and will maintain it to a reasonable standard and in compliance with health and safety laws.
- (e) The University will use its reasonable endeavours to undertake the cleaning of the communal areas in line with the guidelines set out in the Residences Guide.

6. General

- a) You do not have exclusive possession of the Premises and the University has an absolute right to enter and search the Premises at any time and for any purpose including but not limited to issues relating to health and safety or the maintenance of law and order or to carry out essential repairs, maintenance and for cleaning purposes. As a matter of good practice, the University will provide you with 48 hours' notice of any planned works or inspections, excluding for emergencies, where shorter notice or no notice may be given. If you report a fault the University is entitled to enter the Premises in order to investigate and fix the fault without your further permission.
- b) The University may require you to move to different accommodation than the Premises on the giving reasonable notice, excluding an emergency situation where shorter notice or no notice may be given.

7. Cancelling or Terminating the Agreement

- (a) In the event that you cease to be a student, member of staff or approved visitor of the University, it is your responsibility to inform the Accommodation Office at the earliest opportunity. The University will terminate this licence by giving you reasonable notice and the University will release you from your obligation to pay any accommodation fees once you have vacated your room and returned your keys (as set out in clause 2 above), if you fail to vacate at this time, or at the end of the licence, legal action will be taken to remove you from the property.
- (b) You may give two weeks' notice to end this licence early
- (c) You have the right to withdraw from and cancel this agreement within 14 Days of signing ("cooling off period) with no financial penalty, up to the day before your licence is due to start, if you have already moved in then then you are unable to cancel.
- (d) The University may terminate this Agreement if you are in violation of the terms and conditions by giving you reasonable notice, which could be not less than 24 hours in exceptional circumstances. If you fail to vacate at this time, or at the end of the Agreement, legal action will be taken to remove you from the Property.
- (e) The Licensor/University may terminate this Agreement as a result of any findings of the Criminal Convictions Group or Professionalism Group pursuant to the Criminal Convictions Policy, Including but not limited to any conditions restricting your access to accommodation and/or termination of your registration

as a student, by giving you reasonable notice, which could be not less than 24 hours in exceptional circumstances. If you fail to vacate at this time, or at the end of the licence, legal action will be taken to remove you from the property.

8. Complaints Procedure

If you wish to raise a complaint about the condition of the premises or any issue arising from the terms of this agreement, please submit a written complaint to Accommodation Services as soon as possible.

Deadlines for the submission of complaints may apply and advice should be sought from Accommodation Services.