LIVING IN OXFORD

Arrangements regarding accommodation and meals vary according to whether you are an Undergraduate, Visiting Student, or Graduate (inc MBAs and PGCEs). Please be sure to read the appropriate sections below, and then finally the information on keys, bikes etc which is relevant to all categories of students.

ACCOMMODATION

College rooms on the main site are allocated to all Undergraduate Freshers and Visiting Students. All Freshers are normally required to live in College accommodation in their first year. Mature students, if they wish, should contact the Home Bursar to discuss this requirement.

There is a range of College accommodation available for a proportion of Graduate Freshers, allocated on a first come first served basis as and when all college and departmental conditions are met.

College rooms are fully furnished, but you must bring your own bedding, bed linen, towels, and any cutlery and crockery you think you might need (undergraduates are in fully catered accommodation so not much is required). If you would prefer (especially if coming from overseas) to have basic bedding provided for you then “bedding packs”, comprising a single duvet and duvet cover, fitted single sheet, pillow and pillow case, can be purchased at a charge of £32. (Please note: bedding packs are not suitable for band F rooms with a double bed.) You can request the bedding pack in the relevant section of the online form. The bedding pack is designed to provide you with the basic necessities to allow you to settle in; further sheets, pillows etc to suit individual tastes and requirements can then be purchased locally as you require.

Undergraduate and Visiting Student accommodation is arranged in Staircases around quads intermingled with Fellows’ office space and accommodation, College offices and meeting rooms and other facilities. It is therefore important to remember that you are joining a residential community and considerate behaviour is essential.

Rooms on the Main College Site are divided into five categories, and the charges for undergraduates depend on the size of the room, and/or other facilities available.

- Band A is the smaller room (average size 11 m²) with washroom facilities nearby
- Band B the average-sized room (average size 15 m²) with washroom facilities nearby
- Band D has ensuite shower and WC
- Band E is a larger room with ensuite shower and WC,
- Band F as Band E, but with a double bed (please note, this room is for single occupancy)

Examples are shown on the accommodation section of the College web-site. Undergraduates are asked on the online form to indicate a preference for which category of room you would prefer. We make every effort to meet your preference but we may have to offer you an alternative room in a different band if stocks run out. (Please note: Visiting Students have slightly different arrangements re their room choices and should read the section relevant to them below.)
Room Rents. The rates charged for the various categories during the Academic Year 2018/19 (term-time only) are as follows:

<table>
<thead>
<tr>
<th>Band</th>
<th>Annual Rate for 2018/19</th>
<th>Number of rooms in each band</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>£3,159</td>
<td>13</td>
</tr>
<tr>
<td>B</td>
<td>£3,726</td>
<td>63</td>
</tr>
<tr>
<td>D</td>
<td>£4,986</td>
<td>48</td>
</tr>
<tr>
<td>E</td>
<td>£5,952</td>
<td>17</td>
</tr>
<tr>
<td>F</td>
<td>£6,147</td>
<td>6</td>
</tr>
</tbody>
</table>

Advance Payments
The College requires that you pay accommodation, meals and other costs in advance each term. For Michaelmas Term 2018, these will be made up as follows:

Accommodation charge:

- Band A: £1,106.55*
- Band B: £1,305.15*
- Band D: £1,746.51*
- Band E: £2,084.89*
- Band F: £2,153.19*

(*In Michaelmas Term you arrive three days earlier than in subsequent terms, hence the normal termly amount plus three extra days is charged.)

To these rents are added the following items:

The College Amenities Charge (CAC) - £130. This is a contribution to the overheads of the College’s amenities (e.g. Catering, Lodge Porter facilities). It is only charged in the first year.

Meals during term – 51 dinners @ £6.18, totalling £315.18 per term.

Meals during Freshers’ Week (Mon dinner through to Thu dinner inclusive, plus Friday dinner) - £51.48

Utilities and mandatory room contents insurance - £390 for the year, payable in three termly instalments of £130

Hence the total advance charge for Undergraduates for Michaelmas term is:

- Band A: £1,733.21
- Band B: £1,931.81
- Band D: £2,373.17
- Band E: £2,711.55
- Band F: £2,779.85

These payments may be made online when you receive your first battels bill or may be paid
Visiting Student Accommodation

You will be accommodated in a study-bedroom with a wash basin. Shared bathroom facilities will be nearby. You have the option of paying extra to have a room with ensuite facilities, subject to availability (please see below), and you can make this request when completing the online form. The College cannot guarantee to satisfy any particular requirement. Please note: if you decide to upgrade to an ensuite room, and you require a room in College during the vacation, we cannot guarantee that your room will be available and you will most likely have to move to a basin room over the vacation periods to allow us to utilise ensuite rooms for other College activities. If you do not need a room, storage facilities for your belongings are available.

For students from Cornell, Georgetown, George Washington, Tufts and the University of Hong Kong, charges for your room for the entire course are settled directly by your home College or University.

All other Visiting students are required to pay the charges for your room for the year directly to Pembroke College. The charges are payable at the beginning of each term and there is no refund for periods spent away from College. The room charge for 2018/2019 is £1,486 per term (or £1,983/£2,368/£2,447) if you upgrade to ensuite), plus an annual utilities charge of £390 payable in three termly instalments of £130 at the start of each term, which includes mandatory room contents insurance for the year.

Graduate Accommodation is provided to some graduate students as follows:

- Main Site (inc Rokos Quad): ensuite single rooms or flats for couples (please note that we do not have any accommodation suitable for families)
- The Geoffrey Arthur Building (GAB): a purpose-built annexe about 10 minutes from College – single study bedrooms, with a shared kitchen, two bath/shower rooms and a separate wc per staircase of 4-6 rooms
- 11 Hill View Road and 29 Alexandra Road: both about a mile from the main College site but close to the Said Business School – single study bedrooms, sharing bathroom facilities.

Graduate Room Contracts
Graduates are offered two forms of long-stay contracts:

(a) 9 month Contract
Arriving 23rd September 2018, departing 29th June 2019. Days in residence before or after these dates, approved by College, will be charged at a pro-rata daily rate.

These 9 month contracts apply to single rooms in the Rokos Quad (Band D is “standard” ensuite, approx. room size 14m², Band E is “superior” ensuite, approx. room size 16m²). Rooms at the GAB (approx. room size 13m²) are also available on this contract.
(b) **11.5 months Contract**
Arriving 23rd September 2018, departing 1st September 2019. The College may require full access to the room for maintenance and decoration for a period of up to two weeks during this time, by arrangement with the occupant. Days in residence before or after these dates, approved by College, will be charged at a pro-rata daily rate.

These 11.5 month contracts apply to rooms at 11 Hill View Road and 29 Alexander Road, single rooms on the Main Site (Band D as above) and couples flats in the Rokos Quad.

**Contract Prices**
Graduate rooms are divided into bands, based principally on the size of the room, but the other facilities available are also taken into consideration. Band A is the smaller room, Band B the medium sized room, and Band D and E are ensuite, E being slightly larger than D. GAB rooms are not banded.

Contract prices for 2018/2019 are as follows:

<table>
<thead>
<tr>
<th>9 month contract</th>
<th>11.5 month contract</th>
</tr>
</thead>
<tbody>
<tr>
<td>Band D (Rokos Quad): £6,126</td>
<td>Band A: £5,580</td>
</tr>
<tr>
<td>Band E (Rokos Quad): £7,482</td>
<td>Band B: £6,261</td>
</tr>
<tr>
<td>GAB: £5,281</td>
<td>Band D (Main Site): £7,533</td>
</tr>
<tr>
<td>Rokos Flat: £11,043</td>
<td></td>
</tr>
</tbody>
</table>

**Keys**
You will be issued with a College security smart card (SALTO card). Your SALTO card allows access to your bedroom and other buildings as required. Please note that some bedrooms are still accessed by key which will be issued where appropriate. The main door to the College is closed between approximately 7.10 p.m. and 6.15 a.m. each day, and the SALTO card has to be used to open the door between these times. Lost keys or SALTO cards will incur a replacement charge.

The SALTO card is also your EPOS (Electronic Point of Sale) card allowing you to pay for purchases in the Café. To allow you to use your SALTO card for purchases in the Café etc, you will need to put money onto the card through “UPAY”, which is accessible via the internet. Value can also be added from either a debit or credit card. Details of the procedure to be followed can be found in the Student Handbook.

You should note that CCTV security cameras operate throughout College; the policy for its use is held in the Porters Lodge and can be found online here.

**MEALS**
Undergraduate Freshers and Visiting Students live in College and will be on a “meal plan”, with evenings meals provided six nights a week (Sunday to Friday) at a cost of £6.18/meal (£315.18 per term). Graduates are self-catering, but are welcome to eat in Hall on a pay-as-you-go basis. Normal meal times in term-time are shown in the Student Handbook. Special arrangements exist for Freshers Week as below.

Breakfast (in Farthings Café) and lunch (Monday to Friday, Café or Hall) are multi-choice menus on a pay-as-you-go basis, available to all students. Farthings Café is open on Saturdays and
Sundays during term-time.

Formal/Informal Hall is a set menu, with this cost included in the termly charge for Undergraduates and Visiting Students. Formal Hall is served, Informal Hall is self-service. Gowns are worn at Formal Hall, and smart dress is required. 1st year undergraduates and Visiting Students are obliged to attend Formal Hall (Tuesdays, Thursdays and Sundays in Michaelmas term reducing to Sunday and Tuesday in Hilary Term and just Sunday during Trinity Term).

**Dietary Requirements**

Students with any dietary requirements, or allergies and those who do not eat certain meats such as pork, should complete the relevant section of the online form; they will then be issued with a card which must be produced at meal times. If you are bringing a guest to evening Hall who has special dietary requirements you should email the chefs with at least 24 hours’ notice pmbcatering@maillist.ox.ac.uk. If you believe you have a medical condition which requires you to cook meals for yourself you MUST indicate that fact in the relevant section of the online form. However, we are able to cater for practically all conditions and medical evidence to support your request will be required.

**Freshers’ Week meals for Undergraduates and Visiting Students**

An informal supper on Sunday evening will be available. For the remaining meals during Freshers’ Week, you should consult the Freshers’ Week timetable – meals are usually in the Hall unless an alternative has been arranged. You will be invited to attend a Freshers’ Dinner on either Tuesday 2nd or Wednesday 3rd October for which you will need a gown. On the night you do not attend a formal Freshers’ Dinner, Informal Hall will be served early. It is assumed that you are attending all meals during Freshers’ Week. The pay-as-you-go system for breakfast and lunch comes into effect on Friday 5th October.

**Freshers’ Week meals for Graduate Freshers**

Graduate Freshers are invited to attend the Graduate Freshers’ Dinner in Hall on Thursday 4th October – you will be emailed further details in due course. A College induction will be held on Wednesday 3rd October at 11am followed by a buffet lunch. Otherwise, no meals are available to graduates during Freshers’ week. The first evening meal you can attend in Hall is dinner on Sunday 7th October.

More information on catering provision is in the Student Handbook.

**Bicycles**

All bicycles must be registered at the Lodge and a charge of £2 is made to administer the system; a sticker is issued which must be placed on the bicycle in a visible position. Bicycles should only be parked in the designated areas - under Staircase 17, in the racks in North Quad and outside Staircase 12, or in the bike racks at the Schild Building. Please note that any bicycles on College premises which have not been registered, or have been parked somewhere other than the designated areas, are liable to be impounded and disposed of. The release charge for bicycles is £5. Further information can be found in the Student Handbook.

**Medical Cover for Overseas Students**

If you are an overseas student from either an EU or Commonwealth country, and you are here
for more than six months, you are most likely entitled to free health care treatment through a reciprocal agreement. However, you are strongly advised to confirm your entitlement before you arrive in the UK, and to consider the option of taking out additional private medical insurance.

**Insurance (see also the “Financial Information” section of this website)**
The College has a “Block-Hall” possessions insurance policy with Endsleigh Insurance Services Ltd for all students living in College accommodation, and the cost of this for 2018-19 is £7.47 (this is included within your charges automatically). Cover includes comprehensive insurance against fire, flood and theft of resident’s belongings within their accommodation, and up to £5,000 worth of cover for damage to College property. A leaflet with full details will be given to you on arrival at College.

**Visiting Students** are also offered further, broader, optional insurance cover through the College. The cost is payable by you to the College. The cost of this insurance, per person, does vary but is expected to be in the order of £60, based on last year’s cost. See full details within the online form and in the “Financial Information” section for Freshers.

**Computer Facilities**
The College requires all members of the College to adhere to the “Acceptable Use Policy” agreed to when connecting to the College network. Members will not be able to use computing facilities until they do so. It is the student’s responsibility to ensure that they abide by stated rules at all times.

The College will communicate to the most part solely by email. It is a condition of being at Pembroke that you will allow the College to contact you in this way. It is also a condition that you read your email every day and log on to the College intranet as important time-sensitive announcements may be made by these methods. Some Tutors will also communicate primarily by email and will impose their own rules which you must follow.

**College Regulations and Student Handbook**
You must read the College Regulations and Student Handbook before you arrive. You are expected to abide by their content whilst at Pembroke College.

**Contacts**
[Contact details] of staff managing the financial, administrative and residential aspects of College life are included in the Student Handbook and are also on the web site. Students should not hesitate to contact any of the College staff if they need assistance. Experience has shown that matters of personal finance are particularly important. It is much better to notify the College authorities early in the event of difficulties.

**THE FINANCIAL INFORMATION CONTAINED IN THIS DOCUMENT IS BELIEVED TO BE CORRECT AT THE TIME OF GOING TO PRESS, BUT THE COLLEGE RESERVES THE RIGHT TO MAKE CHANGES**